

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

AGENDA
Special Meeting
Thursday, September 15, 2016
8:00 a.m.
Council Chambers, City Hall

- I. Call to Order and Determination of Quorum
- II. Review and Approval of Minutes from August 16, 2016 and August 31, 2016
- III. Financial Report ending August 31, 2016
- IV. Acting Executive Director Report
 - a. Outside Agency Funding
- 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 publically 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
- VIII. Adjournment

The next meeting is scheduled for October 18, 2016 at 8:00 a.m. City Hall, Council Chambers.

Economic Development Authority of the City of Winchester, Virginia

Special Meeting Minutes

DATE: August 31, 2016
TIME: 8:00 a.m.
LOCATION: Rouss City Hall Council Chambers

MEMBERS:	<u>Present</u>	<u>Absent</u>
Ronald Mislowsky	<u> X </u>	_____
Suzanne Conrad	<u> X </u>	_____
William Buettin	<u> X </u>	_____
Douglas R. Toan	<u> X </u>	_____
Lauri M. Bridgeforth	_____	<u> X </u>
Jeffrey B. Buettner	<u> X </u>	_____

ALSO ATTENDING: Michael L. Bryan, Counsel, Tyler Schenck, Acting Executive Director, Anthony C. Williams, City Attorney and Shirley Dodson, Economic Development Assistant

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: **Closed Meeting**

HIGHLIGHTS: Upon Motion duly made by Mr. Toan, 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 August 31, 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 August 31, 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
Jeffrey B. Buettner	Aye

SUBJECT: Next Meeting

HIGHLIGHTS: A special meeting of the Authority is scheduled for September 15, 2016 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
c:\IDA-Winchester\8-16-16 Minutes

Economic Development Authority of the City of Winchester, Virginia

Meeting Minutes

DATE: August 16, 2016
TIME: 8:00 a.m.
LOCATION: Rouss City Hall Council Chambers

MEMBERS:	<u>Present</u>	<u>Absent</u>
Ronald Mislowsky	<u> X </u>	_____
Suzanne Conrad	<u> X </u>	_____
William Buettin*	<u> X </u>	_____
Douglas R. Toan	_____	<u> X </u>
Lauri M. Bridgeforth	<u> X </u>	_____
Jeffrey B. Buettner	<u> X </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 July 19, 2016**

HIGHLIGHTS: The Minutes of the Authority meetings held on July 19, 2016 were submitted for consideration by the Authority and were unanimously approved upon motion duly made by Mr. Buettner, seconded by Mrs. Bridgeforth.

*Mr. Buettin arrived at 8:02 a.m.

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

HIGHLIGHTS: Total Assets as of July 31, 2016 was \$5,049,873.87. Upon motion by Mrs. Conrad, seconded by Mr. Buettner, the Financial Report for the period ended July 31, 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, presented the Application for Partial Real Estate Tax Exemption for Rehabilitated Enterprise Zone Property submitted by Double R Investors, LLC for property located at 305 North Loudoun Street. The rehabilitated real estates meets the qualifications necessary to receive a real estate tax exemption, which will be a grant in the sum of \$10,000.00. Upon motion duly made by Mr. Buettner, seconded by Mrs. Conrad, the Partial Real Estate Tax Exemption for Rehabilitated Enterprise Zone Property was unanimously approved.

SUBJECT: FY2015 Audit Proposals

HIGHLIGHTS: The Authority's current auditor, Brown, Edwards & Company, L.L.P., and Didawick & Company have each submitted proposals to provide audit services for fiscal year 2015. Brown, Edwards & Company, L.L.P. is the Authority's current auditor. Upon motion duly made by Mrs. Conrad, seconded by Mrs. Bridgeforth, the Brown, Edwards & Company, L.L.P. proposal in the sum of \$15,000.00 was unanimously approved, given its work in the past several years in providing audit services to the Authority.

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mrs. Conrad, 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 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 August 16, 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 August 16, 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
Lauri M. Bridgeforth	Aye
Jeffrey B. Buettner	Aye

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mrs. Conrad, 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 discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

SUBJECT: Return to Open Meeting

HIGHLIGHTS: At the conclusion of the closed meeting concerning the discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body, 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 August 16, 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 August 16, 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
Lauri M. Bridgeforth	Aye
Jeffrey B. Buettner	Aye

SUBJECT: Next Meeting

HIGHLIGHTS: A special meeting of the Authority is scheduled for August 30, 2016 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

c:\IDA-Winchester\8-16-16 Minutes