

**ECONOMIC DEVELOPMENT AUTHORITY
CITY OF CHESAPEAKE**

AGENDA

January 19, 2017

3:00 p.m.

CALL TO ORDER

MINUTES of the December 15, 2016 & January 5, 2017

TREASURER'S REPORTS for the month of December 2016

OPENING OF PUBLIC HEARING ON IRB APPLICATIONS: None for the month of January 2017

PRESENTATION OF FINAL BOND DOCUMENTS & OTHER RELATED IRB BUSINESS: None for the January 2017

PRESENTATIONS:

Lin Olsen, Exec. Dir. Great Bridge Battlefield & Waterways History Foundation – Project Information

INVOICES:

Cherry Bekaert (Examination of EDA Financials FY' 16)	4,625.00
Dominion VP (Acct #9578017346 444 Network Station 11/17/16- 12/19/16)	571.82
Dominion VP (Acct #1260413354 411 Innovation Dr 11/17/16 to 12/19/16)	425.13
Solitude (Inv #: PI-A00094423 Annual Lake & Pond Mgmt Svc - 01/01-31/17)	789.00
Basnight Land & Lawn, Inc. (Inv #79717 Mowing at Oakbrook 01/1/2017)	3,132.00
Basnight Land & Lawn, Inc. (Inv #79779 Cavalier sign work 11/18 – 12/18/2016)	9,255.13
Basnight Land & Lawn, Inc. (Inv #79384 Grounds Maint. for Oakbrook 01/1/2017)	3,364.77
Travelers Insurance Services, Inc. (Account #4693K3151 01/12/2017)	227.00
Kellam, Pickrell, Cox & Anderson (Professional Services 01/05/2017)	4,387.50
Shuma, Teresa (Tax Form Purchase for Vendor Services 01/17/2017)	36.02
Erie Insurance Exchange (Commercial Fire Policy #Q191850058 01/18/2017)	201.00

UNFINISHED BUSINESS:

- Economic Development – Update
- Oakbrooke Business & Technology Center – Update
- Greenbrier North Commerce Park (SEVTC) – Update
- Economic Development Insurance Policies Quotes
 - o Business Catastrophe Liability Insurance - increase limit to \$10 Million
 - o D & O Insurance – increase coverage to \$2 Million
- Western Branch Taskforce - Update

NEW BUSINESS:

EXECUTIVE SESSION:

FOR YOUR INFORMATION:

ADJOURNMENT

**-DRAFT-
MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, December 15, 2016**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, December 15, 2016, at 3:00 p.m. at the Economic Development office, 676 Independence Parkway, Chesapeake, VA.

MEMBERS PRESENT: Clyde T. Clark Jr., Chairman; Vice-Chairman, John Maddux; Teresa Peters, Assistant Secretary; Russell Hanson; Vonda Chappell; Patrick Reynolds; Rob Riddle; J.T. Fisher, Assistant Secretary; John Maddux, Vice-Chairman

MEMBERS ABSENT: Dan Bell

ALSO PRESENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: Jim Pickrell, Pickrell, Cox & Tayloe

STAFF PRESENT: Ben White, Chesapeake Economic Development
Sherry Barnette, Chesapeake Economic Development
Preston Wilhelm, Chesapeake Economic Development
Von Gilbreath, Chesapeake Economic Development
Joan Fowler, Chesapeake Economic Development
Casey Gilchrist, Chesapeake Economic Development
Christine Esthay, Chesapeake Economic Development
Teresa Shuma, Chesapeake Economic Development

GUEST PRESENT: Carol Swindell and Krista Edoff, Cherry Bekaert; Andy Fox, Assistant City Attorney; Ms. Jan Proctor, City Attorney; Mr. R.J. Nutter, Dollar Tree; Brian Staub, Marlyn Development

Chairman Clyde T. Clark Jr., declared a quorum present and called the meeting to order.

PRESENTATIONS:

Presentation by: Krista Edoff of Cherry Bekaert, LLP regarding Audit of EDA Financials for FY '16

Ms. Krista Edoff briefly explained the audit process and requirements, which include the following: examining the balances and transactions presented, to gain an understanding of the EDA internal control environment, and to audit the Authority's compliance with laws and regulations of the Commonwealth of Virginia. Ms. Edoff indicated the auditor's findings produced an unmodified opinion of both the financial statements, as well as the compliance with all the regulations. In addition, she said the EDA did not report any significant deficiencies in internal control and there were no matters of non-compliance with laws and regulations to report. She concluded with the assessment that it was a good audit. She thanked Ms. Carol Swindell and Economic Development Director Steven C. Wright and the staff for assisting with the audit and providing the materials with it. Ms. Edoff asked members present for questions but there were none. Mr. Steven C. Wright took a moment to thank Ms. Carol Swindell for all her work with the staff regarding the audit.

Minutes – December 15, 2016
Economic Development Authority
of the City of Chesapeake
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PRESENTATIONS CONTINUED:

Mr. Riddle arrived to the meeting at 3:10pm and asked two questions. The first question regarded the dollar figure for the liabilities and accounts payable and the second was about the professional fees. Authority members answered both of his questions.

