

**THE ECONOMIC DEVELOPMENT AUTHORITY
OF STAFFORD COUNTY, VIRGINIA**

SPECIAL MEETING MINUTES
MARCH 31, 2020

1. CALL TO ORDER

The special meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on March 31, 2020, by conference call (duly posted by all Members and on website with 24 hour notice). The Meeting (call) began at 4:00 PM. A quorum was present.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice Chairman
Jack Rowley	
Skip Causey	
Danielle Davis	
Heather Hagerman	
Howard Owen	

Members Absent

Also Present

Charlie Payne	Counsel
John Holden	Secretary, Director ED&T

ED&T Staff

Joshua Summits	Business Development Officer
Theo Zotos	Economic Development Specialist

2. APPROVAL OF MINUTES

NONE

3. PUBLIC PRESENTATIONS

NONE

4. TREASURER’S REPORT

NONE

5. CHAIRMAN’S REPORT

NONE

6. **SECRETARY'S REPORT**

NONE

7. **WORKING GROUP REPORTS**

NONE

8. **NEW BUSINESS**

1) Status of COVID-19 Program

Mr. Holden stated that there are 56 applications as of April 1, 12:00 noon for the Stafford Coronavirus Small Business Grant Fund (EDA COVID Grant) for a total of \$180,000 in total eligible requests. He explained that the applications were wide-ranging and consisted of four applications of businesses with over 25 employees, 23 applications of 5-25 employees and 24 applications of less than 5 employees.

Mr. Summits noted that about 60% of the applications require some follow-up and that most of them have been responsive to questions. He also noted that the program has been received well by small business owners in Stafford County.

Mr. Holden agreed and noted that checks may be prepared by Monday April 6, 2020 and will be available for pick-up the following Tuesday.

Mr. Griffin noted that having the checks compiled beforehand will help expedite the process.

Ms. Davis urged the Economic Development & Tourism Department (ED&T) to practice "social distancing" when having grant recipients pick up their payment. Mr. Holden replied and said that ED&T will take all measures to ensure its safety.

Mr. Griffin motioned to authorize checks up to \$7,500 under the provisions of the Stafford Coronavirus Small Business Grant Fund as approved by the EDA Loan Committee.

VOTE: 7-0 Approved

Mr. Griffin mentioned that the Board of Supervisors asked why business that have less than five are not eligible for the EDA COVID Grant. Mr. Griffin said that he explained that the Grant is for small businesses that employ a substantial number of workers in Stafford. He suggested that the EDA should consider another round for businesses with less than 5 employees.

Ms. Davis agreed. Mr. Owen and Mr. Causey also agreed and explained that we may consider another round of funding for even smaller business but with a smaller award amount (e.g. \$1,000-\$2,500).

It was decided that the Board will reconsider at its regularly scheduled April Meeting and pending the closing (sale) of 204 Thompson.

At 4:26p.m. Ms. Davis left the meeting.

2) ACE Flight Solutions Grant Payment 2 & 3

Mr. Owen motioned to approve the authorization of Payment 2 & 3 under their respective Grant Agreement.

VOTE: 6-0 Approved

3) 6B&G Grant Payment 2

Mr. Rowley motioned to approve the authorization of Payment 2 under their respective Grant Agreement should the Grantee meet their obligations.

VOTE: 6-0 Approved

4) Adventure Brewing Grant Payment 2

Mr. Causey motioned to approve Payment 2 but with additional conditions. All other conditions shall apply and that Payment 3 (and the Agreement) be terminated if Adventure does not secure a Certificate of Occupancy within 90 days of Payment 2 (the 90 days may be extended if delay was caused by Stafford County) and that Adventure clarify the part time employees are working in Stafford

VOTE: 5-0 Approved (Mr. Owen abstained)

9. **OLD BUSINESS**

1) 204 Thompson

Mr. Rowley mentioned that on March 27, 2020 he received verbal agreement from Mr. Wilken that he would leave by April 1, 2020. Ms. Hagerman mentioned that she received a picture of the signed agreement to leave via text message. She noted she has not received a fax of the agreement. Mr. Rowley said that the other tenants have agreed to vacate the property and that the EDA is set to close on 204 Thompson.

2) Business Appreciation Reception (BAR)

Mr. Holden recommended, due the Governor's "Stay at Home" Order, that the BAR be postponed until further notice.

Mr. Griffin asked if EDA/ED&T will share the postponement to Stafford County. Mr. Zotos shared that he intends to share the news on social media, and other news mediums, and to reach out to the sponsors and thank them for their support.

Mr. Causey motioned to postpone the 2020 Stafford BAR until further notice (TBD). Mr. Newlin seconded.

VOTE: 6-0 Approved

10. CLOSED SESSION

NONE

11. ATTORNEY'S REPORT

NONE

12. ADJOURNMENT

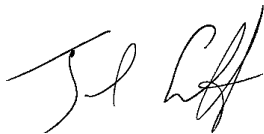
There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 5:00 PM

MINUTES SUBMITTED BY:



John Holden
EDA Secretary

MINUTES APPROVED BY:



Joel Griffin, EDA Chairman