



**Surry County Economic Development Authority
of Surry County Virginia**

MINUTES OF MEETING

April 25, 2024@ 6:00 P.M.

Meeting Location: General District Courtroom, 45 School Street, Surry, Virginia 23883

Physical Address of Authority Office: 203 Church Street, Surry, Virginia 23883

MEETING CONVENED

A meeting of the Surry County Economic Development Authority (EDA) was called to order at 6:12 p.m. by Chairman Myron Wooden.

ATTENDANCE

The meeting was opened with the following members present;

Mr. Myron Wooden	Present
Mrs. Joyce Henderson	Present
Mr. Trenton Howell	Present
Mr. Howell Godfrey	Present (delayed arrival)
Mr. Terry Lewis	Absent
Mr. John Price	Present
Mrs. Janet Monahan	Absent

The meeting was officially opened by Chairman Myron Wooden with all invited to share a Moment of Silence followed by the Pledge of Allegiance.

AGENDA REVIEW AND ACCEPTANCE (or accepted modifications)

A motion was made by Mr. Trenton Howell and seconded by Mrs. Henderson to move the adoption of the by-laws from its current place on the agenda to after the citizen comments. The agenda was accepted as presented with the necessary modifications made.

Roll Call

Mr. Myron Wooden	yes
Mrs. Joyce Henderson	yes
Mr. Trenton Howell	yes
Mr. John Price	yes

Motion carried unanimously.

ADOPTION OF PREVIOUS MINUTES

A motion was made and seconded to accept the minutes from the January 24, 2024 meeting as presented.

Roll Call

Mr. Myron Wooden	yes
Mrs. Joyce Henderson	yes
Mr. Trenton Howell	yes
Mr. John Price	yes

Motion carried unanimously.

TREASURER'S REPORT

The treasurer's report was given by Mrs. Henderson as follows:

Banking summary

- A. \$117,597.67 – Bank balance at last meeting As of 3/29 \$75,989.80 was the available bank balance (this includes restricted and unrestricted funds)

B. Update on Loan to Claremont

The Town of Claremont hired Bigfoot Landscaping to complete the project demolition work on the property. A MOA (defining the terms and conditions of the \$35,000 EDA loan) was executed by both parties (Town of Claremont and EDA).

A motion was made and seconded to accept the Treasurer's report as presented:

Roll Call

Mr. Myron Wooden	yes
Mrs. Joyce Henderson	yes
Mr. Trenton Howell	yes
Mr. John Price	yes
Mr. Howell Godfrey	yes

Motion carried unanimously.

OLD BUSINESS/UNFINISHED BUSINESS

A. Improvement Grant Program Update

The update of the Grant Program was presented by Ms. Chapline. For this grant, there were 4 recipients awarded and all have been contacted. There was a grant agreement developed by Ms. Perkins for each of them to sign. One of the projects has been completed and signed off. There are still 3 open projects but we hope to have all of these projects completed (meaning the funds distributed) by the next meeting if the businesses complete their work.

Surry Marketplace Update

Ms. Chapline shared that the Surry Marketplace construction has been finalized and the Certificate of Occupancy has been issued. This means that the Virginia Department of Agriculture and the county have both completed their inspections. The expected opening time, based on Mr. White's stated intent of opening 30 days after the COO is issued, is the end of May 2024 if there are no unexpected delays.

NEW BUSINESS

A. Short Term Rental Committee

Ms. Perkins shared that the Board of Supervisors had task her with the convening a stakeholder's group to look at this issue of short-term rentals and how it affects Surry County and what type of system would work for Surry County. Presently, our zoning only permits individuals to rent out their home only if they currently live in the home, more like a traditional Bed and Breakfast and is only permitted in an Areas for Residential district. However, this issue has been occurring in all areas which has developed great concerns. Ms. Perkins shared the individuals who are currently participating in the project and requested that at least 1 to 2 members could be added to the list from the EDA Board. The first organizational meeting is scheduled for April 30th at 6 pm. From this group, we are hoping to develop what would actually work for Surry County. Mr. Wooden stated that he will be participating with the group and Ms. Perkins shared that if there was interest later, others can feel free to participate.

OFFICE OF ECONOMIC DEVELOPMENT REPORT

Ms. Chapline shared that there may be EDA training opportunities coming up in the fall and asked the Board to think about participating and gaining the training. She will be sending the information out for them to review after she identifies the dates of the offerings and the decision to participate can be made at the next meeting.

CITIZEN COMMENTS

Robert Chandler-Bacon's Castle

Mr. Chandler expressed a thank you to the Directors for their service on the EDA Board. Mr. Chandler had a question as to the funds from the Town of Claremont and being returned back to the County. He also shared that he had been involved with a study on housing with the State and American Veteran Authority because of a shortage for housing on the military bases and in Surry County. Stated that as he understood it, someone who had a home to rent could not do it because the person renting has to live in the facility and property zoned agricultural. He also shared that is it very important that the EDA Board members complete training offered by the

District. Shared there is a requirement in bylaws and state law and bylaws that the EDA keep detailed minutes because EDA is a money organization.

