



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

A G E N D A

**Tuesday, December 18, 2018
6:30 AM**

CALL TO ORDER AND QUORUM ESTABLISHED:

UNFINISHED BUSINESS:

1. Approval of November 5, 2018 Minutes

NEW BUSINESS:

2. VEDA Cardinal Program
3. Approval of Legal Services Invoices
4. Facade Improvement Grant Request.

CLOSED SESSION

ADJOURNMENT

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

**MINUTES
SPECIAL MEETING
NOVEMBER 5, 2018
5:30 PM**

I. CALL TO ORDER AND QUORUM ESTABLISHED

Chairman John Sieg called the Special Meeting of the Board of Directors of the Economic Development Authority of the Town of Bowling Green to order at 5:34 P.M. Present were Board members Hardy Dunnington, John Lane, Glenn McDearmon, John Sieg, and David Storke. Absent was Board member Tyler Gibson.

II. CLOSED MEETING:

Board member David Storke moved that the Board convene in Closed Session, in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. The motion was seconded by Board member Hardy Dunnington and was approved unanimously by the Board members present.

III. RETURN TO OPEN SESSION

Board member Hardy Dunnington moved that the Board reconvene to open meeting. The motion was seconded by Board member David Storke and was approved unanimously by the Board members present.

Chairman John Sieg read the following Certification as required by Section 2.2-3712 (D): to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. No Board members registered any exceptions to the certification and it was approved unanimously by the Board members present.

IV. ADJOURNMENT

There being no further business for the Board's consideration, Chairman John Sieg adjourned the meeting at 6:39 P.M.

Virginia Economic Developers Association Cardinal Community Assistance Program

Background

Generally communities understand the concept of economic development and have a realistic view of their fiscal health. In most cases this leads to the realization that development and growth are critical to their long-term survival. There are times, however, when communities can be overwhelmed by their circumstances and for economic development lack the expertise to fully assess their situation and opportunities. "Getting started" and "knowing where to go" is often the most difficult part of any task and it is particularly so for communities having many mandated responsibilities, but limited resources to accomplish them. Therefore, the Virginia Economic Developers Association (VEDA) is offering the Community Assistance Program to assist communities facing extraordinary economic needs or a disaster-related crisis, review their options and initiate a development strategy.

To implement this program VEDA is turning to a special group of its members, the Cardinals. Since 1988, VEDA has recognized members' leadership in the economic development field, outstanding professional accomplishments, and service to the organization through the Cardinal Award. There are now 31 Cardinals; award winners serve on the Cardinal Council, established by the VEDA Board in 2005. The Council is a deliberative resource for the Board on an as-needed basis. The Cardinal Council enthusiastically supports the Community Assistance Program and welcomes the opportunity to further serve the economic development interest of the Commonwealth and her localities.

Program Description

The Community Assistance Program will provide a **community group with a recognized role in economic development** an unbiased review of its current economic development situation through the eyes of development practitioners with decades of state, regional and local experience. It is envisioned the vehicle for this assistance will be dialogue between local business, economic and political leadership and the Cardinal Team (CT). The CT would review data/profiles/information provided by the community prior to in-community tours and meetings. Material prepared by the community would include:

1. economic base situation
2. description of existing economic development effort
3. self analysis of product/readiness for development/deficiencies
4. identified potential opportunities
5. community's desires/priorities/commitment

It is envisioned the CT would spend approximately one day in the community in meetings with the community's leadership and touring/observing the area. The following half-day the CT would share their thoughts, analysis and recommendations. The community would be expected to provide a scribe to summarize the findings and to produce a public report. Should specific issues and/or questions arise during the dialogue for which additional research and reflection is warranted the Cardinal Team will prepare an additional document addressing these items.

Eligible Communities

All community groups with a recognized role in economic development would be eligible for this program. It will be the community group's responsibility to demonstrate their need for access to this program. There is a clear belief that all communities impacted by disaster situations (natural or man-made) should receive priority and would qualify. For other communities going through fundamental economic change, experiencing unprecedented unemployment, facing major employer closings or changing their economic development leadership or structure, the burden will be placed on them to build the case as to why they should receive assistance.

Community/Group Responsibilities

There will be no charge for the program although the community group will be expected to cover travel expenses of the Cardinal Team (normally two or three). In addition to the requirements listed in the Program Description and Eligible Communities sections, communities in the application process must assure the locality is committed to development and their elected and appointed leadership will participate in the process. Communities are encouraged to dovetail their request for this assistance with other available resources such as the CDBG planning grants for community needs or economic assessments.

