



Town of Vienna

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TTY 8111

Meeting Minutes Town Business Liaison Committee

Thursday, September 9, 2021

7:00 PM

Charles A. Robinson, Jr. Town Hall, 127
Center Street, South

1 Resolution

Chairman Leggett called the meeting to order at 7:00 pm.

Resolution for Continuity of Government

Chairman Leggett read into the record the Continuity of Government and called for a motion to accept.

Motion, Committee member Butler; second, Committee member Holland. Motion carried unanimously.

2 Roll Call

Natalie Monkou, Manager, Economic Development called roll. Members present: Robert Leggett, Robert Holland, Friderike Butler (via ZOOM), Deepa Chakrapani (via ZOOM), Mark Lander (via ZOOM); Jennifer Kiehaber (via ZOOM). Members absent: Jonathan Krinn.

Staff Present: Natalie Monkou, Economic Development Manager (via ZOOM).

3 Approval of Minutes

Acceptance of July 8, 2021, meeting minutes

Chairman Leggett called for a motion to accept the minutes of July 8, 2021.

Motion, Committee member Deepa Chakrapani; second, Committee member Mark Lander.

4 Presentation by Peggy James, Executive Director of the Vienna Business Association

Chairman Leggett recognized Peggy James, Executive Director, Vienna Business Association. As the future ex-officio member of TBLC, she will be working closely with the Committee on upcoming issues. Following an overview of the history of the Vienna Business Association, she introduced Carole Wolfand to explain the history of the Carole Wolfand Award. The following summarizes discussion of increasing Town visibility of TBLC:

- Increase footprint of TBLC through monthly meetings with Mayor;*
- Accompanying Mayor on business visitations;*
- Encourage ribbon cutting attendance;*
- Suggest greater visibility through Committee walk in Halloween Parade;*
- Develop marketing push for the three interconnected entities – TBLC; VBA; and Economic Development Office; Note role of each;*
- Attend Town Council and VBA meetings whenever possible;*
- Attend Town Council budget meetings – provide clear, concise annual reports highlighting accomplishments, future plans; etc;*
- Continue voice in Town newsletter – highlight role of each entity;*

- Identify two/three TBLC branded events; promote as partnership with Town.

5 Regular Business

Update on TBLC Charter discussion with Council

Chairman Leggett reviewed Council suggested changes. It was proposed to include item whereby Council would collaborate with TBLC when filling Committee vacancy. The proposed by-laws will be voted on by Council 9/27/2021.

Parking discussion with Councilmember Steve Potter

Chairman Leggett noted the recent Nelson Nygaard Associates report indicated 40% unused parking space in Town. With this information in hand, a committee including Natalie Monkou, Manager, Economic Development, Committee Member Friderike Butler, and Council Member Steven Potter will further investigate these findings. Andrew Jenks, Transportation Engineer, Department of Public Works, together with Natalie Monkou, Manager, Economic Development will make a recommendation to Council.

Discussion about Carole Wolfand Award 2021

Chairman Leggett noted that the Carol Wolfand Award will be presented September 21, 2021 at 6:30 PM on the Town Green. He requested volunteers to write up the award.

Meeting with new businesses (Robbie)

Committee member Robbie Holland reported meeting with every business on his list. Business owners were very pleased with the contact. The positive response suggests need for further one-to-one contact.

A brief discussion was held regarding business cards for Committee Members.

Chairman Leggett will approach Mayor Colbert regarding funds for this effort.

6 Economic Development Manager Updates

Economic development strategy

Natalie Monkou, Manager, Economic Development, reported that the second draft of the Economic Development Strategy has been sent to all Committee members. Feedback should be sent prior to September 30, 2021 when the Strategy will be presented at a public meeting with breakout groups. Committee volunteers are encouraged. A final presentation is scheduled at the November 8, 2021 Town Council Meeting.

Comprehensive plan subcommittee meeting

Ms. Monkou, Chairman Leggett and Committee Member Chakrapani, will meet September 23, 2021 to begin work on an Economic Development chapter for the Town Comprehensive Plan. Input from Committee members is encouraged.

Upcoming events

Ms. Monkou encouraged participation in the upcoming Ribbon cuttings and the

Town Council Conference session.

7 Meeting Adjournment

Chairman Leggett called for a motion to adjourn. Motion, Committee Member Holland; second, Committee Member Chakrapani. Meeting adjourned at 8:23 PM.

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DRAFT