



CITY OF FALLS CHURCH

ECONOMIC DEVELOPMENT AUTHORITY BUSINESS SUPPLY FUND COMMITTEE MEETING MINUTES

Virtual Meeting – <https://meet.lync.com/fallschurch-fallschurchva/vweiner/76QTNNY8?sl=1>
Thursday, July 16, 2020 3:01 - 3:06 PM

NOTICE: The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All participating members of the EDA's Business Supply Fund Committee were present at this meeting through electronic means. All members of the public may view this meeting on the City's website at <https://www.fallschurchva.gov>.

CALL TO ORDER at 3:01 PM AND READING OF VIRTUAL MEETING AND PUBLIC COMMENT NOTICE

1.

Roll Call:

EDA Business Supply Fund Committee Members Present: Chair Erik Pelton, Erin Messner, Jim Coyle.

City Staff Present: Joe Carter, Naomi Goodwin, Becky Witsman, Letty Hardi

- Naomi Goodwin noted this is an emergency meeting in accordance with the Governor's meeting restrictions, convened only to discuss the EDA Business Supply Fund program.
- Naomi Goodwin then advised that no public comments had yet been received regarding this meeting.
- Committee Chair Erik Pelton opened the meeting - Carried forward from June 15, 2020 meeting members who believe they have conflicts of interest were invited to state the conflict and their ability to still participate in a fair and unbiased manner. – Chair Erin Messner noted her conflict as a small business owner. Erik Pelton noted his conflict as his involvement in small businesses in the city. Both pledged their ability to act fairly and in an unbiased manner on the matter of the business supply fund program.



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2. APPROVAL OF JULY 9, 2020 COMMITTEE MEETING MINUTES

Jim Coyle moved to approve the minutes. Erik Pelton seconded the motion, which was approved unanimously.

3. Discussion of use of EDA funds and resources to assist local businesses with recovery from damages suffered during the COVID-19 pandemic declared emergency.

Public Hand Sanitizer Stations – Update provided by staff. Installation planned for July 17, 2020 in front of Mr. Brown’s Park, Irelands Four Provinces and Zoya’s.

Pole Banners / Flags – Of the design options available, a solid color (no fade) with no background design (no icons or swirl) was selected. Sufficient banners to be purchased to replace banners currently on display up to a maximum of 20.

Motion: Chair Erin Messner presented a motion to approve replacing flags up to 20 that are already in existence up including hardware and installation to \$5,000. The motion was seconded by Jim Coyle.

- Unanimous approval by the Committee

Sandwich Boards – Update provided by staff. 25 available for use by the Committee. Draft sign design presented to the Committee to be used with requested modifications (reduced border and change “Staff wash hands and disinfect high-touch surfaces frequently” to “Staff washes hands and disinfects high-touch surfaces frequently”).

“Reopening Responsibly” posters – Update provided by staff. The Eden Center and surrounds will be the next focus for distribution. Chair Erin Messner and Jim Coyle offered to assist with distribution as needed.

Motion: Chair Erin Messner presented a motion to print another 150 posters to not exceed \$500. The motion was seconded by Jim Coyle.

- Unanimous approval by the Committee

4. OTHER BUSINESS

The need to educate businesses regarding the Governors COVID-19 executive orders and their enforcement was discussed. It was explained that for public safety purposes



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that the Fire Marshals email list (a comprehensive list of all businesses) can be used to distribute information and that we could use it for distributing COVID-19 related information. Chair Erin Messner offered to assist in the development of a business email list for long term EDA use. Staff advised that mask infringements are to be reported to Fairfax Health and social distancing infringements are to be reported to the police department. Staff advised that the public should not try to engage individuals that are not in compliance for safety reasons but that they should talk to the management of the business that they are in and then the City who can then carry out targeted education. Staff advised that the City is working to advise businesses and the public regarding this matter.

5. **ADJOURNMENT at 3:57 PM**

Next meeting will be held on Thursday, 23 July, 2020, 3:00 P.M. – 4:30 P.M..