

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

REGULAR MEETING MINUTES  
May 13, 2016

**1. CALL TO ORDER**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on May 13, 2016 in the Board Chambers located at 1300 Courthouse Road Stafford, Virginia at 1:38 P.M. A quorum was present

Members Present

Joel Griffin	Chairman
Don Newlin	Vice-Chairman
Jack Rowley	
Jo Knight	
Howard Owen	

Members Absent

Heather Hagerman  
Mark Safferstone

Also Present:

Charlie Payne	Counsel
Tim Baroody	Secretary
Brad Johnson	Treasurer
Kelly Copley	Analyst

**2. APPROVAL OF MINUTES**

A. Regular Meeting Minutes – March 11, 2016

Motion for approval of the March 11, 2016 Regular Meeting Minutes was made by Mr. Newlin. Mr. Rowley seconded.

**VOTE**            5-0 Approved

**3.    PUBLIC PRESENTATIONS**

None

**4.    TREASURER'S REPORT**

A. February 2016 –Unencumbered fund balance \$49,277.53

B. March 2016 –Unencumbered fund balance \$43,726.08

C. April 2016 – Unencumbered fund balance \$46,158.45

Mr. Newlin moved to adopt Treasurer's reports. Mr. Rowley seconded.

**VOTE**            5-0 Approved

D. FY-2016 Audit

Mr. Johnson informed the EDA that 2 Audit proposals were received; staff will review and report back to the EDA in writing.

Mr. Owen suggested the EDA accept the lowest bid; no objections were made.

**5.    SECRETARY'S REPORT**

A. Technology and Research Park Update –

Mr. Baroody informed the EDA the Tech Park board made a formal request to the Board of Supervisors, and were granted, seed funding in the amount of \$500,000. The immediate goals are to hire an Executive Director and lease space.

B. Business Appreciation Week Update –

Mr. Baroody updated the EDA on the upcoming Business Appreciation event to be held at the Jeff Rouse Swim and Sports Center on May 19, 2016. This year's theme will be sports tourism and the keynote speaker will be Olympian Jon Lugbill of Sportsbackers.

6. **CHAIRMAN'S REPORT**

A. Closed Session

Mr. Newlin moved to go into closed session, Ms. Knight seconded.

**VOTE:** 5-0 approved

Thereafter, the EDA Board went into closed session in accordance with Section 2.2-3711.A.3 and 5 of the Code of Virginia 1950, as amended. No Votes were taken while in closed session. All Members of the EDA and Economic Development staff present at the meeting were in the closed session.

Mr. Rowley moved to come out of closed session, Mr. Newlin seconded.

**VOTE:** 5-0 approved

B. Quarterly Roundtables –

EDA Business Appreciation Event will be May 19, 2016.

7. **COMMITTEE REPORTS**

A. US Route1 Property Committee Report

Negotiations continue with Lamar regarding the Billboards' revenue and terms of the current leases.

No proposals were received for the grading RFP's.

Mr. Newlin motioned to list the US 1 Property with Thalmiher for \$1.1M. Mr. Rowley seconded.

**VOTE** 5-0 Approved

The re-zoning on the US1 property is moving forward to the Planning Commission scheduled for their first meeting in June.

B. Chatham Square Update

Mr. Johnson reported that closing is scheduled for August.

C. Germanna Committee Report –

HH Hunt has not yet conveyed the 25 ac. to the County for a Germanna Campus.

D. Aquia Town Center Committee Report –

The Apartment project is scheduled to open phase 1 summer 2016. The Mosaic commercial portion of the project has an approved site plan and is still in negotiation with Rite Aid.

**8. OLD BUSINESS**

A. Kilroy Robotics Funding Request

Mr. Rowley motioned to grant Kilroy Robotics \$1,000. Mr. Newlin seconded.

**VOTE**            5-0 Approved

B. Greencore AFID Grant Update

Mr. Owen motioned to extend the grant timeline another 15 months. Mr. Rowley seconded.

**VOTE**            5-0 Approved

C. Fredericksburg Regional Alliance Update

Mr. Roberts gave an update to the EDA from the Fredericksburg Regional Alliance.

Discussion Followed

D. Planning Director's Update

1. Lighting Ordinance Update
2. Sign Ordinance Update
3. Comprehensive Plan Update
4. Planning Commission Coordination

Mr. Harvey updated the EDA on the new proposed lighting and sign ordinances, as well as the proposed changes to the Comprehensive Plan.

Discussion Followed

Mr. Harvey informed the EDA that state code prohibits joint members of the EDA and Planning Commission. He recommended staff level coordination between the two boards.

**9. NEW BUSINESS**

Mr. Barody tendered his resignation to the EDA as Secretary, effective June 10, 2016.

Mr. Rowley requested that the EDA be updated and some part of the selection process for the new Economic Development Director.

**10. ATTORNEY'S REPORT**

None

**11. ADJOURNMENT**

A. Possible Work Session June 10, 2016

B. There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 3:23 P.M. The next Regular Meeting is scheduled for Friday, July 8, 2016.

**MINUTES SUBMITTED BY:**

  
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Kelly Copley  
EDA Secretary

**MINUTES APPROVED BY:**

  
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Joel Griffin  
EDA Chairman