

AGENDA
MIDDLESEX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY
Boardroom of the Historic Courthouse, Saluda, Virginia
Thursday April 20, 2023
9:30 A.M.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – March 16, 2023 Meeting
4. Tourism/Marketing/Promotion Report – Ms. Law
5. Treasurer’s Report
6. Old Business
 - A. FY 23-24 Budget – Mr. Funkhouser
 - B. Grant Guidelines/Policy – Mr. Funkhouser
7. New Business
8. Reports/Information
 - A. BOS/EDA Steering Committee Meeting – No April Meeting – Next Meeting 05/04/23
 - B. Committee Reports
 - i. Tourism
 - ii. Aquaculture/Agriculture/Forestry
 - iii. Business & Community Development
 - iv. Workforce Development
 - C. Executive Director – Mr. Funkhouser
9. Chairman’s Comments
10. Board Member Comments
11. Adjournment

Next Scheduled Meeting Date: 05/18/23

**THE MINUTES OF THE MARCH 16, 2023 MEETING
ECONOMIC DEVELOPMENT AUTHORITY OF MIDDLESEX COUNTY
IN THE BOARDROOM OF THE HISTORIC COURTHOUSE
SALUDA, VIRGINIA**

Present: John Anzivino, Chairman
James Reed, Vice-Chairman
William Cawthorn, Treasurer
Celane Roden, Secretary
Gerald Crittenden
Joe Heyman
Hallie Holmes

Absent: None

Staff: Trenton Funkhouser, Executive Director

CALL TO ORDER

The March 16, 2023 meeting of the Economic Development Authority of Middlesex County (the “EDA”) was called to order by Chairman Anzivino at 9:30 a.m. in the Boardroom of the Historic Courthouse, Saluda, Virginia. He noted all members were present and a quorum was present.

APPROVAL OF AGENDA

The Chairman asked for any changes to the Agenda. No changes, by unanimous vote, on motion of Mr. Heyman and seconded by Mr. Reed.

APPROVAL OF MINUTES

The Chairman asked if there were any additions, changes or other revisions to the minutes.

The minutes of the February 16, 2023 meeting, with noted typographical corrections, were unanimously approved, on motion of Ms. Roden, seconded by Mr. Heyman.

TREASURER’S REPORT

Mr. Funkhouser noted the monthly summary of Savings, CDs and Checking Account information. He noted two expenditures for Restaurant Week advertising with the Southside Sentinel and starting a print and on-line subscription with the Southside Sentinel. Mr. Funkhouser noted the TreasuryDirect account still has a temporary lock pending mailed verification of the identities of he and Mr. Cawthorn. EDA members generally discussed options to invest available funds in short or longer term CD’s.

The Treasurer’s Report was accepted as presented, by unanimous vote, on motion of Mr. Reed, seconded by Ms. Roden.

OLD BUSINESS

A. Bylaws Review – Mr. Anzivino noted a revised version was in the agenda package for review. The Director noted he believed all requested revisions were addressed in the current draft and reviewed the significant amendments. Following general discussion of the document and proposed revisions, the EDA voted unanimously to approve the current draft, subject to review by County Attorney, on motion of Mr. Heyman, seconded by Ms. Holmes.

B. Grant Requests – Gamechangers & Juneteenth – Mr. Funkhouser noted Ms. Beverly was unable to attend in person but is available by phone if needed. EDA members continued their conversation of grant policy options and previous support of both events. The EDA noted the need to support grantees with agreed reporting metrics. Ms. Roden encouraged options for organizations to share resources such as tents, publicity, etc. EDA members concurred in continuing support at the previous grant level with the understanding there is no obligation for the same or any level of support in future years [subject to any guidelines, policies and available funds].

A grant of \$5,300 to assist with sponsoring costs associated with the Juneteenth and/or Motown-The Musical events was approved by unanimous vote, on motion of Ms. Roden, seconded by Mr. Heyman.

C. Grant Request – 2nd Saturdays – Mr. Funkhouser asked for deferral of this item as no organizational representatives are available.

D. FY 23-24 Budget – Mr. Funkhouser reviewed the basic revenue and expenditure exchanges with the County such as the Transient Occupancy Tax, general County contribution to EDA expenses and serving as payroll agent for any EDA employee. He reviewed prior year EDA budgets and current year performance noting revenues and expenditures trends were expected (meeting targets).

He reviewed various revenues and expenses of the County provided to or managed by the EDA. He clarified County does not provide the \$4,500 match for the VA Commission of the Arts grant. He reviewed specific examples of current year expenditures and previewed a draft FY 23-24. Members noted various options to provide for grants, promotion expenses, etc. Members also noted a need to have a Meals/Entertainment line expense for events such as Annual Christmas Dinner and similar hospitality functions. Mr. Funkhouser noted little Bond Revenue potential, moderate interest income increases and the longer-term anticipated revenue “bump” when Equity Lifestyles reopens the former Boy Scout camp.

Mr. Anzivino requested a proposed budget by Director for the April 20th EDA meeting.

NEW BUSINESS

A. Grant Guidelines Policy – Mr. Funkhouser reviewed three examples provided in the agenda package ranging from simple to more comprehensive/complex. Mr. Anzivino asked members to contact the Director with any questions or comments or suggestions on this topic.

There was general member discussion of a need to have adequate information relative to qualifications for sponsoring a given type of event at a given funding level.

No action taken or required.