Mr. Patrick Reynolds made a motion, seconded by Vice-Chairman John Maddux, and carried unanimously to accept the 2016 audit of the EDA Financials for FY '16 presented by Krista Edoff of Cherry Bekaert, LLP.

Mr. Brian Staub gave an update on the Marlyn Development project. He requested a 90 day extension of the contract based on discussion from the previous meeting. Authority members discussed the timeframe of the extension. Ms. Teresa Peters made a motion, seconded by Vice-Chairman John Maddux, and carried unanimously to extend the Marlyn Development contract 120 days with a 60 day addition upon request with proper notification.

Mr. Robb Riddle made a motion to write a letter to City Council voicing strong support for the Marlyn Development project. Members did not second the motion because during the discussion they explained the fact they have contracted to Marlyn to sell the property indicates their support.

MEETING MINUTES: After a review of the November 17, 2016 Meeting Minutes, Vice-Chairman John Maddux made a motion, seconded by Mr. Russell Hanson, and carried unanimously to accept the Minutes from the November 17, 2016 Meeting.

TREASURER'S REPORT: Mr. Steven C. Wright, Chesapeake Economic Development, reported the financial statements for November 2016. Hearing no questions or concerns, Chairman Clyde T. Clark declared the November 2016 Treasurer's Report filed for audit.

OPENING OF PUBLIC HEARING ON IRB APPLICATIONS: None for the month of December 2016.

PRESENTATION OF FINAL BOND DOCUMENTS & OTHER RELATED IRB BUSINESS: None for the month of December 2016.

INVOICES:

After a review and upon recommendation by Mr. Steven Wright, Mr. Patrick Reynolds made a motion; seconded by Vice-Chairman John Maddux (with the exception of Mr. Robert Riddle, who abstained from voting on Solitude), and carried unanimously to approve for payment the following invoices:

City of Chesapeake (Bill #160067082 Storm water Fee; 4300 Portsmouth Blvd ('16 2nd half)	4,070.43
Dominion VP (Acct #9578017346 444 Network Station 10/17/16- 11/17/16)	564.78
Dominion VP (Acct #1260413354 411 Innovation Dr 10/17/16 to 11/17/16)	410.61
Solitude (Inv #: PI-A00094423 Annual Lake & Pond Mgmt Svc - 12/01- 12/31/16)	789.00
Basnight Land & Lawn, Inc. (Inv #79384 Grounds Maint. for Oakbrook 12/1/2016)	3,364.77
Hassell & Folkes, P.C., (Invoice #71233 Smith Avenue)	1,200.00
Minor & Associates (#121578 Prep of EDA Fin Stmts and TIF Review 11/02 – 11/30/2016)	1,876.25

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**UNFINISHED BUSINESS:
ECONOMIC DEVELOPMENT UPDATE:**

OAKBROOKE BUSINESS & TECHNOLOGY CENTER PROJECT UPDATE: Mr. Jim Pickrell, EDA Attorney, and Ms. Joan Fowler, Economic Development Coordinator provided the following information: Ms. Fowler mentioned that the land closing should be tomorrow for parcel 35. Mr. Jim Pickrell requested a motion to assign the contract to Innovation Drive Associates, LLC an affiliate of J&M.

Mr. Russ Hanson made a motion, seconded by Mr. Patrick Reynolds, and carried unanimously to assign the contract from J&M to Innovation Drive Associates, LLC. Mr. Robb Riddle and Vice-Chairman John Maddux abstained.

GREENBRIER NORTH COMMERCE PARK (SEVTC) UPDATE: Ms. Joan Fowler, Development Services Coordinator, provided the following update: A&W will do the land disturbance around the lake and the back part of the land. In the meantime the city provided notification about filling in that sediment basin, which will cost more. She will bring the exact costs to the next meeting.

EDA INSURANCE UPDATE: Chairman Clyde T. Clark tabled the vote on the quotes until next month.

WESTERN BRANCH TASKFORCE UPDATE: Chairman Clyde T. Clark & Mr. Preston Wilhelm provided the following update:

Chairman Clyde T. Clark mentioned there was a Western Branch Task Force meeting November 14, 2016 and that there was good attendance and good discussion. He continued with information that the Kotarides group is doing a development in Western Branch and trying to go before council prior to the end of the year regarding the project that he hopes will be approved. He mentioned the activity going on in the area related to the Aldi grocery store as well as the recreational center. Chairman Clark also added that representatives from the Chesapeake Square mall were there to talk about how they're actively seeking new tenants as well as how they have expanded some existing tenants.

Mr. Preston Wilhelm, Senior Business Development Manager, informed the EDA that the groundbreaking for the Bon Secours project on Taylor Road just happened. Authority members asked few questions regarding that, which sparked discussion about capital investments and what it takes to sign off on them.

ECONOMIC DEVELOPMENT UPDATE CONTINUED: Mr. Steven C. Wright, Economic Development Director, reminded that the Authority will get the final draft of the 2017 Economic Development Strategic Plan in January.

Director Wright continued his update with information about the Dollar Tree expansion project before turning the floor over to EDA attorney Jim Pickrell to present five resolutions for a vote. Mr. Jim Pickrell explained each resolution listed below.

