

**Waynesboro Economic Development Authority
Minutes of the Regular Meeting
Friday, December 12, 2025**

Members Present: Mr. Mark Snyder
Ms. Jackie Kurtz
Ms. Kelly Maggi
Mr. Chris Straight
Ms. Victoria Evans
Ms. Mary Sullivan

Members Absent: Ms. Crystal Farmer

Others Present: Mr. Greg Hitchin- Director of Economic Development & Tourism
Ms. Stephanie Duffy- Assistant Director of Economic Development & Tourism
Ms. Amanda Stone- Admin Assistant of Economic Development & Tourism
Mr. Mike Hamp- City Manager

Welcome

Mr. Snyder called the meeting to order at 8:00am and stated that this meeting is an all-virtual EDA meeting and is the second all virtual meeting of 2025. The meeting notice and agenda included information for the public to receive the log in information, and no one requested the information.

Mr. Snyder also introduced newest board member, Chris Straight, and confirmed he was appointed by City Council to fill the unexpired term ending August 31, 2027, and had taken his oath of office.

Approval of Minutes

There being no changes to the minutes presented from the regular meeting on November 14, 2025, Ms. Maggi made a motion to approve the minutes as written. The motion was seconded by Ms. Sullivan and passed by unanimous vote.

Financial Report

Mr. Hitchin reported on the financials with eight bills to approve totaling \$138,299 which included a total of \$134,557.91 to Thompson and Litton and Timmons for NCTC engineering that will be reimbursed as part of the Virginia Business Ready Sites Grant. An additional check for \$3,741.09 was also included for reimbursement to Blue Ridge Children’s Museum for a facade grant. As detailed in the summary, there were three debit card transactions totaling \$420.99.

Mr. Snyder made a motion to approve the financial summary and bills to be paid as presented. The motion was seconded by Ms. Maggi and passed by unanimous vote.

Committee Reports

Audit: Ms. Duffy confirmed that Ms. Farmer has received the audit report for December, however has not returned the signed review, the audit will be confirmed at the next regular meeting.

McGuire Woods Consulting Agreement and Undesignated Funds Discussion

Mr. Hitchin provided background information, sharing that the EDA and City have partnered with the Virginia Museum of Natural History (VMNH) in previous years to retain McGuire Woods Consulting to help navigate the General Assembly and Administration process with the goal of funding the construction of the Waynesboro Campus. Staff has had discussions with the City and VMNH regarding the 2026 General Assembly session and is recommending that McGuire Woods Consulting be retained again. A draft agreement was included in the meeting materials, and a scope of work has been received and reviewed by City and VMNH staff with staff proposing to proceed. The agreement is for assistance with the General Assembly and Administration for four months for a total of \$12,000. The VMNH has agreed to pay 50% with 50% coming from the City and EDA. Staff is requesting two motions – one for funding and one for the agreement. Mr. Snyder questioned what city board had approved it and Mr. Hitchin explained the same agreement had been made before by the EDA.

Ms. Kurtz made a motion to authorize an expense of \$3,000 from undesignated funds as the EDA’s share of the cost. The motion was seconded by Ms. Evans and passed by unanimous vote.

Ms. Kurtz made a motion to authorize an officer of the EDA to execute the agreement between the EDA and McGuire Woods Consulting. The motion was seconded by Mr. Straight and passed by unanimous vote.

Monthly Updates

Industrial Parks: Mr. Hitchin provided a quick update on the industrial parks. All projects except for one should be finished in the first quarter of 2026. City engineers and our contractors are in discussion with Norfolk Southern regarding the boring under the track for the sewer; the time for competition is unknown.

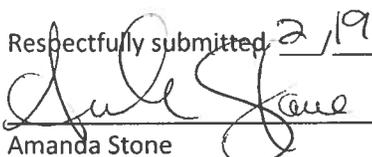
Downtown: Mr. Hitchin also touched again on the Grow Waynesboro Rockfish Gap program providing the application deadline of January 12th. Training starts February 3rd.

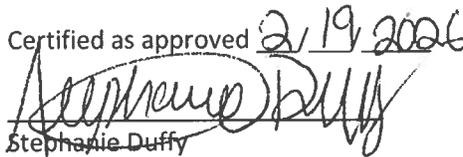
Tourism: Ms. Duffy confirmed that Winterfest and Small Business Saturday were a huge success, noting that downtown was extremely busy. Merchants reported that sales were much higher than previous years. A Snowman Scavenger Hunt using augmented reality was also launched through the Waynesboro app during the event as well as an Elf Door Scavenger Hunt which will continue through the end of the year. Children can complete the Elf Door Scavenger Hunt using a physical sheet available at the tourism office to redeem for Klines ice cream.

Correspondence and Communication of the Chairman

The next regular EDA meeting is scheduled for January 9, 2026
City Council Update (from December 8): January 12, 2026

The meeting was adjourned at 8:12am.

Respectfully submitted, 2/19/26

Amanda Stone
Recording Secretary

Certified as approved 2/19/2026

Stephanie Duffy
Secretary/Treasurer