

FREDERICKSBURG
ECONOMIC
DEVELOPMENT
AUTHORITY

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ECONOMIC DEVELOPMENT AUTHORITY MINUTES (EDA)

October 14, 2019

8:30 a.m. • EDA Regular Meeting

City Hall, The Suite

715 Princess Anne St.

Fredericksburg, VA

The Economic Development Authority of the City of Fredericksburg, Virginia met in regular session on Monday, October 14, 2019 beginning at 8:30 a.m. in the Suite at City Hall.

EDA MEMBERS PRESENT. Beth Black Chair, presiding. Lee Murray, Suzy Stone, Mitzi Brown, Bill Beck and Will Mackintosh.

ABSENT. Chris Waller.

ALSO PRESENT. EDA Counsel: Blanton Massey; Department of Economic Development and Tourism: Bill Freehling, Director; Angela Freeman, Business Development Manager; Amy Peregoy, Economic Development Specialist.

DETERMINATION OF QUORUM. Mitzi Brown.

AGENDA.

MOTION by Suzy Stone, seconded by Bill Beck, the agenda was approved: Ayes (6); Nays (0); Absent from Meeting (1).

PUBLIC COMMENTS. None.

APPROVAL OF MINUTES.

MOTION by Mitzi Brown, seconded by Suzy Stone the minutes from the September 9, 2019 regular meeting were approved: Ayes (6); Nays (0); Absent from Meeting (1).

TREASURER'S REPORT. Mr. Murray presented the budget and financial statement. Mr. Freehling noted the \$25,000 FXBGSlide transfer from the city was wired. The financial statement and budget report for September 2019 were filed with the minutes.

Ms. Peregoy requested a debit card on the operating account for small purchases. Mr. Murray noted the debit card would be solely used for small purchases such as catering. The board discussed two debit cards with a limit of \$500 each in the name of Amy Peregoy and Bill Freehling. Ms. Peregoy will request the necessary documents from Atlantic Union Bank.

MOTION by Mitzi Brown, seconded by Bill Beck the board approved the authorization of two debit cards on the EDA operating account only with limits of \$500 each in the names of Amy Peregoy and Bill Freehling: Ayes (6); Nays (0); Absent from Meeting (1).

OLD BUSINESS.

- a. *Hylton Venture, LLC, Letter of Intent*** – Mr. Freehling presented background and an update on the project. City Council approved a 150-day extension of the Letter of Intent between the City of Fredericksburg, Hylton Venture LLC and the EDA. This will provide staff with the time needed to consummate this important initiative. The EDA has no financial obligation.
- b. *EDA Loan Program*** – Chair Black updated the board on the meeting with REDCO and VCC. Chair Black, Mr. Mackintosh, Mr. Waller and Mr. Murray have drafted an application and policy (included in meeting package). The board discussed the following items: REDCO's assistance, VCC administration, EDT staff administration, approval process, funding source, interest rates, application process, loan document processing, attorney assisted loan document closings, fees, payment statements, borrower reporting, overall loan reports, past due loan process, collections, assistance from local banks, loan loss reserve, private/non-profit partners, loan borrowing limit of \$15,000-\$50,000, other loan requests outside of limits, loan application, loan policy, updating loan policy language, and alternate loan committee member due to conflict of interest. The board requires outside counsel to review the loan program policy documents before they are adopted by the board. The board will submit suggestions to the Chair. Chair will confer with Mr. Massey to give a recommendation to the loan committee to hire counsel.

MOTION by Mitzi Brown, seconded by Bill Beck the board approved to allocate up to \$2,500 in funding to retain outside counsel to review the loan program policy documents by the loan committee: Ayes (6); Nays (0); Absent from Meeting (1).

Mr. Mackintosh updated the board on branding of the program, InvestFXBG, to include the logo. Mr. Mackintosh has scheduled a meeting to discuss further details with a local graphic designer.

Ms. Peregoy notified the board all loan documents will be reviewed by Virginia Risk Sharing Association (VRSA).

COMMITTEE REPORTS.

- a. *Parking Improvement Committee*** – Mr. Beck noted the committee would be meeting this evening. He stated the agenda listed Riverfront Park construction which will begin parking concerns in Downtown. The agenda also lists electrical charging street parking and resident permit parking on the 300 block of William St. Mr. Mackintosh noted the need for a staff level parking process. Mr. Beck and Mr. Mackintosh will give a full report during the November meeting.
- b. *Branding Committee*** – Chair Black stated the committee was making progress. HUB Ltd. has been challenged with the mission statement and work is ongoing. Mr. Mackintosh stated a guidelines manual will need to be drafted for use of the logo.
- c. *Strategic Acquisitions Committee*** – No update.
- d. *Main Street Loan Program Committee*** – No update.
- e. *Workforce Development Committee*** – Ms. Brown noted Mayor Greenlaw and Councilman Kelly are on the school board general working group. Councilman Graham and Councilwoman Devine are on the school capacity taskforce. The EDA should have a presence for workforce development purposes. Ms. Brown and Ms. Stone are meeting today. A previous EDA Resolution and notes regarding a working group will be reviewed by Mr. Massey.

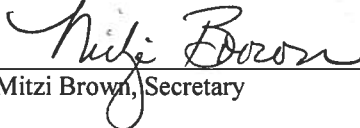
f. Loan Committee – No update.

STAFF REPORT. Mr. Freehling gave updates on the following: Joint Work Session with City Council on October 15 at 7 p.m. in the Large Conference Room, StreetSense will be hosting public charrettes from October 21-24 on the Central Park/Celebrate Virginia area plan, baseball team named Fredericksburg Nationals, project developments and tourism study response with a Work Session on November 12 with City Council. Ms. Peregoy noted the Economic Development Breakfast on October 15 at 8 a.m.

CHAIR'S REPORT. Chair Black stated she had a great conversation with Mayor Greenlaw regarding the loan program and workforce development. The board agreed the future of the loan program would need Council's support.

BOARD MEMBERS COMMENTS. Mr. Beck asked about additional staff for tourism within the EDT department. Mr. Freehling stated it was recommended within the tourism study. Mr. Murray asked about a Joint Work Session agenda. Ms. Peregoy noted there was not a formal agenda. She stated Mayor Greenlaw would open the Joint Session with Chair Black providing an overview of the development of EDA's loan program and workforce development interests. Board members from each committee would present the initiatives and answer questions with joint discussion. Mr. Massey mentioned the African American Black History meeting he will be attending. He stated there should be EDA representation due to the role of tourism within the city. Mr. Freehling stated city staff members include Erik Nelson, Kate Schwartz and Victoria Matthews. Chair Black stated further conversation was needed and will be discussed during the November meeting. Ms. Stone noted the board should request City Council's ideas for future partnerships with the EDA. Chair Black will gather discussion points before the Joint Work Session with input from EDT staff.

ADJOURNMENT. There being no further business to come before the Economic Development Authority at this time, Chair Black declared the meeting officially adjourned at 10:28 a.m.



Mitzi Brown, Secretary