

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, October 13, 2023**

Members Present: Ms. Brenda Arkward
Mr. Chris Ornelas
Ms. Chanda McGuffin
Mr. George Reed
Ms. Kelly Maggi
Mr. Mark Snyder
Ms. Tami Radecke

Others Present: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Project Manager, Economic Development & Tourism

Welcome

Mr. Reed called the meeting to order at 8:01 AM and thanked everyone for joining.

Adopt Updated Agenda

Since the agenda provided was different than the one sent in advance, the Chairman asked for a motion to adopt the updated agenda provided. Mr. Snyder made a motion to adopt the updated agenda. The motion was seconded by Ms. Maggi and passed by unanimous vote.

Approval of Minutes

There was one slight revision to the minutes from the September 8, 2023 meeting. Megan Burrows was added to the others present section as she was in attendance. Ms. Arkward made a motion to approve the minutes as amended. The motion was seconded by Mr. Snyder and passed by unanimous vote.

Financial Report

Mr. Hitchin gave a report on the financials for October. A dashboard was provided, showing seven checks totaling \$6,871.74 from grants or projects; \$5,000 for a façade reimbursement which the EDA has invoiced the city for reimbursement; and 17 debit card transactions. The EDA was overcharged by Sweet Nana Cakes by \$1,364.69 due to a billing error. Those funds have been returned, but after the bank statement of September 30, 2023. Ms. Radecke made a motion to approve the financial reports and checks as presented. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Committee Reports

Audit: Ms. Maggi received the bank statements for October and signed off on the reconciliations.

Consider a resolution authorizing an officer of the EDA to sign & submit documents supporting the Wayne Theatre IRF grant application

Mr. Hitchin reported that The Wayne Theatre Alliance (WTA) has asked the EDA to submit an (DHCD) IRF grant application on their behalf. The EDA would be a pass through with no financial contribution for the IRF Grant. Applications are due October 27, 2023 and require local government support, a resolution was provided to the board for review. Staff is working with the WTA on their application and the final amount of the request is still

being determined. The Wayne Theatre is embarking on an exciting journey to expand education opportunities with a Music & Technical Resource Center to be located at 531 W. Main Street. The center will offer a wide variety of resources focusing on instrumental and technical training. Their state-of-the-art recording and post production studio, cutting-edge learning labs and a vibrant outdoor stage and greenspace create a dynamic environment for individuals of all ages to explore and develop their musical talents. With a commitment to accessibility, this center aims to be a welcoming and collaborative space where people from our community and all cultures can thrive. Staff will be asking city council for a resolution at the October 23, 2023 meeting. After some brief discussion, Ms. Radecke made a motion to approve the resolution authorizing an officer of the EDA to sign documents supporting the Wayne Theatre IRF grant application and to submit the application on their behalf. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Review DHCD “Resurgence Grant 2” \$100,000 award and suggested programs and consider authorizing an officer of the EDA to sign the MOU

An overview document was given to the board and Mr. Hitchin provided additional information. In April 2023, the EDA applied for a DHCD Resurgence Grant in the amount of \$100,000. The grant required a 1:5 match; We are matching the grant with \$20,000 of city FY 24 department budget and \$4,000 of staff time. The Governor recently announced that the Waynesboro EDA received the grant and we will begin implementing it soon. Staff is planning a direct mail campaign to current Waynesboro business license holders as well as a social media campaign. The grant will be used for three different purposes, focused on businesses in census tracts 31 and 32, which is the central business district and areas south of I64 and east of the South River. Details about each of the grants will be on the Grow Waynesboro website, but include --- façade design assistance, façade improvements, and business assistance. Each of the three programs are competitive with different application deadlines, budgets, and metrics. Mr. Ornelas made a motion authorizing an officer of the EDA to sign the MOU with DHCD and to receive funds from DHCD and to disperse funds as outlined. The motion was seconded by Ms. Radecke and passed by unanimous vote.

Review DHCD / IRF Performance Agreement and Promissory Note for the IRF grant, Urbane Ventures, 411 W. Main Street and consider a resolution authorizing an officer of the EDA to sign documents to execute

Mr. Hitchin reported on the IRF Grant. Earlier this year, DHCD awarded a \$400,000 IRF grant (to EDA) / Loan (to Urbane Ventures) for building improvements at 411 W. Main. This requires a 1:1 match from building owners, and no financial implications from the City or EDA. Staff has been waiting for the building owner to be ready to begin improvements and need the loan funds. Staff is currently finalizing the performance agreement and loan documents. This is a reimbursable loan – as the building owner makes investments, they submit receipts and proof of match to the EDA; the EDA requests funds from DHCD; the EDA loans funds to building owner; the building owner repays loan over time. The EDA does not need to repay DHCD – the EDA will keep loan payments and create a new revolving loan fund for major building improvements. The proposed agreement is our standard loan agreement except that the interest rate is 2.5% (set by DHCD) and the payment term is 240 months. Mr. Snyder made a motion authorizing an officer of the EDA to execute documents with Urbane Ventures and DHCD for the IRF loan of \$400,000. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Monthly Updates

- **Downtown:** Mr. Hitchin shared that City Council has passed a resolution confirming the City’s \$1 million participation in creating the Virginia Museum of Natural History - Waynesboro Campus. A mobile display trailer will be coming to Waynesboro at the end of October, to be permanently parked in Constitution

Park parking lot until the actual museum is constructed. The City also plans to paint the outline of the building in the parking lot so people can visualize the size and location of the museum.

- **Tourism:** Ms. Duffy gave an update on tourism. She reminded the group that the 52nd Annual Virginia Fall Foliage Art Show is scheduled for October 14-15th. This is Waynesboro’s largest annual event, bringing up to 20,000 visitors over the weekend. She also shared that the DDW group had a very successful first BINGO in the ‘Boro event in September and more are being planned including one for Small Business Saturday on November 25, 2023. She also shared that she is still looking for people to serve on the VA250 Regional Committee. Staff has submitted an application for a VTC Research Grant. Finally, the direct visitor spending numbers were released and direct visitor spending reached \$73 Million in Waynesboro for 2022.
- **Industrial Properties:** Mr. Hitchin reported that staff is working on executing the \$4M VBRSP Grant received last year for NCTC onsite water and sewer infrastructure. The water pipes will be installed as VDOT builds the road and the sewer pipe construction will go out to bid. Staff / EDA will be applying for a new VBRSP grant for the remaining onsite and offsite water and sewer infrastructure – the application deadline is in January. Staff is also exploring a federal EDA grant for onsite and offsite water and sewer infrastructure – these are rolling grants. Staff is exploring the idea of retaining a project manager (engineering firm / not employee) to manage these projects.

Correspondence and Communication of the Chairman

The next regular EDA meeting is scheduled for November 9, 2023 (Thursday). There are also six ribbon cuttings scheduled for October in Waynesboro, please join in those celebrations as you are able.

Review of public meeting / closed meeting procedure

Mr. Hitchin gave a brief review of the public meeting and closed meeting procedures.

Closed Session

Mr. Ornelas then made a motion to consider holding 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 businesses or industry’s interest in locating or expanding its facilities in the community.

At 9:02 Ms. Duffy took a roll call vote as follows and the board went into closed meeting session:

Ms. Brenda Arkward	aye
Ms. Kelly Maggi	aye
Mr. Mark Snyder	aye
Mr. Chris Ornelas	aye
Ms. Chanda McGuffin	aye
Mr. George Reed	aye
Ms. Tami Radecke	aye

At 9:15 Ms. Arkward made a motion to end the closed session 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

At 9:15 Ms. Duffy took a roll call vote as follows and the board went back into open meeting session:

Ms. Brenda Arkward	aye
Ms. Kelly Maggi	aye
Mr. Mark Snyder	aye
Mr. Chris Ornelas	aye
Ms. Chanda McGuffin	aye
Mr. George Reed	aye
Ms. Tami Radecke	aye

There being no other business to discuss, Mr. Ornelas made a motion to adjourn. The motion was seconded by Ms. McGuffin and the meeting was adjourned at 9:15 AM.

Respectfully submitted ___/___/_____

Certified as approved ___/___/_____

Stephanie Duffy
Recording Secretary

Gregory E. Hitchin
Secretary/Treasurer