

Leesburg Economic Development Commission
REGULAR MONTHLY MEETING
June 6th, 2018
25 West Market Street
Council Chambers

- **Call to Order**
- **Adoption of the Agenda**
- **Approval of Minutes**
 - May 2018
- **Petitioners** (5 minutes each)
- **Sidewalk Dining** –
 - Calvin Grow, Town Transportation Engineer
- **EDC Meeting Calendar**
 - July and August 2018
- **Staff Report**
- **EDC Taskforce Reports**
- **Commissioner Comments-** Economic based Commissioner Comments (5 minutes)
- **Chairman's Comments-** (5 minutes)
- **Old Business** (5 minutes)
- **New Business** (5 minutes)
- **Adjournment**

**Leesburg Economic Development Commission
Town Hall Council Chambers
Draft Meeting Minutes
May 2, 2018**

Commission Members Present: Erick Byrd (Chair), Brett Burk, Eunggil Choi, Nick McCarter, and Mary Harper.

Commission Members Absent: Al Barney

Staff Present: Economic Development Director Russell Seymour and Executive Associate I Corina Alvarez

AGENDA

1. Call to Order

The meeting was called to order at 7:00 p.m. by Chairman Byrd.

2. Adoption of the Agenda

Motion by Commissioner Sisley to adopt the agenda, seconded by Commissioner Burk.

3. Approval of Minutes – April 2018

Motion by Commissioner Harper to approve the minutes, seconded by Commissioner Burk. Commissioner Sisley abstained since he was absent during the April 2018 meeting. **Motion carried.**

4. Petitioners

None.

5. Liaison Commissioner Comments

None.

6. FOIA/COIA Training

Ms. Eileen Boeing, Clerk of Council, and Ms. Betsy Arnett, Public Information Officer, gave a presentation on FOIA/COIA and answered questions from the EDC members.

7. Staff Report

Russell Seymour, Economic Development Director, gave a presentation on the economic development focus areas for 2018-2020:

1. Downtown
2. Marketing/product development
3. Supply and demand
4. Workforce
5. Toolbox expansion

8. EDC Committee Reports

- **Leesburg Business Forum**

Chair Byrd mentioned that commissioners Barney, Harper, McCarter, and Sisley will be in charge of leading the discussions at the forum. Notes taken at the event by the commission members will be delivered to Russell Seymour for compilation. The lead for each item was decided as follows:

- Parking: Nick McCarter
- Nighttime Economy: Mary Harper
- Experiential Tourism: Jim Sisley
- Buy/Shop Local Program: Al Barney

- **Task force**

Members of each task force will present high-level charter and time frame expectations at the June EDC meeting.

1. Parking: Brett Burk, Nick McCarter, and Mary Harper
2. Nighttime Economy: Mary Harper, Brett Burk, Nick McCarter, and Al Barney
3. Experiential Tourism: Eunggil Choi and Jim Sisley
4. Buy/Shop Local Program: Eric Byrd and Al Barney

Motion by Commissioner Sisley, seconded by Commissioner Harper.

Commission members agreed that only two members will meet at a time. Mr. Sisley also asked about note taking. Members agreed that four folders would be created in Sharepoint for uploading and sharing notes. Members concurred that the byproduct of the task forces will be to present recommendations to the EDC for discussion and decisions will be made by vote.

9. Commissioner comments

Commission member Sisley indicated he was appreciative for having new members on the EDC and is looking forward to working with them. He also mentioned that the market is extraordinarily active and that there are a lot of people looking to come to Leesburg. The expanded HUB zone has helped, not so much from an additional real estate availability, but from the number of employees that can be hired.

10. Chairman's comments

Chair Byrd thanked commission members for their willingness to work on the tasks assigned. He also announced that the 2018 Small Business Development Conference will take place on May 14, 2018 and tickets are \$99.00. Chair Byrd also mentioned that he did not think it was necessary, at this meeting, to appoint any members to the subcommittees for the business forum or the business awards, but he wishes to include the item in the June agenda so members can be assigned and may start working on the next forum scheduled for the fall, and next year's business awards.

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11. Old Business

None.

12. New Business

None.

13. Adjournment

On a motion by Commissioner Burk, seconded by Commissioner Harper the meeting was adjourned at **8:11 p.m.**