



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 9, 2020 - 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 3:06 PM AND READING OF VIRTUAL MEETING AND PUBLIC COMMENT NOTICE

1.

Roll Call:

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

City Staff Present: Joe Carter, Naomi Goodwin, Val Weiner, Becky Witsman.

- 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 Erin Messner 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 JUNE 25, 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 station update provided by staff. Delivery expected tomorrow and installation anticipated for next week. Welsh Printing have offered to print 11x8 inch stickers for free to brand the hand sanitizer stations. Initial discussion regarding assessment and promotion of public hand sanitizer stations ensued.

‘Reopening responsibly’ poster distribution is underway and was discussed – 117 are still available in City Hall for collection by businesses. Upcoming distribution plan was outlined and discussed. Erin Messner and Jim Coyle offered to assist with distribution.

Business survey results to date were outlined and discussed. 21 responses received to date. The Committee was advised that due to end of the end of financial year budget amendment process at the City the Committee wouldn’t be able to purchase items until this was completed. In consideration of the survey results and the current financial situation it was felt that it might be better to not spend more money at the moment on supplies for individual businesses but rather to wait to see if the public hand sanitizer stations were successful or if other greater needs arose in the future that this would be a better use of available funds.

Safe Little City branding was discussed. Green bike rack and garbage can locations considered good locations for the City’s COVID-19 sandwich boards (more of which have been purchased) and staff to explore if the bike racks could themselves have signs attached to them. Pole banner design options (with the Safe Little City logo), cost and potential installation by a contractor were discussed. A quote has been requested from CSI for pole banners. Staff to provide a map of City owned pole locations. Posters to be adapted for use on one side of the sandwich boards (with a header saying something like “Look for the sign” (referring to the poster).

Motion: Chair Erin Messner presented a motion to purchase 15 flags (5 sets of 3 designs) with the Safe Little City logo to be installed around town (including hardware and cost of installation and design). The motion was seconded by Erik Pelton.

- Unanimous approval by the Committee



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Motion: Chair Erin Messner presented a motion to have the poster redesigned lightly with just a banner at the top that says something to the effect of “Look for these signs around town” and to approve the cost of printing, not to exceed \$1,000. The motion was seconded by Erik Pelton.

- **Unanimous approval by the Committee**

4. **OTHER BUSINESS**

No other business was discussed.

5. **ADJOURNMENT at 3:18 PM**

Next meetings will be held on Thursday’s, 16 and 23 July, 2020, 3:00 P.M. – 4:30 P.M..