

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

**Meeting Minutes**

DATE: December 17, 2020  
TIME: 8 a.m.  
LOCATION: Bonnie Blue Southern Market and Bakery

MEMBERS:	<u>Present</u>	<u>Absent</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, and Shirley Dodson, Business and Community Development Manager.

\*Addie Lingle participated in the meeting via mobile phone due to an overseas work conflict. Ms. Lingle requested permission from Mr. Hershberger a week prior and Mr. Hershberger informed Chairman Buettner.

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

HIGHLIGHTS: Chairman Buettner called the meeting to order at 8:05 a.m.

SUBJECT: **Review and Approval of Minutes from the November 19, 2020 Meeting**

HIGHLIGHTS: The minutes of the Meeting held on November 19, 2020 were unanimously approved upon motion duly made by Mr. Toan and seconded by Mrs. Bridgeforth.

SUBJECT: **Review and Approval of Financial Report for the Period Ending November 30, 2019**

HIGHLIGHTS: Ms. Dodson reported that staff is working with the loans that are past-due. She noted that the final check for the demolition at Kent & Piccadilly was deposited by Dehaven and there was a check to the Bright Box for the sponsorship of an entertainment mixer (\$400). The Financial report for the period ending November 30<sup>th</sup>, 2019

was unanimously approved upon motion duly made by Mr. Toan and seconded by Ms. Lingle.

**SUBJECT: Executive Director Report**

**HIGHLIGHTS:** Mr. Hershberger reported that he attended a meeting of real estate agents to discuss trends that they are seeing in the Winchester market. The agents told Mr. Hershberger that parking downtown was very desirable for residential units, and there was also a desire for more office space downtown.

Mr. Hershberger reported that Erik Wishneff expressed interest to pay off the \$200, 000 Taylor Hotel Landlord Loan and he will send a check in the next few weeks.

**SUBJECT: New Business**

**HIGHLIGHTS:** There was no New Business to report.

**SUBJECT: Old and Other Business**

**HIGHLIGHTS:** There was no Old Business to report.

**SUBJECT: Next Meeting**

**HIGHLIGHTS:** The next regular meeting of the Authority is scheduled for January 21, 2020 in the 4<sup>th</sup> floor Exhibit Hall of City Hall at 8:00 a.m.

**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 & Community Development Manager

## EDA Cash Reconciliation

778-0000-101.01-09

As of EOM: Dec 2019

<b>GL balance, Beginning of Month:</b>		286,763.76
Plus Deposits and Other Credits		6,805.18
Less Check Registers for Dec		(2,825.99)
Less Other Debits and Service Charges		<u>(90.32)</u>
<b>GL Balance @</b>	<b>Dec 2019</b>	<b>290,652.63</b>
Plus Outstanding Checks @ 12/31/19		65.85
<b>Adjusted GL @</b>	<b>Dec 2019</b>	<b>290,718.48</b>
<b>BB&amp;T Bank Balance @</b>	<b>Dec 2019</b>	<u><b>290,718.48</b></u>
<b>Difference</b>		<u><b>-</b></u>



448-01-01-00 47001 0 C 001 30 50 004  
ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF WINCHESTER VIRGINIA  
15 N CAMERON ST  
WINCHESTER VA 22601-6082

# Your account statement

For 12/31/2019

## Contact us



BBT.com



(800) BANK-BBT or  
(800) 226-5228

### BB&T Merchant Services

Let BB&T Merchant Services streamline your payment acceptance with the latest in new payment technologies including mobile, tablet based, and support for contactless payments including ApplePay® and GooglePay®. We offer next-business-day<sup>1</sup> funding, competitive pricing, free 24/7 technical support, and a monthly maintenance fee waiver on Business Value 200 and Business Value 500 checking accounts<sup>2</sup>. Our consultant will tailor a payment processing solution for you, designed to work for your business.

Call us at 866-238-2420 or visit [BBT.com/MerchantServices](http://BBT.com/MerchantServices) to learn more.

<sup>1</sup>Not all clients or processing solutions are eligible for next-business-day funding.

<sup>2</sup>Deposit maintenance fees are waived for a BB&T Merchant Services qualifying transaction, which is a payment card settlement (e.g., Visa®, MasterCard®, American Express® or Discover®) from a BB&T Merchant account deposited to a linked BB&T checking account at least once for Business Value 200 Checking and at least twice for Business Value 500 Checking during the monthly statement cycle. Services fee apply. See the Business Services Pricing Guide for details. Refer to the Business Services Product and Pricing Guide for more information.

