

ECONOMIC DEVELOPMENT AUTHORITY

COUNTY OF FREDERICK, VIRGINIA

(540) 665-6382
Fax (540) 667-0370

AGENDA
ECONOMIC DEVELOPMENT AUTHORITY
MEETING
(THURSDAY, JULY 3, 2014)
(8:00 A.M.)
COUNTY ADMINISTRATION BUILDING
BOARD OF SUPERVISORS CLOSED SESSION ROOM
107 N. KENT STREET
WINCHESTER, VIRGINIA

1. Call to Order.
2. Approval of Minutes – June 3, 2014. **(See Attached)**
3. Treasurer's Report. **(See Attached)**
4. Endorsement of new EDA Logo. **(See Attached)**
5. Year End Report from EDC Executive Director.
6. Such other business as may come before this Authority.

Please contact the Office of the County Administrator at 540-665-6382 if you are unable to attend this meeting.

**ECONOMIC DEVELOPMENT
AUTHORITY**

MEETING MINUTES

June 3, 2014

A meeting of the Frederick County Economic Development Authority was held on Tuesday, June 3, 2014, at 10:00 A.M. in the County Administration Building, Board of Supervisors' Closed Session Room, 107 North Kent Street, Winchester, Virginia.

PRESENT: Richard Dick; Beverley Shoemaker; Jim Lockard; J. Stanley Crockett; and Dan Wall

ABSENT: John McKenzie (**arrived at 10:05 a.m.**); Jay Meyers; and Gary A. Lofton, Board of Supervisors' Liaison (**arrived at 10:05 a.m.**)

STAFF: John R. Riley, Jr. Secretary/Treasurer; Jay E. Tibbs, Assistant Secretary/Treasurer; Patrick Barker, Executive Director of the Winchester-Frederick County Economic Development Commission; and Michael Bryan, Attorney

MEETING CALLED TO ORDER

Chairman Dick called the meeting to order.

APPROVAL OF MINUTES

The minutes from the March 20, 2014 meeting were presented.

Upon a motion by Vice-Chairman Shoemaker, seconded by Mr. Crockett, the minutes from the March 20, 2014 meeting were approved.

Richard G. Dick	Aye
Beverley Shoemaker	Aye
J. Stanley Crockett	Aye
Jim Lockard	Aye
John McKenzie	Absent
Jay C. Meyers	Absent
Dan Wall	Aye

TREASURER'S REPORT - APPROVED

Secretary/Treasurer Riley submitted the following report:

Checking Account - Bank of Clarke County as of May 30, 2014 - \$2,066.36

Savings Account - Scott & Stringfellow as of May 30, 2014 - \$202,498.15

Upon motion made by Mr. Crockett, seconded by Mr. Lockard, the Treasurer's Report was approved as submitted by the following recorded vote:

Richard G. Dick	Aye
Beverley Shoemaker	Aye
J. Stanley Crockett	Aye
Jim Lockard	Aye
John McKenzie	Aye
Jay C. Meyers	Absent
Dan Wall	Aye

**DISCUSSION OF SIGNAGE ALONG MAJOR ROUTE ENTERING
FREDERICK COUNTY – LOCATIONS, DESIGN, AND MATERIALS
APPROVED**

Executive Director Barker presented the signage subcommittee's recommendations concerning the placement of signage along major routes entering Frederick County. He identified three decisions he was seeking from the Authority members:

1. Exact locations for signage installation.
2. Mock up of proposed signs.
3. Type of signage (i.e. high density foam or stone).

The consensus of the Authority was to place signs at the border of the county at Routes 7, 50 (east/west), 11 (north/south), and 522 (north/south).

Upon a motion by Vice-Chairman Shoemaker, seconded by Mr. McKenzie, the Authority approved the use of sign sample #3 with the addition of the word VA and the established date.

The above motion was approved by the following recorded vote:

Richard G. Dick	Aye
Beverley Shoemaker	Aye
J. Stanley Crockett	Aye
Jim Lockard	Aye
John McKenzie	Aye
Jay C. Meyers	Absent
Dan Wall	Aye

In response to the question of whether to place the signage in the median of divided highways, the Authority consensus was to not place signs in the median.

Vice-Chairman Shoemaker moved to have the signs constructed out of stone and masonry. The motion was seconded by Mr. Crockett.

Mr. Crockett stated he would like to have a secondary option for those areas where masonry signs might not work.

Upon a motion by Mr. McKenzie, seconded by Mr. Lockard, the Authority amended the motion to include brick and masonry signs and urethane signs depending on the location.

