

Economic Development Authority Meeting of the City of Winchester, Virginia

Meeting Minutes

DATE: October 17, 2017

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> </u>	<u>X</u>
Tim Painter	<u>X</u>	<u> </u>

ALSO ATTENDING: Shawn Hershberger, Executive Director, Eden Freeman, City Manager, Amy Simmons, Communications Director, Anthony Williams, City Attorney, Shirley Dodson, Business and Workforce Development Coordinator.

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

HIGHLIGHTS: Chairman Buettin called the meeting to order at 8:02 a.m., at which time it was determined that a quorum was present.

SUBJECT: **Review and Approval of Meeting Minutes of September 19, 2017 Meeting.**

HIGHLIGHTS: The minutes of the Meeting held on September 19, 2017 were unanimously approved upon motion duly made by Mr. Buettner and seconded by Mr. Painter.

SUBJECT: **Review and Approval of Financial Report for the Period Ended September 30, 2017**

HIGHLIGHTS: Total assets as of September 30, 2017 was \$3,354,665.25. Ms. Dodson, Business and Workforce Development Coordinator reported that the Once Upon A Find micro-loan check for \$10,000 was distributed. Additionally, there was a \$136 check to Terry Gardner and that was for transportation to the airport for the travel MATPRA conference. The EDA will be reimbursed from the MATPRA project account for all checks written for the conference.

SUBJECT: **Executive Director's Report**

HIGHLIGHTS: Marketing Plan Update: Colleen Walton from Brand Acceleration will be doing interviews with interested parties, and stakeholders on Wednesday and Thursday of next week.

Economic Development Strategic Plan Update: The Economic Development Strategic Planning meetings will kick off on October 30th and 31st. There were about 65 invitations that went out for focus groups and for the steering committee. We are ideally trying to assemble a 40-45 person steering committee. The majority of people who responded that they would be willing to serve on either or both the steering committee and focus groups. There will be public input sessions throughout the entire process as well. Lauri Bridgeforth asked if there was still help needed assembling participants.

SUBJECT: **Closed Meeting**

HIGHLIGHTS: Upon Motion duly made by Mr. Buettner, seconded by Mrs. Bridgeforth, 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 October 17, 2017 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 October 17, 2017; 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
Jeff Buettner	Aye
Lauri Brideforth	Aye
William Buettin	Aye

SUBJECT: Closed Meeting

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

Upon motion duly made by Mr. Buettner, seconded by Mrs. Bridgeforth 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 the discussion and consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public offers, appointees or employees of any public body.

SUBJECT: Return to Open Meeting

HIGHLIGHTS: At the conclusion of the closed meeting concerning the discussion and consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public offers, appointees or employees of any public body, 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 October 17, 2017 and desires return to an “open meeting”; and

WHEREAS, the adoption of this Resolution is intended to serve as the “Certificate” described in Section 2.2-3711 (A)(1) 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 October 17, 2017; 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
Jeff Buettner	Aye
Lauri Bridgeforth	Aye
William Buettin	Aye

SUBJECT: New Business

HIGHLIGHTS: Administrative Policy #003: Mr. Hershberger reported that during the course of regular business if there are potential real estate

opportunities, the Executive Director, with consultation from the Board Chair, would have the ability to put a property under a due diligence period with a fully refundable deposit pending consensus with the board members at the next monthly meeting. Mrs. Bridgeforth agreed that the policy made sense and Mr. Buettner acknowledged that the policy was prudent. Upon motion duly made by Mr. Buettner, seconded by Mrs. Bridgeforth, the Authority unanimously RESOLVED to approve administrative policy #003.

SUBJECT: Old and Other Business

HIGHLIGHTS: Scope of Legal Services: Mr. Hershberger asked if there was additional comments concerning the scope of legal services. No action needed on the scope of legal services.

SUBJECT: Next Meeting

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for November 21, 2017 at 8:00 a.m. and shall be held in Elizabeth A. Minor Council Chambers.

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

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator