

**Waynesboro Economic Development Authority**  
**Minutes of the Regular Meeting**  
**Friday, May 13, 2022**  
**301 W Main Street, Waynesboro**

**Members Present:** Ms. Mary Sullivan  
Ms. Brenda Arkward  
Mr. George Reed  
Mr. Chris Ornelas  
Ms. Angie Bandy

**Members Absent:** Ms. Tami Radecke  
Mr. Mark Snyder

**Others Present:** Mr. Greg Hitchin- Director of Economic Development & Tourism  
Ms. Jennifer (Callison) Kiser- Tourism & Marketing Manager  
Ms. Stephanie Duffy- Administrative Assistant  
Mr. Jay Messenger- Small Business Specialist

**Welcome**

Ms. Sullivan called the meeting to order at 8:01 AM and thanked everyone for attending.

**Approval of Minutes**

There being no changes to the minutes presented from the regular meeting on March 11, 2022, Mr. Reed made a motion to approve the minutes as written. The motion was seconded by Ms. Arkward and passed by unanimous vote.

**Financial Report**

Mr. Hitchin gave a report on the financials for April and May. For April, all expenses were from grant funds or were reimbursable. There was a \$95 check to Queen City Creative for design work associated with the Chamber of Commerce Economic Development Outlook Breakfast. Expenses for the breakfast event are being split between Waynesboro, Staunton and Augusta County. There was a check for \$54 to PrintSource for services associated with the Community Navigator grant. There were debit card transactions totaling \$233.45 associated with the Resurgence Grant; three charges totaling \$417.99 associated with the Beerwerks program; one charge for \$529.70 for the annual Quickbooks subscription; and two charges totaling \$11.80 related to the EDA RLF automatic payment program. Additionally, there were ten checks associated with the Resurgence Grant totaling \$12,979.47: \$812.50 to Aquino Baron; \$1,140 to Converge Local; \$3,673.75 to Frazier Associates; \$560 to Ivy Life & Style Media; \$320 to The Crozet Gazette; \$4,000 to Summit Publishing; \$540.22 to Daily News Record; \$591 to Mountain Laurel Design; \$250 to HC Photography; and \$1,092 to The Humphries Press.

For May, all expenses were grant funds or were reimbursable as well. There was a check for \$2,924.24 to Creative Economic Development for services associated with The IRF Planning grant, and a check for \$320 to Mountain Laurel Design associated with the Community Navigator grant. There were two debit charges totaling \$217.99 associated with the Beerwerks program, a charge for \$3.74 associated with the Resurgence Grant, a check for \$205 for the Chamber of Commerce Economic Outlook Breakfast (which

will be split with Staunton and Augusta County), and two charges totaling \$6.50 associated with the EDA RLF automatic payment program. In addition, there were ten checks totaling 61,002.04 associated with the Resurgence Grant: \$270 to City Foxes; \$4,500 to Bookkeeping & Management Systems; \$1,000 to C-ville Holdings; \$9,640 to Converge Local; \$4,241.54 to Waynesboro Players; \$7,500 to Edmunds Building; \$3,916.50 to Ohanlon's Ashland; \$7,500 to P. Buckley Moss Galleries; and \$22,434 to CKB Properties. Ms. Arkward made a motion to approve the financial reports and checks as presented. The motion was seconded by Ms. Bandy and passed by unanimous vote.

### **Committee Reports**

- a. **Loan:** the loan committee recently reviewed one loan application and did not approve the loan.
- b. **Audit:** Ms. Bandy received the bank reconciliation reviews and signed off on the reports for April and May.
- c. **Nomination:** Mr. Snyder is the only member whose term is ending. Mr. Hitchin has spoken to Mr. Snyder who has agreed to stay on for another term. The consensus of the board was to recommend to City Council that Mr. Snyder stay on the board for another term and Ms. Sullivan and Mr. Reed agreed to keep their positions as chair and vice chair which was also the consensus of the board.

### **Grant Update**

Mr. Hitchin gave updates on the current and potential grant programs.