Cheryl White-Claremont

Mrs. White expressed a sincere appreciation on behalf of Andy White and Surry Marketplace LLC to the citizens, County, Board of Supervisors, EDA and to all of those involved in making this store come to life and having this project come to this stage of almost-opening. She shared that it has been a labor of love and hard work, but they wanted everyone to know that they appreciate all that the County and the EDA have done for their family. Mrs. White stated she did not know if EDA members had an opportunity to go in the store and look since the store received all certifications and occupancy. Still some things that they are working on but Mrs. White thanked the entire project team for their support and hard work throughout the project and stated she looks forward to having an opportunity to speak before the EDA again in the near future.

Following her comments, Ms. Chapline handed Mrs. White the Certificate of Occupancy and Mrs. White said she will deliver to Andy White who will be ecstatic.

Chairman Wooden asked Ms. Perkins whether it was appropriate to respond to citizen comments at this time or in writing or in some other way. Mrs. Perkins advised the Board that if they wanted to address the citizens comments that they should do them in the Director's Comments time.

Citizen comments closed.

APPROVAL OF BY-LAWS

Ms. Perkins expressed that since the last meeting she was able to get feedback from Mrs. Henderson and Mr. Chandler to help with this process of reviewing and updating the by-laws.

Suggested potential change:

Audit--Each of the directors will receive a copy of the audit report as the EDA audit is done as at the time of the County audit and language in the By-laws in the event that the EDA wanted to do an independent audit.

Special meetings--The EDA bylaws state that 3 days' notice is required for special meetings; however, the Virginia Code reads that for special meetings, emergency meetings and continued meetings the notice is reasonable under the circumstances and the notice must be given to the public and the board at the same time.

Secretary—Clarity of the documents which the Secretary is allowed to sign. The Secretary is only allowed to sign documents that are set forth in the Code of Virginia.

Participation of Board Members by Electronic Communication—This section already was in the by-laws but the proposed amendment is to update existing language to match current language in Virginia Code. Specifically, amending paragraph number 5. Recommend for discussion paragraph 7, as brought up in discussions with Mr. Chandler and Mrs. Henderson agreed it would be good to discuss with the EDA. In paragraph 7, the eligibility to use the personal exemption is limited to two meetings. Since the EDA has only four meetings per year, the question for discussion is if the personal matter reason for electronic participation should be reduced to one meeting per calendar year.

This change was opened for discussion from the Board.

Mr. Godfrey—leave it to two meetings just in case

Mr. Wooden—consensus is to leave it set by the state code requirements

Mr. Godfrey---asked for clarification regarding the medical reason.

Mr. Wooden---Asked if Virginia Code spelled out the means of electronic participation. Ms. Perkins responded that there is flexibility to use phone, computer, etc. as long as the person who is participating electronically can be heard in the room where the meeting is happening.

A motion was made by Mrs. Henderson and seconded Mr. Godfrey to accept the By-laws that were presented in the EDA packet April 25, 2024

Roll Call

Mr. Myron Wooden	yes
Mrs. Joyce Henderson	yes
Mr. Trenton Howell	yes
Mr. John Price	yes
Mr. Howell Godfrey	yes

Motion carried unanimously.

DIRECTOR'S COMMENTS

- Mr. John Price-He expressed a thank you to Mr. and Mrs. White for choosing Surry for the venture and also, a thank you to the staff for their work.

- Mr. Trenton Howell-He also expressed a thank you to everyone that participated in this project. By having a young family, he could appreciate having some where to go to purchase fresh fruit and vegetables.
- Mrs. Joyce Henderson-Great appreciation to the Mr. and Mrs. White for making the investment and working with us (County and EDA). She expressed that she could hardly wait for the opportunity to shop locally. She also expressed a thank you to her fellow board members for trusting her to be the EDA point person for this project. Regarding Mr. Chandler's comment about the Claremont loan clarified the funds go back to the non-restricted funds of the EDA, not the County.
- Mr. Howell Godfrey- Very excited about the Surry Marketplace. He also expressed that he has seen a growth in the participation and involvement from the EDA Board.
- Mr. Myron Wooden—Thank you to Mr. and Mrs. White for choosing Surry County and it is going to be great for residents to be able to go somewhere local. He also expressed a thank you to the other citizens present for their participation. He also expressed a thank you to Mrs. Henderson for serving as the EDA coordinator for this project.

Ms. Perkins asked the Chairman for a minute to provide clarification about short term rentals. Short term rentals is renting your home for a period less than 30 days. There is no restriction on renting your home for a period longer than 30 days.

ADJOURNMENT

A motion was made by Trenton Howell and seconded by Joyce Henderson to adjourn the meeting at 7:22 pm.

Roll Call

Mr. Myron Wooden	yes
Mrs. Joyce Henderson	yes
Mr. Trenton Howell	yes
Mr. John Price	yes
Mr. Howell Godfrey	yes