

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, MAY 18, 2017**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, May 18, 2017, at 3:00 p.m. at the Economic Development office, 676 Independence Parkway, Chesapeake, VA.

MEMBERS PRESENT: John B. Maddux, Vice Chairman; Teresa C. Peters, Secretary; Jeffrey "JT" Fisher, Assistant Secretary; Russell G. Hanson, Jr., Member; Patrick L. Reynolds, Member; Vonda W. Chappell, Member

MEMBERS ABSENT: Clyde T. Clark, Jr., Chairman; Dan G. Bell, Treasurer; Robert L. Riddle

ALSO PRESENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: Jim Pickrell, KPCT PC, EDA Attorney

STAFF PRESENT: Sherry Barnette, Chesapeake Economic Development
Voncile "Von" Gilbreath, Chesapeake Economic Development
Teresa Shuma, Chesapeake Economic Development
Constantia Matthews, Chesapeake Economic Development
Ben White, Chesapeake Economic Development
Joan Fowler, Chesapeake Economic Development
Preston Wilhelm, Chesapeake Economic Development
Casey Gilchrist, Chesapeake Economic Development

GUESTS PRESENT: Jim Baker, City Manager; Jan L. Proctor, City Attorney; Lindsey Elliott, Riddle Associates; Allen Campbell, Givens, Inc.; Josh Gerloff, RRMM Architects

John Maddux declared a quorum present and called the meeting to order.

MEETING MINUTES: After a review of the April 20, 2017 Meeting Minutes, Mr. Hanson made a motion, seconded by Mr. Reynolds, and carried unanimously to accept the Minutes from the April 20, 2017 Meeting.

TREASURER'S REPORT: Mr. Steven Wright, Chesapeake Economic Development, reported the financial statements for April 2017. Hearing no questions or concerns, Vice-Chairman John Maddux declared the March 2017 Treasurer's Report filed for audit.

ANALYSIS OF EDA BANK ACCOUNTS:

Mr. Steven Wright indicated at the April 2017 meeting Ms. Matthews, Management Analyst, made a presentation to the Board regarding rates at various lending institutions. The Board voted to transfer the money market account from Towne Bank to Fulton. Due to the number of members absent at the April 2017 meeting, counsel was consulted to ensure the vote was valid. Counsel indicated even though a member abstained there was still a quorum, and the vote was valid. Mr. Wright indicated they will move forward and transfer the account.

PRESENTATIONS:

Ms. Lindsey Elliott, a Real Estate Broker with Riddle Associates, is representing Givens Inc., an international logistics distribution company headquartered in Chesapeake, VA. Ms. Elliott introduced Mr. Allen Campbell who is the Givens National Accounts Executive and he presented to the Board details about Givens, Inc. and their Third Party Logistics operation.

INVOICES:

After a review and upon recommendation by Mr. Steven Wright, Mr. Reynolds made a motion; seconded by Ms. Peters and carried unanimously to approve for payment the following invoices:

Basnight Land & Lawn, Inc. (Inv #81120 Grounds Maintenance Service, 5/1/2017).....	3,364.77
Solitude Lake Management (Inv #PI-A00112805 Oakbrooke Lake & Pond Manag, 5/2017).....	789.00
Hassell & Folkes, P.C. (Inv #71775 Professional Services, 5/04/2017).....	210.00
Dominion Power (Inv #1260413354 services for 411 Innovation Drive, April 2017).....	397.80
Dominion Power (Inv #9578017346 services for 444 Network Sta, April 2017).....	6.59
Minor and Associates (Inv #121640 Accounting professional services 5/1/2017).....	213.75
Pilot Media (Inv #2702680 Public Hearing Advertisement April 2017).....	490.00
IDAmerica Creative Branding (Inv #392493230 Golf Tournament expense 4/13/17).....	963.88
IDAmerica Creative Branding (Inv #392518293 Golf Tournament expense 4/11/17).....	201.65
IDAmerica Creative Branding (Inv #392575795 Golf Tournament expense 4/14/17).....	2170.12
IDAmerica Creative Branding (Inv #392522141 Golf Tournament expense 4/11/17).....	280.95
American Awards & Graphics (Inv #78742 Golf Tournament Trophies/Plaques 5/17/17).....	369.68

**UNFINISHED BUSINESS:
ECONOMIC DEVELOPMENT UPDATE:**

Mr. Wright referenced the 2016 Chesapeake Annual Report and indicated the Mayor announced at the State of the City address that 2016 was a very good year. He recognized all of the members of the EDA for their support and also thanked the City Manager, Mr. Jim Baker, for his guidance and leadership. Mr. Wright provided an update on the Dollar Tree project and was happy to announce that everything is on schedule. He indicated the Authority is going to be the owner of the parking garage. The City has been working in concert with Dollar Tree and they have the responsibility of designing the garage. As such, the Economic Development Office has consulted with MBP, a construction management firm, and they have submitted a proposal to the EDA to review the design and the operational features of the garage. Mr. Wright presented the estimate of the work that would be done by MBP not to necessarily approve the construction design, but to investigate the construction design a little bit more thoroughly and identify any potential issues that may come up as we operate and maintain the garage in the future. The proposal by MBP is for \$9,000.00. Upon recommendation by Mr. Steven Wright, Mr. Reynolds made a motion; seconded by Ms. Chappell and carried unanimously to approve the proposal to oversee Phase I of the Dollar Tree parking garage by MBP for \$9,000.00.