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Economic Development Authority
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ECONOMIC DEVELOPMENT UPDATE CONTINUED:

Dollar Tree Resolutions: Jim Pickrell:

1. Economic Development Agreement, which is a three party agreement between the EDA, the City of Chesapeake and Dollar Tree. It's an umbrella agreement whereby Dollar Tree constructs a parking garage with 1000 spaces that will be condominiumized. The EDA will contribute up to \$16 Million and will own up to 2/3 of garage. The funds will come from the City of Chesapeake.
2. Follow-on agreement between the EDA and the City of Chesapeake indicating that the city provides the \$16 Million and up to \$660,000.00. The EDA provides the funds to Dollar Tree. This plan limits EDA liability.
3. An agreement for the EDA to provide a \$4,500,000 economic incentive grant to Dollar Tree. The funds will be supplied to EDA by the City. This is performance criteria based on \$110 Million dollars in new real and personal property capital improvements and 699 new jobs at an annual wage of \$61,000. The money is paid out over 23 years.
4. This one is dealing with The Commonwealth of Virginia Development Opportunity fund. It's an agreement between the City of Chesapeake, the EDA, and Dollar Tree involving \$4 Million contributed by State. EDA acting as a conduit solely to distribute the funds.
5. Catch-all resolution for future possible documents.

Ms. Teresa Peters asked who is responsible for maintenance of the condos? Dollar Tree will oversee the maintenance and operation of the parking garage.

Ms. Vonda Chappell asked if the Commonwealth certifies the jobs. The answer was yes. After a bit more discussion the chairman called for a motion and authority members voted on all the resolutions together.

Vice-Chairman Maddux made a motion, seconded by Mr. Robb Riddle, and carried unanimously to approve all resolutions related to the Dollar Tree project.

EXECUTIVE SESSION: None.

ADJOURNMENT: There being no further business to discuss, it was the consensus to adjourn the meeting.

Steven C. Wright
Executive Secretary

Minutes provided by Teresa J. Shuma

**-DRAFT-
MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, January 05, 2017**

The special meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, January 05, 2017, at 9:00 a.m. at the Economic Development office, 676 Independence Parkway, Chesapeake, VA.

MEMBERS PRESENT: Clyde T. Clark Jr., Chairman; John Maddux, Vice-Chairman; Teresa Peters, Assistant Secretary; Russell Hanson; Vonda Chappell; Patrick Reynolds; J.T. Fisher, Assistant Secretary

MEMBERS ABSENT: Dan Bell; Robb Riddle

ALSO PRESENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: Jim Pickrell, Pickrell, Cox & Tayloe

STAFF PRESENT: Ben White, Chesapeake Economic Development
Joan Fowler, Chesapeake Economic Development
Teresa Shuma, Chesapeake Economic Development

GUEST PRESENT: Ms. Jan Proctor, City Attorney; Mr. R.J. Nutter, Dollar Tree

Chairman Clyde T. Clark Jr., declared a quorum present and called the meeting to order.

Mr. Jim Pickrell presented two adjusted resolutions for approval regarding the Dollar Tree project.

The first resolution authorizes the EDA Chairman to execute a Development Agreement between the City of Chesapeake, the EDA, and Dollar Tree, Inc and its affiliates to facilitate economic development opportunities in Greenbrier by the purchase of up to 1,000 public parking spaces in a parking garage to be constructed, and to contribute to the cost of the franchise utility conduit ducts serving the garage.

The second resolution authorizes the EDA Chairman to execute a Cooperation Agreement with the City of Chesapeake.

Mr. Patrick Reynolds made a motion, seconded by Vice-Chairman John Maddux, and carried unanimously to approve these resolutions.

ADJOURNMENT: There being no further business to discuss, it was the consensus to adjourn the meeting.

Steven C. Wright
Executive Secretary

Minutes provided by Teresa J. Shuma

Chesapeake Economic Development Authority
Treasurer's Report
December 2016

Beginning Balance Forward 12/01/2016

\$ 4,415,176.51

Type	Date	Num	Description	Split	Amount	Balance
Balance Forward						\$ 838,406.46
Deposit						
	12/19/2016		Pickrell - EDA Sale, Parcel 35, Oakbrooke		499,778.10	
	12/19/2016		Reconciliation of Holiday Open House		141.52	
	12/30/2016		Atlantic Shores Christian School-Series 2008		4,579.00	
	12/31/2016		Interest Income		462.65	
					<u>504,961.27</u>	
Check	12/15/2016	4667	Basnight Land & Lawn, Inc.		(3,364.77)	
Check	12/15/2016	4668	City of Chesapeake		(4,070.43)	
Check	12/15/2016	4669	Dominion Va Power		(975.39)	
Check	12/15/2016	4670	Minor & Associates		(1,876.25)	
Check	12/15/2016	4671	Solitude Lake Management		(789.00)	
Check	12/07/2016	4672	Sherry Barnette		(1,500.00)	
Check	12/07/2016	4673	Sweet Cream Bakery		(255.50)	
Check	12/07/2016	4674	The Gourmet Gang		(5,663.48)	
Check	12/15/2016	4675	Clyde T. Clark, Jr.		(50.00)	
Check	12/15/2016	4676	Hassell and Folkes		(1,200.00)	
Check	12/15/2016	4677	J.T. Fisher		(50.00)	
Check	12/15/2016	4678	John Maddux		(50.00)	
Check	12/15/2016	4679	Patrick Reynolds		(50.00)	
Check	12/15/2016	4680	Russell G. Hanson, Jr.		(50.00)	
Check	12/15/2016	4681	Teresa C. Peters		(50.00)	
Check	12/15/2016	4698	Robert L. Riddle		(50.00)	
Check	12/15/2016	4699	Vonda Chappell		(50.00)	
					<u>(20,094.82)</u>	
Ending Balance in Account 12/31/2016						\$ 1,323,272.91

