

**April 14, 2022 MEETING
ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY
IN THE BOARDROOM OF THE HISTORIC COURTHOUSE
SALUDA, VIRGINIA**

Present: Gordon White, Chairman
Janet Riggs, Vice Chairman/Treasurer
Celane Roden, Secretary
John Anzivino, Member
James Reed, Member
Bill Cawthorn, Member
Hallie Holmes, Member

Absent: Holly Oliver, Economic Development and Tourism Asst.

Staff: Shanae Hammond, Accounts Payable
Matt Walker, County Administrator
Heather Lewis, Staff Attorney

CALL TO ORDER

The April 14, 2022 meeting of the Economic Development Authority of Middlesex County (the “EDA”) was called to order by Chairman White at 9:30 a.m. in the Boardroom of the Historic Courthouse, Saluda, Virginia.

APPROVAL OF AGENDA

There being no objections, the agenda was approved for this meeting.

APPROVAL OF AGENDA

The minutes of March 17 meeting, April 4 special meeting, and formatting amendments January 20 meeting were adopted without objection.

TREASURER’S REPORT

Mrs. Riggs presented the March financial report with a balance of \$594,383; March income of \$744.11 (interest & fees from VSBFA Church Schools); and expenses of \$3,818.71 (auditor fee, supplies, and payroll). Mrs. Riggs announced her resignation as Vice President/Treasurer and Member of the Authority, effective May 31. Chairman White invited a volunteer to serve as Treasurer. He announced Mr. Anzivino was willing to serve as Vice-Chairman through the end of the fiscal year. Mrs. Riggs reviewed the financial report components and advised she will work with the new Executive Director and the new Treasurer, once selected, recommending bookkeeping management be transitioned to staff. With no volunteers to assume the Treasurer position, a plan was put in

place to support the transition: (1) County Administrator Matt Walker, Mr. Anzivino and Chairman White will become signatories on the bank account; (2) the new Executive Director, Chairman White, and Mr. Anzivino will be given access to the online accounting system; (3) Mr. Anzivino will temporarily be the Authority name on the debit card until the transition is complete for the new ED.

ACTION: Chairman White made the following motion, seconded by Mr. Anzivino, as amended: In the absence of a Treasurer the new Executive Director will carry out the Treasurer's duties (eg financial status reports, online accounting system management), the debit card will temporarily be placed in Mr. Anzivino's name; Mr. Anzivino and Chairman White will have transaction oversight and approval, all of this temporarily until a new Treasurer is selected. Terms of this motion become effective on May the motion passed by Roll Call, all members voting yes.

Discussion: Mrs. Riggs pointed out that her status as a licensed CPA required more precise bookkeeping than might needed for bookkeeping in general. Mr. Anzivino said that the EDA wants to adhere to accounting standards. Mr. Reed asked how long it would take to bring new folks to the desired standard. Mrs. Riggs stated the answer depends on the new Executive Director's skills. Mr. Anzivino emphasized the importance of getting the transition right.

C. Recognition and Thanks to Mrs. Riggs

Mr. White, on behalf of the entire Authority, presented Mrs. Riggs with a framed certificate recognizing her long service to the community as vice-chairperson and particularly as Treasurer of the EDA

OLD BUSINESS:

A. Cook's Corner Property

ACTION: Due to the recent BOS rejection of possible remedies to allow Tractor Supply's zoning request to change the zoning on the proposed parcel from Village Community to General Business TSC has withdrawn their contract to purchase the property at Cook's Corner. County Administrator Matt Walker reported that the BOS was requesting the transfer of the property back to them. Chairman White made a motion, seconded by Mrs. Riggs, that EDA return the property at Cook's Corner to the BOS through a Deed of Gift. The motion was adopted by roll call, all members voting yes.

Discussion: Details of the transition will be worked out between EDA and BOS. Chairman White offered whatever assistance EDA can be in the reformation of the building and property to achieve BOS plans for the property. Mr. Walker updated the Authority on the sewer and water progress for the property.

