

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, November 13, 2020
Zoom Remote Call**

Members Present on Zoom: Ms. Mary Sullivan
Mr. Mark Snyder
Ms. Angie Bandy
Mr. George Reed
Mr. Perry Fridley
Ms. Tami Radecke
Ms. Brenda Arkward

Others Present on Zoom: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Administrative Assistant
Ms. Jennifer Callison- Tourism & Marketing Manager

Welcome

Ms. Sullivan called the meeting to order at 8:04 AM and thanked everyone for joining the meeting remotely, then gave a reminder that the EDA was authorized to meet electronically by City ordinance 2020 -21 and State legislation recently passed (an amendment to house bill 29 of 2019). EDA members and staff are attending remotely from home and office. Mr. Hitchin welcomed Ms. Arkward as an official member of the Waynesboro EDA, as approved by City Council on October 14, 2020, to fill the unfinished term set to expire August 31, 2021. He also reminded the group that the meeting was being recorded for minute taking purposes.

Approval of Minutes

There being no changes to the minutes from the regular meeting on October 9, 2020 meeting, Ms. Radecke made a motion to approve the minutes as written. The motion was seconded by Mr. Reed and passed by unanimous vote.

Report of Small Business Grants

Mr. Hitchin gave updates on the small business grants. He shared a revised dashboard and report showing the status of all of the grants. Twenty-two checks were written and up for approval today. There are still 15 open grants, meaning the money is allocated, but grant recipients have not yet provided receipts for reimbursement. All CARES grant money has to be spent by December 31, 2020, so in order to ensure that happens, the deadline to receive any receipts is December 9, 2020 so they may be approved at the next scheduled regular meeting. Mr. Fridley asked about the receipts and where they are kept. The economic development office is retaining receipts and records both electronically and in paper files. Should any funds be left on the table by businesses after the December 9th deadline, staff has identified other small businesses who did not get full funding or get their application in on time to offer reimbursements for qualifying expenses to.

Financial Report

Mr. Hitchin reported on the financial accounts for September. There were twenty-two grant checks to approve: one for the Renaissance Fund One program; three for the Sustainability Fund program; eighteen for the Renaissance Fund Two program. In addition, there was one check to approve to Commonwealth Promotional for t-shirt printing associated with the Wake Up Waynesboro program in the amount of \$354.50 and a check for the Northern Shenandoah Valley Regional Commission as part of the GOVA match for small business development

assistance in the amount of 3,157 which is paid for out of Grow Waynesboro reserve account for small business. Grant fund checks are detailed in the attached addendum. Mr. Snyder made a motion to approve the dashboard as presented and approve the checks as written. The motion was seconded by Ms. Bandy and passed by unanimous vote.

Committee Reports

- a. Loan: Mr. Hitchin reported that there are no current active applications but he expects an application in the near future.
- b. Audit: Ms. Bandy has received the bank reconciliation reviews and reported that all looked to be in order.

Monthly Updates

Downtown Redevelopment – Mr. Hitchin reported that staff is working with downtown merchants on a holiday shopping promotion as well as events for Small Business Saturday.

Tourism – Ms. Callison gave tourism updates and updated the board on grant statuses:

2020 Tourism Grants

Program Name or Sponsoring Organization	Funding Source Award Date	Amount	Match Source
Waynesboro Street Arts Trail	VTC MLP <i>February 2020</i>	\$2,572	\$2,572 <i>Waynesboro</i>
WanderLove	VTC DMO Recovery <i>July 2020</i>	\$10,000	In-kind <i>Waynesboro</i>
Reopening SAW*	GO Virginia ERR <i>August 2020</i>	\$50,000	\$25,000 <i>GART</i>
City of Waynesboro Tourism	VTC MLP Recovery	\$20,000 PENDING	
Shenandoah Beerwerks Trail*	VTC MLP Recovery	\$10,000 PENDING	
The Wayne Theatre*	VTC MLP Recovery	\$10,000 PENDING	
	Total	\$102,572	

*denotes regional efforts

Mr. Fridley asked if staff worked with grant writers. In some instances, outside writers have been brought in to assist with grants but many grants are written in-house by department staff. Mr. Fridley shared that he would be in support of staff taking any kind of grant writing training.

Mr. Reed requested an update in future meetings on the Crozet Tunnel and how it could tie into the Eastern Corridor efforts. A link to the new tunnel website was shared in the chat: <http://coolesthikeinvirginia.com/>.

Industrial Properties – Mr. Hitchin gave an update on the Southern Corridor Road. As a review, the 1.6 mile road will connect South Delphine Avenue to Shenandoah Village Drive as a VDOT Smart Scale Project. The construction of the road has two main goals: 1) to reduce congestion to the Town Center shopping/164 exit and 2) to enable future development in this area which has 320 acres of potentially developable land (205 of which is owned by the City). In order to get the at-grade rail crossing in the industrial park from Norfolk Southern, the state will have to vacate three other at-grade crossings, including one public crossing in the city. The proposed at-grade closure

at 7th Street was approved at the last council meeting. The Southern Corridor Road is expected to be completed in 2023.

Other Business/Discussion

There was no other discussion.

Correspondence and Communication of the Chairman

The next regular meeting is scheduled for December 11, 2020.

There being no other business to discuss, Ms. Radecke made a motion to adjourn. The motion was seconded by Ms. Sullivan and the meeting was adjourned at 8:25 AM.