LGIP - General Account						
Balance Forward						\$ 1,547,418.99
Deposit	12/30/2016		Interest Income		<u>882.02</u>	
Ending Balance in Account 12/31/2016						\$ 1,548,301.01

TowneBank						
Balance Forward						\$ 2,029,351.06
Deposit	12/30/2016		Interest Income		<u>831.87</u>	
Ending Balance in Account 12/31/2016						\$ 2,030,182.93

\$ 4,901,756.85



CHERRY BEKAERT LLP
P.O. BOX 25549
RICHMOND, VA 23260-5500 (757)456-2400

CHA

*Economic Development Authority of the
Mr. Steven Wright
City of Chesapeake
676 Independence Parkway
Suite 200
Chesapeake, VA 23320*

Invoice No. 935534
Date 12/31/2016
Client No. 3921185.3

FOR PROFESSIONAL SERVICES RENDERED:

Progress Billing #2:

Economic Development Authority of the
City of Chesapeake

Examination of financial statements
for the fiscal year ended June 30, 2016

Progress Bill

\$ 4,625.00

TERMS: Invoices are payable upon presentation. A service charge will be added to past due accounts equal to 1 1/2% per month (18% annually) on the previous month's balances less payments received during the month, with a minimum charge of \$2.00 per month.

Dec 20, 2016

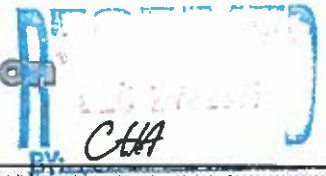
Customer Bill

CHESAPEAKE ECONOMIC DEVELOP
AUTHORITY

444 NETWORK STA
FOUNTAIN PUMP
CHESAPEAKE, VA 23320



Dominion



Effective immediately, your remittance address has changed to P.O. Box 26543, Richmond, VA 23290-0001. Please make the necessary change. Thank you.

Billing and Payment Summary

Account # 9578017346 Due Date: Jan 24, 2017

Total Amount Due: \$ 571.82

To avoid a Late Payment Charge of 1.5% please pay by Jan 24, 2017.

Previous Amount Due: \$ 1,170.21
Payments as of Dec 20: \$ 1,170.21CR

For service emergencies and power outages please call
1-866-DOM-HELP (1-866-366-4357). Visit us at www.dom.com.

Meter and Usage

Current Billing Days: 32

Billable Usage
Schedule 100 11/17-12/19
Total kWh 5715

Measured Usage
Meter: 0113208836 11/17-12/19
Current Reading 36775
Previous Reading 31060
Total kWh 5715

Usage History

Mo	Yr	kWh
Dec	15	4463
Jan	16	5822
Feb	16	4822
Mar	16	5027
Apr	16	4848
May	16	3259
Jun	16	1968
Jul	16	3914
Aug	16	5599
Sep	16	4724
Oct	16	6055
Nov	16	5644
Dec	16	5715

Explanation of Bill Detail

Customer Service 1-866-591-0157

Previous Balance 1,170.21
Payment Received 1,170.21CR
Balance Forward 0.00

Non-Residential Service (Schedule 100) 11/17-12/19

Distribution Service	
Basic Customer Charge	6.59
Distribution Service kWh	74.18
Electricity Supply Svc (ESS)	
Electricity Supply kWh	252.60
Rider R Bear Garden Gen Station	6.52
Rider S Va City Hybrid Energy Ctr	22.69
Rider T Transmission	49.15
Rider B Biomass Conversions	2.97
Rider W Warren Co Power Station	10.52
Rider BW Brunswick Co Pwr Station	10.46
Rider GV Greenville Co Pwr Statn	3.89
Fuel	129.62
Sales and Use Surcharge	2.63
Total Current Charges	571.82

Total Account Balance 571.82

View payment options, request service changes and enroll in eBill at
www.dom.com, search: Manage Your Account

Important Customer Information from Dominion Virginia Power

Not satisfied? Let us know. If you have an unresolved issue with your electric service that has not been addressed by a Dominion representative or their supervisor, please visit dom.com and search "Unresolved Issues."

Please record your account number on your check and mail payment to: Dominion Virginia Power, PO Box 26543, Richmond, Va. 23290-0001.

Mailed on Dec 21, 2016

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power. Please see reverse side for mailing address change instructions.

