

Northumberland County Economic Development Commission

Meeting: February 20, 2023

6-8 pm

1. The meeting convened at 6:00 PM and was called to order.
2. Roll Call - In attendance were Commissioners: Karen Pica, Melissa Carter, Dan Corder, Maurice Johnson, and Lynn Stuart; and Staff: Robert Bullard, Drew Basye. Annie Conte, from the Virginia Economic Development Partnership (VEDP) as part of the EDC Discovery Session. Ms. Pam Hagy, from Heathsville, Virginia attended.
3. Agenda Review – The agenda was reviewed and approved.
4. Discovery Session – Ms. Conte provided a presentation and overview of programs that can assist our efforts in economic development for the County.
5. Review of Meeting Notes: The minutes for the EDC’s January 2024 meeting were reviewed by the commissioners. Mr. Corder motioned for approval, Mr. Johnson second the motion and the Commissioners approved the minutes.
6. Orientation Information – Dr. Pica addressed the topic of orientation packages for onboarding new members.
  - a. There is no orientation package for newcomers.
  - b. An Email protocol for EDC was discussed: When Mr. Basye or Mr. Bullard sends out an email, and if commissioners “reply all” this would constitute a meeting and the email messages would have to be included as notes and posted.
  - c. EDC Commissioners can coordinate directly with Mr. Basye or Mr. Bullard instead.
  - d. If there are emails sent with three (3) or more members, that constitutes a quorum.
  - e. Zoom meetings of EDC will continue.
  - f. Dr. Pica is coordinating the establishment of an orientation packet
7. Strategic Plan discussion
  - a. Dr. Pica discussed the value added in the joint meeting with the Board of Supervisors and the Planning Commission.
  - b. There is an abundance of information to process from the meeting.
  - c. Dr. Pica will coordinate for another EDC meeting for strategic plan development.
8. Commissioners’ Corner

- a. Mr. Corder – District 1 - businesses continue to struggle. This appears to be a typical seasonal impact. He also reported there was an increase in social media discussions about the new Mexican Restaurant opened in Burgess.
  - b. Ms. Stuart – District 2 - no updates
  - c. Ms. Carter – District 3 - no updates
  - d. Dr. Pica – District 4 – no updates
  - e. Mr. Johnson – District 5 – No updates
9. Executive Director Items – Mr. Bullard provided the following updates.
- a. Updates on the NNPDC Meeting at Healthy Harvest Food Bank in Warsaw Virginia
    - Aqua Pod Technology – Healthy Harvest Fresh is an educational center and aquaponics production facility for the purpose of growing premium quality vegetables and fish and educating individuals on the importance of fresh food and sustainable agriculture.
    - Supporting Norther Neck
    - They are always looking for volunteers.
  - b. Looking at Main Street Theme Orientation – Comprehensive Guide to Mainstreet America
  - c. Worked with Billboards In on advertising design. Should have drafts soon.
  - d. Conference call with Lisa and Mike Ahart regarding Kayak Brochures reprint – follow up with him in two weeks.
10. County Administrator Corner – Mr. Basye discussed the following items.
- a. Main Street America – competing for VDOT funds with 17 and 360 poses a challenge for us.
  - b. Part of the challenge we have with a Main Street America concept is determining “how to get the end of the map into the middle of the map.”
  - c. Update on food trucks at the old School Board facility parking lot– The Board of supervisors will allow no more than three (3) food trucks to set up at the parking lot. A food truck owner must be a full-term Northumberland County resident to be eligible. The duration for having a food truck is from April 1 – November 30 M-F 7AM – 7 PM. The Board of Supervisors and planning commission will review applications to determine usage of spots. The meeting that established these guidelines was very recent and we are awaiting final release.
11. References
- A. Budget request - Dr. Pica reiterated the budget request submitted to the County Administrator
  - B. ARPA tourism projects status report – Mr. Bullard provided updates on ARPA funds expenditure.
  - C. Citizen input – The commission reviewed Ms. Cambria’s input.

12. New Business

- a. Mr. Johnson – Commented on the VEDP meeting regarding opportunities that could have assisted the small business that was attempting to establish a meat processing facility.
- b. Ms. Carter – Informed the group receipt of community development block grant to do county assessment of workforce housing.
- c. Mr. Bullard will draft intent or need to have a business registration requirement (not licensed). The draft will be presented to the commission for decision.
- d. Mr. Basye will research a digitized map for posting on the county website showing areas where businesses can work.
- e. Dr. Pica is working with Mr. Jay Lightfoot, Career & Technical Education (CTE)Coordinator a business entrepreneurship program for students.

13. Adjournment –Mr. Corder motioned to adjourn the meeting. Ms. Carter second and the EDC approved. The meeting adjourned at 7:33 PM.

Submitted by: Robert L Bullard