The motion to amend was approved by the following recorded vote:

Richard G. Dick	Aye
Beverley Shoemaker	Aye
J. Stanley Crockett	Aye
Jim Lockard	Aye
John McKenzie	Aye
Jay C. Meyers	Absent
Dan Wall	Aye

The amended motion was approved by the following recorded vote:

Richard G. Dick	Aye
Beverley Shoemaker	Aye
J. Stanley Crockett	Aye
Jim Lockard	Aye
John McKenzie	Aye
Jay C. Meyers	Absent
Dan Wall	Aye

EDC STAFF BRIEFING ON TRANSITION TO EDA STAFF

Executive Director Barker reviewed the transition from an EDC to an EDA. His presentation touched on:

- Budget;
- City Business Communication advising existing City businesses of the transition to and EDA and provided contact information for the City of Winchester;

- Domain (website & e-mail);
- Logo – graphical representation for economic development purposes.

Mr. Barker presented various logo designs from other localities and asked the Authority members for their feedback regarding a proposed logo.

Administrator Riley suggested holding a work session with the Board of Supervisors to discuss what the EDA will look like going forward and how it will function. He went on to say the EDA needed to meet on a monthly basis, similar to the EDC. He noted County Administration would continue to provide support in reference to the bank accounts, because the Authority would still approve performance agreements and handle incentive funds.

The Authority consensus was to meet at 8:00 a.m. on the first Thursday of each month. The next meeting will be July 3, 2014.

ECONOMIC/LEGISLATIVE LUNCHEON AND BUS TOUR

Secretary/Treasurer Riley provided an update on the proposed EDA bus tour. He presented the Authority members with a draft map of proposed stops and advised lunch would be served at Valerie Hill Vineyard, as a way of featuring Frederick County's agri-business sector.

Chairman Dick suggested adding Shenandoah University to the tour and asked that Frederick County Superintendent of Schools David Sovine be invited to the tour and luncheon.

ADJOURN

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THIS
AUTHORITY, THE MEETING WAS ADJOURNED. (10:53 A.M.)**

Richard G. Dick
Chairman

John R. Riley, Jr.
Secretary

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**TREASURER'S REPORT SYNOPSIS
ECONOMIC DEVELOPMENT AUTHORITY
June 27, 2014**

BANK OF CLARKE COUNTY

Beginning Balance - as of May 30, 2014		\$2,066.36
Total Deposits	\$0.00	
Total Disbursements	\$670.00	
BALANCE AS OF June 27, 2014		<u>\$1,396.36</u>

SCOTT & STRINGFELLOW

Beginning Balance - As of May 30, 2014		\$202,498.15
Total Deposits	\$0.00	
Total Disbursements	\$0.00	
BALANCE AS OF June 27, 2014		<u>\$202,498.15</u>

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TREASURER'S REPORT
ECONOMIC DEVELOPMENT AUTHORITY
June 27, 2014

BANK OF CLARKE COUNTY

Beginning Balance - as of May 30, 2014	\$2,066.36
<u>Deposits</u>	
TOTAL DEPOSITS	\$0.00
<u>Disbursements</u>	
6/23/2014 Schrock Tour & Charter	\$595.00
6/27/2014 Stephen Grimes (Driver Gratuity)	\$75.00
TOTAL DISBURSEMENTS	\$670.00
BALANCE AS OF June 27, 2014	<u><u>\$1,396.36</u></u>

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TREASURER'S REPORT
ECONOMIC DEVELOPMENT AUTHORITY
June 27, 2014

SCOTT & STRINGFELLOW


Beginning Balance - As of March 30, 2014	\$202,498.15
<u>Deposits</u>	
	\$0.00
<u>Disbursements</u>	
	\$0.00
TOTAL DISBURSEMENTS	\$0.00
BALANCE AS OF June 27, 2014	<u>\$202,498.15</u>

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MEMORANDUM

TO:	Members of the Frederick County Industrial Development Authority
FROM:	John R. Riley, Jr., Secretary 
SUBJECT:	EDA Logo
DATE:	June 30, 2014

Attached please find the proposed logo for the Frederick County EDA. This logo was developed based on feedback from the EDA board members. Staff had multiple logo options reviewed by individuals at the Virginia Economic Development Partnership and site selectors. The attached represents their consensus.

The heart within the logo plays on the heart in the Virginia Economic Development Partnership's logo.

The EDA website launched on July 1, 2014 and this logo is a centerpiece of that website.

Staff is seeking a formal EDA endorsement of the new logo.



6/19/2014

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