Payment Coupon

Bill Date Dec 20 16

Please Pay by 01/24
\$ 571.82

Amount Enclosed

[Empty box for amount enclosed]

Account No. 9578017346

047347 1 AV 0.373 T#000155
CHESAPEAKE ECONOMIC DEVELOP
AUTHORITY
676 INDEPENDENCE PKWY STE 200
CHESAPEAKE VA 23320-5219

Send Payment to:

DOMINION VIRGINIA POWER
P O BOX 26543
RICHMOND VA 23290-0001



888 9578017346 8000057182 8000057182 91

Dec 20, 2016

Customer Bill

CHESAPEAKE ECONOMIC DEVELOP
AUTHORITY

411 INNOVATION DR
CHESAPEAKE, VA 23320



Effective immediately, your remittance address has changed to P.O. Box 26543, Richmond, VA 23290-0001. Please make the necessary change. Thank you.

Billing and Payment Summary

Account # 1260413354 Due Date: Jan 24, 2017

Total Amount Due: \$ 425.13

To avoid a Late Payment Charge of 1.5% please pay by Jan 24, 2017.

Previous Amount Due: \$ 818.25
Payments as of Dec 20: \$ 818.25CR

For service emergencies and power outages please call
1-866-DOM-HELP (1-866-366-4357). Visit us at www.dom.com.

Meter and Usage

Usage History

Current Billing Days: 32

Billable Usage
Schedule 100 11/17-12/19
Total kWh 4232

Measured Usage
Meter: 0086054056 11/17-12/19
Current Reading 19855
Previous Reading 15623
Total kWh 4232

Mo	Yr	kWh
Dec	15	3780
Jan	16	4400
Feb	16	3692
Mar	16	3371
Apr	16	2571
May	16	3880
Jun	16	2661
Jul	16	3792
Aug	16	3460
Sep	16	3767
Oct	16	4085
Nov	16	4085
Dec	16	4232

Explanation of Bill Detail

Customer Service 1-866-591-0157

Previous Balance 818.25
Payment Received 818.25CR
Balance Forward 0.00

Non-Residential Service (Schedule 100) 11/17-12/19

Distribution Service

- Basic Customer Charge 6.59
- Distribution Service kWh 54.93

Electricity Supply Svc (ESS)

- Electricity Supply kWh 187.05
- Rider R Bear Garden Gen Station 4.82
- Rider S Va City Hybrid Energy Ctr 16.80
- Rider T Transmission 36.40
- Rider B Biomass Conversions 2.20
- Rider W Warren Co Power Station 7.79
- Rider BW Brunswick Co Pwr Station 7.74
- Rider GV Greensville Co Pwr Statn 2.88

Fuel 95.98
Sales and Use Surcharge 1.95
Total Current Charges 425.13

Total Account Balance 425.13

View payment options, request service changes and enroll in eBill at
www.dom.com, search: Manage Your Account

Important Customer Information from Dominion Virginia Power

Not satisfied? Let us know. If you have an unresolved issue with your electric service that has not been addressed by a Dominion representative or their supervisor, please visit dom.com and search "Unresolved Issues."

Please record your account number on your check and mail payment to: Dominion Virginia Power, PO Box 26543, Richmond, Va. 23290-0001.

Mailed on Dec 21, 2016

Please detach and return this payment coupon with your check made payable to Dominion Virginia Power. Please see reverse side for mailing address change instructions.

Payment Coupon

Bill Date Dec 20 16

Please Pay by 01/24
\$ 425.13

Amount Enclosed

[Empty box for amount enclosed]

Account No. 1260413354

047347 1 AV 0.373 T#000155
CHESAPEAKE ECONOMIC DEVELOP
AUTHORITY
676 INDEPENDENCE PKWY STE 200
CHESAPEAKE VA 23320-5219

Send Payment to:

DOMINION VIRGINIA POWER
P O BOX 26543
RICHMOND VA 23290-0001



888 1260413354 2000042513 2000042513 91

SOLITUDE

LAKE MANAGEMENT

P.O. Box 969 • Virginia Beach, VA 23451
 Voice: (888) 480-LAKE • Fax: (888) 358-0088

INVOICE

Invoice Number: PI-A00100393
 Invoice Date: 01/01/17

PROPERTY: Oakbrooke Business Park

SOLD TO: Oakbrooke Business Park
 c/o Chesapeake EDD
 676 Independence Parkway, #200
 Chesapeake, VA 23320

Customer ID 00004	Customer PO	Payment Terms Due upon receipt	
Sales Rep ID Kim Niesel	Shipping Method	Ship Date	Due Date 01/01/17

Qty	Item Description	Unit Price	Extension
1	Annual Lake & Pond Management Services SVR00198 01/01/17 - 01/31/17 Annual Lake & Pond Management Services	789.00	789.00

PLEASE REMIT PAYMENT TO:

 1320 Brookwood Drive, Suite H
 Little Rock, AR 72202

Subtotal	789.00
Sales Tax	0.00
Total Invoice	789.00
Payment Received	0.00
TOTAL	789.00

Basnight Land & Lawn, Inc.

