

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, JULY 20, 2017**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, July 20, 2017, at 3:00 p.m. at the Economic Development office, 676 Independence Parkway, Chesapeake, VA.

MEMBERS PRESENT: Clyde T. Clark, Jr., Chairman; John B. Maddux, Vice Chairman; Teresa C. Peters, Secretary; Dan G. Bell, Treasurer; Russell G. Hanson, Jr., Member; Jeffrey "J.T." Fisher, Assistant Secretary; Patrick L. Reynolds, Member

MEMBERS ABSENT: Vonda W. Chappell; Robert L. Riddle

ALSO PRESENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: Jim Pickrell, KPCT PC, EDA Attorney

STAFF PRESENT: Joan Fowler, Chesapeake Economic Development
Preston Wilhelm, Chesapeake Economic Development
Constantia Matthews, Chesapeake Economic Development
Sherry Barnette, Chesapeake Economic Development
Casey Gilchrist, Chesapeake Economic Development
Teresa Shuma, Chesapeake Economic Development

GUESTS PRESENT: Mr. James Carroll, Small Business Development Center (SBDC) of Hampton Roads
Kelly Lackey, City Attorney's Office
Mr. Glenn Gibson, Harvey Lindsay Commercial Real Estate

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

PRESENTATIONS:

Mr. Jim Carroll, Executive Director, SBDC of Hampton Roads gave a presentation on what the SBDC is doing in the Hampton Roads area. The SBDC is requesting funding from the area municipalities to support the SBDC mission and is requesting \$10,000.00 from the City of Chesapeake.

MEETING MINUTES: After a review of the June 15, 2017 Meeting Minutes, Mr. Dan Bell made a motion, seconded by Mr. John Maddux, and carried unanimously to accept the Minutes from the June 15, 2017 Meeting.

TREASURER’S REPORT: Mr. Steven Wright, Chesapeake Economic Development, reported the financial statements for June 2017. Ms. Teresa Peters asked if the deposits on future reports could be itemized. Mr. Wright indicated future reports will have the deposits itemized. After hearing no further questions or concerns, Chairman Clyde T. Clark, Jr. declared the June 2017 Treasurer’s Report filed for audit.

Mr. John Maddux indicated he was not present at the May 18, 2017 meeting when there was a vote to transfer funds from the TowneBank account to an account at Fulton. Mr. Clyde Clark and Mr. Patrick Reynolds recused themselves from the discussion. After discussion, the transfer of funds will proceed.

INVOICES:

After a review and upon recommendation by Mr. Steven Wright, Mr. John Maddux made a motion; seconded by Mr. Patrick Reynolds and carried unanimously to approve for payment the following invoices, with the exception of the Erie Insurance Exchange Commercial Fire invoice for \$1,454.00. Additional information on what the Commercial Fire policy covers will be presented at the next EDA meeting.

Erie Insurance Exchange (Inv #2017 Pol#Q191850058 Commercial Fire, 6/27/2017)	1,454.00
Erie Insurance Exchange (Inv #2017 Pol#Q310171091 Catastrophe Liability, 7/11/2017).....	1,744.00
Erie Insurance Exchange (Inv #2017 Pol#Q310101575 General Liability Oakbrooke, 7/11/2017).....	3,716.00
Erie Insurance Exchange (Inv #2017 Pol#Q310101839 General Liability Cavalier Ind., 7/11/2017).....	629.00
Basnight Land & Lawn, Inc. (Inv #82199 services for Greenbrier North Planting, 4/4/2017).....	3,210.55
Hassell & Folkes, P.C. (Inv #72073 Professional Services 06/29/2017).....	3,532.50
Basnight Land & Lawn, Inc. (Inv #81931 Grounds Maintenance Service, 7/1/2017).....	3,364.77
Dominion Power (Inv #9578017346 services for 444 Network Sta. June 2017).....	149.45
Dominion Power (Inv #1260413354 services for 411 Innovation Dr. June 2017).....	344.97
Basnight Land & Lawn, Inc. (Inv #81820 services for bushhog Oakbrooke, 6/13/2017).....	2,754.00
Basnight Land & Lawn, Inc. (Inv #81821 services for bushhog Greenbrier North, 6/13/2017).....	4320.00
Sanford Holshouser, (Inv. # CEDA-071717 dated July 17, 2017, Strategic Plan Project).....	388.20
Basnight Land & Lawn, Inc. (Inv #81810 Spring Clean Up 4300 Portsmouth Blvd, 6/12/2017).....	1,470.00
Solitude Lake Management, (Inv #PI-A00122579 Oakbrooke Lake & Pond Mgmt, 07/01/2017).....	812.00
Solitude Lake Management, (Inv #PI-A00119969 Oakbrooke Fountain Replacement, 06/15/2017).....	1,251.00
EDIP Grant for INIT, Inc.....	187,500.00
Kellam, Pickrell, Cox & Anderson (Fees for sale of Parcel 23A-1, Oakbrooke, dtd 7/18/2017).....	3,202.50