Respectfully submitted ___/___/____

Certified as approved ___/___/____

Stephanie Duffy
Recording Secretary

Gregory E. Hitchin
Secretary/Treasurer

Addendum to EDA Regular Meeting Minutes November 13, 2020

Waynesboro EDA

Addendum to Finance Dashboard

Renaissance Fund ONE					
Business	Approved Grant	November	balance		
Fredas	\$ 8,308.00		\$ -		
Wild and Free	\$ 8,975.00		\$ -		
Humphries Press	\$ 3,470.00		\$ -		
Initial Inspiration	\$ 9,725.00		\$ -		
Luke's Hobbies	\$ 10,000.00		\$ -		
Mister Jamisons	\$ 10,000.00		\$ -		
Pyramid	\$ 10,000.00		\$ -		
Shenandoah Hemp	\$ 9,708.00		\$ -		
Chemstar Chemical Services	\$ 10,000.00		\$ -		
Silk Road	\$ 8,291.59		\$ -		
Whiskey Wright Fine Handcrafted Spirit Co	\$ 9,800.00		\$ -		
John A Hancock Studio	\$ 702.76		\$ -		
Margaux & Company Imports LLC	\$ 10,000.00		\$ -		
Rabbitt Run	\$ 10,000.00		\$ -		
The Tubular Toy Box	\$ 10,000.00	802.81	\$ 4,456.75		
Jake Johnson Ceramics	\$ 4,168.50		\$ -		
	\$ 133,148.85	\$ 802.81	\$ 4,456.75		
total dispersed			\$ 128,692.10		
Sustainability Fund					
Non Profit	Approved Grant	November	balance		
Boy Scouts	\$ 10,000		\$ -		
BRCM	\$ 7,640		\$ 1,255.46		
Fishburne	\$ 10,000		\$ -		
ODPAS	\$ 10,000	\$ 1,759.00	\$ -		
SVAC	\$ 6,721	\$ 6,721.00	\$ -		
W. Players	\$ 9,986	\$ 4,944.20	\$ 3,861.09		
YMCA	\$ 10,000		\$ -		
Fly Fishing Expo	\$ 1,426		\$ -		
Wayne Theatre	\$ 10,000		\$ -		
Total check run	\$ 75,773	\$ 13,424	\$ 5,116.55		
total dispersed			\$ 70,656.45		
Renaissance Fund TWO					
		November	balance	new?	not funded
Rabbit Run	\$ 10,000	\$ 5,162.55	\$ 2,803.36	no	
New Tech Auto	\$ 4,875	\$ 1,198.17	\$ -	yes	
Lukes Hobbies	\$ 15,000		\$ -	no	
KCW	\$ 11,271	\$ 1,608.06	\$ 2,662.76	yes	
Humphries	\$ 17,270		\$ -	no	
Waynesboro Manor	\$ 8,100	\$ 2,024.82	\$ 6,075.18	yes	
The Dreaded BluesLady	\$ 5,000		\$ -	yes	
Waynesboro Florist	\$ 4,000	\$ 4,000.00	\$ -	yes	
Shenandoah Hemp	\$ 14,536	\$ 12,883.42	\$ 1,652.66	no	
Tachyon	\$ 2,314	\$ 2,314.00	\$ -	yes	
Jimmy O	\$ 1,875		\$ -	yes	
WhiskeWright	\$ 2,600		\$ -	no	
Healthy Habits	\$ 9,225		\$ 639.00	yes	
R&M Automotive	\$ 3,124		\$ 3,124.00	yes	
Wild & Free	\$ 16,025		\$ -	no	
Initial Inspiration	\$ 15,275		\$ -	no	
Uncovered Beauty	\$ 21,000	\$ 4,912.03	\$ -	yes	
Skylar's Place	\$ 6,040		\$ 4,871.78	yes	
The River	\$ 14,422	\$ 14,422.25	\$ -	yes	
Twice as Nice	\$ 15,250	\$ 1,500.00	\$ 1,750.00	yes	
Stella Bella and Lucy	\$ 21,181		\$ -	yes	

Waynesboro EDA
Addendum to Finance Dashboard

Bream Family Dental Care	\$ 22,525	\$ 22,525.00	\$ -	yes	
Pyramid	\$ 13,135	\$ 9,615.98	\$ 2,424.23	no	
Augusta Cleaner	\$ 25,000	\$ 25,000.00	\$ -	yes	
Rolling Meadow	\$ 3,120	\$ 3,120.00	\$ -	yes	
Shenandoah Powerhouse	\$ 10,100		\$ -	yes	
Service Rite	\$ 18,850		\$ -	yes	
Fishburne Pharmacy	\$ 19,577	\$ 19,576.60	\$ -	yes	
Margaux	\$ 8,850		\$ -	no	
	\$ -		\$ -		1
Make Waynesboro	\$ 5,870		\$ -	no	
Sleep On It	\$ 9,591.00		\$ -	yes	
Tubular Toy	\$ 5,100		\$ 5,100.00	no	
	\$ -		\$ -		1
RISE	\$ 11,000	\$ 11,000.00	\$ -	yes	
Farmhaus Coffee	\$ 14,329		\$ 14,328.75	yes	
	\$ -		\$ -		1
	\$ -		\$ -		1
Commonwealth Tile	\$ 5,691	\$ 1,990.68	\$ 3,699.90	yes	
Hancock Studio	\$ 748	\$ 748.10	\$ -	no	
	\$ 391,868	\$ 143,601.66	\$ 49,131.62	24	
total applications				36	4
check run and total dispersed		\$ 143,601.66	\$ 342,736.22		40
all three math check		\$ 157,828.67			

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