

**STAFFORD COUNTY ECONOMIC DEVELOPMENT AUTHORITY
MINUTES OF ITS REGULAR MEETING
June 12, 2020**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on June 12, 2020, via conference call.

1. CALL TO ORDER

This meeting was held (and advertised) by conference call and called to order by Chairman at 9:06 AM. A quorum was present and accounted for.

Members Present

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

Also Present

Charlie Payne	Counsel
John Holden	Secretary, Director ED&T
Fillmore McPherson	Stafford Planning Commission

ED&T Staff

Joshua Summits	Business Development Officer
Theo Zotos	Economic Development Specialist

2. **APPROVAL OF MINUTES**

Ms. Davis motioned, Ms. Hagerman seconded, that the minutes of the May 8, 2020 Regular Meeting be approved.

VOTE: 7-0 Approved

3. **PUBLIC PRESENTATIONS**

A. Update of Cyber & Smart Tech Program (Go VA Grant)

Tom Snyder, Rachael Newberry, Amber Cobb and Katherine Dupree—representing RIoT—introduced themselves to the EDA. They shared with the EDA their background and eagerness to partner with the EDA. They explained the current design of the July 30 “Virtual Town Hall” to launch the entrepreneurial discovery phase. Mr. Causey asked who or what audience should be invited. Tom Snyder encouraged the EDA to invite as many persons from across all sectors of the economy to attend as they have learned that technology and entrepreneurship applies to all.

Mr. Griffin motioned to accept the MOU between the EDA and RIoT and to grant ED&T the authority to expend up to \$15,000 in direct expenses or marketing to meet the conditions and match requirements for the GO VA grant. Mr. Newlin seconded.

VOTE: 7-0 Approved

B. Fountain Park JPI MOU & Downtown Stafford

Joseph “Jeh” Hicks from Jarrell Properties, Inc. introduced himself to the EDA and the joint Downtown Stafford project. Mr. Holden summarized the development of the “Fountain Park at Downtown Stafford” Project, including EDA inclusion and potential role in the project. Mr. Hicks provided additional background and plans. Mr. Owen asked what concerns have been expressed by the Board of Supervisors. Mr. Hicks explained there were questions on the impact on schools but he did additional research with data from the nearby apartment projects and based on data provided by the School District, they have estimated 45 students across from grade, middle, to high school. JPI has agreed to limit the number of 3-bedroom units to reduce impact on schools.

Mr. Griffin suggested that the “office” component include a mix of commercial, restaurant, and retail. Mr. Hicks indicated that the “office” label is intended to include that mix. Mr. Causey asked about the timeline of buildout for the office, commercial and residential. Mr. Hicks noted that they have agreed to a timeline to assure a mix of all uses be built out.

Mr. Rowley asked about size of the buildings. Mr. Hicks indicated they may be four of five stories excluding those on Route 1 that will be maximum 2-story to blend with existing structures not part of the project.

Mr. Griffin recommended a focus on “professional” apartments in demand in this region and encouraged again more restaurant space. Mr. Griffin named some examples of more “local” or “regional” restaurants.

4. TREASURER’S REPORT

A. Financials

Mr. Causey motioned to accept the Treasurer’s report. Ms. Hagerman seconded.

VOTE: 7-0 Approved

B. FY2021-24 Revenues & Commitments

Mr. Owen reviewed the Revenues & Commitments (“Budget”) with the Board. Mr. Rowley asked for clarifications on the revenue line for the loan program. Mr. Holden said that they were projected FY21 revenues (interest) from the loan program.

C. EDA Procurement Procedures & Policy

Mr. Payne mentioned that the Procurement Procedures & Policy is to establish a formal protocol for purchasing for the EDA. This Policy is subject under the Virginia Public Procurement Act (VPPA).

Mr. Owen motioned to accept the Treasurer’s report. Mr. Rowley seconded.

VOTE: 7-0 Approved

5. CHAIRMAN’S REPORT

Mr. Griffin updated the EDA on their RFP for an Event & Marketing Coordinator. He noted that they have solicited three (3) possible interest contractors and that proposals will be accepted until the position is contracted.

Mr. Griffin shared that he sent a letter to the Board of Supervisors (BOS) outlining the EDA’s efforts and will continue to send letters with updates as they become pertinent.

He suggested that the EDA should consider re-formatting their Women and Minorities in Business event in light of the current circumstances within the Stafford community. He recommended that the EDA reach out to their contacts and assist in the development of the program, such as determining minority-owned businesses in the County.

He also shared that the Fredericksburg Regional Chamber of Commerce has started accepting applications for Leadership Fredericksburg 2020-21. He proposed that since the County is not supporting the program this year due to budget constraints that the EDA temporarily sponsor the program (for this year). A \$5,000 sponsorship provides

for a member of that organization to attend the program. Mr. Griffin suggested Ms. Swenson but deferred to Mr. Holden on final decision of the member from ED&T that would attend. Mr. Owen motioned and Ms. Davis seconded motion to sponsor the program in the amount of \$5,000 and have staff member from ED&T attend.

VOTE: 7-0 Approved

6. SECRETARY'S REPORT

In the interest of time, Mr. Holden simply reminded the EDA of the monthly update in the package and of the July 7 joint meeting with the Board of Supervisors.

Mr. Holden provided a summary explanation of “lessons learned” from his nearly 2-years and how the EDA acts as, what is commonly called elsewhere in the US, and economic development organization (EDO). The EDA has additional “tools” at its disposal than other US EDO’s. Mr. Holden asked for comments on his presentation. Mr. Causey noted confusion between the terms EDO and EDA. Mr. Payne noted that the EDA did good work in response to the Covid-19 crisis on grants. Mr. Griffin noted that he would like to have EDA provide input and guidance and action items on long-term plans expressed in the Comprehensive Plan and economic development infrastructure projects.

7. WORKING GROUP REPORTS

A. Loan Committee

Mr. Summits shared that the Loan Committee approved its first loan and also denied its first loan. He noted that there have been a total of thirteen (13) inquiries into the program and eight (8) applications. On June 18th, the Loan Committee will review three (3) applications.

Mr. Holden asked for the EDA to decide who will sign accepted and denied letters for the EDA Loan Program. Mr. Griffin agreed as Chairman, he should sign.

B. Germanna Update

Mr. Rowley noted that GCC’s enrollment is up 30% this summer as many students are taking online classes due to COVID-19. He noted that online classes is a growing market and the GCC is focusing their efforts (such as marketing) to meet the demand. As of now, GCC is not expanding to the second floor of the Barbara J. Fried Center.

Mr. Rowley shared that there are other needs for GCC that go beyond their physical expansion. He requested that GCC present at the EDA’s next meeting in July. The Board agreed.

C. Property Group

(1) 205 Centreport

Mr. Griffin motioned for the EDA to expense up to \$5,000.00 to perform a full appraisal on the Centreport property. Ms. Hagerman seconded.

VOTE: 7-0 Approved

(2) RV Parkway

Mr. Holden suggested that the EDA review RV Parkway with the BOS at their joint July meeting. He explained that there is still a certain level of due diligence on this site as it has been reported to have been used as a dump in the past.

8. OLD BUSINESS

None

9. NEW BUSINESS

A. County CARES Act Funds—Business Assistance Program(s)

Mr. Holden shared that the County will receive \$13 million in CARES Act funding. Staff has developed a couple of possible programs for a Round 3 of Covid-19 grants that are estimated to be \$2 million in allocated funds. A priority of the allocated funds will be to reimburse the EDA of \$450,000 for the COVID-19 Grant Fund. Funds will be allocated in July and must be exhausted by December 2020. The allocation of CARES Act funds is across County and includes limited uses, but business grants and reimbursement of business grants is allowable.

Mr. Causey mentioned that a focus of the funds should be to assistance businesses in acquiring software, including data, to adapt to the post-COVID business climate. He suggested that funds should be used to help businesses expand their carry-out and delivery capabilities.

Mr. Rowley agreed with Mr. Causey and suggested that the EDA hold a special meeting or repurpose their upcoming meetings to focus on CARES Act funds. The EDA will focus on the use of any allocated funds at its July 10 meeting.

10. CLOSED SESSION

The EDA Board went into closed session in accordance with Section 2.2- 3711.A.3 and 5, et al. of the Code of Virginia 1950, as amended. No Votes were taken while in closed session. Members of the EDA and Economic Development staff present at the meeting were in the closed session.

Mr. Griffin motioned to move into closed session. Mr. Rowley seconded

VOTE: 7-0 Approved

Mr. Griffin motioned to come out of closed session. Mr. Griffin seconded.

VOTE: 7-0 Approved

11. ATTORNEY'S REPORT

None

12. ADJOURNMENT

There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 11:13 AM. The next Regular Meeting is scheduled for July 10th, 2020.

MINUTES APPROVED BY:



Joel Griffin
EDA Chairman

MINUTES SUBMITTED BY:



John Holden
EDA Secretary