

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Monday, September 12, 2022
301 W Main Street, Waynesboro**

Members Present: Mr. Chris Ornelas
Ms. Brenda Arkward
Mr. George Reed
Mr. Mark Snyder
Ms. Tami Radecke
Ms. Angie Bandy

Members Absent: Ms. Mary Sullivan

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

Welcome

Mr. Reed called the meeting to order at 2:00 PM and thanked everyone for attending.

Approval of Minutes

There being no changes to the minutes presented from the regular meeting on August 8, 2022, Ms. Bandy 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 September. There were three checks totaling \$7,120 – all from budgeted/reserve accounts: the first to Timmons in the amount of \$5,950 for the industrial park water and sewer report; the second to Farmhaus Coffee Co. in the amount of \$100 for a Community Navigator Grant event; the third to Mountain Laurel Studio in the amount of \$1,070 for a design work associated with the Community Navigator Grant. There were also nine debit card charges. The first three totaling \$417.99 associated with the Beerwerks Program; one charge in the amount of \$27.60 associated with Grow Waynesboro; three charges totaling \$360 associated with the Community Navigator Grant; and two charges totaling \$6.50 associated with the RLF autopayments. Ms. Arkward made a motion to approve the financial reports and checks as presented. The motion was seconded by Mr. Snyder and passed by unanimous vote.

Committee Reports

- **Handbook:** An overview of the proposed electronic meeting policy was provided to members to add to their EDA Handbooks.
- **Audit:** Ms. Bandy has reviewed the bank statements for September and signed off on the reconciliations.

Adopt a Policy on Virtual Meetings

Mr. Hitchin gave an overview of the new regulations adopted by the Commonwealth concerning non-emergency virtual meetings of public bodies. Public bodies can now have members attend virtually and/or have virtual meetings and meet FOIA requirements, provided they adopt a policy before any virtual meetings are held. The policy proposed by staff meets all new FOIA requirements and was drafted by the city’s legal counsel. After some brief clarification, Mr. Snyder made a motion to adopt the policy on virtual meetings as presented. Ms. Arkward seconded the motion and it passed by unanimous vote.

Review Proposed Amendment to Chicurel Lane Hotel Performance Agreement

Background information was provided to the board prior to the meeting. Mr. Hitchin gave a brief review of the agreement. The proposed amendment updates the agreement to allow for the pandemic delay in construction, pushing the occupancy date back by two years. Ms. Radecke made a motion to approve the third amendment to the Performance Agreement dated November 14, 2016 between the City of Waynesboro, Virginia, KM Hotels, LLC, and the Economic Development Authority of the City of Waynesboro as presented, which changes the start of the rebate period to no later than January 1, 2024. The motion was seconded by Ms. Bandy and passed by unanimous vote.

Update on VBRSP Grant and Authorization to Submit Application

Background information was provided to the board prior to the meeting. Mr. Hitchin gave a brief review of the grant. This grant would provide funding for the construction of the water and sewer infrastructure at NCTC. Ms. Arkward made a motion to authorize an officer of the EDA to submit the grant application. The motion was seconded by Ms. Radecke and passed by unanimous vote.

Monthly Updates

Downtown Redevelopment: Mr. Hitchin shared that the Architectural Firm has been chosen for the VMNH and thanked Ms. Bandy and Ms. Sullivan for representing the EDA in the stakeholders’ meetings. The museum is still on schedule to request construction funding in the FY24 budget; if approved there would be a ground breaking in the summer of 2023 and opening in mid-2025. The large donor fundraising will begin soon and the public fundraising will begin about the time of the ground breaking. The museum is looking to raise a minimum of \$2 million from public and corporate donations. The plan is to be able to provide information to the General Assembly in the fall and request construction funding in the FY24 state budget.

Correspondence and Communication of the Chairman

The next regular EDA meeting is scheduled for October 14, 2022.

There being no other business to discuss, Ms. Bandy made a motion to adjourn. The motion was seconded by Ms. Arkward and the meeting was adjourned at 2:15 PM.

Respectfully submitted ___/___/____

Certified as approved ___/___/____

Stephanie Duffy
Recording Secretary

Gregory E. Hitchin
Secretary/Treasurer