

Minutes

Economic Development Commission

April 18, 2022

A workshop was held by the Economic Development Commission April 18th, 2022 virtually via Zoom @ 7pm. Attended by Commission members Linda Morgan, Bob McNally, Ryan Csajko, and LeAnne Tennant, in addition to the members, Commissioner Michael Bailey, Town Manager Sean Williams, Communications Specialist Ashley Bailey, and guest speaker Susan Hauver, Planning Director for the Town of Walkersville.

1. Approval of minutes from February 28, 2022
 - Ryan motioned, and Bob seconded. Motion passed 4-0

2. Guest Speaker, Susan Hauver, Planning Director for the Town of Walkersville
 - Susan shared previous experience
 - Starting with Susan from the very beginning will help make the process easier
 - Businesses should visit the Town prior to visiting the County (we follow Frederick County building codes)
 - Commissioner Bailey asked if the Town gets information on businesses that register from the State. Susan stated she does not and Sean Williams stated that as well.
 - Bob McNally asked what constitutes a business in the eyes of the town. Susan referred to the zoning ordinances and it would differ if we were looking at a business through tax purposes. Linda pulled the IRS regulation which stated that if a business earns a profit 3 out of last 5 years it would be considered a business and not a hobby.
 - Linda suggested the EDC to clarify what the Town would consider a business. Linda asked if a business wanted to locate to Walkersville, do we have a document prepared on how to get started? Susan referred to the website and/or if the information is not posted, just reach out to Susan. The first step for a business locating to Walkersville should be reaching out to Susan for guidance.
 - Commissioner Bailey suggested that in the future EDC should pair up with Susan on potential areas of Economic Development, and the EDC can determine how we can work with the owners of those properties that would benefit the town from an Economic Development standpoint.
 - Bob asked if we could get a list of commercial properties that are vacant to assist with occupying. Susan will be able to send that information to EDC after filtering through spreadsheets to send the raw data.

3. Relief Fund Distribution

- Commissioner Bailey stated that auditing requirements at state and federal level will be very minimal
- Commissioner Bailey stated that he loves the tiered approach for approval of ARP funds
- Commissioner Bailey offered to write up a generic proposal and then EDC can make changes/additions through a workshop event
- Commissioner Bailey stated he would get a draft to EDC by May 6th

Prepared by LeAnne Tennant