B. Appointment of Vice President

ACTION: Mrs. Riggs made a motion, seconded by Mrs. Roden, to appoint Mr. Anzivino

to fill the remainder of Mrs. Riggs term as EDA Vice Chairman. The motion passed by roll call, all members voting yes.

OLD BUSINESS

A. Game Changers Grant Application

Game Changers, a new non-profit organization created to promote equality, strengthen community unity, and organize a local Juneteenth celebration, in the March meeting \$5260 to cover the costs of planned 2022 Juneteenth celebrations: Friday night Motown Food and Dance Party at St. Clare Walker Middle School and a Saturday Community Family Juneteenth Festival at Middlesex High School.

ACTION: Mrs. Riggs made a motion, seconded by Mrs. Roden, to approve the Game Changers grant request in the amount of \$5300. The motion passed by Roll Call vote, all members voting yes.

Discussion: Mr. Anzivino suggested EDA request a follow up report on the success of the event. Mrs. Holmes shared her experience with last year's first annual celebration and Mr. White stated this is an example of an event that advances economic development by bringing visitors the county to support county businesses. Mrs. Beverley thanked the EDA for their support.

NEW BUSINESS:

A. BOS/EDA Consultation on Economic Development

Board of Supervisors Chair Lud Kimbrough was invited to address the issue of BOS-EDA communications. He noted that the economic development strategic plan is 12 years old and in need of revision. This, he said, should be the core of cooperative work between the two groups. Mrs. Lewis suggested that with legal guidelines regarding numbers of members who can meet outside a publicly announced meeting limited to 2, that each body appoint two members to work together to set up an agenda for a joint meeting. Mr. Anzivino pointed out the Authority has been aware of the need for a plan update/revision. and has been discussing and exploring the issue for some time. He said that the Cook's Corner property issues took energy away from more forward movement; both bodies need to be on the same page; and we need to move along.

ACTION: Chairman White appointed Mr. Anzivino and himself to be the Authority representatives on this effort,

B. Collaborative Work on the State ARPA Grant

Mr. White suggested a committee to look at the ARPA grant suggestions EDA received during public statements on best use of the county ARPA grant award and prepare EDA recommendations for use of the funds to offer the county. Administrator Walker asked that the EDA ARPA committee work with the BOS appointed committee, also working on the best use of the ARPA grant funds.

ACTION: Chairman White appointed Ms. Holmes and Mr. Reed to serve as EDA ARPA Committee.

CLOSED SESSION

A motion was made by Mr. Cawthorn seconded by Mr. Reed to convene in Closed Session, pursuant to the Code of Virginia, Section 2.2-3711(A)(1), for the discussion, consideration, or interviews of prospective candidates for employment, specifically. the hiring of the Executive Director of Economic Development and Tourism; and pursuant to the Code of Virginia, Section 2.2-3.711(A)(3) for the discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority. The motion passed by roll call vote, all members voting yes. The Authority convened in closed session.

RECONVENE PUBLIC MEETING

A motion was made by Ms. Holmes, seconded by Mr. Reed to certify to the best of members' knowledge only public business matters lawfully exempted in the motion by which the Closed Session was called were considered or discussed in the closed session. The motion passed by roll call vote, all members voting yes.

C. Executive Director Employment

ACTION: Mr. Reed made a motion, seconded by Mrs. Holmes, that the Middlesex County Economic Development Authority employ Trenton Funkhouser to be the Executive Director of the Authority according to the terms of the employment agreement executed on April 14, 2022. The motion passed by roll call vote, all members voting yes.

ECONOMIC DEVELOPMENT AND TOURISM REPORT - Holly Oliver

No report made. Information about VRR was included in the meeting packet for review of the members.

IN APPRECIATION

1. Mr. Anzivino thanked Mr. Whitley for stepping in to provide administrative work and guidance over the past month. He will step away on May 1.
2. Mr. Reed thanked Janet for years of sharing her accounting skills and numerous hours of time as our Treasurer. She will be missed!

ADJOURNMENT: The motion made to adjourn was made by Mr. White and seconded by Mr. Reed.

NEXT MEETING: May 19, 2022

Respectfully submitted,

Celane Roden, Secretary

Approved, Gordon White, Chair

