

**Waynesboro Economic Development Authority  
Minutes of the Regular Meeting  
Friday, April 10, 2026**

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

**Members Absent:** Ms. Crystal Farmer  
Ms. Kelly Maggi

**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

**Welcome**

Mr. Snyder called the meeting to order at 8:02am.

**Approval of Minutes**

There being no changes to the minutes presented from the regular meeting on February 13, 2026, Ms. Kurtz made a motion to approve the minutes as written. The motion was seconded by Mr. Straight and passed by unanimous vote.

**Financial Report**

1. Mr. Hitchin reported on the March financials with nine bills to approve totaling \$139,978. This included a total of \$134,436.11 to Thompson and Litton and Timmons for NCTC engineering which will be reimbursed as part of the Virginia Business Ready Sites Grant. Additional checks included one check totaling \$2,254.48 as reimbursement to Happ Coffee for facade improvements, one check to Oryx in the amount of \$288.15 for Grow Waynesboro Rockfish Gateway supplies, and one check to McGuire Woods in the amount of \$3,000 for Virginia Museum of Natural History (VMNH) consulting. As detailed on the summary, there were ten debit card transactions totaling \$546.93.
2. April  
Mr. Hitchin also reported on the April financials with nine bills to approve totaling \$231,309.01 which included a total of \$164,595.01 to KM Hotels (Holiday Inn Express) for added public infrastructure improvements and Marketplace (MP) Waynesboro for their annual performance agreement that will be reimbursed by the City. There were three façade improvements totaling \$11,964 for reimbursement to Wayne Theatre and Big Ridge Outdoors, one check to JMU on behalf of the Small Business Development Center (SBDC) totaling \$1,500 for Grow Waynesboro Rockfish Gateway training, one check to McGuire Woods in the amount of \$3,100 for VMNH consulting, one check to SVAC in the amount of \$150 for sponsorship, and a pass through check to Virginia Metalcrafters Marketplace for \$50,000 as detailed in the September 2025 minutes for the VBAF #1 grant. As detailed on the summary, there were six debit card transactions totaling \$345.64.

Ms. Sullivan made a motion to approve the financial summaries and bills to be paid as presented. The motion was seconded by Mr. Straight and passed by unanimous vote.

**Committee Reports**

**Audit:** Ms. Duffy confirmed that Ms. Farmer has received and reviewed the bank audits. She has no questions and has signed off on them.

**Create Nominating Committee**

Mr. Snyder presented the creation of a nominating committee to recommend FY 27 officers to begin July 1 and to work with staff to recommend one new member beginning September 1, 2026. He asked for volunteers. Ms. Sullivan stated that she recently had a recommendation as of the day before. Mr. Hitchin gave more clarification on the committee's needs. A chair and vice chair is needed for the EDA beginning July 1 because Mr. Snyder has fulfilled his 8 years on the board and cannot be nominated again. As well as the chair and vice chair, one new member will be needed. The board will recommend names to City Council. Mr. Hitchin explained there is a one-page overview sheet to review and a form to complete online for anyone interested. Mr. Snyder asked Ms. Sullivan if she would like to lead the nominating committee and she accepted. It was also confirmed by Ms. Duffy that Ms. Farmer had volunteered to serve on the nominating committee as well. Mr. Hitchin stated they would like to have nominations for the Chair and Vice Chair by the next meeting. Mr. Snyder asked if anyone would like to be the Chair for the Economic Development Authority and Ms. Kurtz accepted. Request for the Vice Chair position for EDA was made with Mr. Straight accepting.

**Ratify Administrative Actions**

Mr. Hitchin explained that over the last month, several administrative tasks and updated agreements were signed by an officer of the EDA and wanted to make sure they were reflected in the minutes. The Commonwealth Opportunity Fund agreement was updated by correcting the total number of current Northrop Grumman employees in the Commonwealth. The Department of Housing and Community Development, Community Business Launch MOU was updated by reducing the number of reporting requirements. The Timmons Scope of Work agreement was updated by adding an additional report for the State Historical Preservation Office for the US Department of Commerce EDA EAA grant application.

Mr. Snyder made a motion to ratify the administrative actions as described with Mr. Straight seconding. It was passed by unanimous vote.

Ms. Kurtz did pose a question regarding how many need to be present for a quorum and 4 was confirmed.

**Consider authorizing an officer of the EDA to certify a second Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) grant application on behalf of the Virginia Metalcrafters Marketplace, and should the grant be awarded, negotiate a Performance Agreement to accept and distribute funds**

Mr. Hitchin requested consideration for authorizing an officer of the EDA to certify a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) grant application on behalf of the Virginia Metalcrafters Marketplace. The Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) was established pursuant to § 10.1-1237 of the Code of Virginia of 1950, as amended (the Code), to provide either grants or loans to local governments to promote the restoration and redevelopment of brownfield

sites and to address environmental problems or obstacles to reuse so that these sites can be effectively marketed to new economic development prospects. Only local government entities can apply for this competitive grant on behalf of a project. VMM has requested that the EDA apply for a Site Assessment and Planning Grant on their behalf for up to \$50,000, which is the maximum. This is a matching grant and VMM will be providing the matching funds and completing the application. Neither the City nor the EDA has any financial commitment. Each local government entity is allowed to submit two Site Assessment and Planning Grant applications per year. This would be the EDA's second. There has been no other interest. The first grant was submitted in September 2025.

