

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, NOVEMBER 1, 2018 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, November 1, 2018, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

PRESENT: Stan Crockett, Doug Rinker, Gary Lofton, Bryan Fairbanks, John Riley, Bob Claytor and Heather McKay

STAFF: Patrick Barker, Frederick County Economic Development Authority, Jay Tibbs, Deputy County Administrator, 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 October 11, 2018, meeting were presented.

On motion duly made and seconded, the minutes were approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Abstain (was absent that meeting)
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Aye
Doug Rinker	Aye

TREASURER'S REPORT

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of October 29, 2018 - \$13,019.17.
Savings Account - Scott & Stringfellow as of October 29, 2018 - \$1,200,917.65.

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

J. Stanley Crockett	Aye
Robert Claytor	Aye

Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Aye
Doug Rinker	Aye

BUSINESS READY SITES PROGRAM LOAN PROGRAM AGREEMENT

Mr. Barker reviewed the loan program guidelines developed in counsel with Mr. Bryan. If approved, these guidelines will be converted into a simple contract. At issue are two items: (1) if the EDA wants to establish a maximum funding amount for the program and (2) if the Board wants to use a 75/25 split per site. As an example, the estimated cost to bring the three sites identified earlier from a Tier 2 to a Tier 4 is \$825,000. The EDA previously discussed a possible 75/25 split between the EDA and landowner. Based on that split, 75% of the \$825,000 value would be \$618,750.

Mr. Crockett stated that based on discussion at the September meeting, he felt the consensus was a 75/25 split.

Mr. Claytor inquired if the landowners know the above numbers. Mr. Barker stated that staff would engage with the owners to review in January 2019.

Mr. Lofton stated he was not sure we should establish a maximum funding amount for the program. He feels each should be reviewed on a case-by-case basis and amount of money for the program be determined by how much the EDA has to expend at that time.

Mr. Riley remarked we need guidelines and measures to move forward and provide consistency.

Mr. Lofton stated he agreed with need for guidelines but is against setting a maximum funding amount.

Mr. Lofton made a motion to approve the program guidelines without setting a maximum amount of money to be used for the program and that each application will be reviewed on its own merit with the EDA Board making the decision how much from available funds may be used, not to exceed 75% of the total cost. Mr. Riley seconded the motion and it was approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Aye



Doug Rinker

Aye

EDA BUDGET FY20

Mr. Barker reviewed the draft EDA budget for FY20, which includes two add-ons. A funding increase in the amount of \$16,000 is desired to implement talent engagement activities. Specifically, the majority of new funds will enable the EDA to move forward various aspects of the Workforce Initiative (\$6000) and implement the Shenandoah Valley Talent Strategy (\$8000). All funds will be leveraged with funding from adjacent localities, regional businesses and the State’s GO Virginia program, as appropriate. The budget submission deadline is the end of November.

Mr. Riley made a motion to submit the draft budget as presented. Motion was seconded and discussion with regard to workforce development held as follows.

Mr. Lofton remarked that, as a BOS member, he would be asking questions about the \$8000 for the Shenandoah Valley Talent Strategy if presented to the BOS as drafted. He is uncomfortable committing money for “to be identified” programs. Would prefer that Mr. Barker remove this request from the proposed budget and then present the BOS with a concrete need later and request a supplemental appropriation.

Mr. Barker agreed to do this.

After this discussion, the motion was approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Aye
Doug Rinker	Aye

ANNUAL EDA LEGISLATIVE RECEPTION IN RICHMOND

Mr. Barker stated that for the past several years, the EDA has sponsored an economic/legislative reception for local and state elected officials along with representatives from various state agencies in early January. An appropriation from the Board of no more than \$5000 is being sought to cover expenses for this event.

Mr. Crockett stated he would like Mr. Barker to coordinate the best date for the reception with Tom Dick.

Mr. Riley made a motion to approve the appropriation request. Motion was seconded.



Under discussion, Mr. Lofton expressed his concern about the value of the reception. He stated he would like for the EDA to develop its own legislative agenda and not mirror that of the BOS. That way, the EDA would be advocating for something that will increase economic development activity in Frederick County. Legislators must submit their sponsored bills by December 15th so their legislative agenda is set by the time this reception is held in January.

Mr. Riley explained one of the reasons for holding the reception in Richmond is to thank the legislators for what they have done for Frederick County during the past year.

After discussion, the motion was approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Aye
Doug Rinker	Aye

WIDGET TRADEMARK UPDATE

Mr. Barker reported that the intellectual property attorney has advised that the U. S. Patent and Trade Office has agreed to wording design and STEM competitions in the Widget Cup trademark application. He estimates the issuance of the registration certificate in mid-March 2019 and advised we can now market license agreements. Any agreement received will come before the EDA Board for approval.

All agreed that staff could proceed.

SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY

Mr. Barker reported that Winchester will be hosting a Harley Davidson HOG rally this summer and the Visitors Center has requested funding from the EDA, in an amount not to exceed \$5000, for printing costs for a map. Estimated total cost is \$14,000.

Justin Kerns, Executive Director, Winchester-Frederick County Tourism Office, stated it was a very competitive process to chose the location for this rally and other destinations kept throwing money at the group but they ultimately chose Winchester. Actual bids for the map have not been submitted yet so the total cost is just an estimate.

Mr. Fairbanks inquired if points of interest in the area would be shown on the map and if the City would be making a similar donation.

Mr. Crockett asked if sponsorships on the map would be a possibility.



Mr. Kerns replied the actual design and other specifics are still in the development stage.

Mr. Claytor made a motion that the EDA match funds approved by the City, up to a maximum of \$5000, for the map. Mr. Fairbanks seconded the motion and it was approved by the following vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Aye
Doug Rinker	Aye

Mr. Riley requested that, when someone attends an EDA Board meeting to make a presentation, we move them up on our agenda so they do not have to sit through the entire meeting.

Due to schedule conflicts, there will be no meeting in December.

ADJOURN

There being no further business to come before this Authority, the meeting was adjourned.

Stan Crockett
Chairman

Kris Tierney
Secretary

