

**MINUTES
ESSEX COUNTY
ECONOMIC DEVELOPMENT AUTHORITY
MEETING OF MARCH 3, 2022**

A meeting of the Economic Development Authority of Essex County was held on the 3rd day of March, 2022, with the following present:

William A. Croxton, Chairman
Lisa Andrews, Vice-Chairman
Tim Smith – Treasurer
David Holt

Also present: Ronnie Gill, Vice Chairman of the Board of Supervisors and Kay Carlton, Town Council member.

RE: CALL TO ORDER

Chairman Croxton called the meeting to order. A quorum was met. He advised that Vice-Chairman Gill has been appointed by the Board of Supervisors (BoS) to serve as BoS's liaison and would be attending the EDA's meetings.

RE: AGENDA REVIEW

Two façade grant requests. Nothing else was added to the Agenda.

RE: APPROVAL OF MINUTES

Lisa Andrews made a motion to approve the minutes from the last EDA meeting held on February 3, 2022 and the motion was seconded by David Holt. All AYES.

RE: GUEST SPEAKERS

1) Dock Street Façade Grant Request

Robbie Shackelford requested \$2,500 for façade improvements to his Dock St. LLC's office building on Dock Street in Tappahannock. The building is visible from Rt. 17 and faces the road to the town's public boat launch. He has completed exterior renovations costing \$20,337.98, including new windows which cost approximately \$17,000.

There was a motion on the floor to approve the façade application but no second as the EDA members wanted a chance to review the application. The motion was tabled until the next EDA meeting. Vice Chairman Gill asked if the building was going to be used for office space and was answered in the affirmative. Mr. Gill stated that the Board of Supervisors just conducted their budget review of Outside Agencies and Ms. Bartholomew, from the DAW Theater, seemed confused about the EDA \$2500 façade grant and the Town of Tappahannock \$5,000 façade grant. Ms. Carlton said the Town has offered to help with applications and indicated the grants are matching grants.

Mr. Smith expressed concern that the board members had no opportunity to review the grant application. Chairman asked Mr. Shackelford and Mr. Huff to permit the board members to discuss the

grant application criteria without them present. Mr. Shackelford thanked the board and he and Mr. Huff left.

Ms. Andrews suggested that the current criteria was unclear and proposed that modifications be made. Chairman asked if she would take the lead on re-examining the criteria and proposing changes. Mr. Smith and Mr. Holt volunteered to work with her on revamping the façade grant application.

Essex Inn Façade Grant Request

Greg Huff and his wife's property management company has bought Emerson's Ordinary and plan to make a tavern out of it. He has applied for a façade grant for the Essex Inn which they also own. He had to remove, pressure wash, and repaint the Inn's original 86 shutters at the Inn for a cost of \$12,000. Other improvements include window replacement, signage, light, and landscaping. He has not applied for a façade grant for the Ordinary yet. Mr. Huff anticipates the cost for renovating the Ordinary to be between \$400,000 and \$500,000. They set up a management company to own both properties and to obtain bank financing.

Chairman advised Mr. Huff that the Board needed time to consider the application and would approve or disapprove it at the next meeting.

Tappahannock Main Street update

Ms. Sharpe was unable to attend the meeting and submitted her annual report which she had intended to cover at the meeting.

RE: TREASURER'S REPORT

Mr. Smith reported that \$10,225.35 is the balance in the checking account and there are two Certificate of Deposit with balances of \$30,923.90 and \$2,577.63 for a total of \$43,726.88. Ms. Andrews made a motion to approve the Treasurer's report and the motion was seconded. All AYES. Chairman Croxton added that the EDA will eventually run out of money and will need a budget allocation from the Board of Supervisors. He explained that the current funds came from commissions earned from underwriting county bonds years ago. Vice Chairman Gill agreed but the EDA will have to file for an appropriation and to provide details. BoS is considering its budget now for the fiscal year that commences July 1.

RE: OLD BUSINESS

Chairman Croxton stated that the federal RAISE Grant application deadline is April 15, 2022. Vice Chairman Gill stated that he thinks it will fail unless the Town and County do it together. Officials from the Town and County were scheduled to meet the following Monday to develop a Memorandum of Understanding to enable the grant application to proceed.

Chairman Croxton asked the members if they wanted to continue to meet once a month or just when something needed to be discussed. Ms. Andrews stated that she was in favor of meeting once a month as the EDA needs to do some strategic planning. Chairman Croxton agreed.

RE: NEW BUSINESS

Chairman Croxton said there were two new EDA members' appointed by BoS: Steven Ellis and James Acors. He expects them to begin participating in the EDA meetings starting next month.

RE: ADJOURNMENT

Having no further business, Chairman Croxton entertained a motion to adjourn the meeting and Ms. Andrews so moved. Mr. Smith seconded the motion. The meeting was adjourned.

Chairman of the Board, Bill Croxton