Ms. Sullivan made a motion to authorize an officer of the EDA to apply for a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) grant on behalf of the Virginia Metalcrafters Marketplace, and should the grant be awarded, negotiate a Performance Agreement to accept and distribute funds. The motion was seconded by Mr. Straight and passed by unanimous vote.

**Authorize an officer of the EDA to increase SOW and up to \$8,000 additional expense for grant writing assistance by Timmons for the second US Department of Commerce EDA EAA grant with funds coming from operating account with current balance of \$33,154**

Mr. Hitchin reminded the board that staff have retained Timmons to assist in writing the very complex federal grant application for the water tower construction for the industrial park in July. Timmons was extremely helpful in writing the first application for the NCTC elevated water tank and staff are now preparing for the second application for the NCTC offsite water and sewer connection. Costs have exceeded the original estimate, and staff is asking for additional funds to complete the second application. Staff is estimating that the cost will exceed the EDA Industrial Park reserve fund and is seeking the remainder from the operating account which has a current balance of \$33,154.

Ms. Kurtz made a motion to authorize an officer of the EDA to change the scope of work and increase the budget to \$8,000 in additional funds for grant writing assistance by Timmons for the second US Department of Commerce EDA EAA Grant with funds to come from the operating account. The motion was seconded by Ms. Evans and passed by unanimous vote.

**Consider approval of FY 27 meeting schedule**

Mr. Hitchin shared the proposed FY 27 meeting schedule, keeping the current regular schedule of 8am on the second Friday of each month for meetings.

Mr. Straight made a motion to adopt the FY 27 EDA meeting schedule as presented. Ms. Evans seconded the motion and it was passed by unanimous vote.

**Monthly Updates**

Tourism: Ms. Duffy provided an update on some recent openings. -The Waynesboro Innovation Hub just opened and it's beautiful. Micah's Coffee is now open in its new location, and the Blue Ridge Children's Museum is now open as well. Upcoming events are Riverfest on May 2<sup>nd</sup>. The VMNH mobile trailer is scheduled to return in time for that event. The Farmers Market returns on May 9<sup>th</sup>, and the Virginia Street Arts Festival returns on May 16-17. Six new murals are going up, and mobile museums will be in the Constitution Park parking lot. The festival will host a new artisan market and live music all weekend. Volunteers are still needed for the weekend event. On May 27<sup>th</sup>, Tour the Town will return. This event will run from 11am-8pm, passports are \$45 each and on sale now. This

is a fundraiser for Destination Downtown Waynesboro. Discounts can be provided for groups. Hiker Fest is scheduled for June 5-6 this year. Tourism staff will again be hosting breakfast at the trailhead on Friday morning. Lunch will be provided from ALDHA. Live music, hiker talks, vendors, and more will happen on Saturday.

Ms. Duffy reported that the Visit Waynesboro app is still going strong with a total of 35,656 users. Three new kiosks are being installed. Two are currently in the Metalcrafter's Building, and a third kiosk will be positioned outside of the City Hall building.

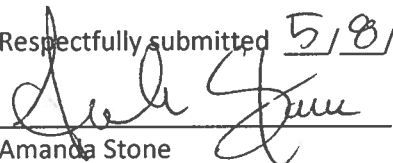
Staff is currently working with a vendor to implement a new calendar of events widget for automation. The events are currently added manually however this would eliminate that need and only require approval of submitted events. The Shenandoah National Park visitation numbers were just released. In 2025 the visitor count was 1,682,152 which is a slight decrease over 2024. 2024 was a record year though and the 2025 numbers are still up from 2022 and 2023. The AT Community Advisory Committee recently met. The AT Hiker campground had some updates for this year. A permit is required to stay, and permits are only issued with photo identification.

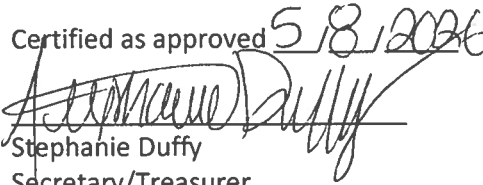
Ms. Duffy concluded by showing new videos that were developed for tourism.

**Correspondence and Communication of the Chairman**

The next regular EDA meeting is scheduled for May 8, 2026  
Grow Waynesboro Rockfish Gateway Pitch Night: April 28, 2026  
Annual Chamber Business Appreciation Breakfast: May 6, 2026

The meeting was adjourned at 8:36am.

Respectfully submitted 5/8/26  
  
Amanda Stone  
Recording Secretary

Certified as approved 5/8/2026  
  
Stephanie Duffy  
Secretary/Treasurer