

Economic Development Authority of the City of Winchester, Virginia

Special Meeting Minutes

DATE: September 15, 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 and Eden Freeman, City Manager

PRESIDING: Suzanne Conrad, Treasurer

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

HIGHLIGHTS: Treasurer Conrad 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 August 16, 2016 and August 31, 2016**

HIGHLIGHTS: The Minutes of the Authority meetings held on August 16, 2016 and August 31, 2016 were submitted for consideration by the Authority and were unanimously approved upon motion duly made by Mr. Buettner, seconded by Mrs. Bridgeforth.

*Vice Chairman Buettin arrived at 8:02 a.m. and assumed the Chairmanship of the meeting.

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

HIGHLIGHTS: Total Assets as of August 31, 2016 was \$4,146,705.00. Upon motion by

Mrs. Conrad, seconded by Mrs. Bridgeforth, the Financial Report for the period ended August 31, 2016 was unanimously approved. A copy of the Financial Report is attached to these minutes and made a part hereof.

SUBJECT: Acting Executive Director's Report

HIGHLIGHTS: Tyler Schenck, Acting Executive Director, submitted a proposal for EDA Funding from Habitat for Humanity of Winchester/Frederick/Clarke for consideration by the Authority. Habitat is seeking a contribution in the sum of \$20,000.00 to assist the Handley Build Program for the construction of a residence at 402 Highland Avenue. A copy of the Proposal for EDA Funding is made a part of these minutes. The Authority determined that it would review the proposal at a future meeting after the Acting Executive Director drafts a proposed program for such grants.

SUBJECT: Amendment to Agenda

HIGHLIGHTS: Upon motion duly made by Mr. Buettner, seconded by Mrs. Bridgeforth, the Agenda for the meeting was amended to add 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: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mr. Buettner, seconded by Mr. Toan, 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 September 15, 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 September 15, 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> |
|----------------------|-------------|
| Suzanne Conrad | Aye |
| William Buettin | Aye |
| Douglas R. Toan | Aye |
| Lauri M. Bridgeforth | Aye |
| Jeffrey B. Buettner | Aye |

SUBJECT: Closed Meeting

HIGHLIGHTS: Upon Motion duly made by Mr. Buettner, 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 September 15, 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 September 15, 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> |
|----------------------|-------------|
| Suzanne Conrad | Aye |
| William Buettin | Aye |
| Douglas R. Toan | Aye |
| Lauri M. Bridgeforth | Aye |
| Jeffrey B. Buettner | Aye |

SUBJECT: Demolition of the Towers Property

HIGHLIGHTS: Upon motion duly made by Mrs. Conrad, seconded by Mr. Buettner, it was unanimously RESOLVED that the Acting Director of the Economic Development Authority of the City of Winchester, Virginia is directed to seek Board of Architectural Review approval for the demolition of the improvements located on the Towers property, and if such demolition is approved by the Board of Architectural Review, to proceed with the demolition of the improvements located at the Towers property at 200 North Cameron Street and 214 North Cameron Street.

SUBJECT: Redevelopment of the Towers Property:

HIGHLIGHTS: Upon motion duly made by Mr. Buettner, seconded by Mrs. Conrad, it was unanimously RESOLVED that the Acting Director and counsel for the Authority shall enter into negotiations with GlaiZe Developments, Inc. in

an effort to reach an exclusive negotiating agreement with Glaize Developments, Inc. or its assigns concerning the possible redevelopment of the Towers property at 200 North Cameron Street and 214 North Cameron Street, which agreement shall be submitted to the Authority for its consideration and approval prior to execution by the Authority.

SUBJECT: New Business:

HIGHLIGHTS: At the request of Director Bridgeforth, the Acting Executive Director will develop a program whereby a new business owner or a relocation of an existing business owner can receive written guidance as to the process necessary to work with the various City Departments. The goal is to prevent any surprises as the development process proceeds. Director Bridgeforth offered to work with the Acting Executive Director on this program. The consensus of the Authority is that the program is sound and beneficial in order to attract and retain business in the City.

SUBJECT: Next Meeting

HIGHLIGHTS: The next meeting of the Authority is scheduled for October 18, 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\9-15-16 Minutes