

**Economic Development Authority
Of the City of Winchester
Board of Directors Meeting**

AGENDA

Tuesday, October 16, 2018

8:00 a.m.

Mayor Elizabeth A. Minor
Council Chambers, City Hall

- I. Call to Order and Determination of Quorum
- II. Review and Approval of Minutes from September 18, 2018
- III. Review and Approval of Financial Report ending September 30, 2018
- IV. Executive Director Report
- V. Closed meeting pursuant to Section 2.2-3711(C)(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 a discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.
- VI. New Business
- VII. Old or Other Business
 - a. Winchester Towers Development Project Update
- VIII. Adjournment

The next regular meeting will be scheduled for November 20, 2018 at 8 a.m. in the Elizabeth A. Minor Council Chambers.

Economic Development Authority Meeting of the City of Winchester, Virginia

Meeting Minutes

DATE: September 18, 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>	_____
Cary Craig	<u>X</u>	_____

ALSO ATTENDING: Shawn Hershberger, Executive Director, Eden Freeman, City Manager, 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 the August 21, 2018 Meeting**

HIGHLIGHTS: The minutes of the Meeting held on August 21, 2018 were unanimously approved upon motion duly made by Mr. Painter and seconded by Mr. Toan.

SUBJECT: **Review and Approval of Financial Report for the Period Ended August 31, 2018.**

HIGHLIGHTS: Ms. Dodson reported that this month we saw the payment of the Series 2015 Valley Health Annual Bond Administration Fee totaling \$113, 045.00. Another notable check for the month was the \$234.75 check to Frederic County EDA for the portion of the annual bond administration fee that is due to them for the Westminster Canterbury bond. The security deposit for the 204 N. Kent Street

property was returned to the tenant, Benny's Pizza received a \$713.86 exterior improvement grant for replacing their window, and staff put a deposit down at Winchester Brewworks for the upcoming Real Estate Event. Mr. Toan asked what the \$55 check to the Virginia ABC was for and Ms. Dodson reported that it was for the Banquet License Fee for the upcoming Manufacturing Week Happy Hour Event. The Financial Report for the period ending August 31, 2018 was unanimously approved upon motion duly made by Mr. Toan and Mr. Painter.

SUBJECT: Executive Director Report

HIGHLIGHTS: MFG Week 2018: Mr. Hoddinott reported that 22 local manufacturing companies signed up to participate in student and open house tours for Manufacturing Week this year. There will be virtual tours available for students in Winchester, Frederick County, Clarke County, Shenandoah County, and Page County. There will be an industry breakfast for HR Managers to go over "Hiring Untapped populations", and a Happy Hour event. The National Association of Manufacturers reached out to the Planning Committee and will be attending one of the student tours.

Real Estate Development Event: Will be held from 5:30-7:00 p.m. at Winchester Brewworks for commercial real estate agents in the city. There will be a presentation on MyVAScan, which is the property search tool on the Economic Development Website. Real estate agents can submit their commercial properties to our office to be added to the website.

Go VA Grant: Winchester is partnering with Frederick County on a Go VA Grant that will focus on Talent Recruitment Study. The Talent Recruitment tool will focus on retaining the workforce that we have and attracting workforce from out of town. The process for the grant is competitive and is vetted through a local, regional, and state committee. It would be modeled after a successful study done in Roanoke, VA. \$35,000 match from the City and County and \$70,000 from Go VA. Mr. Painter asked how the money would be used. Mr. Hershberger reported that it would be put towards hiring a consultant who would create a study for us. Mrs. Koenecke-Grant asked how far down the road is the program in Roanoke. Mr. Hershberger reported that they were just recently awarded the grant and no results have come of their program yet.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by made by Mr. Craig, seconded by Mr. Painter 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 September 18, 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 September 18, 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
Carol Koenecke-Grant	Aye
Jeff Buettner	Aye
Doug Toan	Aye

SUBJECT: New Business

HIGHLIGHTS: Micro-Loan Increase in Funding Request: Michelle Sheetz with Iron Rose Fashion and Fitness has come back to staff with an additional funding request on top of her \$6,500 micro loan. Ms. Sheetz is requesting an additional \$3,500 loan to max out her micro loan at \$10,000. Her payments would increase to \$447.73 from \$291.02. Ms. Sheetz is requesting the increase because it took her longer to open her business than previously expected. Upon motion duly made by Mr. Toan and Mr. Craig the additional loan request for \$3,500 for Iron Rose Fitness and Fashion was approved by Mr. Painter, Mrs. Koenecke-Grant, Mr. Buettin, Mr. Toan, and Mr. Craig and was not approved by Mr. Buettner.

SUBJECT: Old and Other Business

HIGHLIGHTS: Mr. Buettin entertained a motion to add a new item to the agenda under Old Business concerning the discussion of the Requests for Qualifications for the development of the Winchester Towers Project. Upon motion duly made by Mr. Buettner, seconded by Mrs. Koenecke-Grant, the authority unanimously approved to add the item to Old Business.

Approval of FY2016 Audit Report: Ms. Dodson reported that the documents included in the Board packet have the documentation from the Auditors that were requested at the last monthly meeting. The auditors provided a more detailed paragraph outlining finances involved in the sale of the Taylor property. Upon motion duly made by Mr. Buettner, seconded by Mr. Toan, the authority unanimously approved the audit report for fiscal year 2016.

RFQ for Winchester Towers: Mr. Buettin that we have received two responses from development companies for the Winchester Towers Project. Both companies are qualified, Virginia-based development firms, who have expressed interest in the site. Mr. Buettin reminded the board that in 2016 the EDA acquired the property from the City of Winchester and we entered into an MOU with the Glaize family

to engage in a hotel/conference center project on the site. That option agreement was valid through December 2017. From that time, the EDA has gone through a strategic planning process to figure out what would be the best use for the property. Mr. Buettin entertained a motion to authorize the Executive Director, the Vice-Chairman, and the Treasurer to review the proposals received from the RFQ, selected a development partner, and draft an MOU between the EDA and the development partner for the development of the Winchester Towers project. Upon motion duly made by Mr. Buettner, seconded by Mr. Painter, the authority unanimously approved the motion to allow the Executive Director, the Treasurer, and the Vice-Chairman to form a committee to review the proposals received from the RFQ for the Winchester Towers Development Project and to draft an MOU to be brought back to the board at the next monthly meeting for review.

Mr. Craig abstained from voting.

SUBJECT: Next Meeting

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for October 16, 2018 and will be held in the Elizabeth A. Minor Council Chambers.

ADJOURNMENT: There being nothing further, the meeting was adjourned at 9:08 a.m. upon motion duly made by Mr. Toan and seconded by Mr. Painter.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator