

Waynesboro

# Economic Development Authority

Meeting Agenda

**August 10, 2018**

8:00 a.m.

City of Waynesboro Economic Development 301 West Main Street

1. Welcome
2. Approval of Minutes (TAB 1)
3. Financial Report (TAB 2)
  - a. July Dashboard
  - b. August Dashboard
4. Committee Reports (TAB 3)
  - a. Loan
    - i. Update as of June 30, 2018
    - ii. New Loans
  - b. Audit
5. Monthly updates:
  - a. Downtown Redevelopment
    - i. Grow Waynesboro
    - ii. IRF Grant
    - iii. Façade Grants
  - b. Tourism
    - i. New Visitors Guide
    - ii. New Website
  - c. Industrial Properties
6. Economic Development Website
  - a. Request for \$2,500 for new feature
7. Other Business / Discussion
8. Correspondence and Communication of the Chairman
  - a. Next meeting: TUESDAY, September 11, 2018
  - b. Grow Waynesboro Pitch Night, September 6, 2018
  - c. SVP Connect Event: September 19, 2019
9. Consider holding a closed meeting (as needed)

**Waynesboro Economic Development Authority**  
**Minutes of the Regular Meeting**  
**Friday, June 8, 2018**  
**Economic Development Office, 301 West Main Street**  
**Waynesboro, VA 22980**

**Members Present:** Mr. George Reed  
Mr. Tom Reider  
Mr. Perry Fridley  
Ms. Mary Sullivan

**Members Absent:** Ms. Tami Radecke  
Mr. James Hyson  
Mr. Kris Krupa

**Others Present:** Mr. Greg Hitchin- Director of Economic Development & Tourism  
Ms. Courtney Cranor- Assistant Director of Economic Development & Tourism  
Ms. Stephanie Duffy- Administrative Assistant  
Jim Shaw- Deputy City Manager  
Mr. Terry Short- City Council  
Mr. Diego Anderson- LUMOS Networks  
Mr. Mike Joseph- LUMOS Networks  
Mr. John Bell- LUMOS Networks  
Mr. Russell King- LUMOS Networks

**Welcome:**

Mr. Fridley called the meeting to order at 8:00 a.m. and welcomed everyone.

**Approval of Minutes:**

There being no other changes to the minutes from the May 11, 2018 meeting, Mr. Reider made the motion to approve the minutes as written. The motion was seconded by Mr. Reed and passed by unanimous vote.

**Financial Report:**

Mr. Hitchin reported on the financial accounts. There were three checks to approve, checks included \$18,000 to Timmons for Nature's Crossing water/sewer design; \$1,750 to Baer Boards for billboard costs associated with the East Main Street marketing; \$135 to Mountain Laurel Studios for design work associated with Grow Waynesboro. Mr. Reed made a motion to approve the checks as written. The motion was seconded by Ms. Sullivan and passed by unanimous vote. Mr. Hitchin also reported that an invoice was send to Sunnyside for \$5,977.34 for bond interest due to the EDA at the end of June.

**Presentation for LUMOS**

Mr. Diego Anderson opened the conversation with introducing LUMOS and gave a brief history of the company and its recent changes. The corporate headquarters, located here in downtown Waynesboro, employs over 250 employees and LUMOS has invested over \$500,000 in downtown Waynesboro in the last year, installing fiber capabilities. In the city of Waynesboro, 50% of addresses can get 1G fiber and the newly launched LUMOS websites (both the business and the residential) include a portal where people can go in and see exactly what's available by typing in the address in question. LUMOS is a "super-regional" fiber bandwidth

provider with presence through the Mid-Atlantic. LUMOS is very community minded and a proud major sponsor of the Grow Waynesboro program.

### **Committee Reports**

- a) Audit- Mr. Hyson was absent and therefore not able to sign the bank reconciliations.
- b) Loan- Mr. Hitchin reported that the Revolving Loan Fund had four applications as a result to the recent push; the loan committee has approved two loans for \$15,000 each; agreements have been executed and funds dispersed.

### **Nominating Committee**

Mr. Hitchin reported that he has received a letter of resignation from Mr. Krupa.

Mr. Reider reported for the nominating committee. The committee recommended Mr. Fridley serve as chairman and Ms. Sullivan as vice-chair for one year terms starting July 1, 2018. The chairman opened the floor for any additional nominations. There being none, Mr. Reider made a motion to recommend Mr. Fridley and Ms. Sullivan as chair and vice-chair. The motion was seconded by Mr. Fridley and passed by unanimous vote.

Mr. Reider also reported from the nominating committee for the upcoming vacant seat due to Mr. Hyson's term ending as well as the seat opening from Mr. Krupa's resignation. The committee recommended Mr. Mark Snyder for the four year term beginning September 1, 2018 and Mr. Hyson to the one year unexpired term for Mr. Krupa. The chairman opened the floor to other nominations. There being none, the EDA came to a consensus and authorized Mr. Fridley to write a letter of recommendation to Council.

### **Approve FY19 Meeting Schedule**

A proposed schedule of meetings for FY19 was presented. All dates are in accordance with the normal second Friday of each month at 8:00 a.m. with exception of the September meeting which will take place on Tuesday, September 11, 2018 due to city staff's travel schedule. Ms. Sullivan made a motion to approve the meeting schedule as presented; the motion was seconded by Mr. Reed and passed by unanimous vote.

### **Monthly Updates**

- a) Downtown Redevelopment
  - i. Grow Waynesboro- a sources and uses table was provided to the board showing the GW3 budget. Sponsors for this year's Grow Waynesboro program include Union Bank for \$1,500; Shentel for \$1,000 and LUMOS for \$5,000. Mr. Hitchin also reported that \$2,429 from last year's program will carry over as well as \$3,721 from this year's city budget. An additional \$10,000 has been approved from the City's FY19 budget. Mr. Hitchin asked the EDA to consider a contribution of \$7,000 to the program to allow the actual funds given out to increase to \$19,200. Mr. Reider made a motion to approve the \$7,000 contribution, seconded by Ms. Sullivan. The motion passed by unanimous vote. Pitch night for GW3 is scheduled for September 6, 2018 at SVAC's 416 Studios.  
Mr. Hitchin also shared that some exciting news that could be announced before the next meeting. Funding for the Virginia Museum of Natural History, Interpretation Facility in Waynesboro has made it into the state budget. The funds will be used to complete conceptual drawings and advance the project. Also happening, the city has been working with a cyber

security training company and Blue Ridge Community College to launch a new program with training at BRCC and a store front in both Waynesboro and Harrisonburg for on the job training. Mr. Hitchin also reported that the Governor should be announcing the IRF grant recipients any time. A \$600,000 grant application was submitted for the former Leggett building in downtown.

- b) Tourism- Ms. Cranor reported that the new Visitor’s Guide is almost ready for print. The new guide will have a more editorial magazine like feel and the design will be coordinated with the redesign the tourism website to mirror the new design. She also hopes to be able to include in the potential new website an integrated blog and a booking referral for hotel lodging. Ms. Cranor reported that the Shenandoah Beerwerks Passport program has resulted in over 6,500 brewery visits. Passports have been redeemed from 37 states and this week someone from Australia asked if a t-shirt could be mailed to them.
  
- c) Industrial Properties
  - i. CTE Update- the ten year strategic plan draft for the metro area will be presented next week to Council. The plan includes a variety of recommendations over the next ten years. The final report will be available next week.  
Mr. Hitchin reported that later this month Timmons and City staff will be meeting and finalizing a concept for water and sewer for Nature’s Crossing. Also, in August, the “30% drawings” should be completed for the Southern Corridor Road.

**Correspondence and Communication of the Chairman**

- a) Next meeting: July 13, 2018
- b) City Council - CTE presentation June 11, 2018
- c) Chamber Metro Update Breakfast - June 20, 2018

There being no further business to discuss, the meeting was adjourned at 9:00 a.m.

Respectfully submitted \_\_\_/\_\_\_/\_\_\_

Certified as approved \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Stephanie Duffy  
Recording Secretary

\_\_\_\_\_  
Gregory E. Hitchin  
Secretary/Treasurer

**Economic Development Authority  
Revolving Loan Fund Annual Report  
June 30, 2018**

<b>Borrower</b>	<b>First Payment</b>	<b>Loan Amount</b>	<b>Status</b>	<b>Loan Balance</b>	<b>Collateral</b>	<b>Notes</b>
Stella, Bella & Lucy	March 2012	\$15,000	Paid			Paid in full February 2015
LBP Properties	April 2012	\$15,000	Paid			Paid in full March 2016
Bentley West	May 2013	\$15,000	Paid			Paid in full April 2017
Paragon Solutions	May 2013	\$15,000	Paid			Paid in full March 2016
H&C Tree Service #1	July 2013	\$10,000	Past Due 90+	6,542.02	Real Property	Health issues – making small pmts, last pmt Aug-2015, letter from dr received Dec 2015, default letter sent March 2017
H&C Tree Service #2	January 2014	\$5,000	Past Due 90+	4,596.43	Chain saw, wood chipper	Sold dump truck all \$900 went towards loan pmt; last pmt Aug-2015, letter from dr received Dec 2015, default letter send March 2017
Lambert Enterprises #1	September 2014	\$10,000	Paid			Paid in full August 2017
Lambert Enterprises #2	October 2015	\$5,000	Current	436.10	55" cold laminator & 2 die cut decal plotters totaling \$7,500	Due to be paid off September 2018
Metal Craft Brewing Co.	June 2016	\$28,500	Current	8,981.68	Boiler, 3 BBL Fermenter, Trolley Pump, 40 Barrel Bright Tank (\$42,881) lien	Due to be paid off May 2019

