

## Minutes

### Economic Development Commission

May 16, 2022

A meeting was held by the Economic Development Commission on May 16<sup>th</sup>, 2022 @ 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 4 members from the public.

1. Approval of meetings from April 18, 2022
  - Edits made to the first paragraph; changed second meeting to workshop
  - Bob motioned, and Ryan seconded. Motion passed 4-0
  
2. ARP Fund Distribution
  - Commissioner Michael Bailey reviewed the document he put together to help streamline the information required by businesses and non-profits; consideration for grant. The topics cover maximum allocation by category, potential awardees within each categories (non-profits), basic eligibility criteria for Non-profits, eligibility amounts based upon operating budget, and required documentation.
  - Commissioner Michael Bailey stated that ARPA will allow businesses to request a grant that covers up to 100% of loss but can't exceed 10% of their operation budget or \$50,000 whichever is greater.
  - Linda Morgan asked if we would be requiring tax form 990 from non-profits. The form 990 is publicly provided, however, suggested businesses provide it in application process. Linda stated some 990s can be 60 pages long.
  - Commissioner Michael Bailey stated businesses can drop off the application at Town Hall or via email. Town staff will review applications and/or missing evidence. Commissioner Michael Bailey stated he will create a checklist. Bob McNally asked if it would be electronically. Through the discussion, it was determined that the application and checklist will be available for applicants electronically. After the town staff members review the applicants' package, then it would be presented to EDC, and then the Burgess for the final decision. Burgess would have to approval via vote unless under \$5,000. Burgess can approval, amend, or remand back to EDC for further review.
  - Commissioner Michael Bailey stated there will be 3 decisions: Approval for the correct amount, approving an amount other than the requested amount, or denial.
  - Linda Morgan asked if there would be time for the applicant to correct errors in the application. Commissioner Michael Bailey stated EDC would deny without prejudice and give a 30 day period to correct error.
  - Linda Morgan stated we should have a timeline/ deadline in 30 day increments based on how the meetings fall. She also stated that non-profits and businesses should have a 90 day window for us to review their application if it was denied.

- Bob McNally asked what the total budget is. Commissioner Michael Bailey stated he believed the total budget for non-profits and businesses is around 1.5MM.
  - Bob Sussman asked if there were funds allocated for non-profits and businesses, however, taking non-profit applicants first. Commissioner Michael Bailey stated that was correct.
  - Non-profits and businesses should list all other grant funds received including idle loan and PPP loans.
  - Ryan Csajko asked how we would publicize the information. Commissioner Michael Bailey stated we can send email, written, and social media correspondences.
  - Linda asked if we can have a draft for the application and checklist within 30 days. Commissioner Michael Bailey asked Ashley Bailey to assist with the task and she concurred.
  - Commissioner Michael Bailey stated the other reason we would deny an applicant with prejudice is if the business is not registered.
  - Linda Morgan asked if we could vote on the application process and reviewed applicants can apply by email or via USPS mail, create checklist for the intake process, and create application. LeAnne motioned, Bob McNally seconded; vote 0-4.
3. Ribbon cutting at Rosie Cheeks Distillery
- Linda Morgan suggested EDC to purchase big scissors for future ribbon cutting. Estimated cost \$200. Commissioner Michael Bailey got approval for the purchase. Linda needs to send the link to Ashley Bailey to complete order. Linda Morgan asked what lettering we would prefer. All agreed on Town of Walkersville on both blades.
  - Ryan Csajko asked if there was a bidding process. Commissioner Michael Bailey stated for smaller purchases no but on larger purchases we can put out for bid.
  - An individual from the public suggested using a local company in Hagerstown for the personalized ribbon. She also suggested doing ribbon cuttings for business at milestone years. She is a business owner and will be celebrating her 30<sup>th</sup> year on September 22<sup>nd</sup> 2022.
  - Linda Morgan suggested to push the ribbon cutting out to social media to let the businesses/nonprofits know that we have these services/celebrations available.
  - Linda Morgan also suggested presenting a citation or a proclamation
  - Commissioner Michael Bailey suggested inviting the Burgess to all ribbon cuttings
  - Ryan Csajko stated he will email Alan with WBPA to inform about ribbon cutting services
  - Linda Morgan stated EDC will conduct ribbon cuttings in 5 year increments
4. Town Budget for EDC
- Commissioner Michael Bailey stated the Town had a workshop beginning of May. He suggested \$10,000 for EDC budget. Budget has been introduced. Next would be public hearing and then would be passed or amendments would be made. Budget does not include COVID relief funds. Those funds are separate from Town budget.
5. Questions
- Commissioner Bailey asked if EDC was okay to serve 21793. All agreed to support 21793.

Meet adjourned