

Minutes
Economic Development Commission
October 17, 2022

A meeting was held by the Economic Development Commission on October 17, 2022 at 7:00pm. Attended by Commission members Linda Morgan, Bob McNally, Ryan Csajko, and LeAnne Tennant, in addition to the members, Commissioner Michael Bailey, Communications Specialist Ashley Bailey, and 4 members from the public.

1. Approval of minutes from September 19, 2022 meeting
 - Bob McNally approved, Ryan Csajko seconded. Motion passed 4-0

2. Ribbon cutting
 - Abloom ribbon cutting Thursday 10/20/22 morning 8:30 am – Linda, Michael, Ashley, and LeAnne will be in attendance
 - Louie’s ribbon cutting Saturday 10/22/22 at 10:45 am – Michael, Ryan will be present. LeAnne and Linda tentatively
 - Corn Crib Boutique- LeAnne will follow up with owner to schedule ribbon cutting

3. ARPA Application Review
 - EDC received 4 applications
 - i. Walkersville Volunteer Fire Company
 - Total loss due to Covid is \$231,000 and requested to receive max dollar amount
 - Applied for Covid relief funds but EDC does not know how much. EDC did not request that information. Commissioner Michael Bailey stated if EDC has additional questions, we can request for evidence. Linda Morgan suggested EDC should know the relief funding dollar amount received.
 - Ryan Csajko stated the total relief fund received is in the letter submitted to the Burgess on page 1 for \$65,413.00.
 - EDC used the total revenue average from years 2018, 2019, 2020 - 10% of average would \$38,526
 - Commissioner Michael Bailey review application, supporting documents, and EDC recommends \$38,526. All in favor and motion passed.
 - ii. Walkersville Fire Rescue Company
 - Commissioner Michael Bailey reviewed all supporting documents with the EDC
 - Average total revenue for years 2018, 2019, and 2020 is \$552,638.33
 - EDC agrees to request the following information:
 - a. Did the company receive grants from the State of MD in 2020?
 - b. Proposed amount and justification

- iii. Walkersville High School Music Booster
 - Commissioner Michael Bailey review all supporting documents with the EDC
 - EDC as a group questioned the 990 postcard submitted
 - Linda Morgan suggested the EDC know what the total revenue amount that was filed with the IRS
 - Commission Michael Bailey stated total loss for 2020 and 2021 is \$5250
 - Ryan Csajko stated the organization is requesting \$10,000
 - EDC agrees to request 990s for the last 3 years that should total gross revenue to be consistent when figuring out the grant dollar amount
- iv. Glade Elementary PTA
 - Grant request is for \$7,950
 - Commission Michael Bailey reviewed supporting documents with EDC for eligibility. He questions the subsidiary rule and also states that the reason for the request is to fund Blessing in a backpack which is a program that receives free or reduced lunch for 82 children. Once the Town received this request, he reached out to Walkersville Elementary as well. This is an issue at both schools. He will bring this up at the in Town Hall meeting for a one time allocation to help with this issue.
 - EDC came to the decision that this request was inedible
- v. Commission Michael Bailey agreed to send the letters to applicants and will send to EDC members for review via email. Applicants have 14 days from the stamped date on the letter to submit further documentation requested.

4. Questions

- Member of the public recommended to take higher total revenue year submitted by organization to allow larger grant to cover losses. Commissioner Michael Bailey stated we could review this, however, EDC would have to present to the Town Commissioners for approval. Linda Morgan stated that it would cause a consistency issue if EDC is choosing different years when it comes to the different organizations.
- Member asked about 990s, who also submitted the music booster request, she stated the 990 postcards does not have the total gross revenue if the gross revenue does not exceed \$50,000. Linda Morgan suggested to submit a financial report that is in PDF format that shows total revenue and expenses for 3 fiscal years. Preferred years 18/19/20, however, 19/20/21 would be except.

Meeting adjourn 7:56 pm