Apple Pay is a trademark of Apple Inc. Google Pay is a service of Google Inc. Terms and conditions may apply.

BB&T Merchant Services are subject to business type and credit approval. BB&T Merchant Services are offered by Branch Banking and Trust Company. Member FDIC.

#### ■ PUBLIC FUND INT CHECKING 1470001143557

##### Account summary

Your previous balance as of 11/30/2019	\$309,455.24
Checks	- 25,451.62
Other withdrawals, debits and service charges	- 90.32
Deposits, credits and interest	+ 6,805.18
Your new balance as of 12/31/2019	= \$290,718.48

##### Interest summary

Interest paid this statement period	\$2.26
2019 interest paid year-to-date	\$23.85
Interest rate	0.01%

##### Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
12/09	3281 Accountant	105.00	12/04	3298 Website	800.00	12/16	3302 Attorney	103.95
12/05	*3293 Real Estate Taxes	7,741.30	12/02	3299 MFG Commercial	500.00	12/13	3303 BB&T	6.79
12/11	*3295 Taylor Man. Fee	3,541.67	12/06	3300 Ex. Improve Grant	5,363.29	12/20	3304 Ex. Improve Grant	2,500.00
12/02	*3297 Attorney	1,032.70	12/11	3301 Taylor Man. Fee	3,541.67	12/24	3305 Attorney	215.25

\* indicates a skip in sequential check numbers above this item

Total checks = \$25,451.62

##### Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
12/02	BUS ONLINE MANAGE USERS FEE 7261	5.00
12/23	SERVICE CHARGES - PRIOR PERIOD	85.32
Total other withdrawals, debits and service charges		= \$90.32

■ PUBLIC FUND INT CHECKING 1470001143557 (continued)

**Deposits, credits and interest**

DATE	DESCRIPTION	AMOUNT(\$)
12/03	DEPOSIT	4,341.15
12/13	DEPOSIT	1,671.43
12/19	DEPOSIT	790.34
12/31	INTEREST PAYMENT	2.26
Total deposits, credits and interest		= \$6,805.18



## Questions, comments or errors?

For general questions/comments or to report errors about your statement or account, please call us at 1-800-BANK BBT (1-800-226-5228) 24 hours a day, 7 days a week. BB&T Care Center Associates are available to assist you from 6 a.m. until midnight ET. You may also contact your local BB&T financial center. To locate a BB&T financial center in your area, please visit BBT.com.

### Electronic fund transfers (For Consumer Accounts Only. Commercial Accounts refer to the Commercial Bank Services Agreement.)

Services such as Bill Payments and Zelle® are subject to the terms and conditions governing those services, which may not provide an error resolution process in all cases. Please refer to the terms and conditions for those services.

In case of errors or questions about your electronic fund transfers, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, IMMEDIATELY call 1-800-226-5228 or write to:

Fraud Management  
P.O. Box 1014  
Charlotte, NC 28201

Tell us as soon as you can, if you think your statement or receipt is wrong, or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

- Tell us your name and deposit account number (if any)
- Describe the error or transfer you are unsure of, and explain as clearly as you can why you believe it is an error or why you need more information
- Tell us the dollar amount of the suspected error

If you tell us orally, we may require that you also send us your complaint or question in writing within ten (10) business days. We will tell you the results of our investigation within ten (10) business days after we hear from you, and we will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days to investigate your complaint or questions for ATM transactions made within the United States and up to ninety (90) days for new accounts, foreign initiated transactions and point-of-sale transactions. If we decide to do this, we will re-credit your account within ten (10) business days for the amount you think is in error, minus a maximum of \$50. If we ask you to put your complaint in writing, and we do not receive it within ten (10) business days, we may not re-credit your account and you will not have use of the money during the time it takes us to complete our investigation.

Tell us AT ONCE if you believe your access device has been lost or stolen, or someone may have electronically transferred money from your account without your permission, or someone has used information from a check to conduct an unauthorized electronic fund transfer. If you tell us within two (2) business days after you learn of the loss or theft of your access device or the unauthorized transaction, you can lose no more than \$50 if someone makes electronic transfers without your permission.

If you do NOT tell us within two (2) business days after you learn of the loss or theft of your access device or the unauthorized transaction, and we can prove we could

have stopped someone from making electronic transfers without your permission if you had told us, you could lose as much as \$500. Also, if your periodic statement shows transfers you did not make, tell us at once. If you do not tell us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after sixty (60) days if we can prove we could have stopped someone from taking the money if you had told us in time.

