

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, April 11, 2025**

Members Present: Ms. Brenda Arkward
Ms. Kelly Maggi
Mr. Mark Snyder
Mr. Chris Ornelas
Ms. Jackie Kurtz

Members Absent: Ms. Chanda McGuffin-Tucker
Ms. Crystal Farmer

Others Present: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Assistant Director of Economic Development & Tourism
Ms. Emily Tomlin- Administrative Assistant of Economic Development & Tourism

Welcome

Mr. Ornelas called the meeting to order at 8:05 AM and thanked everyone for joining.

Approval of Minutes

There being no changes to the minutes presented from the regular meeting on March 14, 2025, Mr. Snyder 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 reported on the financials for April. A dashboard was provided showing details of 10 debit card transactions totaling \$1,096.54. There were two checks totaling \$66,651.83 to be approved, both reimbursable by the city. \$2,386.49 was paid to Timmons for NCTC infrastructure and project management. The remaining \$64,265.34 was paid to WP Marketplace as a second reimbursement for a percentage of the incremental property and sales tax as part of the Performance Agreement for the road infrastructure improvements related to the construction of Waynesboro Marketplace. Mr. Snyder 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. Farmer received the bank statements for April and signed off on the reconciliations.

Nominating Committee: Mr. Hitchin asked the board to create a nominating committee comprised of two members whose dual role will be to nominate a Chair and Vice Chair for the fiscal year beginning July 1, 2025, and to recommend new members. Brenda Arkward and Chris Ornelas have terms ending on August 31, 2025, and are both eligible to be reappointed. Staff will work with the committee on requirements, etc. Mr. Snyder and Mr. Ornelas volunteered to be the nominating committee.

**Consider a resolution authorizing an officer of the EDA to execute documents related to DHCD
IRF grant/loan, including application and receiving funds if so awarded**

Mr. Hitchin shared that Economic Development staff is working with local building owners to submit an Industrial Revitalization Fund (IRF) application. The grant/loan is up to \$1,000,000 with a 1:1 match required from the

developer/owner. The City of Waynesboro is able to submit one project for this grant. Staff has informed business owners that if they are interested in the IRF, they must complete and return an interest form by April 22. If more than one property owner is interested, staff will select the project that offers the greatest Return on Investment to the City. The purpose of the IRF is to achieve market-driven redevelopment of vacant and deteriorated industrial and commercial properties. The program is targeted toward vacant structures whose poor condition creates physical and economic blight in the surrounding area in which the structure is located. The IRF program is designed as gap financing for ready-to-go projects, and if awarded, the project is expected to be completed by mid-2027. The application must be returned to DHCD by May 30, and the awards will be announced in early fall. Mr. Snyder made a motion to authorize an officer of the EDA to submit the application and negotiate and execute an MOU with DHCD if the grant is awarded. The motion was seconded by Ms. Maggi and passed by unanimous vote.

Consider a resolution authorizing an officer of the EDA to execute documents related to the DHCD CBL grant, including the application, and receiving funds if so awarded

Mr. Hitchin shared that Economic Development staff is working on a Community Business Launch (CBL) grant application. The City has been awarded this grant in the past, and it funded a Grow Waynesboro small business competition. If successful, the City will use the funds received by this grant to fund a Grow Waynesboro Rockfish Gateway business training and competition. The application must be submitted to DHCD by April 25, and awards are announced in early fall. Mr. Snyder made a motion to authorize an officer of the EDA to submit the application and negotiate and execute an MOU with DHCD if the grant is awarded. The motion was seconded by Ms. Arkward and passed by unanimous vote.

Consider a resolution authorizing an officer of the EDA to execute documents to retain Timmons Group to draft three grant applications to the US Department of Commerce, Economic Development Agency, on a time and material basis not to exceed \$15,000.

Mr. Hitchin shared that Economic Development staff is working on completing a federal EDA grant to assist with the infrastructure work for NCTC. Staff has identified three grant opportunities and has negotiated with Timmons Group to write the grant applications. They will write the applications on a time and material basis, not to exceed \$15,000. Two grant applications will be submitted as they are written, one for the NCTC water tank and one for the off-site water and sewer design. The third, for off-site water and sewer construction, will be submitted after the design is complete. Mr. Snyder made a motion to authorize a member of the EDA to execute the scope of work with Timmons and submit grant applications to the EDA once completed. The motion was seconded by Ms. Kurtz and passed by unanimous vote.

Monthly Updates

Downtown Redevelopment: Ms. Duffy gave an update regarding downtown redevelopment. Work continues for the Mobilizing Main Street Program. Several downtown events are coming up: Riverfest on May 3, Groovin' on the Greenway starts May 8, VA Street Arts Festival on May 17-18, Tour the Town on May 28, and Hiker Fest on June 7. **Tourism:** Ms. Duffy gave an update on tourism in Waynesboro. The Visit Waynesboro app has 690 downloads. The Rockfish Gateway challenge and the Street Arts challenge remain ongoing. A Port Republic Historic District Tour is in development, and plans are being made for a city park challenge. VTC has approved the use of DRIVE Tourism and funds for new videography.

Industrial Properties: No industrial property updates were provided.

Correspondence and Communication of the Chairman

The next regular EDA meeting is scheduled for May 9, 2025.

The SAW ED and Chamber Business Appreciation breakfast will be held April 29, 2025, from 8:30-10:30 am.
Registration is required.

There being no other business to discuss, Ms. Arkward made a motion to adjourn. The motion was seconded by Mr. Snyder and passed by unanimous vote. The meeting adjourned at 8:24 AM.

Respectfully submitted 6/6/25

Emily Tomlin
Emily Tomlin
Acting Recording Secretary

Certified as approved 6/16/25

Gregory E. Hitchin
Gregory E. Hitchin
Secretary/Treasurer