

**Economic Development Authority of the City of Winchester, Virginia**

**Meeting Minutes**

DATE: July 19, 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>
Suzanne Conrad	<u>  X  </u>	<u>      </u>
William Buettin	<u>  X  </u>	<u>      </u>
Douglas R. Toan	<u>  X  </u>	<u>      </u>
Lauri M. Bridgeforth	<u>  X  </u>	<u>      </u>
Jeffrey B. Buettner	<u>  X  </u>	<u>      </u>

ALSO ATTENDING: Michael L. Bryan, Counsel, Tyler Schenck, Acting Executive Director, Shirley Dodson, Economic Development Assistant and Celeste Broadstreet, Financial Services Director

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.

SUBJECT: **Review and Approval of Minutes of June 28, 2016**

HIGHLIGHTS: The Minutes of the Authority meetings held on June 28, 2016 were submitted for consideration by the Authority and were unanimously approved upon motion duly made by Mrs. Conrad, seconded by Mrs. Bridgeforth.

SUBJECT: **Review and Approval of Financial Report for the Period Ended June 30, 2016**

HIGHLIGHTS: Total Assets as of June 30, 2016 was \$5,074,316.83. Upon motion by Mr. Buettin, seconded by Mr. Toan, the Financial Report for the period ended June 30, 2016 was unanimously approved. A copy of the Financial Report is attached to these minutes and made a part hereof.

**SUBJECT: Acting Director's Report**

**HIGHLIGHTS:** Tyler Schenck, Acting Executive Director, reported that significantly lower bids had been received for the wall repair at the Taylor Hotel site. A bid in the sum of \$29,000.00 and a bid in the sum of \$9,000.00 have been received. The Acting Executive Director will follow up to make sure that the scope of work is the same for both bids.

**SUBJECT: Closed Meeting**

**HIGHLIGHTS:** Upon Motion duly made by Mrs. Bridgeforth, seconded by Mrs. Conrad, 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 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 July 19, 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 July 19, 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
Suzanne Conrad	Aye
William Buettin	Aye
Douglas R. Toan	Aye
Lauri M. Bridgeforth	Aye
Jeffrey B. Buettner	Aye

**SUBJECT: Appointment of Public Information Officer**

**HIGHLIGHTS:** Upon motion made by Mr. Buettin, seconded by Mrs. Conrad, it was unanimously Resolved that the Acting Executive Director is hereby appointed as Public Information Officer for the Authority.

**SUBJECT: Procurement Policy**

**HIGHLIGHTS:** The Auditors, Brown, Edwards & Company, L.L.P., have reviewed the Authority's Procurement Policy and suggest that two verbal quotes for the purchase of goods and services be sufficient for purchases between \$5,000.00 and \$30,000.00. Upon motion duly made by Mr. Buettin, seconded by Mrs. Bridgeforth, the Revised Procurement Policy was unanimously adopted.

**SUBJECT: Next Meeting**

**HIGHLIGHTS:** The next meeting of the Authority is scheduled for August 16, 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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