### Important information about your Constant Credit Account

Once advances are made from your Constant Credit Account, an INTEREST CHARGE will automatically be imposed on the account's outstanding "Average daily balance." The INTEREST CHARGE is calculated by applying the "Daily periodic rate" to the "Average daily balance" of your account (including current transactions) and multiplying this figure by the number of days in the billing cycle. To get the "Average daily balance," we take the beginning account balance each day, add any new advances or debits, and subtract any payments or credits and the last unpaid INTEREST CHARGE. This gives us the daily balance. Then we add all of the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "Average daily balance."

### Billing Rights Summary

#### In case of errors or questions about your Constant Credit statement

If you think your statement is incorrect, or if you need more information about a Constant Credit transaction on your statement, please call 1-800-BANK BBT or visit your local BB&T financial center. To dispute a payment, please write to us on a separate sheet of paper at the following address:

Bankcard Services Division  
PO Box 200  
Wilson NC 27894-0200

We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the error or problem appeared. You may telephone us, but doing so will not preserve your rights. In your letter, please provide the following information:

- Your name and account number
- Describe the error or transfer you are unsure about, and explain in detail why you believe this is an error or why you need more information
- The dollar amount of the suspected error

During our investigation process, you are not responsible for paying any amount in question; you are, however, obligated to pay the items on your statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

### Mail-in deposits

If you wish to mail a deposit, please send a deposit ticket and check to your local BB&T financial center. Visit BBT.com to locate the BB&T financial center closest to you. Please do not send cash.

### Change of address

If you need to change your address, please visit your local BB&T financial center or call BB&T Phone24 at 1-800-BANK BBT (1-800-226-5228).

How to Reconcile Your Account		Outstanding Checks and Other Debits (Section A)			
		Date/Check #	Amount	Date/Check #	Amount
1.	List the new balance of your account from your latest statement here:				
2.	Record any outstanding debits (checks, check card purchases, ATM withdrawals, electronic transactions, etc.) in section A. Record the transaction date, the check number or type of debit and the debit amount. Add up all of the debits, and enter the sum here:				
3.	Subtract the amount in Line 2 above from the amount in Line 1 above and enter the total here:				
4.	Record any outstanding credits in section B. Record the transaction date, credit type and the credit amount. Add up all of the credits and enter the sum here:				
5.	Add the amount in Line 4 to the amount in Line 3 to find your balance. Enter the sum here. This amount should match the balance in your register.				
		Outstanding Deposits and Other Credits (Section B)			
		Date/Type	Amount	Date/Type	Amount

For more information, please contact your local BB&T branch, visit BBT.com or contact us at 1-800 BANK BBT (1-800-226-5228). MEMBER FDIC

-----  
FISCAL YEAR: 2020

ACCOUNT NUMBER SELECTION

ACCOUNT: 778-0000-101.01-09

TYPE: O (O-ONLY, R-RANGE, S-SELECTIVE)

PERIOD...FROM: 06 TO: 06

PRINT SUMMARY TOTALS ONLY . . . . . (Y/N): N  
SUPPRESS PRINTING OF ACCOUNTS WITHOUT ACTIVITY . . (Y/N): N  
EXCLUDE REVENUE AND EXPENSE SUMMARY ACCOUNTS . . . (Y/N): N  
PRINT PERIOD BALANCE . . . . . (Y/N): N  
PAGE BREAK ON ACCOUNT. . . . . (Y/N): N  
PAGE BREAK BY FUND . . . . . (Y/N): Y

FUND 778 ECONOMIC DEVELOPMENT AUTH							BEGINNING	
GROUP ACCTG ----TRANSACTION----							/ENDING	
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE
								286,763.76
778-0000-101.01-09					CHECKING ACCOUNT / EDA BB&T CHECKING			
MR 03276	06/20	AJ	12/03/19	MR	06 0014244 AR	4,341.15		
					MISC RECEIVABLES			
GM 03523	06/20	AJ	12/12/19	**OFFSET**	AP DISBURSEMENT 105		2,825.99	
MR 03572	06/20	AJ	12/13/19	MR	06 0016452 AR	1,671.43		
					MISC RECEIVABLES			
MR 03677	06/20	AJ	12/19/19	MR	06 0016692 AR	395.17		
					MISC RECEIVABLES			
MR 03677	06/20	AJ	12/19/19	MR	06 0016695 AR	395.17		
					MISC RECEIVABLES			
GM 04103	06/20	AJ	12/31/19	AJ04103	Record Dec Transactions		90.32	
GM 04103	06/20	AJ	12/31/19	AJ04103	Record Interest Income	2.26		
					ACCOUNT TOTAL	6,805.18	2,916.31	290,652.63
					FUND TOTAL	.00	2,916.31	290,652.63

