

Economic Development Authority Meeting of the City of Winchester, Virginia

Meeting Minutes

DATE: January 16, 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>	_____
Douglas R. Toan	<u>X</u>	_____
Lauri M. Bridgeforth	<u>X</u>	_____
Jeffery B. Buettner	<u>X</u>	_____
Carol Koenecke-Grant	<u>X</u>	_____
Tim Painter	<u>X</u>	_____

ALSO ATTENDING: Shawn Hershberger, Executive Director, Eden Freeman, City Manager, Amy Simmons, Communications 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.

*A motion was made to amend the agenda to move close session after review and approval of minutes because Vice Chairman Buettner had to leave the meeting early due to serving on jury duty. Amendment of the agenda was unanimously approved upon motion duly made by Mrs. Bridgeforth and seconded by Mrs. Koenecke-Grant.

SUBJECT: **Review and Approval of Meeting Minutes of December 12, 2017 Meeting.**

HIGHLIGHTS: The minutes of the Meeting held on December 12, 2017 were unanimously approved upon motion duly made by Mr. Buettner and seconded by Mr. Toan.

SUBJECT: **Review and Approval of Financial Report for the Period Ended December 31, 2017.**

HIGHLIGHTS: Total assets as of December 31, 2017 was \$3,491,025.53. Director Toan asked in the future if the properties can be listed as assets on the report.

Director Toan asked how much of the LGIP funds were transferred over to the BB&T checking account and Mr. Hershberger answered that \$650,000 had been transferred over. The Financial Report was unanimously approved upon motion duly made by Mr. Toan and seconded by Mrs. Koenecke-Grant.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mr. Toan, 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 January 16, 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 January 16, 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
Jeff Buettner	Aye
Lauri Bridgeforth	Aye
Carol Koenecke-Grant	Aye
Doug Toan	Aye

*Mr. Buettner left the meeting at 8:25 a.m.

SUBJECT: Executive Director's Report

HIGHLIGHTS: Mid-Year Budget Review: Mr. Hershberger went over the operating budget as off January 2018 and the percentages of actual versus budgeted amounts. Mrs. Koenecke-Grant asked what SLP stood for and Mr. Hershberger responded that the SLP line item was for "Site Location Partnership". 64.6% of the operating budget has been spent thus far. Some of these line items are one time payments, or they will not be spent next year. Mrs. Koenecke-Grant asked if Mr. Hershberger could walk through "Public Relations". Mr. Hershberger responded that "Worlds of Work!" is the career expo event for seventh grade students that the EDA sponsors, as well as, the "Widget Cup" and the "Business and Education Summit". "Prospect Event" is when prospects are brought into the city and hosted. "Opportunities" are mostly sponsorships for the VEDA (Virginia Economic Development Association) events and SEDC (Southern Economic Development Council) events. The Winchester EDA logo and name would get in front of the consultants that attend these events and provide the EDA staff with more facetime with these consultants.

Economic Development Strategic Plan Update: Mr. Hershberger highlighted that we have completed the Discovery Report Stage of the strategic planning process. Last week we had the public workshops for the Strategic Planning framework at the Bright Center. Mr. Hershberger reported that 25-30 members of the public attended to provide their input. Jennifer Vernon, who is the Project lead, is scheduled to come back to Winchester January 26th to

present the Discovery Report and gather feedback on the plan from the Winchester Common Council at their Council Retreat. While she is in Winchester next week she would like to meet with 2 to 3 members of the EDA Board to go over the process. Final workshops and a Steering Committee Meeting will be scheduled for February 22nd, 2018. Mr. Hershberger presented the PowerPoint that was shown at the public input session on January 9th. He noted that the Strategic Plan arms the EDA with the data and validation to after site consultants specializing in the industries that are highlighted in the plan.

SUBJECT: New Business

HIGHLIGHTS: No New Business to Report.

SUBJECT: Old and Other Business

HIGHLIGHTS: Scope of Legal Services: Mr. Hershberger reported that four LOIs were received for providing the EDA's permanent legal services from Nate Adams, Matthew Akers, David Andre, and Thomas Lawson. Nate Adams will provide the EDA with interim legal services for 60 days with a 60 day potential extension period. Mr. Hershberger asked if the Treasurer, Mr. Toan, and another member such as Vice-Chairman Mr. Buettner could review the LOIs and resumes and report back to the EDA Board at their next monthly meeting.

SUBJECT: Next Meeting

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for February 27, 2018 at 8:00 a.m. and shall be held in Elizabeth A. Minor Council Chambers.

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

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator