

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

SPECIAL MEETING MINUTES  
July 24, 2020

A Special Meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on July 24, 2020, virtually via Zoom conference call at 10:08 A.M.

**CALL TO ORDER**

This meeting was held 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	
Danielle Davis	
Skip Causey	

**Absent**

Heather Hagerman

**Also Present**

Charlie Payne	Counsel
John Holden	Secretary; Director ED&T

**ED&T Staff**

Joshua Summits	Business Development Officer
Theo Zotos	Economic Development Specialist

## 1. **Review and Approve Round 3 of Covid-19 Grants (CARES Act Funds)**

Mr. Holden reminded the Board of this new round of funds and Mr. Summits summarized the proposed program.

Mr. Rowley asked if EDA/ED&T if will be keeping metrics, specifically demographics, for recipients of the CARES Act grants. Mr. Holden responded and noted that demographics (e.g. minority-owned and veteran) are being tracked, but not preference will be given. Mr. Griffin thanked Mr. Rowley for his question and noted that Stafford is the best in the region for minority-owned business. The grants should encourage applications from all demographics in Stafford County.

The proposed grant programs were reviewed.

### A. STAY IN STAFFORD

Mr. Rowley asked how would preference be given to food & beverage businesses. Mr. Summits responded and said that applications will be timestamped and applications for businesses that are in the food & beverage industry will be highlighted.

Mr. Owen noted that the grants, and other programs, should focus on driving sales to local businesses. He explained that the EDA needs to market Stafford County to drive sales, within and without, to increase business revenue. Mr. Holden responded and shared that ED&T is working on enhancing existing programs to market the County (i.e. <https://tourstaffordva.com/togostafford/>).

### B. SLEEP IN STAFFORD

Mr. Causey made point that AirBnB should not qualify for the Sleep in Stafford grant. Mr. Summits responded and said that AirBnB does not qualify.

### C. SAFE IN STAFFORD

Ms. Davis asked if invoices for future PPE purchases are being tracked and/or if quotes are required. Mr. Holden responded and said that quotes will be required but future purchases are not being tracked—that this is a reimbursement program and all costs must be documented.

Mr. Causey asked if priority could be given to businesses who already have made PPE purchases. Mr. Summits responded and said that priority will not be given, but noted those that have will have documentation in place for reimbursement.

Mr. Rowley asked if businesses can apply for multiple applications? Mr. Holden thanks Mr. Rowley for his question and asked the EDA for guidance. Mr. Causey recommended that the grants not be mutually exclusive for applying but for award. He said the business should be awarded the highest amount between the two. Mr. Griffin mentioned that tracking multiple applications for a single business can be an difficult administratively. Mr. Holden agreed with Mr. Causey and Griffin and reiterated that the EDA will have contracted help. He noted that businesses should be able to apply for multiple grants. He also noted that only hotels can apply for Sleep in Stafford (and are excluded from the Stay in Stafford grant). The Board reached consensus that applicants may apply for more than one grant. However, each applicant will be awarded only one grant. If a business applies for more than one, that business will be awarded the highest amount between the two.

Mr. Griffin noted that non-profits should be eligible for grants. Mr. Newlin agreed and stated that non-profits employ residents as well. Consensus was to allow nonprofit eligibility for the Safe in Stafford program.

Mr. Causey asked if the EDA would consider lowering the Safe in Stafford grant to \$5,000 and extending the deadline to apply. Mr. Holden agreed and said that extending the deadline to August 26<sup>th</sup> would be feasible.

Mr. Causey noted that having Linda Knecht on the Loan Review Committee would be helpful. Mr. Summits said he would reach out to Ms. Knecht.

Mr. Newlin motioned accept the CARES Act funds and approve the proposed grant programs and further to approve the Certification with the County (to transfer the funds) but amended with an October 31<sup>st</sup> deadline on item 8). Ms. Davis seconded.

**VOTE: 6-0 Approved**

2. **Approve contract for EDA marketing, event, and CARES Act Admin Assistance**

Mr. Griffin opened up by apologizing for missing the last meeting. He summarized outreach and RFP responses, including three, and emphasized his intent that this contractor focus on taking “EDA marketing to the next level.” He believes the selected contractor can do that in coordination with ED&T marketing. Mr. Causey asked if the EDA was the only client of Ms. Browne’s. Mr. Griffin responded and said that that a stipulation of the contract is to only work for the EDA during the contractual period starting August 1, 2020. Ms. Davis asked if this was an hourly or flat contract. Mr. Holden explained it is fixed price contract paid monthly. Mr. Causey asked if the contract can be terminated by the EDA. Mr. Payne responded and said that there is a with/without clause in the contract.

Mr. Owen asked the EDA what does success look like for the contractor. Mr. Griffin responded and said that success would include increased publicity, programs, transparency and recognition for the EDA.

Mr. Rowley moved to approve the budget and contract for the EDA Contractor-Ms. Linzy Browne. Mr. Causey seconded.

**VOTE: 6-0 Approved**

3. **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: 6-0 Approved**

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

**VOTE: 6-0 Approved**

After returning from Closed Session, Mr. Griffin made motion and Mr. Causey seconded to approve the amendments of the proposed Centreport property sales contract, which includes 4% financing, balloon payment in three years, and recognizing that \$30,000 of sale proceeds go to County upon sale. Further, the EDA will settle the VDOT acquisition prior to closing and all proceeds from VDOT will be secured by the EDA.

**VOTE: 6-0 Approved**

4. **ATTORNEY'S REPORT**

None

5. **ADJOURNMENT**

There being no further business brought before the Economic Development Authority, Mr. Newlin adjourned the meeting at 11:13 AM. The next Regular Meeting is scheduled for August 14, 2020.

**MINUTES APPROVED BY:**



Joel Griffin  
EDA Chairman

**MINUTES SUBMITTED BY:**



John Holden  
EDA Secretary