

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

AGENDA

Tuesday, November 20, 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 October 16, 2018 Meeting and October 25, 2018 Meeting
- III. Review and Approval of Financial Report ending October 31, 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
  - a. Continental Major Economic Development Project Incentive
- VII. Old or Other Business
  - a. Review of Purchase and Sale Agreement Document Between Cameron Street Investments LLC and T.J.S. Properties LLC (Chopped Corner Tacos)
- VIII. Adjournment

The next regular meeting will be scheduled for December 18, 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: October 25, 2018

TIME: 8: 15 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>
Tim Painter	<u>X</u>	<u>      </u>
Cary Craig	<u>X</u>	<u>      </u>

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

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

HIGHLIGHTS: Chairman Buettin called the meeting to order at 8:15 a.m., at which time it was determined that a quorum was present.

SUBJECT: **Closed Meeting**

HIGHLIGHTS: Upon Motion duly made by 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 October 25, 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 October 25, 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

SUBJECT: **New Business**

HIGHLIGHTS: There was no New Business to report.

SUBJECT: **Old and Other Business**

HIGHLIGHTS: Mr. Buettin entertained a motion to add a new item to the agenda under Old Business concerning the review and execution of the Memorandum of Understanding with Lynx Ventures Acquisition LLC for the potential redevelopment of the Winchester Towers site. Upon motion duly made by Mr. Buettner, seconded by Mr. Painter,

the authority unanimously approved to add the item to Old Business.

Mr. Buettin entertained a motion to authorize the Executive Director to execute the Memorandum of Understanding with Lynx Ventures Acquisition LLC. Upon motion duly made by Mrs. Bridgeforth, seconded by Mr. Painter, the authority approved the motion.\*

\*Mr. Craig abstained from voting.

**SUBJECT: Next Meeting**

**HIGHLIGHTS:** The next regular meeting of the Authority is scheduled for November 20, 2018 and will be held in the Elizabeth A. Minor Council Chambers.

**ADJOURNMENT:** There being nothing further, the meeting was adjourned at 8:24 a.m. upon motion duly made by Mr. Painter and seconded by Mrs. Bridgeforth.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator

# Economic Development Authority Meeting of the City of Winchester, Virginia

## Meeting Minutes

DATE: October 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>
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 8:03 a.m., at which time it was determined that a quorum was present.

SUBJECT: **Review and Approval of Meeting Minutes from the September 18, 2018 Meeting**

HIGHLIGHTS: Mr. Painter noted that there was a misspelling of the word "Frederick" on pg. 2 of the minutes. The minutes of the Meeting held on September 18, 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 September 30, 2018.**

HIGHLIGHTS: Ms. Dodson reported that this month the EDA had awarded \$20,881 in Exterior Improvement Grant monies to seven different property/business owners. It was also noted that the final budget count for Manufacturing Week 2018 (MFG Week) will be brought up at the November EDA meeting. As of today, it looks like there was

a total of \$1,500 spent on the events and materials for MFG Week. Additionally, the design and shipment of the display pieces from Brand Acceleration were paid for in September. The Financial Report for the period ending September 30, 2018 was unanimously approved upon motion duly made by Mrs. Bridgeforth and Mr. Painter.

**SUBJECT: Executive Director Report**

**HIGHLIGHTS:** Marketing Brochures: Mr. Hershberger presented the marketing brochures for Winchester's industry sectors and the display pieces for trade shows. The purpose of these display pieces is to market the community to new businesses.

Winchester Towers Update: Mr. Hershberger noted that we are still working towards final language of the draft MOU to bring back to the Board. He noted that he is hoping to have something in the next couple of days and a special meeting may be necessary.

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 matching numbers for the grant are drastically lower than when this item was mentioned at the last EDA meeting. The matching contribution will be \$6,500.

Manufacturing Week: Mr. Hoddinott reported that we ended up with 22 companies participating in the student tours, there were about 25 students per tour each day, and there were 4 NAM (National Association of Manufactures) represented at the week's events. There were about 30 people each at the Happy Hour, Industry Breakfast, and at the Awards Luncheon. It was estimated that 500 people viewed the online manufacturing tours videos.

**SUBJECT: Closed Meeting**

**HIGHLIGHTS:** Upon Motion duly made by made by Mr. Painter, 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 and a closed meeting pursuant to Section 2.2-3711 (C) (A) (5) for the

discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

**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, and the discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, 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 October 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 October 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
Cary Craig	Aye
Doug Toan	Aye
Lauri Bridgeforth	Aye

SUBJECT: **New Business**

HIGHLIGHTS: There was no new business reported.

SUBJECT: **Old and Other Business**

HIGHLIGHTS: Winchester Towers Update: The update on the Winchester Towers was covered during the Executive Director's report. Shawn wanted to introduce the EDA Board to Nate Adams, III, who is currently serving as legal counsel to the Board.

SUBJECT: **Next Meeting**

HIGHLIGHTS: The next regular meeting of the Authority is scheduled for November 20, 2018 and will be held in the Elizabeth A. Minor Council Chambers.

ADJOURNMENT: There being nothing further, the meeting was adjourned at 9:00 a.m. upon motion duly made by Mrs. Bridgeforth and seconded by Mr. Painter.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator

Operating Budget

	<b>FY 2018 Budgeted</b>	<b>August Actual</b>	<b>September Actual</b>	<b>October Actual</b>
<b>Professional Fees</b>				
Auditor	\$15,000.00			
Accountant	\$1,200.00	\$87.80	\$65.85	\$2,265.85
Consultant Fees	\$40,000.00			
<b>Insurance</b>				
Virginia Municipal League	\$4,500.00			
<b>Service Charges</b>				
BB&T	\$100.00	\$5.00		\$5.44
<b>Marketing &amp; Advertisement</b>				
Marketing Program	\$5,000.00		\$5,710.00	
Conference Sponsorships	\$7,500.00			
Opportunities	\$5,000.00			
SLP Contract	\$5,500.00	\$5,300.00		
Target Industry Outreach	\$7,500.00			
Joint Marketing Efforts	\$15,000.00			
<b>Promotional Items</b>				
Promotional Items	\$7,500.00			
<b>Licenses &amp; Permits</b>				
Jobs EQ	\$4,000.00			
<b>Dues &amp; Memberships</b>				
Chamber of Commerce	\$350.00			
Executive Pulse	\$600.00			
<b>Contribution Revenue</b>				
SBDC	\$20,000.00			
<b>Grant Programs</b>				
Commercial Rehab. Grant	\$30,000.00			
Exterior Improvement Grant	\$40,000.00	\$713.86	\$20,881.70	\$2,708.59
MEDPIG	\$25,000.00			
Job Creation Grant	\$25,000.00			
<b>Public Relations</b>				

WoW!	\$4,600.00			
Bus/Ed Summit	\$1,500.00			
Manufacturing Week	\$5,000.00	\$55.00	\$246.00	\$1,295.59
Widget Cup	\$500.00			
Opportunitites	\$2,000.00	\$50.00		
Prospect Events	\$3,000.00			
<b>Legal Fees</b>				
Attorney	\$25,000.00	\$1,622.25	\$2,050.65	\$630.00
<b>Professional Development</b>				
Seminars & Events	\$5,000.00			
<b>Total</b>	<b>\$305,350.00</b>	<b>\$7,833.91</b>	<b>\$28,954.20</b>	<b>\$6,905.47</b>

