

Pendleton County Economic & Community Development Authority Meeting Minutes

Place: EDA conference room
Date: October 13, 2021
Time: 4:00 p.m.

Members Present: Joan Ashley, Dayne Davis, Jamie DiFalco, Kristin Dingess, Jeremy Harper, Carl Hevener, Brooke Alt, Jamie DiFalco, and Amber Nesselrodt, Office Administrator, and Laura Brown, Executive Director

Guests Present: Kenneth Bustin of the Pendleton Times

Members Absent: Brianna Bruns, Carl Warner, Bob Horan, Kenneth Harper, and Bill Loving

I. Call To Order

Chairman Kristin Dingess, called the meeting to order at 4:00 p.m.

II. Approval of the Meeting Minutes

The Board moved to approve the August minutes. Motion was made by Joan Ashley to approve the minutes. Dayne Davis seconded the motion. The motion was carried with an unanimous vote.

III. Approval of the Financial Statement

- A. Approval of the June 9, 2021, Regular Meeting Minutes*
- B. Approval of the July 2021 Regular Meeting Minutes*
- C. Approval of the August 2021 Regular Meeting Minutes*
- D. Approval of the September 2021 Regular Meeting Minutes*

IV. Committee Reports

Business Recognition

The “Be Local” campaign kicked off October 1 2021. *Shop Local Campaign*- The campaign will focus on growth and support within the county- Partnership with the Chamber of Commerce and Pendleton Times. The campaign will include \$1,300 for 25 week ad. Pendleton Times is partnering for a print color ad. The EDA will promote on social media and our website. Ciara Lambert with the Chamber will present to the Chamber Board for \$650 for campaign support. Motion was made by Kristin Dingess to go forward with the campaign. Jeremy Harper seconded the motion. The motion **carried** with a unanimous vote.

Property and Maintenance

Repairs were made to the roof by Skyline Roofing. Other repairs were made to the building by Scooter Davis. A new American flag and WV flag were placed in front of the building.

Recreation:

The EDA has a new grant endeavor with Experience Learning. Experience Learning was gifted property and they would like to add bike trails, camp ground, small shop. Etc. Experience Learning is asking the EDA for support for this project. EDA will create a RFD through Region 8. Joan Ashley moved to approve working with Experience Learning on the grant endeavor for the bike trails. Jeremy Harper seconded the motion. The motion was carried with a unanimous vote.

Grants Committee: The Grants committee met to discuss the applications of the EDA business grant.

Motion was made to move into Executive Session by Jamie DiFalco. The motion was seconded by Joan Ashley. The motion was **carried** with a unanimous vote.

Motion was made to come out of Executive Session by Jeremy Harper. The motion was seconded by Kristen Dingess. The motion was **carried** with a unanimous vote.

V. Old Business

Month Meeting Time- Board discussed concerns during time of board meeting. The Board discussed. The meetings will be held October 1- April 30 at 5:00pm and May 1-Sept 30 at 7:00pm. Jeremy Harper made a motion to move the meeting times. Kristen Dingess seconded the motion. The motion **carried** with a unanimous vote.

VI. New Business

- A. *Business Roundtable-* scheduled November 10, 2021 at 6pm at the Community Building. The Grants recognition committee will present awards to the recipients. Pendleton Community Bank has agreed to cater the event from 5:30-6:15pm. Each business that attends will give a presentation for 5 minutes. Businesses will include, non-profits, Pendleton Community Care, Pendleton County schools, and Pendleton Library. The EDA will send out postcards to other businesses to invite them to the event.
- B. *Pendleton Industrial Park-* The interview committee for engineers was held last month and they selected Robinson. Kristen Dingess mentioned that all references were called before the decision was made.
- C. *Financial Signature-* Laura Brown stated that now that there are two people in the EDA office, one signature from the EDA (Executive Director or Office Administrator) and one signature from the EDA board. Dayne Davis made a motion to have 1 EDA board signature, and 1 EDA employee signature The Board will vote again next month.
- D. The Board made a motion to go into Executive Session to discuss a matter.
- E. *Pendleton Business Center-* The EDA will be applying for grant for renovations to the Pendleton Business Center. Renovations would include a remote workplace. A new committee to interview engineers is needed: Board members Kristen Dingess, Joan Ashley, Carl Hevener, Jeremy Harper, along with EDA Executive Director Laura Brown.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Jeremy Harper moved to adjourn the meeting. Dayne Davis seconded the motion. The motion carried unanimously. Chairperson Kristin Dingess adjourned the meeting at 6:05 pm.