- a. DHCD-Resurgence: this grant is wrapping up with all projects to be completed by May 15, 2022.
  - i. The housing study has been completed and the report can be found on the Waynesboro Business website.
  - ii. The Façade grant program is going well. There are still eight façade projects finishing up. The demand far exceeded the plans and budget and the City has stepped up with some additional funds.
  - iii. The small business technical assistance is still wrapping up and some may carry over to the Community Navigator Program, transitioning from state grant funds to federal grant funds.
  - iv. The grant program was very successful and a full report will be given in July.
- b. Community Navigator: This program is part of a Federal SBA Grant of \$1 million. Part of our grant funds will be used to fund a part time Program Coordinator, whose job will be meeting with small businesses and providing assistance/training to start-ups in Waynesboro. Mr. Jay Messenger has been hired as Waynesboro's Small Business Specialist. Mr. Messenger gave a brief introduction of himself to the board.
- c. CBL: The deadline for the CBL grant application discussed in the previous meeting was at the end of April. Mr. Hitchin did submit an application and asked for a motion to ratify the application. Ms. Bandy made a motion to ratify the grant application submitted to DHCD for a Community Business Launch (CBL) Grant on April 28, 2022. Ms. Arkward seconded the motion and it passed by unanimous vote.
- d. Tourism: Ms. Kiser shared that Waynesboro was successful in obtaining a VTC grant for the "Family Friendly Waynesboro" campaign.

- e. Downtown: Mr. Hitchin reported that the City was successful in securing a \$40,000 (on behalf of property owners) Industrial Revitalization Fund (IRF) planning grant to provide a market study of downtown and real estate reuse plan for five blighted properties on Main Street. Creative Economic Development has been hired as a consultant to complete the study. Staff will be communicating with the five property owners about applying for an IRF grant. The IRF grant can be for up to \$5 million, for up to two projects.

### **Monthly Updates**

- a. **Downtown Redevelopment:** planning is underway for a downtown event for July 9<sup>th</sup> to coincide with the Sunset Spectacular (the City's fireworks display), more to come soon.
- b. **Tourism:** No additional updates were given.
- d. **Industrial Properties:** No additional updates were given.

### **Other Business/Discussion**

#### **Correspondence and Communication of the Chairman**

The next regular EDA meeting is scheduled for June 10, 2022.

#### **Consider holding a closed meeting (as needed)**

Staff requested that the EDA reconvene in a closed session as allowed by the Freedom of Information Act.

Mr. Reed then moved that the meeting be recessed and reconvene in a closed meeting under Section 2.2-3711(a)(5) of the Freedom of Information Act, Code of Virginia, 1950, as amended, regarding discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

The motion passed on a roll call vote as follows: Ms. Sullivan, aye; Mr. Reed, aye; Ms. Bandy, aye; Ms. Arkward, aye; Mr. Ornelas, aye. The EDA went into closed session at 8:25 AM.

At 8:43 AM Ms. Bandy made a motion to reconvene to an open session and moved to adopt the following resolution: WHEREAS, the Economic Development Authority of Waynesboro has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Economic Development Authority that such closed meeting was conducted in conformity with Virginia law; NOW, THEREFORE, BE IT RESOLVED, that the Economic Development Authority of Waynesboro hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Economic Development Authority of Waynesboro.

The motion passed on a roll call vote as follows: Ms. Sullivan, aye; Mr. Reed, aye; Ms. Bandy, aye; Ms. Arkward, aye; Mr. Ornelas, aye.

Once back in open session, Ms. Bandy made a motion to authorize an officer of the EDA to complete an application and/or other communications to the Commonwealth of Virginia, Department of Agriculture and Forestry to apply for an Agriculture and Forestry Industries Development Fund (AFID) grant relative to the project discussed in closed session. Mr. Reed seconded the motion and it passed by unanimous vote.

There being no other business to discuss, the meeting was adjourned at 8:47 AM.

Respectfully submitted \_\_\_/\_\_\_/\_\_\_\_\_

Certified as approved \_\_\_/\_\_\_/\_\_\_\_\_

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Stephanie Duffy  
Recording Secretary

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Gregory E. Hitchin  
Secretary/Treasurer