UNFINISHED BUSINESS:

ECONOMIC DEVELOPMENT UPDATE:

Mr. Preston Wilhelm provided the Economic Development update and mentioned that Opportunity, Inc., gave a presentation at the last EDAC meeting. Mr. Wilhelm explained that workforce development resources continue to be a “hot button” item for companies that are

performing a location search. In many cases the available “talent pool” in a region and the ability of a company to attract and retain a skilled workforce is more important than the right real estate option or other location drivers during the site selection process.

Mr. Wilhelm stated the Economic Development staff went to Richmond on July 14, 2017 to meet with the President and CEO of the Virginia Economic Development Partnership (VEDP) and others to brief them on the latest available properties suitable for economic development projects in the City of Chesapeake.

OAKBROOKE BUSINESS AND TECHNOLOGY CENTER UPDATE:

Ms. Joan Fowler indicated the closing was complete on the ALM property. Mr. Steven Wright thanked Mr. Glenn Gibson for his assistance on the ALM transaction.

Ms. Fowler indicated there is a property association for the Oakbrooke Business and Technology Center and dues are currently paid through December 2017. There is an option to extend to December 2018 and the extension is recommended. Mr. John Maddux made a motion, seconded by Mr. Russell Hanson and carried unanimously, to approve the property association extension to December 2018.

GREENBRIER NORTH COMMERCE PARK (SEVTC) UPDATE:

Ms. Joan Fowler stated there were no updates and no offers were presented for the past month.

WESTERN BRANCH (THEATER) PROPERTY:

Ms. Joan Fowler indicated the Economic Development Office received a request by Mr. Danny Blevins, from Kotarides, for permission to have access to the Western Branch/former movie theater property to provide them easier access to their job site which is behind the property. Mr. Jim Pickrell advised an agreement needs to be in place prior to granting permission and Kotarides should not be on the property until an official agreement is in place. Mr. John Maddux made a motion; seconded by Mr. Dan Bell and carried unanimously to authorize the EDA Chairman the authority to enter into an agreement for access to the property with Kotarides.

Mr. Wilhelm briefed the theater property is no longer under contract with Marlyn and all permits have been pulled.

SUBCOMMITTEE FOR RESOLUTION ON BUSINESS TAXES:

Mr. Patrick Reynolds stated he and Ms. Vonda Chappell are continuing to work on the information for the Resolution on Business Taxes.

STRATEGIC PLAN UPDATE:

Mr. John Maddux stated the Strategic Plan was presented to City Council on July 11, 2017.

WESTERN BRANCH ULI STUDY APPLICATION/AGREEMENT:

Mr. Steven Wright briefed the Authority the Western Branch ULI Study Application was submitted by the Economic Development Office and is pending approval. Mr. John Maddux made a motion; seconded by Mr. Russell Hanson and carried unanimously to authorize the EDA Chairman the authority to execute the agreement and pay invoices.

NEW BUSINESS:

RESOLUTION FOR EDIP GRANT TO ALM:

An EDA Resolution for an EDIP Grant for ALM for the Authority's approval was presented. Mr. Russell Hanson made a motion, seconded by Mr. J.T. Fisher and carried unanimously to approve the resolution for an EDIP grant to ALM. The request for City Council approval of the EDIP grant to ALM is scheduled on the July 25, 2017 Council agenda.

2017 CHESAPEAKE WINE FESTIVAL:

Mr. Steven Wright requested the Authority's approval to sponsor the upcoming 2017 Chesapeake Wine Festival. Mr. Russell Hanson made a motion which was seconded by Mr. John Maddux and carried unanimously to approve up to \$2,000.00 for the chalet at the 2017 Chesapeake Wine Festival. Costs for the catering will be presented at the next meeting.

SBDC OF HAMPTON ROADS:

The Authority discussed SBDC of Hampton Road's request for \$10,000.00. The Economic Development staff will research what the City of Chesapeake and other municipalities have sponsored in the past and present it at next month's meeting.

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

A handwritten signature in black ink, appearing to read 'S. C. Wright', written over a horizontal line.

Steven C. Wright
Executive Secretary

Minutes provided by Teresa Shuma