

**Economic Development Authority of the City of Winchester, Virginia**

**Meeting Minutes**

DATE: January 19, 2016  
TIME: 8:00 a.m.  
LOCATION: Rouss City Hall Council Chambers

MEMBERS:	<u>Present</u>	<u>Absent</u>
Ronald Mislowsky	<u>  X  </u>	<u>      </u>
J. P. Carr	<u>      </u>	<u>  X  </u>
Suzanne Conrad	<u>  X  </u>	<u>      </u>
William Buettin	<u>      </u>	<u>  X  </u>
Douglas R. Toan	<u>  X  </u>	<u>      </u>
Lauri M. Bridgeforth	<u>  X  </u>	<u>      </u>

ALSO ATTENDING: Michael L. Bryan, Counsel, Kimberly Murray, Executive Redevelopment Director, Shirley Dodson, Economic Development Assistant and Mary Blowe, Chief Financial Officer

PRESIDING: Ronald Mislowsky, Chairman

SUBJECT: **Call to Order and Determination of Quorum**

HIGHLIGHTS: Chairman Mislowsky 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 Minutes of December 15, 2015**

HIGHLIGHTS: The Minutes of the Authority meetings held on December 15, 2015 at 8:00 a.m were submitted for consideration by the Authority and were unanimously approved upon motion duly made by Mrs. Conrad, seconded by Mrs. Bridgeforth. In addition, the Executive Director reported that the February meeting would take place on February 15, 2016 at 8:00 a.m., and the September meeting would take place on September 13, 2016 at 8:00 a.m. due to scheduling conflicts.

SUBJECT: **Review and Approval of Financial Report for the Period Ended December 31, 2015**

HIGHLIGHTS: Total Assets as of December 31, 2015 was \$4,496,915.77. Upon motion by Mrs. Conrad, seconded by Mrs. Bridgeforth, the Financial Report for

the period ended December 31, 2015 was unanimously approved. A copy of the Financial Report is attached to these minutes and made a part hereof.

**SUBJECT: Executive Redevelopment Director's Report**

**HIGHLIGHTS:** The Executive Redevelopment Director reports as follows:

- Reviewed the EDA Cash Flow Chart and EDA FY2007 Allocation of Funds (copies of which are made a part of these minutes).
- Presented a power point presentation concerning Jobs EQ a Web Based Business Retention Software Program. A summary of the Jobs EQ is made a part of these minutes.
- Presented a summary of the Ecodev Tracker software which will be used by the Executive Redevelopment Director to track business retention activities.
- Taylor Hotel Restaurant: The Executive Redevelopment Director reported that a new restaurant tenant is under consideration for the restaurant space.
- Taylor Pavilion: Estimates for the repair of the wall or installation of banners are being reviewed and will be forwarded to the Department of Historic Resources and National Park Service for their review as well.
- Enterprise Zone Booklet: The Enterprise Zone Booklet is being printed.
- New EDA Director: Common Council will consider the appointment of a new EDA Director to take the place of Dan Troup who resigned at the end of December, 2015, at its meeting scheduled for January 26, 2016.
- Enterprise Zone Amendments: Enterprise Zone Amendments are being considered by City Council.
- Reviewed a Quality of Life Publication put together by Frederick County and the City of Winchester titled "Find your place. Here."
- Additional EDA Employee: That the EDA will discuss at the

February, 2016 meeting a request that the City approve the hiring of a new employee for the Business Development Specialist position with the EDA. The projected salary range is \$50,000.00 to \$60,000.00 for a full time employee, which salary and benefits would be funded entirely by the EDA. A copy of the Request for Classification Action is made a part of these minutes.

**SUBJECT: Business & Education Summit**

**HIGHLIGHTS:** The Executive Redevelopment Director reported that the EDA has partnered with Frederick County, Winchester and Frederick County Schools, Lord Fairfax Community College, and other business partners to sponsor the inaugural Business & Education Summit to be held on April 20, 2016. Upon motion duly made by Mrs. Conrad, seconded by Mrs. Bridgeforth, it was unanimously resolved that the EDA shall contribute \$2,000.00 toward the Business & Education Summit.

**SUBJECT: Finance Committee Report and Discussion**

**HIGHLIGHTS:** Deferred for future consideration due to the absence of Director Buettin and Director Carr.

**SUBJECT: Closed Meeting**

**HIGHLIGHTS:** Upon Motion duly made by Mrs. Bridgeforth, seconded by Mr. Toan, the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (1950, as amended) for discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

**SUBJECT: Return to Open Meeting**

**HIGHLIGHTS:** At the conclusion of the closed meeting concerning the discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body, the following Resolution was 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 January 19, 2016, 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 January 19, 2016; 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 Act 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>
Ronald Mislowsky	Aye
Suzanne Conrad	Aye
Douglas R. Toan	Aye
Lauri M. Bridgeforth	Aye

**SUBJECT: Closed Meeting**

**HIGHLIGHTS:** Upon Motion duly made by Mrs. Bridgeforth, seconded by Mr. Toan, the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section 2.2-3711(A)(3) of the Code of Virginia (1950, as amended) 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 or consideration of the acquisition of real property for a public purpose, or 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 was unanimously adopted upon roll call vote as set forth below:

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<u>Roll Call</u>	<u>Vote</u>
Ronald Mislowky	Aye
Douglas R. Toan	Aye
Lauri M. Bridgeforth	Aye

\*Director Conrad recused herself from participation in the discussion of real estate matters and left the Council Chambers during that portion of the closed meeting.

SUBJECT: **Next Meeting**

HIGHLIGHTS: The next meeting of the Authority is scheduled for February 15, 2016. Such meeting shall convene at 8:00 a.m. and shall be held in Common Council Chambers.

ADJOURNMENT: There being nothing further, the meeting was adjourned.

Respectfully submitted by:

Michael L. Bryan, Secretary

MLB/pmn

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