

**TOWN OF ABINGDON, VIRGINIA
ECONOMIC DEVELOPMENT AUTHORITY
REGULAR STANDARD MEETING
WEDNESDAY, FEBRUARY 12, 2020 – 3:45 P.M.
ADMINISTRATION BUILDING – 1 GOVERNMENT CENTER PLACE**

The meeting started with a joint session with the Washington County, Virginia Industrial Development authority, then the regular Standard meeting of the Economic Development Authority which held on Wednesday, February 12, 2020, at 3:45 pm in the conference room at the Administration Building, 1 Government Center Place, Abingdon, Virginia.

**A. WELCOME, CALL TO ORDER, AGENDA REVIEW and APPROVAL - by
Nathan Berg – Chairman**

Meeting called to order.

B.ROLL CALL, ASCERTAIN QUORUM, REVIEW OF AGENDA

Members of the Board Present: Ms. Shanna Carrico
Mr. Robert Trevorrow
Mr. Kenneth Shuman
Mr. Don Adams
Mr. Nathan Louis Berg

Members of the Board Absent: Mr. Ernest Daniels
Mr. Alex Brown

Administrative/Town Staff: Tonya Triplett, Community Development
Coordinator
Jayne Duehring, Director of Tourism
Mrs. Janice Dornon, Administrative Assistant

Comprising a quorum of the Board

B. APPROVAL OF MINUTES

- December 12, 2019

Mr. Berg made a motion to table the approval of the December 12, 2019 minutes until the next EDA Regular Meeting on April 9, 2020.

D. DISCUSSION ON JOINT MEETING WITH THE IDA

EDA members discussed the success of the joint meeting with the Washington County Industrial Development Authority and the Enterprise Zone.

Tonya Triplett explained the benefits of the Enterprise Zone to the EDA. The EDA hopes to enter into an agreement with the IDA and ask that they continue the Enterprise Zone through to downtown Abingdon. With the Enterprise Zone, there can be three separate parcels under the same umbrella. Under the Enterprise Zone, applicants would have additional resources available to them. The EDA may be able to petition the county IDA for unused acreage under the Enterprise Zone.

E. ECONOMIC DEVELOPMENT DIRECTOR REPORT

Tonya Triplett made the following announcements:

- Mr. Triplett has two new applicants for the façade improvement program, Cutting Up Hair Salon and Farmers Mutual Insurance. Air Serve has started their improvements but these are not complete therefore deadlines are not being met. Highlands Ski Haus received funds previously but is Going Out of Business.
- Ms. Carneal owner of the Greenway Trigg Building is asking if the façade improvement funds can be used to have a tree removed from the front of the property. Mr. Carneal initially applied for funds to install handrails on the stairs in the front of the structure. Mr. Shuman's responded that they would need to submit a new plan showing the imposed changes. Ms. Carneal is welcomed to come before the EDA at the April 9th meeting to discuss the changes.
- Mr. Triplett reported on the Business Challenge stating three applicants have secured spots on Main Street to open a business. One of the applicants would like to open a daycare for 50 infants. Mr. Triplett informed the group that there is a need for fifteen hundred daycare spaces for children in the Abingdon area.
- Ms. Triplett reminded the group of the training that is being offered to EDA members with a suggestion that all members should attend if possible.
- Mr. Triplett let the committee know that there is a need for a Community Impact Study. Ms. Carrico suggested that Mr. Triplett reach out to People's Incorporated for suggestions on the Community Impact Study.

F. TOURISM DIRECTOR REPORT

Jayne Duehring made the following announcements:

- Ms. Duehring stated that the January Jams broke even with 70% of the budget was realized.
- The Abingdon Session sales are currently at 79% on budget.
- Ms. Duehring discussed the need for the Community Impact Study and that the impact could impact the 5-year strategic plan.
- Ms. Duehring said that since the launch of the website that web traffic is up 25%. Several people are requesting a printed brochure with some downloading the electronic version.
- Ms. Duehring stated that meals & lodging taxes are up 3% from this time last year. Hotel room rentals are up 12% from the previous year's totals.
- Ms. Duehring and her staff have been speaking with the administration at the Martha Washington Inn to see if they could work out a package deal for the groups coming into town. If they could sell 20 packages for groups of 35, the Martha Washington Inn stands to gain approximately \$92,000 in revenue.

G. OFFICER & COMMITTEE REPORTS, UNFINISHED BUSINESS

1. Mr. Berg told the committee that Alex Brown has accepted a permanent position in Atlanta, GA and would no longer be able to serve as an EDA member. Mr. Berg will make Kim Kinsley aware of Mr. Brown's decision so that the vacant position may be advertised.

2. Mr. Berg and Ms. Carrico have been to the bank to have the signature card changed into their names as existing members of the EDA. Ms. Carrico said that she have paid all the outstanding bills for the EDA.

3. Mr. Berg submitted a Non-Departmental Budget application for \$16,000.00. Mr. Berg will send a copy of the application out to the EDA members. The criteria used for the application were: (1) Funds for façade improvements, (2) Training EDA members, and (3) website creation. A financial statement will need to be produced for the applicant's interview.

4. Mr. Berg has reached out to Matt about the cost of the new website, Matt has not responded, Mr. Berg will be reaching out to other vendors for website pricing. The new website would be connected to the Towns website with a connection to the Tourism webpage. The new website would be designed to aesthetically match the existing Town webpage.

5. Mr. Berg also reminded the group of the training opportunity the week of May 18-20, the plan is to leave on the 18th. The training is being held in Roanoke, Virginia. EDA will pay for all the expenses incurred, to include meals & lodging.

H. NEW BUSINESS

1. Mr. Berg would like for the committee to formulate a 2020-2021 budget with specific goals such as:

 Façade funds.

 List categories of things to advocate spending

 List what percentage of the funds will go toward future goals

2. Ms. Triplett informed the members that the Town Council recently changed the ordinance on Boards & Commission. Now if a member misses 3 consecutive meetings or 3 out of 5 meetings they can be removed from the board.

3. Mr. Shuman suggested that Ms. Lisa Quigley should be included in the EDA meeting along with the new Director of Abingdon Main Street, Nicole Childress.

J. PUBLIC COMMENTS – None

K. OLD BUSINESS/MATTERS NOT ON THE AGENDA - None

L. ANNOUNCEMENTS

1. The next EDA meeting will be April 9, 2020, in the Arthur Campbell Room, first floor of Town Hall.

M. ADJOURNMENT

The Chairman adjourned the meeting.

The roll call vote was as follows:

Ms. Shanna Carrico
Mr. Robert Trevorrow
Mr. Kenneth Shuman
Mr. Don Adams
Mr. Nathan Berg

Aye
Aye
Aye
Aye
Aye

Meeting adjourned at 4:47 P. M.



Nathan Berg, Chairman



Janice Dornon, Secretary