OAKBROOKE BUSINESS AND TECHNOLOGY CENTER UPDATE:

Ms. Joan Fowler provided an update on the fountain. The unit was sent to the manufacturer and the seal has failed and damaged the motor in the component. The cost to repair it is \$2,304.00 and to replace the motor is \$2,502.00. The recommendation is to replace because then there will be a three year warranty for \$200.00. Mr. Reynolds made a motion; seconded by Mr. Fisher and carried unanimously, to approve, as presented, to replace the motor for the fountain.

For ALM Landscaping – we are still working with them and they did change the layout of the building to have the loading docks in the back. We are still working with them on getting the right mix of masonry and the office portion looks pretty good right now and we should be getting something back from them soon and then we will get with the landscape committee and get that approved.

In regards to JoKell locating at Parcel 35 in Oakbrooke, there was a question on whether or not it could be subdivided. A plat has been submitted to staff for review. Ms. Joan Fowler introduced Mr. Josh Gerloff from RRMM Architects who presented the new site plan for the new JoKell building.

GREENBRIER NORTH COMMERCE PARK (SEVTC) UPDATE:

Ms. Fowler provided an update about some interest that we've recently had in the park which was sparked by the recent broker's event held at Oceaneering. There is not enough information to provide details to the Board at this time, however, it is anticipated that by the next meeting we will have a formal proposal to present.

STRATEGIC PLAN UPDATE:

Mr. Maddux stated that a presentation of the Strategic Plan was provided to the focus groups on May 2, 2017. It went very well and the same presentation was provided at the Economic Development Advisory Council (EDAC) meeting on May 12, 2017. Discussion was held that the Board should adopt the Strategic Plan and present it to City Council (date to be determined). Upon recommendation by Mr. Steven Wright, Mr. Reynolds made a motion; seconded by Ms. Chappell and carried unanimously to adopt the Strategic Plan and present it to City Council. The Board will be notified the date of when the Strategic Plan will be presented to City Council.

NEW BUSINESS:

SUBCOMMITTEE FOR RESOLUTION ON BUSINESS TAXES:

Ms. Vonda Chappell presented an update on the resolution on business taxes. The subcommittee met with Councilman Roland Davis and they are now in the gathering data stage to see what can be used in the tax system to spur economic development. Another update will be provided in June and the deadline for the subcommittee recommendations is July.

EDA TERM LIMITS:

Mr. Steven Wright presented that during the last General Assembly session there was some legislation passed that gave the city the ability to limit the terms of members on various boards that are appointed by City Council in Chesapeake. The EDA is one of those groups that is council appointed and the decision was made to institute term limits. An ordinance amending Chapter 2 of the Chesapeake City Code, entitled, "Administration," Article VII, entitled, "Economic Development Authority," Section 2-646 thereof, to amend the term limits of the board members, in conformity with recent amendments to Section 15.2-4904 of the 1950 Code of Virginia was provided to the members. This means that authority members can serve not more than two consecutive terms and any board member whose terms will expire after July 1; if that board member has already served two consecutive terms they are no longer eligible for

reappointment. Currently there is a total of four members whose terms will expire after July 1, 2017 but before the new year starts. Those members are Chairman Mr. Clyde Clark, Mr. Russell Hanson, and Mr. Robert Riddle. Also Mr. Dan Bell's term expires, but he is eligible for reappointment as he has only served three years so he has not served a complete full term so he is eligible for a reappointment. This goes into effect, July 1, 2017.

CHESAPEAKE PORT AUTHORITY:


Mr. Steven Wright presented an ordinance dissolving the Chesapeake Port Authority and transferring all rights, powers, privileges, assets and/or obligations of the Chesapeake Port Authority to the Economic Development Authority of the City of Chesapeake. This will be effective July 1, 2017. The Chesapeake Economic Development staff will provide the Board at a future meeting with a list of all of those rights, powers, privileges and/or obligations.

EXECUTIVE SESSION:

Mr. Fisher made a motion to enter into Executive Session which was seconded by Ms. Peters. Ms. Chappell and Mr. Maddux recused themselves from the Executive Session.

Ms. Peters made a motion to leave the Executive Session which was seconded by Mr. Hanson.

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