225 Sign Pine Road
Chesapeake, VA 23322

Tel **757-436-9617** Fax **757-436-0112**

www.basnightlandandlawn.com

Invoice

Purchase Order	Invoice No	Date
	79717	12/19/2016
Job	Account No	Terms
Oakbrooke Business &	1602	Net 30

Joan Fowler

City of Chesapeake - Economics & Dev. Dept.
676 Independence Pkwy Ste 200
Chesapeake, VA 23320

CHA

Description	Date	Quantity	Unit	Unit Price	Ext Price
Bush Hog Mowing	8/26/2016	1	EA	3,132.00	3,132.00
7-18-2016					
8-26-2016					

Total	\$3,132.00
Received	\$0.00
Remaining	\$3,132.00

Basnight Land & Lawn, Inc.

225 Sign Pine Road
Chesapeake, VA 23322

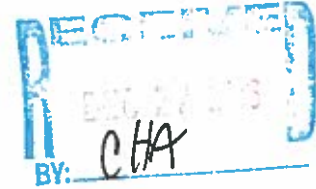
Tel **757-436-9617** Fax **757-436-0112**

www.basnightlandandlawn.com

Invoice

Purchase Order	Invoice No	Date
	79779	12/19/2016
Job	Account No	Terms
Cavalier Industrial Park 2016	4986	

City Of Chesapeake Economic Development
676 Independence Pkwy, Suite 200
Chesapeake, VA 23320



Description	Date	Quantity	Unit	Unit Price	Ext Price
Sign Planting Repairs	11/18/2016	1	EA	2,651.38	2,651.38
Sign Repairs	11/18/2016	1	EA	5,978.75	5,978.75
Sign Permits	12/18/2016	1	EA	625.00	625.00

Total	\$9,255.13
Received	\$0.00
Remaining	\$9,255.13

Basnight Land & Lawn, Inc.

225 Sign Pine Road
Chesapeake, VA 23322
Tel 757-436-9617 Fax 757-436-0112

Invoice		
Purchase Order	Invoice No	Date
	79815	1/1/2017
Account No	Terms	
1602	Net 30	
Job		
Oakbrooke Business & Technology Center		

Joan Fowler
City of Chesapeake - Economics & Dev. Dept.
676 Independence Pkwy Ste 200
Chesapeake, VA 23320

BY: *CHA*

Description	Ext Price
Grounds Maintenance Service - January 2017	\$3,364.77

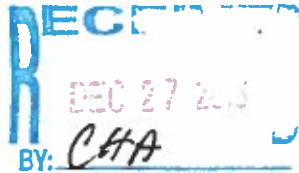
Subtotal	\$3,364.77
Taxable	
Tax	
Total	\$3,364.77

TRAVELERS
 USI INS SERVICES-NORFOLK
 P O BOX 3427
 NORFOLK VA 23514-3427

00414 -L2

Account Bill

Account No. 4693K3151
 Date of This Bill 12/23/16



TOTAL BALANCE	\$227.00
MINIMUM DUE	\$227.00

ECONOMIC DEVELOPMENT AUTHORITY
 676 INDEPENDENCE PARKWAY, SUITE 200
 CHESAPEAKE VA 23320

PAYMENT MUST BE RECEIVED BY:
JANUARY 12, 2017

ACCOUNT BILLING SUMMARY

POLICY	TYPE	POLICY PERIOD	MIN. DUE	BALANCE	CO
0105714813	LB Liability	01/12/17	\$227.00	\$227.00	12
TOTAL BALANCE				\$227.00	

TRANSACTIONS SINCE LAST STATEMENT

Total Transactions (See Transaction Detail Section)	+227.00
TOTAL BALANCE	\$227.00

TRANSACTION DETAIL

POLICY NUMBER 0105714813 LB Liability	227.00
01/12/17 Renewal	
TOTAL TRANSACTIONS	\$227.00

CONTINUED ON NEXT PAGE

Please detach the payment coupon and mail with your payment in the enclosed envelope to:
 TRAVELERS CL REMITTANCE CENTER, PO BOX 660317, DALLAS, TX 75266-0317.

648842H 2016358 8789 301 039272

Payment Coupon Make checks payable to: TRAVELERS

USI INS SERVICES-NORFOLK
 ECONOMIC DEVELOPMENT AUTHORITY
 4693K3151

Include Account Number on the check.

Change of Address?
 Place an "X" here.
 Print changes on reverse side.

PAYMENT MUST BE RECEIVED BY
JANUARY 12, 2017

TOTAL BALANCE	\$227.00
MINIMUM DUE	\$227.00
AMOUNT ENCLOSED	

TRAVELERS CL REMITTANCE CENTER
 PO BOX 660317
 DALLAS, TX 75266-0317



9934363933113331353140393939396100002270000002270067

Customer Service Contacts

<u>Billing Questions</u>	MONDAY-FRIDAY, 7:00 A.M. - 8:00 P.M. EST	800-252-2268
<i>Your Account Number:</i>	4693K3151	
<i>Automated Inquiry:</i>	24 hrs a day, 7days a week	800-252-2268
 <u>Policy Questions</u>	 USI INS SERVICES-NORFOLK	 757-625-1800
 <u>Claim Questions</u>	 BUSINESS INSURANCE	 800-238-6225
	CONSTRUCTION	800-828-4132
	NATIONAL ACCOUNTS	800-832-7839
	BOND & FINANCIAL PRODUCTS	800-842-8496

<u>Code</u>	<u>Insuring Company</u>
12	TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Policyholder ECONOMIC DEVELOPMENT AUTHORITY
Account No. 4693K3151

Date of This Bill: 12/23/16

SPECIAL MESSAGES

Hassle Free Payments - Call 877-307-4202 to make a quick and simple payment.
For all other customer service inquiries (other than making a payment)
please call 800-252-2268.

