



**TOWN OF BOWLING GREEN
ECONOMIC DEVELOPMENT AUTHORITY MEETING**

A G E N D A

**Thursday, June 18, 2020
6:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

UNFINISHED BUSINESS:

- [1.](#) Approval of February 24, 2020 Meeting Minutes

NEW BUSINESS:

- [2.](#) Future Use Map
3. Discussion; New member to be appointed to the Board

INFORMATIONAL ITEMS

- [4.](#) Voucher Program

CLOSED SESSION:

RECONVENE:

ADJOURNMENT

**TOWN OF BOWLING GREEN
ECONOMIC DEVELOPMENT AUTHORITY
MINUTES**

FEBRUARY 24, 2020

CALL TO ORDER AND QUORUM ESTABLISHED: Chairman, John Lane called the meeting to order at 6:30 PM and noted that a quorum of the EDA board was present.

MEMBERS PRESENT: Chairman John Lane, Glenn McDearmon, Donny Cutlip, Jean Davis, David Storke and Dan Webb.

OTHERS PRESENT: Jo-Elsa Jordan, Economic Development Coordinator

MEMBERS ABSENT: Hardy Dunnington

UNFINISHED BUSINESS:

1. Approval of January 27, 2020 Minutes

A motion was made by David Storke with a second by Glenn McDearmon to approve the January 27, 2020 minutes. The meeting minutes were approved by a unanimous vote by the board.

NEW BUSINESS:

1. Welcome New Member, Dan Webb, to the Board.
2. Development of Marketing Material.
Jo-Elsa and Dan Webb will work together to prepare a strategic target marketing plan and identify viable prospects for development in the Opportunity Zone.
3. David Storke moved and Dan Webb seconded to request 10k from Town Council.

There being no further business to come before the board, John Lane adjourned the meeting at 7:34 p.m.

Respectfully submitted:
Jo-Elsa Jordan, Economic Development Coordinator

Approved:
John Lane, Chairman

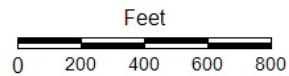
Caroline County, Virginia

Legend

- County Boundary
- Parcels
- Roads (12,000)
- Interstate
- US Highway Primary
- State Highway Primary
- Secondary
- Secondary - 0
- Null
- Roads - Back (12,000)
- Interstate
- US Highway Primary
- State Highway Primary
- Secondary
- Secondary - 0
- Null
- Road Labels



Map printed from Caroline
<http://caroline.mapsdirect.net/>



Title: Rt. 301 Commercial Corridor Map

Date: 3/9/2020

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Caroline County is not responsible for its accuracy or how current it may be.

Bowling Green Small Business Stimulus Vouchers

May 18, 2020

Details: At the Thursday, May 7, 2020 Town Council meeting, the suggestion was made by Council Member, Glenn McDearmon, to offer a \$50 voucher to Bowling Green residents that could be used to support businesses in Town. Council Member, Valarie Coyle, suggested that other jurisdictions are offering five (5) \$10 vouchers to encourage a wider distribution of funds among various businesses in Town. Jo-Elsa Jordan, Economic Development Coordinator, agreed to assist in facilitating the program. Town Treasurer, Melissa Lewis, and Jo-Elsa Jordan discussed aspects of the program and determined the basic steps necessary to execute. These steps are outlined below.

- Each household in the Town of Bowling Green will receive five (5) \$10 vouchers in the mail to be used at participating businesses through December 31, 2020.
- Businesses able to participate will be limited to privately owned, small businesses in Town. Corporate businesses (i.e. Food Lion, Walgreens, Dollar General, Family Dollar and Shell) are excluded from the program.
- Vouchers will be numbered with identifying serial numbers that will correspond with the household to which the vouchers were issued.
- Businesses are able to accept each voucher at full value, but are not permitted to offer customers the difference of the purchase in cash. This restriction will be noted on each voucher.
- Business owners are required to staple a receipt to each voucher associated with the purchase and submit to the Bowling Green Business Office during normal business hours. (M-F, 9am-5pm).
- Reimbursement checks will be issued on Friday of each week and will be mailed to business owners no later than the following Monday. (Business owners are asked to submit vouchers by Wednesday in order to be included in the issuance of checks on Friday.)

Step 1 (Melissa): Generate list of households/addresses in the Town of Bowling Green and determine the number of households for budgetary purposes.

- Per an email from the Town Treasurer on 5/15, 415 households will receive vouchers, totaling \$20,750.00.

Step 2 (Jo-Elsa): Contact business owners in Town to determine participating businesses.

Step 3 (Jo-Elsa): Create verbiage to be used on vouchers.

Step 4 (Jo-Elsa): Secure graphic artist to design voucher.

Step 5 (Jo-Elsa): Print vouchers.

Step 6 (Jo-Elsa): Mail vouchers.

Step 7 (Staff): Accept vouchers/receipts from business owners.

Step 8 (Staff): Issue reimbursement checks and mail to business owners.