Selection/Application Process

Applications will be made to the Executive Director of VEDA and received on a rolling basis. A community's application should be in the form of a letter from the chief administrative officer or the community group's designated leader and include the following:

- The community's statement of their economic health (not necessarily a complete economic base analysis, but sufficient information to demonstrate status of the drivers of the local economy).
- Must convey any specific local concerns they want the Cardinal Team to address.
- Must make an expression of elected and appointed leadership commitment for local efforts toward economic development.
- Must agree to reimburse Cardinal Team for travel expenses.
- Must establish a local point of contact in order to make arrangements.

A Selection Review Committee consisting of three VEDA members (one of whom to be the Chair) and two Cardinals will be appointed by the VEDA President to review and approve applications. The President will name the Chair. Once established the Review Committee may establish cut-off dates for applications and amend the application process as conditions warrant. Applications involving emergency situations would be considered immediately by the committee chair who in consultation with committee members would decide on approval or denial.

W.V. DeLoach
6 27485 Sunshine Rd.
Ruther Glen Va 22546

SOLD TO MARK GAINES		SHIPPED TO		VIA
ADDRESS 105 W MAIN ST.		ADDRESS SAME		
CITY, STATE, ZIP		CITY, STATE, ZIP		
CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE 9-15-18

* Will Provide Plans AND Permits

1. Will FRAME A Roof over existing I Beam Structure

2 Will install 3 Dimential Shingles (color opt.)

3. Provided Electrical connection will install (4) 4' lights
1 Rec. in gable

4. Ceiling will consist of PVC.

5. Will Remove ALL TRASH AND Debris

* Paid in Full 12/10/18 → 5000.00

Pymts AS follows

1st pymt ~~2000.00~~ to START Paid 11/30/18 2000.00
 3000.00 After Final paid 12/10/18 3000.00
 Inspection from County ch# 1234

~~Paid in Full and Payment~~

Paid in Full W.V. DeLoach

**Town of Bowling Green
Economic Development Authority
Façade and Streetscape Improvement Program Grant Application**

Applicant Business Name: CHASE Street Hops LLC

Business Location Address: 115 N Main St, B.G.

Applicant Name/Business Representative: MARK GAINES

Business Property Owner Business Tenant

Applicant Contact/Mailing Address: PO Box 1395

Bowling Green, VA. 22427

Applicant Daytime Phone Number: 540-907-0369

Applicant e-mail Address: chasestreethops@gmail.com

If Tenant, Name/Address of Building Owner: Virginia Limbrick

18566 Chase St, Bowling Green VA. 22427

Owners Written Consent for Improvement Project is Attached

Type of Improvements Proposed:

Painting/Cleaning Awnings Doors/Windows/Shutters Signage

Restoration of Masonry/Other Exterior Features of Building Streetscape Improvements

Other

Describe the Improvement Project: A Frame Roof on existing I

Beam structure, 30 mineral shingles, vinyl Board

wrap, vinyl underneath with 5 recessed LED lights

and a recessed receptacle for a future sign

on the Gable end.

Attach supporting materials, including current pictures of the building to be improved and, as appropriate, drawings or plans that show the improvements proposed, paint color samples or other material samples or specifications, and any other materials that will give the EDA Board a comprehensive understanding of the improvement project.

Total Estimated Cost of Façade/Streetscape Improvement Project: \$5000⁰⁰

A Cost Estimate from a Professional Contractor is Attached

A Schedule of Estimated Material Costs, if Separately Purchased, is Also Attached

The Economic Development Authority Board of Directors will provide a grant for 50% of the final documented actual cost, up to a maximum of \$2,500, after the completion of an approved façade/streetscape improvement project. Any variation from the project proposal without prior approval of the EDA Board may jeopardize the entire project's grant funding. Additional work beyond what is included in the project proposal will not be approved for grant funding without advance approval of the EDA Board.

Mark Sami

Applicant Signature

Date

For Official Use Only

Date Received: _____

Zoning Administrator's Comments: _____

Improvement Grant Approved

Improvement Grant Rejected

Chairman, EDA Board of Directors

Date

Additional EDA Board Comments/If Rejected, Reasons: _____