REPORTS/INFORMATION

A. BOS/EDA Steering Committee – 03/09/23 Meeting. Mr. Anzivino noted his remote participation and Mr. Reed’s personal attendance. He also reviewed the initial exploratory discussions to develop a regional Marine Industrial Park in Middlesex in cooperation with the Mathews County EDA [at their request]. He also noted the potential of various sites in Deltaville area for public and/or private development/improvement and members briefly discussed different business models (degree of private/public investment, management, etc.) and the types of businesses and jobs created. Mr. Anzivino noted review of county sites for possible development readiness improvement continues and workforce housing project at Cook’s Corner continues to languish due to a several million dollar gap in funding. He indicated continued pleasure in working with the Board Representatives on EDA matters.

Mr. Reed concurred in his satisfaction with meeting and noted his support for working on any local and regional solutions that help Middlesex.

B. Committee Reports – Mr. Anzivino noted his appreciation for responses to interest in participating on various committees created at last meeting. He indicated the need for some basic work plans and milestones to guide regular meetings of the committees. He noted various topics or project ideas committees could pursue and provide recommendations on actions and recognized the depth and breadth of possible work.

Mr. Anzivino reviewed responses received and his proposed committee assignments for two primary members and back-up/alternate members. Members concurred with the proposed assignments with modification of Mr. Anzivino moving to Business and Community Development from Infrastructure by switching with Mr. Crittenden. Slate of Members, as revised, approved unanimously, on roll call vote, on motion of Mr. Heyman, seconded by Mr. Cawthorn.

C. Executive Director – Mr. Funkhouser noted the Tractor Supply store site plan was approved by the Planning Commission, the local VA250 Committee was approved by the Board of Supervisors with a kick-off meeting planned for 04/03/23 at 2:00, a similar meeting for ARPA is scheduled for 03/22/23 @ 2:00 and job fair planning coordinated by Ms. Law is ongoing. He also noted participation in a Urbanna Main Street strategic planning session coordinated by VA Department of Housing & Community Development and Whitney Law’s participation in the second of four Tourism Action Plan meetings for Urbanna coordinated by the Virginia Tourism Corporation (VTC).

D. Tourism – Mr. Funkhouser and Ms. Law noted continued planning for job fair in May and plans for conducting some business sector meetings with groups from Campgrounds, Marinas, Restaurants/Hospitality, Museums, Retail and Professional Services based on a visitation calendar focused on business needs and optimum advertising markets/timing.

She noted continued progress on two VTC grants with ad campaigns in progress and work with Waterway Guide on marine industries promotions portion of one of the VTC grants.

Members discussed timing and location options for the Job Fair and the names of various people and/or businesses that could participate and benefit from the event.

CHAIRMAN'S COMMENTS

The Chairman expressed his appreciation for the work of the EDA during the meeting.

BOARD MEMBER COMMENTS

Mr. Heyman recommended moving Ms. Law's report to earlier in the meeting in appreciation for giving Ms. Law to "stay" or "go" if agenda isn't relevant to her services and Mr. Anzivino also suggested moving any speakers, guests to earlier in the agenda for a given meeting.

Mr. Heyman asked about specific approaches various committees may pursue relative to their "mission".

ADJOURNMENT

Meeting was adjourned at 11:33 a.m. by acclamation.

John Anzivino, Chairman
Middlesex County Economic Development Authority

Celane Roden, Secretary
Middlesex County Economic Development Authority

Economic Development

Trenton L. Funkhouser, AICP
Executive Director

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Economic Development Authority

John Anzivino, Chair
James Reed, Vice-Chair
William Cawthorn, Treasurer
Celane Roden, Secretary
Gerald Crittenden
Joe Heyman
Jean Hallie-Holmes

April 20, 2023

TO: Economic Development Authority
FROM: Trenton L. Funkhouser, Executive Director
SUBJECT: Treasurer's Report

The monthly Summary of Checking Activity & CD/Savings Account balances is attached for your review. Typical monthly expenditures for lesser items such as phone. Please note the following atypical expenditures:

- 1) \$18,000 – Reimbursable expense through current VTC grant for advertising. Used VRR as Fiscal Agent per grant application at the time
- 2) \$5,300 – Gamechangers Grant Support for Juneteenth and/or Motown-The Musical Event (Approved by EDA 03/16/23)

TreasuryDirect – No acknowledgment of receipt of forms has been received to date and account is still “locked”.

Transient Occupancy Tax Revenue for 3rd Quarter FY 22-23 (Jan-March) is scheduled to be received in late April or May.

Middlesex EDA - CD's/Checking
03/31/23 (For 04/20/23 Meeting)

<u>Certificate #</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Rate</u>	<u>Balance</u>
XXX88635	4/26/2024	18 Months	2.50%	\$ 50,000.00
XXX57651	1/26/2024	12 Months	3.00%	\$ 80,000.00
Total - CD's				<u>\$ 130,000.00</u>
Checking (Prime)		2/28/2023	Balance	<u>\$ 221,246.62</u>
XX486704				
3/16/2023	#275 Toner Cartridges		\$ (299.00)	
3/16/2023	#276 Start small Think BIG - Feb		\$ (2,916.67)	
3/16/2023	#277 Verizon Cell Phone		\$ (48.45)	
3/21/2023	#278 VRR - Advertising (Fiscal Agent)		\$ (18,000.00)	
3/21/2023	#279 Gamechangers Grant		\$ (5,300.00)	
3/31/2023	Accounting Suite Software (Debit)		\$ (25.00)	
2/28/2023	Interest (0.36%)		\$ 65.39	
		3/31/2023	Balance	<u>\$ 194,722.89</u>
Checking (Other)				
XXXX2991			0.25%	\$ 58,174.63
XXXX2997			0.25%	\$ 58,174.64
XXXX3000			0.25%	\$ 58,104.85
				<u>\$ 174,454.12</u>
TOTAL				<u>\$ 499,177.01</u>
CD/Checking				

Notes

Transient Occupancy Tax Revenue Due from County in April for 3rd Quarter FY 22-23