PREPARED 01/16/2020,10:12:19  
PROGRAM: GM172L  
CITY OF WINCHESTER  
BANK: 20 EDA BB&T Checking

OUTSTANDING CHECKS REGISTER  
SELECTED BY CHECK DATE  
FROM: 01/01/2017 TO: 12/31/2019

---

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	BANK CODE
3260	17598	MICHAEL CALLAHAN AND ASSOCIATE	07/12/2019	65.85	20

---

NO. OF CHECKS: 1                      TOTAL CHECKS OUTSTANDING                      65.85 \*\*\*

PROGRAM: GM172L  
 CITY OF WINCHESTER  
 BANK: 20 EDA BB&T Checking

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE
3281	17598	MICHAEL CALLAHAN AND ASSOCIATE	09/06/2019	105.00	12/31/2019	20
3293	10822	CITY OF WINCHESTER	10/31/2019	7,741.30	12/31/2019	20
3295	16656	TAYLOR MASTER TENANT LLC	10/31/2019	3,541.67	12/31/2019	20
3297	10497	NATE L ADAMS III PC	11/27/2019	1,032.70	12/31/2019	20
3298	17199	BRAND ACCELERATION INC	11/27/2019	800.00	12/31/2019	20
3299	9999001	COMCAST SPOTLIGHT	11/27/2019	500.00	12/31/2019	20
3300	16902	OTW LLC	11/27/2019	5,363.29	12/31/2019	20
3301	16656	TAYLOR MASTER TENANT LLC	11/27/2019	3,541.67	12/31/2019	20
3302	10497	NATE L ADAMS III PC	12/12/2019	103.95	12/31/2019	20
3303	6851	BB&T FINANCIAL, FSB	12/12/2019	6.79	12/31/2019	20
3304	17909	CASEMEN PROPERTIES	12/12/2019	2,500.00	12/31/2019	20
3305	17598	MICHAEL CALLAHAN AND ASSOCIATE	12/12/2019	215.25	12/31/2019	20

NO. OF CHECKS: 12                      TOTAL CHECKS RECONCILED                      25,451.62 \*\*\*

**EDA Bank of Clarke Cash Reconciliation**  
**778-0000-101.01-10**  
**As of EOM: Dec 2019**

<b>GL balance, Beginning of Month:</b>		1,040,989.81
Plus Deposits and Other Credits		454.18
Less Checks Cleared/Other Debits		<u>(10.00)</u>
<b>GL Balance @</b>	<b>Dec 2019</b>	<b>1,041,433.99</b>
Bank Of Clarke Acct # 9037 Bal @	<b>Dec 2019</b>	891,712.99
Bank Of Clarke Acct # 6264 Bal @	<b>Dec 2019</b>	149,721.00
<b>BOC Total Bank Balance @</b>	<b>Dec 2019</b>	<b>1,041,433.99</b>
Variance		-



2 East Main Street  
Berryville, VA 22611

**ADDRESS SERVICE REQUESTED**

>009558 7167163 0001 092332 10Z

ECONOMIC DEVELOPMENT AUTHORITY OF THE  
CITY OF WINCHESTER VIRGINIA  
15 N CAMERON ST  
WINCHESTER VA 22601-6082



**Managing Your Accounts**

- Phone (540) 955-2510
- Toll-Free 1-800-650-8723
- EAGLE-24 Banking 1-888-378-1881
- Online Access [www.bankofclarke.com](http://www.bankofclarke.com)
- Mailing Address P.O. Box 391  
Berryville VA 22611

**Summary of Accounts**

Account Type	Account Number	Ending Balance
MMDA Public Fnd	XXX9037	\$891,712.99

**MMDA Public Fnd-XXX9037**

**Account Summary**

Date	Description	Amount
12/01/2019	<b>Beginning Balance</b>	<b>\$891,268.81</b>
	1 Credit(s) This Period	\$454.18
	1 Debit(s) This Period	\$10.00
12/31/2019	<b>Ending Balance</b>	<b>\$891,712.99</b>
	Service Charges	\$10.00

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.60%
Interest Days	31
Interest Earned	\$0.00
Interest Paid This Period	\$454.18
Interest Paid Year-to-Date	\$6,344.79
Minimum Balance	\$891,268.81

