

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

## Meeting Minutes

DATE: April 16, 2019

TIME: 8 a.m.

LOCATION: Rouss City Hall, Elizabeth A. Minor Council Chambers

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>	_____
Addie Lingle	<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: Mr. Hershberger called the meeting to order at 8:07 a.m.

Mr. Hershberger reported that there was no Chairman or Vice-Chairman present at the meeting, so an acting Chairman needed to be elected. Upon motion duly made by Mr. Painter and seconded by Mr. Craig, the Authority unanimously elected Mr. Toan to serve as acting Chairman.

SUBJECT: **Review and Approval of Meeting Minutes from the March 19, 2019 Meeting**

HIGHLIGHTS: The minutes of the Meeting held on March 19, 2019 were unanimously approved upon motion duly made by Mr. Painter and seconded by Mrs. Bridgeforth.

SUBJECT: **Review and Approval of Financial Report for the Period Ending March 31, 2019**

**HIGHLIGHTS:** Ms. Dodson reported that for the month of March the EDA paid out the Taylor Business Development Grant for a reimbursement of local meals taxes remitted by Macado's Restaurant. The Taylor is in the fourth year of the five year grant period. Ms. Dodson noted that Glaize Brother Juice Company received their \$10,000 exterior improvement grant and there was one fraudulent check written for \$700 that BB&T immediately reimbursed the EDA for. The bank is monitoring the EDA's checking account and notifying staff when checks are cashed.

The Financial report for the period ending March 31, 2019 was unanimously approved upon motion duly made by Mrs. Bridgeforth and seconded by Ms. Lingle.

**SUBJECT: Executive Director Report**

**HIGHLIGHTS:** Glaize Brothers Juice Company AFID Grant: Mr. Hershberger reported that the performance agreement for the AFID grant has been completed by the State attorneys and reviewed by Nate Adams. The agreement would need to be approved by the EDA and forwarded to Winchester Common Council for their approval. The performance agreement was unanimously approved by the Authority and moved to Winchester Common Council for their approval upon motion duly made by Mr. Painter, seconded by Mrs. Bridgeforth.

2019 Board Retreat: Mr. Hershberger reported that the month of May is out as an option for a rescheduled Board retreat. We will try to look at June and he needs to connect with Chairman Buettin on good dates for his work schedule.

**SUBJECT: Closed Meeting**

**HIGHLIGHTS:** Upon Motion duly made by Mrs. Bridgeforth, seconded by Mrs. Painter 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 April 16, 2019 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 April 16, 2019; 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
Cary Craig	Aye
Addie Lingle	Aye
Lauri Bridgeforth	Aye
Doug Toan	Aye

\*

**SUBJECT: New Business**

**HIGHLIGHTS:** Enterprise Zone Application Review: Nibblins, a new business in the downtown, has submitted a Micro-loan Application for \$ 8826.25. The loan would be used for computer hardware for their new location. Mr. Hershberger reported that a recommendation would be to send the loan request to the finance committee for their review. Upon motion duly made by Mr. Craig, seconded by Mr. Painter the authority unanimously voted to send the loan application to the finance committee for their review.

Business at the Bloom: Mr. Hershberger reported that we have 5 available business at the bloom tickets and if any of the board members would like a ticket they should email our office after the meeting. The event will be held Wednesday, May 1<sup>st</sup> at SU.

**SUBJECT: Old and Other Business**

**HIGHLIGHTS:** Asbestos Abatement: Upon motion duly made by Mr. Painter, seconded by Ms. Bridgeforth, the authority unanimously voted to approve the contract with WACO, Inc. for the for the removal of hazardous material at 202- 214 E. Piccadilly and 204-206 N. Kent street.

Once Upon A Find Micro-loan: Ms. Dodson reported that the finance committee reviewed this application and due to the Micro-loan policy that the maximum loan distribution amount is \$10,000 per business, the application was recommended to be denied. Once Upon A Find received \$10,000 from the program in 2017. Upon motion duly made by Mr. Craig, seconded by Ms. Lingle, the authority unanimously voted to deny the Once Upon A Find micro-loan application.

**SUBJECT: Next Meeting**

**HIGHLIGHTS:** The next regular meeting of the Authority is scheduled for May 21, 2019 and will be held in the Rouss City Hall Council Chambers.

**ADJOURNMENT:** There being nothing further, the meeting was adjourned upon motion duly made by Mrs. Bridgeforth and seconded by Mr. Craig.

Minutes respectfully submitted by:

Shirley Dodson, Business & Workforce Development Coordinator