Make payments on-line! With our on-line payment options you can make single payments or
you can schedule Automatic Recurring Payments. It's fast and easy, enroll today!
To learn more visit our website - <https://selfservice.travelers.com/business/registration>.

If you are paying with a check from a Personal Checking Account, you authorize us to
either use information from your check to make a one-time electronic funds transfer from
your account or to process the payment as a check. If you are paying with a check from a
Business Checking account, we will process the payment as a check.

KELLAM, PICKRELL, COX & ANDERSON

A PROFESSIONAL CORPORATION

ATTORNEYS AND COUNSELORS AT LAW

403 BOUSH STREET, SUITE 300

NORFOLK, VIRGINIA 23510-1217

TELEPHONE (757) 627-8365

FAX (757) 625-2189

VIRGINIA BEACH OFFICE
2102 MEDITERRANEAN AVENUE
VIRGINIA BEACH, VIRGINIA 23451-1230
TELEPHONE (757) 425-1230
FAX (757) 425-3585

EDWIN C. KELLAM
(1907-1989)
JOSEPH J. LAWLER
(1918-1988)
GORDON B. TAYLOR, JR.
(1936-2015)

January 5, 2017

CEA

Ms. Joan Fowler
Economic Development Authority of Chesapeake
676 Independence Parkway, Suite 200
Chesapeake, VA 23320

RE: Dollar Tree

Dear Joan:

Please find enclosed my statement for services rendered with respect to the Dollar Tree matter.

Should you have any questions or if all is not entirely satisfactory, please let me know.

Very truly yours,



James M. Pickrell, Jr.

JMPJR/sp
enclosure

KELLAM, PICKRELL, COX & ANDERSON

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(1907-1989)
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(1918-1988)
GORDON B. TAYLOR, JR.
(1936-2015)

Page: 1

January 05, 2017

File No.: 301436-00M

Economic Development Authority of Chesapeake
Joan Fowler
686 Independence Parkway
Suite 200
Chesapeake VA 23320

Dollar Tree Parking Garage

TO FEE FOR SERVICES RENDERED AS FOLLOWS:

07/20/16

JMP Meeting with EDA and City re proposed investment.

11/03/16

JMP Review ESA Phase I Site Assessment.

12/13/16

JMP Review emails from Joan Fowler and Jan Proctor; review Cooperation Agreement; review Development Agreement; review EDIP Agreement; review Performance Agreement; draft paragraph re limits on Authority's obligations; telephone call with Joan.

12/14/16

JMP Review Resolutions (5); review drafts of Development Agreement between EDA, City and Dollar Tree; review drafts of Cooperation Agreement between EDA and City; review drafts of Commonwealth's Opportunity Fund Agreement between EDA, City and Dollar Tree; review drafts of EDIG Program Agreement between EDA and Dollar Tree; emails with Jan Proctor; emails with Joan Fowler.

12/15/16

JMP Final review of Agreements and Resolutions; telephone call with Joan; emails with Joan.

KELLAM, PICKRELL, COX & ANDERSON

Economic Development Authority of Chesapeake

Page: 2
January 05, 2017
File No.: 301436-00M

Dollar Tree Parking Garage

12/19/16

JMP Matters re revising Development Agreement resolution re franchise utilities; emails with Joan Fowler re same; telephone call with Joan; review statutes re notice requirements and special meetings.

12/20/16

JMP Telephone call with Joan re special meeting.

12/22/16

JMP Review revised Resolutions for Cooperation Agreement and Development Agreement.

01/05/17

JMP Matters re additional resolutions for Development Agreement and Cooperation Agreement.

For Current Services Rendered 17.55 4,387.50

TIMEKEEPER FEE SUMMARY

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
JAMES M. PICKRELL, JR.	17.55	\$250.00	\$4,387.50

BALANCE DUE \$4,387.50

PLEASE PLACE FILE NUMBER ON PAYMENT, THANK YOU.

FOR YOUR CONVENIENCE MASTERCARD/VISA PAYMENTS ACCEPTED.

Office DEPOT OfficeMax

OFFICE DEPOT STORE 6347
1332 Greenbrier Parkway
Chesapeake VA 23320

01/17/2017 16.9.2 11:35 AM
STR 6347 REG 3 TRN 4483 EMP 788899

SALE
Product ID Description Total
620138 FORM, TAX, 1099, 14.99 SS
649703 FORM, TAX, LSR, 1 18.99 SS

Subtotal: 33.98
Sales Tax: 2.04
Total: 36.02
Visa 9947: 36.02

AUTH CODE 06720C
TDS Chip Read
AID A0000000031010 VISA CREDIT
TVR 0000008000
CVS Signature Verified

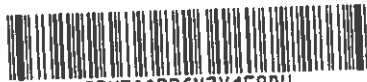
Shop online at www.officedepot.com

WE WANT TO HEAR FROM YOU!

