

## Minutes

### Economic Development Commission

June 27, 2022

A meeting was held by the Economic Development Commission on June 27<sup>th</sup>, 2022 @ 7:03pm. Attended by Commission members Linda Morgan, Bob McNally, Ryan Csajko (virtually), and LeAnne Tennant, in addition to the members, Commissioner Michael Bailey, Communications Specialist Ashley Bailey, and 1 member from the public.

1. Approval of minutes from May 16<sup>th</sup>, 2022
  - LeAnne motioned, and Commissioner Michael Bailey seconded. Motion passed 4-0
2. ARP Fund Update
  - Commissioner Michael Bailey met with Burgess and Commissioners which approved EDC proposal
  - Next steps is to create an application; web based and a paper application
  - Bob McNally asked both applications could be the same in PDF format – all agreed on a fillable PDF
  - EDC would be able to approve up to maximum cap/amount. Any amount requested over maximum cap/amount will be up the Burgess and Commissioners for an exception.
  - Linda Morgan asked what does the Town staff expect from us now. Commissioner Michael Bailey stated that EDC will need Town staff to create the application, EDC will set time application period, share information with non-profits, set a workshop to review applications, and submit to the Burgess and Commissioners for final approval.
  - Ryan Csajko asked if there is a timeframe. Commissioner Michael Bailey states as soon as possible, but first EDC needs an application and date range for submissions (which can be agreed on by email). By August, EDC should have those items completed.
  - Commissioner Michael Bailey stated if we can aim to review non-profits by end of calendar year and then move to other business entities beginning of year 2023.
  - Commissioner Michael Bailey suggested 2 listening sessions for other business entities to understand their roadblocks, challenges, support they received or did not receive. The Burgess and Commissioners will show up for those events.
  - Linda Morgan suggested to start thinking about dates this fall, possibly September through mid-November. Commissioner Michael Bailey will work with Ashley Bailey to coordinate dates for listening sessions. Linda Morgan suggested listening sessions in place of EDC monthly meetings. Commissioner Bailey suggested to partner with WBPA.
3. Town website
  - Agenda and minutes are available on the website for the public to view
  - Agenda should be completed to the Wednesday prior to the EDC meeting

- Linda Morgan asked if we can add links to the website. Communications Specialist Ashley Bailey stated the town would like to keep the website clean. Linda suggested to add FB link, WBPA meetings, ribbon cuttings, etc.
  - Linda Morgan suggested to congratulate the new Frederick County EDC director on Walkersville EDC Facebook page.
  - Communications Specialist Ashley Bailey is working on getting an ETA for the scissors.
  - Linda Morgan asked if there has been any request for ribbon cutting. Ryan Csajko attended WBPA to share that EDC is offering ribbon cuttings.
4. Additional questions
- Bob McNally asked if EDC budget was approved. Commissioner Michael Bailey stated that \$10,000 was approved.
  - Bob McNally suggested to start project planning and/or working with vacant commercial building owners to get buildings occupied. EDC can meet with these owners to understand challenges, roadblocks, etc.
  - Bob McNally suggested limitations on type of businesses. He used the pizza place where Renzi's was located as an example of multiple business turnover.
  - Linda suggested to have a commercial real estate agent to share information on how to attract diverse businesses to the Walkersville area.
  - EDC will hold a workshop July 18, 2022

Meeting adjourned 7:52pm