**Deposits**

Date	Description	Amount
12/31/2019	Accr Earning Pymt Added to Account	\$454.18

**Other Debits**

Date	Description	Amount
12/31/2019	Service Charge	\$10.00

**Daily Balances**

Date	Amount	Date	Amount
12/01/2019	\$891,268.81	12/31/2019	\$891,712.99

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



09558 7167163 011429 023657 0001/0002

**MMDA Public Fnd-XXX9037 (continued)**

**Service Charge Summary**

<b>Description</b>	<b>Amount</b>
12/31/2019 Service Charge (Service Charge Balance: \$891268.81)	\$10.00
Total Service Charge	\$10.00





2 East Main Street  
Berryville, VA 22611

**ADDRESS SERVICE REQUESTED**

>003447 7167163 0001 092332 10Z

ECONOMIC DEVELOPMENT AUTHORITY OF THE  
CITY OF WINCHESTER VIRGINIA  
15 N CAMERON ST  
WINCHESTER VA 22601-6082



**Managing Your Accounts**

- Phone (540) 955-2510
- Toll-Free 1-800-650-8723
- EAGLE-24 Banking 1-888-378-1881
- Online Access [www.bankofclarke.com](http://www.bankofclarke.com)
- Mailing Address P.O. Box 391  
Berryville VA 22611

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Public Fund Chk	XXX6264	\$149,721.00

**Public Fund Chk-XXX6264**

**Account Summary**

Date	Description	Amount
12/01/2019	Beginning Balance	\$149,721.00
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
12/31/2019	Ending Balance	\$149,721.00

**Daily Balances**

Date	Amount
12/01/2019	\$149,721.00

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



0001/000 569900 944800 6912312 24880

-----  
FISCAL YEAR: 2020

ACCOUNT NUMBER SELECTION

ACCOUNT: 778-0000-101.01-10

TYPE: O (O-ONLY, R-RANGE, S-SELECTIVE)

PERIOD...FROM: 06 TO: 06

PRINT SUMMARY TOTALS ONLY . . . . . (Y/N): N  
SUPPRESS PRINTING OF ACCOUNTS WITHOUT ACTIVITY . . (Y/N): N  
EXCLUDE REVENUE AND EXPENSE SUMMARY ACCOUNTS . . . (Y/N): N  
PRINT PERIOD BALANCE . . . . . (Y/N): N  
PAGE BREAK ON ACCOUNT. . . . . (Y/N): N  
PAGE BREAK BY FUND . . . . . (Y/N): Y

FUND 778 ECONOMIC DEVELOPMENT AUTH							BEGINNING		
GROUP ACCTG ----TRANSACTION----							/ENDING		
APP NUMBER	PER.	CD	DATE	NUMBER	DESCRIPTION	DEBITS	CREDITS	BALANCE	
778-0000-101.01-10					CHECKING ACCOUNT / EDA BANK OF CLARKE COUNTY			1,040,989.81	
GM 04102	06/20	AJ	12/31/19	AJ04102	Record Interest Income	454.18			
GM 04102	06/20	AJ	12/31/19	AJ04102	Record Bank Srv Chgs		10.00		
ACCOUNT TOTAL						454.18	10.00	1,041,433.99	
FUND TOTAL						.00	454.18	10.00	1,041,433.99



778 ECONOMIC DEVELOPMENT AUTH

	DEBITS	CREDITS	
-----			
ASSETS			
101.01-09	CHECKING ACCOUNT / EDA BB&T CHECKING	290,652.63	
101.01-10	CHECKING ACCOUNT / EDA BANK OF CLARKE COUNTY	1,041,433.99	
104.02-01	STATE POOLED FUNDS / LGIP	44,968.24	
115.10-20	MISCELLANEOUS / BILLING SYSTEM	238,346.62	
116.01-03	NOTES RECEIVABLE / NOTES RECEIVABLE	447,793.49	
116.01-04	NOTES RECEIVABLE / FACADE LOANS	10,851.51	
116.01-05	NOTES RECEIVABLE / REVOLVING LOANS	68,056.82	
161.02-01	BUILDINGS & IMPROVEMENTS / PROPERTIES HELD FOR DEVE	1,320,286.52	
165.00-00	FIXED ASSETS / MACHINERY & EQUIPMENT	9,779.00	
165.10-00	MACHINERY & EQUIPMENT / ACCUMULATED DEPRECIATION		9,029.00
	TOTAL ASSETS		3,463,139.82
LIABILITIES			
202.06-02	DEFERRED REVENUE / LOANS		1,461.62
	TOTAL LIABILITIES	=====	1,461.62
FUND EQUITY			
	RETAINED EARNINGS		3,461,678.20
	TOTAL FUND EQUITY	=====	3,461,678.20
	TOTAL LIABILITIES AND FUND EQUITY		3,463,139.82