Waynesboro Economic Development Authority  
Financial Dashboard

July 13, 2018

Bank data as of June 29, 2018

Bank Accounts		Operating	RLF
1	Beginning Balance	\$ 245,869.98	\$ 97,021.27
2	Deposits	\$ 6,379.74	\$ 1,803.04
3	Payments	\$ 20,967.25	\$ 30,000.00
4	Interest Deposited	\$ 29.78	\$ 9.28
5	Ending Bank Balance	\$ 231,312.25	\$ 68,833.59
6	Outstanding Checks	\$ -	\$ -
7	Adjusted Statement Balance	\$ 231,312.25	\$ 68,833.59
8	Reserve Accounts Expense	\$ 6,739.50	
9	Checks to Approve	\$ 3,317.50	\$ 8,000.00
10	Invoices Outstanding (AR)	\$ 3,804.50	\$ -
11	Actual Cash Balance	\$ 225,059.75	\$ 60,833.59
12	Total Reserve Accounts	\$ 182,490.87	
13	Available Balance	\$ 42,568.88	\$ 60,833.59

Note: Pending Reimbursement in RLF is current month and any past due payments.

Payments Pending Approval		Operating	RLF
14	Blue Ridge Bucha (façade FY 18)	\$ 3,317.50	\$ -
15	Blue Oregon Loan		\$ 8,000.00
16			
Total		\$ 3,317.50	\$ 8,000.00

Reserve / Budgeted Projects Payments		
17	Timmons	\$ 4,350.00
18	PineKnots (GW)	\$ 637.50
19	BaerBoards	\$ 1,250.00
20	Gannett (GW)	\$ 502.00
21		
22		0 \$ -
Total		\$ 6,739.50

Debit Card / Cleared Payments Included		
	Operating	RLF
BW	\$ 595.25	
GW	\$ 487.00	

Reserve / Budgeted Projects		Budget	Expense	Balance (inc current payments & invoices)
23	Industrial Park Development	\$ 436,340	\$ 280,555	\$ 155,785
24	Grow Waynesboro 2017	\$ 74,000	\$ 67,500	\$ 6,500
25	BRCC Career Connect	\$ 1,100		\$ 1,100
26	BeerWerks Postage	\$ 4,347	\$ 4,347	\$ -
27	Grow Waynesboro 2018	\$ 20,650	\$ 1,545	\$ 19,105
28	Enterprise Zone Billboard	\$ 7,000	\$ 7,000	\$ -

City Budget Façade Program		Budget	Expense YTD	Pending Above	Balance
29	Façade Grant	\$ 10,000	\$ -	\$ -	\$ 10,000
30	Projects ----- Completed Paid	3	Approved Not Paid	-	
31	Net Available				\$ 10,000

Waynesboro Economic Development Authority  
Financial Dashboard

August 10, 2018

Bank data as of July 30, 2018

Bank Accounts		Operating	RLF
1	Beginning Balance	\$ 231,312.25	\$ 68,833.59
2	Deposits	\$ 5,189.55	\$ 145.41
3	Payments	\$ 11,336.10	\$ 8,000.00
4	Interest Deposited	\$ 28.30	\$ 8.07
5	Ending Statement Balance	\$ 225,194.00	\$ 60,987.07
6	Outstanding Checks	\$ -	\$ -
7	Adjusted Statement Balance	\$ 225,194.00	\$ 60,987.07
8	Reserve Accounts Expense	\$ 8,650.00	
9	Checks to Approve	\$ 5,000.00	\$ -
10	Invoices Outstanding (AR)	\$ 5,487.00	\$ -
11	Actual Cash Balance	\$ 217,031.00	\$ 60,987.07
12	Total Reserve Accounts	\$ 173,840.87	
13	Available Balance	\$ 43,190.13	\$ 60,987.07

Note: Pending Reimbursement in RLF is current month and any past due payments.

Payments Pending Approval		Operating	RLF
14	Stoney Run LLC (façade grant)	\$ 5,000.00	\$ -
15			
16			
Total		\$ 5,000.00	\$ -

Reserve / Budgeted Projects Payments		
17	Timmons	\$ 8,650.00
18		
19		
20		
21		
22		\$ -
Total		\$ 8,650.00

Debit Card / Cleared Payments Included		
	Operating	RLF
BW	\$ 1,279.10	

Reserve / Budgeted Projects	Budget	Expense	Balance (inc current payments & invoices)
23	Industrial Park Development	\$ 436,340	\$ 289,205 \$ 147,135
24	Grow Waynesboro 2017	\$ 74,000	\$ 67,500 \$ 6,500
25	BRCC Career Connect	\$ 1,100	\$ 1,100
26	BeerWerks Postage	\$ 5,897	\$ 5,897 \$ -
27	Grow Waynesboro 2018	\$ 20,650	\$ 1,545 \$ 19,105
28	Enterprise Zone Billboard	\$ 7,000	\$ 7,000 \$ -

City Budget Façade Program	Budget	Expense YTD	Pending Above	Balance
29	Façade Grant	\$ 10,000	\$ -	\$ 5,000 \$ 5,000
30	Projects ----- Completed Paid	3----1	Approved Not Paid	-
31	Net Available			\$ 5,000