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## Regular Meeting Agenda

Warren County Government Center: Caucus Room, 220 N. Commerce Ave, Front Royal, VA

January 26, 2024,

8:00 AM

### Call to Order:

Mr. Jenkins called the meeting to order at 8:10 AM with the following Roll Call:

Jenkins, Present; Walter, Present; Ashworth, Present; Townshend, Present; Wolfe, Present; Martin, Present.

Mr. MacDougall was not present for the meeting due to work commitments.

### Adoption of Agenda – Additions or Deletions:

Mr. Jenkins added an amendment to the C-CAP lease terms under New Business. On a motion by Mr. Ashworth, seconded by Mr. Wolfe, and the following vote, the agenda was adopted as amended.

Jenkins, Aye; Walter, Aye; Ashworth, Aye; Townshend, Aye; Wolfe, Aye; Martin, Aye.

### Approval of Minutes –December 8, 2023:

On a motion by Mr. Townshend, seconded by Mr. Wolfe, and the following vote, the minutes were approved as presented.

Jenkins, Aye; Walter, Aye; Ashworth, Aye; Townshend, Aye; Wolfe, Aye; Martin, Aye.

### Reports:

- **Executive Committee – Strategic Planning Meeting Update:** Mr. Wolfe stated that the strategic planning session has been delayed pending additional feedback from the Asset Committee over the next approximate month.
- **Asset Committee – 400 Kendrick Lane Update:** Ms. Martin stated that she met with C-CAP who expressed a desire to stay at their current location. They would like to change their monthly payment amount to be consistent with \$1,400 for Suite B, and \$250 for Suite C beginning this March 2024. Ms. Pandak stated that a brief addendum could be made to the lease and asked what date the steady payments would begin. Ms. Martin stated it would be March 1<sup>st</sup> because they have already paid for January etc. In terms of All Points Broadband, Ms. Martin stated that they are still working on their sublease with the Regional Commission. Mr. Petty met with Public Works regarding signage for the Happy Creek Industrial Park and their maintenance plans and cleaning processes etc.
- **Finance Committee/Budget Update – FY 25 Budget Meetings & Small Business Loan Program Update:** Mr. Petty spoke with the Finance Department and currently there is no scheduled date yet for the Budget presentation to the Board of Supervisors but will be in February and most likely on Tuesday or Thursday. Mr. Wolfe then asked the other members if they wanted to meet prior to go over the budget. He then emphasized that it could be done via email and not have a separate meeting for it. Mr. Petty stated that he will re-send it to everyone for their review and questions. Mr. Jenkins suggested that a special meeting be held in early February to discuss the budget and potential marketing of EDA properties. Mr. Walter agreed to a meeting but suggested two versions of the budget, one being a “best case” scenario. Ms. Cullers agreed for the sake of the new Board members and their potential questions. Mr. Jenkins then suggested Tuesday February 6<sup>th</sup> at 6:30 PM

in the Administrative Conference Room.

- **Board Members Updates:** Mr. Jenkins stated that the Appalachian Trail Community Committee had a meeting the previous Wednesday to discuss preparations for the next hiking season, and there will be a “kick-off” event with the community sponsors.
- **Warren County Director of Economic Development Update:** Mr. Petty met with Mr. Jenkins and Ms. Martin to discuss the next open-door session this spring and plan to have three of them this year.

**New Business – C-CAP Lease Addendum:**

On a motion by Ms. Martin, seconded by Mr. Townshend, and the following vote, the EDA authorized Ms. Pandak to complete the addendum letter to be sent and approved the changes to the lease payment schedule, and further authorized the chair and secretary to sign.

Jenkins, Aye; Walter, Aye; Ashworth, Aye; Townshend, Aye; Wolfe, Aye; Martin, Aye.

**Closed Session:**

Ms. Pandak read the meeting into a closed session at 9:10 AM, and entered on a motion by Mr. Wolfe, seconded by Mr. Ashworth, and the following vote:

Jenkins, Aye; Walter, Aye; Ashworth, Aye; Townshend, Aye; Wolfe, Aye; Martin, Aye.

- A. 3 matters – Discussion of disposition of publicly held real property where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Avtex Redevelopment Site, 1325 Progress Drive, Happy Creek Technology Park, and legal advice related thereto, pursuant to Va. Code § 2.2-3711.A.3 and 8.
- B. 2 matters – Consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body, EDA vs Jennifer McDonald et al, EDA v. Town of Front Royal et al, pursuant to Va. Code § 2.2-3711.A.7 and 8.
- C. 1 matter - Consultation with legal counsel regarding First Bank & Trust requiring the provision of legal advice by such counsel, pursuant to Va. Code § 2.2-3711.A.8.

On a motion made by Mr. Townshend, seconded by Mr. Wolfe, and the following the vote, the Board exited the closed session and certified at 10:04 AM.

Jenkins, Aye; Walter, Aye; Ashworth, Aye; Townshend, Aye; Wolfe, Aye; Martin, Aye

On a motion by Ms. Martin, seconded by Mr. Ashworth, the meeting was adjourned at 10:05 AM.