



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

A G E N D A

**Tuesday, September 18, 2018
6:30 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

UNFINISHED BUSINESS:

1. Approval of August 21, 2018 Minutes

NEW BUSINESS:

2. EDA Telephonic Participation Policy
3. AP Hill Liaison
4. Route 301 Development Opportunities

ADJOURNMENT

TOWN OF BOWLING GREEN
ECONOMIC DEVELOPMENT AUTHORITY
MINUTES

August 21, 2018

CALL TO ORDER AND QUORUM ESTABLISHED: Chairman, John Sieg called the meeting to order at 6:29 PM and noted that a quorum of the EDA Board was present.

MEMBERS PRESENT: Vice Chairman John Lane, David Storke, Hardy Dunnington, Tyler Gibson and Glenn McDearmon.

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager, A. Reese Peck, Events Coordinator, Jo-Elsa Jordan and Alexander "Sandy" Graham, Jr. of Williams Mullen.

UNFINISHED BUSINESS:

A. **Hotel Project:**

Glenn McDearmon moved and seconded by John Lane that in accordance with Section 2.2-3711(A)(8) of the Code of Virginia, the Board entered into closed session for discussions and consultation with legal counsel employed or retained by the Authority regarding a specific legal matters requiring the provision of legal advice by such counsel. Motion passed unanimously.

The Bowling Green EDA Board Members voted unanimously to come out of closed session with a motion by Glenn McDearmon and seconded by Tyler Gibson.

Glenn McDearmon read the following certification.

Whereas, the Bowling Green EDA has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 D. of the Code of Virginia requires a certification by the Bowling Green EDA members that such closed meeting was conducted in conformity with Virginia law;

Now Be It Resolved, that the Bowling Green EDA this the 24th day of July, 2018, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Bowling Green EDA.

Each member then certified to the above.

B. **EDA Budget Review FY19:**

With a motion made by David Storke and seconded by John Lane, the EDA board voted unanimously to request that the fund balance in the Economic Development Fund be appropriated for use of the Economic Development Authority.

C. **Payment of Williams Mullen invoice:**

With a motion by David Storke and seconded by John Lane, the EDA board voted to pay the Williams Mullen invoice (\$3,187.00) for legal counsel concerning the hotel development project.

With a motion by Glenn McDearmon and seconded by David Storke, the EDA board voted to record the Northview property deed and pay any costs associated with said recording.

NEW BUSINESS:

- A. Approval of Minutes
 - 1. July 24, 2018 minutes were reviewed and approved by the Board with a motion made by Glenn McDearmon and seconded by David Storke.
 - 2. August 13, 2018 minutes were reviewed and approved by the Board with a motioned by Glenn McDearmon and seconded by David Storke.

There being no further business to come before the Board, John Sieg adjourned the meeting at 7:49 p.m.

Respectfully submitted:
 Jo-Elsa Jordan, Events Coordinator

Approved:
 John Sieg, Chairman



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: EDA Telephonic Participation Policy
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - By Motion
PRESENTER: Reese Peck, Town Manager
PHONE: 804-633-6212
EMAIL: TownManager@townofbowlinggreen.com

BACKGROUND / SUMMARY:

Policy to allow individual Council members to participate in meetings of the Town of Bowling Green by electronic means as permitted.

ATTACHMENTS:

Proposed Policy
Virginia State Code § 2.2-3708.1.

REQUESTED ACTION:

Motion to approve the Policy

§ 2.2-3708.1. Participation in meetings due to personal matter; certain disabilities; distance from meeting location for certain public bodies

A. A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, and the public body holding the meeting records in its minutes the specific nature of the personal matter and the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

Such participation by the member shall be limited each calendar year to two meetings;

2. If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3. If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting records in its minutes the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

B. Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

2. A quorum of the public body is physically assembled at the primary or central meeting location; and

3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

6 07, c. [945](#);2013, cc. [119](#), [694](#);2014, cc. [492](#), [524](#);2017, c. [616](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

It is the policy of the Town of Bowling Green Economic Development Authority that individual Authority members may participate in meetings of the Town of Bowling Green Economic Development Authority by electronic means as permitted by Virginia Code § 2.2-3708.1. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of Authority to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, such as participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

Individual participation from a remote location shall be approved unless such participation would violate this policy of the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.