

MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
| THURSDAY, FEBRUARY 2, 2017 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, February 2, 2017, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

**PRESENT:** Stan Crockett, Doug Rinker, Robert Claytor, Dennis McNutt, John Riley and Gary Lofton

**STAFF:** Patrick Barker and Donna McIlwee, Frederick County Economic Development Authority, and Michael Bryan, Attorney

**MEETING CALLED TO ORDER:** Chairman Crockett called the meeting to order at 8:00 a.m.

**APPROVAL OF MINUTES**

The minutes from the December 1, 2016, meeting were presented.

Upon a motion duly made by Mr. Lofton and seconded by Mr. Rinker, the minutes from the December 1, 2016, meeting were approved.

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Absent
Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

**TREASURER'S REPORT**

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of January 27, 2017 - \$7,241.19.

Savings Account - Scott & Stringfellow as of January 27, 2017 - \$1,005,759.55.

The Treasurer's Report was approved as submitted by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Absent
Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

### **HOPE DRIVE LAND APPRAISAL**

Mr. Barker reported Myers Appraisal Service had submitted a proposal to perform an appraisal of this land for a fee of \$2,000.

On motion of Mr. Claytor, seconded by Mr. Riley, the Board voted to proceed with the appraisal.

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Absent
Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

### **BUSINESS TARGET UPDATE**

Mr. Barker reviewed the process utilized to identify target business sectors for Frederick County. The information will be revised yearly. He recommended the Board take action on the identified targets to give credence to the EDA's efforts.

After several questions were asked and answered, Mr. Lofton made a motion that the list be approved as presented. Motion was seconded by Mr. Rinker and approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Gary Lofton	Aye
James Longerbeam	Absent



Dennis McNutt	Aye
John Riley	Aye
Doug Rinker	Aye

### **INVESTMENT FUND USAGE**

With the sale of the Robinson School, Mr. Barker reviewed a list of possible options for use of funds held by the EDA as follows:

- Business Ready Site Revolving Loan Fund
- Micro Loan Fund Program
- Revolving Loan Fund Program
- Business & Education Summit
- Local Facility Charge
- Community Service Agriculture Loan Fund

He stated the list was put together in advance of the work session with the BOS to gauge the interest of the EDA Board.

Mr. Riley stated the Executive Committee tried to broad brush the possibilities so not to interfere with those already in place.

Mr. Lofton remarked that infrastructure is important for site selection. Mr. Barker stated that subject is included in the Tier plans for the Business Ready Site Revolving Loan Fund.

Mr. Lofton then stated he felt the options were a good foundation to begin discussion with the BOS at our joint session.

### **RETAIL DEVELOPER FEEDBACK CONVERSATION**

Mr. Barker stated that the idea of hosting a reception for retail developers who have had success locally was suggested at the December Board meeting. The event could show developers what we are doing and ask how that can enhance what they are doing. Each developer could be asked to provide a major concern for discussion. Staff is looking for guidance how to proceed.

Mr. Lofton inquired if there would be group or private discussions.

Mr. Claytor suggested inviting 1 or 2 to our meeting and asking their opinion whether these conversations should be in a group setting or individually.



Mr. McNutt stated successful retail developers in the City could be included for their opinion and ideas.

Mr. Riley felt a group consensus on whether to have a reception or luncheon was not possible. He also questioned how willing developers would be to discuss what kind of retailers they are looking for in a group setting.

Mr. Claytor suggested that 1 or 2 questions be prepared and given to a developer before they are invited to meet with the Board.

Mr. Riley brought up the Business Friendly Initiative conducted by Frederick County a few years ago. The results of the initiative were to make the County more receptive to the needs of the business community. Mr. Lofton suggested that subject be a part of the conversation with the BOS at our joint session.

Mr. McNutt stated he would like to review the report from this initiative before the joint session. Mr. Barker will distribute.

It was decided to invite J. P. Carr from Crosspointe to the next EDA Board meeting. Mr. Wilkins from Silver Lake will be the alternate. Mr. Barker will prepare 2-3 questions for Board approval before the meeting.

### **BOARD OF SUPERVISORS JOINT SESSION**

Mr. Barker reported he had been asked to provide 2 or 3 possible dates for a joint session with the BOS.

Mr. Riley suggested it be a luncheon from noon until 1:30 at a place to be determined by the BOS.

Suggested dates meeting Board schedules are March 28 and March 30.

### **ADJOURN**

There being no further business to come before this Authority, the meeting was adjourned. (8:55 A.M.)

---

Stan Crockett  
Chairman

---

Brenda Garton  
Secretary

