

Economic Development Authority Meeting of the City of Winchester, Virginia

Meeting Minutes

DATE: May 15, 2018

TIME: 8 a.m.

LOCATION: Elizabeth A. Minor Council Chambers, City Hall

MEMBERS:	<u>Present</u>	<u>Absent</u>
William Buettin	<u>X</u>	<u> </u>
Douglas R. Toan	<u> </u>	<u>X</u>
Lauri M. Bridgeforth	<u>X</u>	<u> </u>
Jeffery B. Buettner	<u>X</u>	<u> </u>
Carol Koenecke-Grant	<u>X</u>	<u> </u>
Tim Painter	<u>X</u>	<u> </u>
Cary Craig	<u>X</u>	<u> </u>

ALSO ATTENDING: Shawn Hershberger, Executive Director, Amy Simmons, Communications Director, George Hoddinott, Business and Workforce Development Director, Shirley Dodson, Business and Workforce Development Coordinator.

SUBJECT: Call to Order and Determination of Quorum

HIGHLIGHTS: Chairman Buettin called the meeting to order at 8:00 a.m., at which time it was determined that a quorum was present.

SUBJECT: Review and Approval of Meeting Minutes from April 17, 2018 Meeting.

HIGHLIGHTS: The minutes of the Meeting held on April 17, 2018 were unanimously approved upon motion duly made by Mr. Buettner and seconded by Mrs. Bridgeforth.

SUBJECT: Review and Approval of Financial Report for the Period Ended April 30, 2018.

HIGHLIGHTS: The Financial Report for the month ending April 30, 2018 was unanimously approved upon motion duly made by Mr. Buettner and seconded by Mrs. Bridgeforth.

SUBJECT: Executive Director Report

HIGHLIGHTS: Employer Expo: Director Hershberger reported that there will be an Employer Expo hosted by the City of Winchester Economic Development Staff, Frederick County Economic Development Staff, and the Workforce Initiative. This event will offer job seekers, internship seekers, career changers, and unemployed persons the ability to meet with 45 companies that have current positions available ranging in skill level. There will be three workshops offered through the Virginia Employment Commission and Navy Federal Credit Union covering mock interviews, business etiquette, and resume building. The event will be Wednesday, May 23rd from 3-7 p.m.

Operating Budget: Mr. Hershberger presented a draft operating budget for FY 2019. He noted that the BB&T services charges were higher than anticipated because there were several wire transfers this fiscal year and with each transfer came a charge from BB&T. He also noted that the strategic plan and the marketing plan were on or under budget. The operating budget additionally proposed an increase in funds given to the Worlds of Work! event for FY19. Each EDA in the region was asked to provide \$12 per student that attends the WoW! and that is how the figure of \$4,500 was decided upon.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mrs. Bridgeforth, seconded by Mr. Buettner the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section 2.2-3711 (C) (A) (3) for the discussion and consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

SUBJECT: Return to Open Meeting

HIGHLIGHTS: At the conclusion of the closed meeting concerning the discussion and consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the

bargaining position or negotiating strategy of the Authority, the following Resolution would unanimously adopted upon roll call vote as set forth below:

WHEREAS, the Economic Development Authority of the City of Winchester, Virginia has concluded its “closed meeting” at a meeting held on May 15, 2018 and desires return to an “open meeting”; and

WHEREAS, the adoption of this Resolution is intended to serve as the “Certificate” described in Section 2.2-3712 (D) of the Code of Virginia (1950, as amended)

NOW THEREFORE, BE IT RESOLVED that the Economic Development Authority of the City of Winchester, Virginia does hereby reconvene in an “open meeting” at its meeting held on April 17, 2018; and

BE IT FURTHER RESOLVED that each and every Member of said Authority who votes in the affirmative for this Resolution does thereby certify to the best of each Member’s knowledge that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information were heard, discussed or considered during the closed meeting, and that only such public business matters as were identified in the Motion which convened the closed meeting were heard, discussed or considered during the course of said closed meeting by the Authority:

<u>Roll Call</u>	<u>Vote</u>
Tim Painter	Aye
William Buettin	Aye
Cary Craig	Aye
Lauri Bridgeforth	Aye
Jeff Buettner	Aye
Carol Koenecke-Grant	Aye

SUBJECT: New Business

HIGHLIGHTS: Job Creation Grant: The SoS Repair Professional Job Creation Grant was tabled until the next EDA Board meeting.

Micro-Loan Application: Iron Rose submitted an application for \$6,500 for costs associated with opening a fair trades boutique and fitness studio within the enterprise zone. The shop is located at 6-8 S. Braddock Street. Mr. Buettner requested that future loan applications include a revenue projection sheet and past financials

if applicable. The loan application was unanimously approved by motion made by Mr. Painter and seconded by Mrs. Bridgeforth.

SUBJECT: Old and Other Business

HIGHLIGHTS: Legal Services: Nate Adams has been asked to continue legal services on an annual basis. His services will be billed hourly and the current contract will be valid July 1, 2018-June 30, 2019. Upon motion duly made by Mr. Painter and seconded by Mrs. Koenecke-Grant, the board was in unanimous agreement to enter into a yearly contract with Nate Adams for legal services that would need to be voted upon for renewal each year.

SUBJECT: Next Meeting

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for June 19, 2018 and will be held in the Elizabeth A. Minor Council Chambers.

ADJOURNMENT: There being nothing further, the meeting was adjourned upon motion duly made by Mrs. Bridgeforth and seconded by Mr. Buettner.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator