

Economic Development Authority of the City of Winchester, Virginia

Meeting Minutes

DATE: February 23, 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> X </u>	<u> </u>
Suzanne Conrad	<u> X </u>	<u> </u>
William Buettin	<u> X </u>	<u> </u>
Douglas R. Toan	<u> </u>	<u> X </u>
*Lauri M. Bridgeforth	<u> X </u>	<u> </u>
Jeffrey B. Buettner	<u> X </u>	<u> </u>

ALSO ATTENDING: Michael L. Bryan, Counsel, Kimberly Murray, Executive Redevelopment Director, Shirley Dodson, Economic Development Assistant and Eden Freeman, City Manager

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. Chairman Mislowsky welcomed Jeffrey Buettner as a new Director of the Authority.

SUBJECT: **Review and Approval of Minutes of January 19, 2016 and February 8, 2016**

HIGHLIGHTS: The Minutes of the Authority meetings held on January 19, 2016 and February 8, 2016 were submitted for consideration by the Authority and were unanimously approved upon motion duly made by Mr. Buettin, seconded by Mr. Carr.

*Director Bridgeforth arrived at 8:02 a.m.

SUBJECT: **Review and Approval of Financial Report for the Period Ended January 31, 2016**

HIGHLIGHTS: Total Assets as of January 31, 2016 was \$4,526,665.05. Upon motion by Mrs. Conrad, seconded by Mrs. Bridgeforth, the Financial Report for the period ended January 31, 2016 was unanimously approved. A copy of the

Financial Report is attached to these minutes and made a part hereof.

SUBJECT: EDA Funding Analysis

HIGHLIGHTS: Director Carr presented the EDA FY 2017 Allocation of Funds and EDA Cash Flow and reviewed the same in detail with the Authority in order to better understand the scope of projects that the Authority can undertake as a primary or secondary lender/developer. The EDA FY 2017 Allocation of Funds and EDA Cash Flow documents were approved upon motion duly made by Mr. Carr, seconded by Mrs. Conrad. Copies fo the EDA FY 2017 Allocation of Funds and the EDA Cash Flow documents are made a part of these minutes.

SUBJECT: Additional Staff Position

HIGHLIGHTS: Upon motion duly made by Mrs. Conrad, seconded by Mr. Bridgeforth, it was unanimously Resolved to request that a new position be created for a Business Development Specialist, who would be a City employee but report to the Economic Redevelopment Director. A copy of the City of Winchester Request for Classification Action is made a part of these minutes.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mr. Buettin, seconded by Mrs. Conrad, the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section 2.2-3711(A)(7) of the Code of Virginia (1950, as amended) for consultation with legal counsel, employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel, and 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 consultation with legal counsel, employed or retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel and 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, 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 February 23, 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 February 23, 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
J. P. Carr	Aye
Suzanne Conrad	Aye
William Buettin	Absent
Lauri M. Bridgeforth	Aye
Jeffrey B. Buettner	Aye

*Director Buettin departed during the Closing Meeting at 8:50 a.m.

SUBJECT: By-Annual from Lord Fairfax Small Business Development Center

HIGHLIGHTS: Jim Craft, Director of the Lord Fairfax Small Business Development Center, made a presentation in support of the funding in the sum of \$16,000.00 provided by the Authority for the Lord Fairfax Small Business Development Center. The Authority’s contribution is approximately 14% of the local funding necessary to operate the Center. In 2015, Mr. Kraft reported that there were two (2) new business startups, which created seven (7) jobs and retained fourteen (14) jobs. A summary of the Capital Form Sales Growth, Total Client Cases and related information is made a part of the minutes.

SUBJECT: Executive Redevelopment Director's Report

HIGHLIGHTS: The Economic Redevelopment Director reports as follows:

- Copies of the Enterprise Zone Program Booklet were distributed by Shirley Dodson, Economic Development Assistant. This information has been posted on the City's website and is available for distribution to interested parties. A copy of the Enterprise Zone Program Booklet is made a part of these minutes.
- The Economic Redevelopment Director has initiated conversations with Federal Mogul concerning the South Pleasant Valley Road site and they are moving forward with plans to continue remediation efforts and master plan the site, working with City staff and with the Department of Environmental Quality.
- The Economic Redevelopment Director was contacted by Retail Strategies, a national consulting group, which works with governmental agencies in order to attract retail businesses.
- The Economic Redevelopment Director toured the brand new \$900,000 High School Stem Laboratory in Charlottesville, Virginia as a model for what we could do in Winchester.
- Section 27-29 City Code to reflect changes approved by Council and the State back in February 2015 to the Enterprise Zone Substantially Rehabilitated Property Tax Exemption Program was approved at the Tuesday, January 26 Council meeting.
- The Economic Redevelopment Director was invited to participate on a Task Force of the Top of Virginia Regional Chamber's Growth Committee which plans to meet monthly to discuss regional growth issues.

SUBJECT: New Business

HIGHLIGHTS: The law firm Shuman, McCuskey & Slicer, PLLC has contacted the Economic Redevelopment Director to inquire as to whether gap financing in the sum of \$50,000.00 could be obtained from the Authority. Shuman, McCuskey & Slicer, PLLC intends to open a new law office in the City at 116 South Stewart Street, which property is located outside the Enterprise Zone. The consensus of the Authority is that the applicant must meet all of the requirements of the Revolving Loan Fund/Gap Financing Program. No formal action was taken. A copy of the request submitted by Shuman, McCuskey & Slicer, PLLC is made of the minutes.

SUBJECT: Next Meeting

HIGHLIGHTS: The next meeting of the Authority is scheduled for March 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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