

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

REGULAR MEETING MINUTES  
October 13, 2017

**1. CALL TO ORDER**

The regular meeting of The Economic Development Authority (“EDA”), of Stafford County, Virginia was held on October 13, 2017, in the Board Chambers of the George L. Gordon, Jr. Administration Center, located at 1300 Courthouse Road Stafford, Virginia at 8:04 A.M. A quorum was present.

Members Present

Joel Griffin	Chairman
Don Newlin	Vice-Chairman
Jack Rowley	
Jo Knight	
Heather Hagerman	
Howard Owen	Treasurer
Skip Causey	

Members Absent

None

Also Present:

Charlie Payne, Jr.	Counsel
Kelly Copley	Secretary

**2. APPROVAL OF MINUTES**

A. September 8, 2017

Mr. Rowley motioned for approval of the September 8, 2017 minutes. Mr. Newlin seconded.

**VOTE:** 7-0 Approved

**3. PUBLIC PRESENTATIONS**

None

**4. TREASURER'S REPORT**

A. August 2017

Unencumbered Balance - \$760,256.28

Mr. Newlin motioned to accept the treasurer's report for August 2017. Mr. Rowley seconded.

**VOTE:** 7-0 Approved

B. Bookkeeping Update

Mr. Owen informed the EDA that the County's Finance Department is preparing an MOU.

**5. SECRETARY'S REPORT**

A. November Meeting Reschedule

It was unanimously agreed to move November's meeting to November 17<sup>th</sup>, 2017.

B. 315 Update

Ms. Copley updated that the EDA has no further obligation for Suite 315 at 800 Corporate Dr.

**6. CHAIRMAN'S REPORT**

A. Bruce's Resignation

Mr. Griffin informed the EDA that Mr. Register has resigned from the county. Mr. Smith, in the interim, will be assisting with his duties while the county searched for Mr. Register's replacement. It is the hope of all that a replacement can be located by the beginning of the New Year.

B. Parks & Rec PRF

RFP has gone out and Mr. Griffin met with Bond counsel and developer to address any questions that may arise. No following actions needed at this time.

7. **WORKING GROUP REPORTS**

A. US Rt1 Property Update

Mr. Causey informed the EDA work is well underway and work should be complete within a week or two.

B. Marketing Update

Mr. Griffin would like get social media linked to the website.  
Mr. Owen suggested to put the 204 Thompson story on the EDA's webpage.

C. Germanna Update

Germanna Stafford Project is moving forward.

D. Aquia Town Center Update

Mr. Cobert informed the EDA that Mosaic has a new broker to assist in finding a new anchor tenant. Mr. Griffin requested a meeting with the EDA and the new broker.

E. Stafford Town Center Update

Mr. Smith informed the EDA a firm has been selected (StanTech) and will be at the next EDA meeting for introductions.

F. 204 Thompson

Mr. Rowley, Ms. Hagerman and Ms. Copley updated the EDA on the current stats of 204 Thompson.

Mr. Rowley undated the EDA on the roof repair bids, Ms. Copley is still gathering bids from roofing companies.

Ms. Copley is still working on Skylights and loading dock replacement.

The parking lot survey contract has been signed is underway, the environmentally study is also underway. Planning has been updated regarding rezoning.

Ms. Hagerman motioned to give the Chairman the authority to close on the “204 Thompson Parking Lot” provided the environmental study and boundary survey come back entitle as expected. Mr. Causey seconded.

**VOTE:** 7-0 Approved

Mr. Griffin motioned to identify a broker to market the 204 Thompson and US 1 Property for sale or lease. Mr. Newlin seconded

**VOTE:** 7-0 Approved

Mr. Griffin motioned for Ms. Hagerman to manage and supervise the sales and leases of 204 Thompson and all onsite tours are to go through Ms. Copley. Mr. Newlin seconded.

**VOTE:** 7-0 Approved

**8. OLD BUSINESS**

A. Made in Fred Awards

Please let Ms. Copley know if you are planning on attending the Made in Fred Awards event.

**9. NEW BUSINESS**

A. Working Groups vs. Committees

If you are having a Committee meeting Mr. Payne and or Ms. Copley know when and where the meeting is taking place.

Mr. Griffin motioned to change the name of Committees to Working Groups. Mr. Rowley seconded.

**VOTE:** 7-0 Approved

B. Part Time Staff

Mr. Griffin asked the EDA to think about what the EDA need in a part time staff member.

**10. ATTORNEY’S REPORT**

None

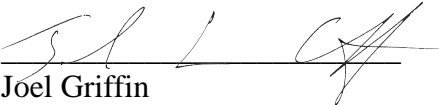
**11. ADJOURNMENT**

A. There being no further business brought before the Economic Development Authority, Mr. Griffin adjourned the meeting at 8:58 P.M. The next Regular Meeting is scheduled for Friday, November 17, 2017.

**MINUTES SUBMITTED BY:**

  
\_\_\_\_\_  
Kelly Copley  
EDA Secretary

**MINUTES APPROVED BY:**

  
\_\_\_\_\_  
Joel Griffin  
EDA Chairman