Participate in our online customer
survey and receive a coupon for
**\$10 off your next qualifying
purchase of \$50 or more on
office supplies, furniture and more.**
(Excludes Technology. Limit 1 coupon per
household/business.)

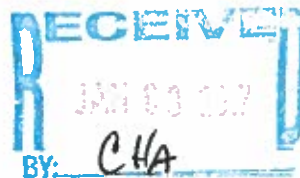
Visit www.officedepot.com/feedback
and enter the survey code below:

14TR S2BD MVK9



2PVTAAPP6Y3X4E8BW





Invoice

Named Insured

ECONOMIC DEVELOPMENT AUTHORITY
 CITY OF CHESAPEAKE VIRGINIA
 676 INDEPENDENCE PKWY STE 200
 CHESAPEAKE VA 23320-5219



146599061
 DD1263

Please call your Agent with questions about your billing statement or to make changes to your policy.

ERIE Agent

CHESAPEAKE INSURANCE SERVICES INC
 1105 MADISON PLZ STE 100
 CHESAPEAKE, VA 23320-5202
 (757)436-4366

See following page(s) for policy details.

Minimum Due: \$201.00
Due by: 01/18/2017
Pay in Full: \$201.00

Fees will be added for any returned payments and included on future invoices.

Make a secure online payment at erieinsurance.com.

Mail Date: 12/28/2016
 Policy Number: Q191850058
 Policy Type: Commercial Fire
 Policyholder: ECONOMIC DEVELOPMENT AUTHORITY

Thank you for choosing Erie Insurance for your insurance needs!

Detach here PC0004 12/15

Keep top portion for your records / Return bottom portion with your payment

Detach here

Agent Number: DD1263
 Policy Number: Q191850058
 Policy Type: Commercial Fire

Minimum Due: \$201.00
Due by: 01/18/2017
Pay in Full: \$201.00
 Amount you are paying: \$ _____

ECONOMIC DEVELOPMENT
 CITY OF CHESAPEAKE VIRGINIA
 676 INDEPENDENCE PKWY STE
 200
 CHESAPEAKE, VA 23320 - 5219

ERIE INSURANCE

100 Erie Insurance Place
 Erie, PA 16530

Please write your Policy number on your check.
 Make check payable to Erie Insurance.
 Make a secure online payment at erieinsurance.com.

Please do not write below this line

040412631918500589960600000008002010000020100

Minimum Due Details

Policy Number	Policy Type	Policy Term	Billing Fees	Past Due Amount	Current Premium
Q191850058	Commercial Fire	07/18/2016 - 07/18/2017			\$201.00

Total **\$201.00**

Minimum Due: \$201.00

Pay In Full Details (since last invoice)

Policy Number	Policy Type	Transaction Date	Transaction Type	Transaction Amount
Q191850058	Commercial Fire	06/27/2016	Previous Balance	\$1,125.00
		07/26/2016	Payment	-\$1,125.00
		12/09/2016	Policy Change Effective 12/07/2016	+\$201.00

Pay in Full: \$201.00

Future Installments (for Pay Plan A)

There are no future installments due.

RE: Increase D&O Insurance from \$1 million to \$2 million

Joan;

The Insurance Company wants to know why you want to increase their limits midterm and I would need a "no known loss letter" to seek approval. We would also apply a retro date of inception on the higher limits and we would be looking at **an additional annual premium of \$840.00 to increase the limits to \$2m** (we would prorate that based on the midterm change). The policy currently costs \$3,445.64 annually.

I have attached a no known loss letter – please print it out on your letterhead and have an officer sign it. We would also need a written (email is fine) state with the reason behind the request. Thank you.

As always, we appreciate and thank you for your business. If there are any other services I can be of assistance with, please do not hesitate to let me know!

Thank you,
Charles Mushett CISR
Chesapeake Insurance Services
O:757/436-4366

RE: Business Catastrophe Liability (BCL) Limit per Occurrence Increase to \$10 million

Good Afternoon Joan,

As discussed in your last meeting, we have worked up two quotes as requested. The first quote is for your Business Catastrophe Liability, **Limit Per Occurrence is \$10,000,000 annual premium is \$3,924.00**. Currently your BCL is \$5,000,000 with an annual premium of \$1744.00. **(an increase of \$2180)**

If everything looks good, I would need a written statement in order to update your current policies with the additional coverage's.

Let me know if you have any question or concerns, Thanks!

Kind Regards,
Andrea Robinson

*Chesapeake Insurance Services
1105 Madison Plaza, Suite 100
Chesapeake, VA 23320
Office: 757/436-4366*

No known loss letter:

In reference to Economic Development Authority Of Chesapeake, policy # **0202-2052-7**, it is understood that the board members, Directors and Officers of Economic Development Authority Of Chesapeake **do not** have any knowledge of any lawsuit pending or active against its directors and officers. It is understood that this Statement will be used to apply for the higher limits of liability on said policy.

Signed: _____
(Officer)

Date _____

Agent _____