

**MINUTES OF MEETING
OF THE
ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF LYNCHBURG, VIRGINIA**

January 18, 2024

The meeting of the Board of Directors of the Economic Development Authority of the City of Lynchburg, Virginia, was held in the Conference Room of the Office of Economic Development & Tourism, 2nd Floor, City Hall, 900 Church Street, Lynchburg, Virginia, at 8:30 a.m. on Thursday, January 18, 2024, on call of the Chairman and upon written notice to all of the Directors. A copy of the notice of the meeting is filed with these minutes.

The following Directors were present:

Sean M. Huyett
Patricia F. Mosby
Georgeann V. Snead
Kimberly F. Soerensen
John M. Stone
Richard J. Tugman
R. Sackett Wood

Absent: None

Also present were the following:

- o Theodore J. Craddock of Caskie & Frost, P.C., counsel for the Authority;
- o Marjette Upshur, Director, Office of Economic Development and Tourism;
- o Janelle Galbraith, Assistant Director, Office of Economic Development and Tourism;
- o Clayton Copper of the Office of Economic Development and Tourism;
- o Alisha Meador of the Office of Economic Development and Tourism;
- o Keesha Simon of the Office of Economic Development and Tourism; and,
- o Gary Woodson, citizen.

John M. Stone, Chairman of the Authority, acted as Chairman of the meeting, and Patricia F. Mosby, Secretary/Treasurer of the Authority, acted as Secretary of the meeting.

The Chairman of the meeting called the meeting to order and after the roll call declared a quorum present and the meeting open for business.

The Directors considered the minutes of the Authority's meeting held on December 21, 2023, which had previously been distributed to the Directors. Thereafter, on motion duly made by

Ms. Soerensen, seconded by Ms. Mosby, the Directors present unanimously approved the minutes of the December 21, 2023 meeting of the Authority as submitted, with the following voting:

Aye: Sean M. Huyett
Patricia F. Mosby
Georgeann V. Snead
Kimberly F. Soerensen
John M. Stone
Richard J. Tugman
R. Sackett Wood

Nay: None

Absent: None

The Chairman asked Ms. Upshur to introduce Janelle Galbraith to the Authority. Ms. Upshur introduced Janelle Galbraith as the new Office of Economic Development and Tourism's Assistant Director. Ms. Upshur reviewed with the Directors Ms. Galbraith's extensive resume and experience. The Directors welcomed Ms. Galbraith to Lynchburg and to the Office of Economic Development and Tourism.

Ms. Upshur reminded the Directors that their statements of economic interest were due February 1st and it was important that they be filed.

Ms. Upshur then reviewed with the Directors the Mixed Use on Main Street Project "MUMS". Ms. Upshur reminded the Directors that the Department of Housing and Community Development had agreed to make a \$500,000 grant to the Authority for the purpose of loaning said sums to the MUMS Project at 400 12th Street. She reminded the Directors that the funds coming from the Department of Housing and Community Development were from the Virginia Industrial Revitalization Fund Mixed Use on Main Program. The Authority has considered this matter and needed to set the interest rate on said loan. Ms. Upshur advised the Directors that the Finance Committee of the Authority was meeting to consider the interest rate to be set for said loan. In order to secure said loan, Mr. Craddock advised the Directors to require a Loan Agreement and Promissory Note, and a Deed of Trust to secure the loan, in addition to the interest rate being set. Mr. Craddock advised that he has reviewed and approved the Loan Agreement and Promissory Note, and Deed of Trust as required. The Finance Committee had previously considered a 4% rate, but upon request from the developers reconsidered that a 2.5% rate would be appropriate, due to a lower profit margin for a mixed use vs. fully residential project. According to the Department of Housing and Community Development the interest rate must be at least 2.5%. Thereafter, on motion made by Mr. Tugman, seconded by Mr. Wood, the Directors determined that upon review by the Finance Committee, to set the interest rate at 2.5% with a 20-year amortization schedule and a 10-year balloon, with the following voting:

Aye: Sean M. Huyett
Patricia F. Mosby
Georgeann V. Snead

Kimberly F. Soerensen
John M. Stone
Richard J. Tugman
R. Sackett Wood

Nay: None

Absent: None

The Chairman then asked Ms. Upshur to provide to the Directors the City's Economic Development & Tourism Report which she had provided to City Council on January 9th. A copy is included in the meeting packet for this meeting.

At the conclusion of the report, the highlights of the report by Ms. Upshur are as follows:

The City of Lynchburg has approximately 79,000 residents, which is a 5% increase in population 2010-2020. The median age of residents of the City is 28.5, and has nearly 30,000 graduates completing college in the City. 37% of the residents are people of color and 4% are foreign born. The City's three largest employment sectors total 50% of GDP; these are: #1 Healthcare & Social Assistance, #2 Educational Services, and #3 Manufacturing. Ms. Upshur reviewed the addition of jobs in the City. Through business support programs, the Office of Economic Development & Tourism directly contributed to \$600,000 in grant dollars, \$9 million in commercial property investments, 13 local businesses were supported, and 245 new jobs were created.

Ms. Upshur reported that this past year was a record year for tourism's impact on the City, with 63,385 visitors, 19,735 room nights filled, and \$8.8 million in local spending. She reported that the City had received important attention and brand recognition for its extensive article in Southern Living magazine, as a top adventure town finalist for Blue Ridge Outdoors, and Travel & Leisure Magazine's top college town.

The Directors thanked Ms. Upshur for her report.

The Chairman then asked Ms. Upshur to review and highlight items from the Office of Economic Development and Tourism's Staff Report dated January 18, 2024. Ms. Upshur highlighted the following items:

- The hiring of Ms. Galbraith as Assistant Director of Economic Development and Tourism.
- She highlighted the LYH Jobs Portal and the Navigrid created by Alisha Meador.

The Chairman then recognized Gary Woodson, who spoke to the Authority concerning employment matters in the City.

There being no further business to come before the meeting, the meeting was adjourned at 9:45 a.m.

Patricia J. Nalley

Secretary

APPROVED:

[Signature]

Chairman