

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF CHESAPEAKE  
THURSDAY, NOVEMBER 16, 2017**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, November 16, 2017, at 3:00 p.m. at the Economic Development office, 676 Independence Parkway, Chesapeake, VA.

**MEMBERS PRESENT:** John B. Maddux, Chairman; Patrick L. Reynolds, Vice Chairman; Teresa C. Peters, Treasurer; Vonda W. Chappell, Secretary; Bradley M. Brickhouse, Member; Kevin J. Cosgrove, Member; Dawn W. Matheson, Member; Valerie K. Brown, Member

**MEMBERS ABSENT:** Jeffrey "J.T." Fisher, Assistant Secretary

**ALSO PRESENT:** Steven C. Wright, Executive Secretary

**COUNSEL PRESENT:** Jim Pickrell, KPCT PC, EDA Attorney

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

**GUESTS PRESENT:** James Baker, City Manager; Robert C. Ike, Jr., City Council;  
Jan Proctor, City Attorney; Roland Davis, City Council

**CALL TO ORDER**

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

**MEETING MINUTES:** After a review of the October 19, 2017 Meeting Minutes, Mr. Patrick Reynolds made a motion; seconded by Ms. Teresa Peters, to accept the Minutes from the October 19, 2017 Meeting. The motion was approved unanimously.

**TREASURER'S REPORT:** Mr. Steven C. Wright, Chesapeake Economic Development, reported the financial statement for October 2017. Mr. Kevin Cosgrove asked about the invoice for RFK Solutionz, Inc. on the Treasurer's report. Mr. Wright explained that the invoices on the Treasurer's report were approved by the EDA and are reconciled from the last meeting. No other questions or concerns were expressed; therefore, Chairman John Maddux declared the October 2017 Treasurer's Report filed for audit.

**SPECIAL PRESENTATION:  
COUNCILMAN ROLAND DAVIS, REGIONAL BROADBAND INITIATIVE**

Chairman John Maddux introduced Councilman Roland Davis representing Regional Broadband Initiative. Councilman Davis explained and presented the project of Regional Broadband as being the future of ultra-high-speed broadband. Councilman Davis encouraged the EDA to understand, appreciate and support the new wireless coverage infrastructure in Hampton Roads. Consequently, Councilman Davis asked the EDA to get behind the idea to entice Technology companies to do business in Chesapeake. Mr. Steven Wright agreed that infrastructure is very important and is needed to attract big companies to Hampton Roads. Chairman Maddux stated that the presentation was very informative.

**INVOICES:**

After a review and upon recommendation by Mr. Steven Wright, Ms. Dawn Matheson made a motion; seconded by Mr. Patrick Reynolds, to approve for payment the following invoices.

A&W Contractors, Inc. (Application for Payment #4 – Smith Ave. Clearing and E&S Project, 10/25/2017).....	53,816.50
Basnight Land & Lawn, Inc. (Inv #82238 Bush Hog Mowing for Oakbrooke, 07/24/2017).....	2,754.00
Basnight Land & Lawn, Inc. (Inv #83433 Grounds Maintenance for Oakbrooke, 11/01/2017).....	3,364.77
Cherry Bekaert LLP (Prof. Svcs., Progress Billing #1 for Audit of financial statements, FY ending June 30, 2017)....	10,000.00
Dominion Energy (Acct #1260413354 services for 411 Innovation Dr., 10/19 2017).....	354.58
Dominion Energy (Acct #1260413354 services for 444 Network Sta., 10/19 2017).....	470.67
Hassell & Folkes, P.C. (Inv #72480 Professional Services for 13-086 Smith Ave. Project, 10/24/2017).....	420.00
Minor and Associates (Inv #121713 Prof. Svcs. for Audit items & Revise financial statements, 11/02/2017).....	213.75
Pilot Media (Inv #2718680 for Sept 21 meeting, 09/30/17).....	510.00
Solitude Lake Management (Inv #PI-A00141264 Annual Lake & Pond Mgmt. Services 11/01/17).....	812.00

The motion was approved unanimously.

**UNFINISHED BUSINESS:  
ECONOMIC DEVELOPMENT UPDATE:**

Mr. Steven Wright thanked the EDA members who came to the orientation session and gave all EDA members a copy of the Legislation that establishes and governs the EDA including the former Port Authority. Mr. Wright stated that the Legislation defines the powers and abilities of the Authority and what the Authority can do to be effective and impactful. Mr. Wright stated that the orientation power point presentation was presented up to page 13 of 40. Mr. Wright shared that the presentation gives insight of the strategic plan and the overall city, and how Economic Development Department can play a role in its implementation. Mr. Wright stated that the presentation will be emailed to the EDA members and will be revisited at a later date.

Ms. Von Gilbreath shared two expansion announcements with the Governor's Office for creating new jobs from Standard Calibration Inc. and ChemRes. Ms. Gilbreath also shared that Standard Calibration Inc. will later expand their facility and have been looking to expand in Oakbrooke.

Mr. Ben White informed that the upcoming EDAC meeting for November will be held at the Cinema Café in Edinburgh and the topic will be Retail Alliance. Mr. White explained that the EDAC meeting is held every month by the Economic Development staff on relevant and appropriate topics about the Chesapeake business community. Also, Mr. White shared that about 400 people are on the email invitation list but the attendance varies according to topic. Mr. White informed that the December location for the EDAC meeting will be held at Cox Communications and three non-profit organizations will highlight their programs. Mr. White announced that RK Solutionz will have a Ribbon Cutting Event in Western Branch on November 17<sup>th</sup> to celebrate their new location in Western Branch.

#### **OAKBROOKE BUSINESS AND TECHNOLOGY CENTER UPDATE:**

Ms. Joan Fowler shared that parcel 29 (2 acre) is under contract and is still moving forward as a 7500 square feet medical office building. Ms. Vonda Chappell asked about the progress of ALM. Ms. Fowler informed that ALM is a landscaping company and they had their grand opening that week.

#### **GREENBRIER NORTH COMMERCE PARK (SEVTC) UPDATE:**

Ms. Joan Fowler had no update.

#### **WESTERN BRANCH UPDATE:**

Mr. Preston Wilhelm updated on the sale of Chesapeake Square Mall and shared that the mall has been in foreclosure. Mr. Wilhelm further stated that there is a group in negotiation with the Servicer to purchase the mall and anticipate closing by the end of the year.

#### **NEW BUSINESS:**

##### **BUDGET COMMITTEE APPOINTMENT**

Mr. Steven Wright respectfully asked the Chair to appoint two members of the Authority to work with staff and serve on the Budget Committee to create a formal budget for the EDA. Mr. Wright emphasized that it would be appropriate to have a formal budget because of the amount of money the Authority spends. Chairman Maddux appointed Ms. Teresa Peters, Treasurer, and Ms. Valerie Brown, new member, to serve on the Budget Committee based on their experience and background.

**CONFLICT OF INTEREST:**

Mr. Steven Wright stated that he had hoped to get someone from the Commonwealth Attorney's office to come and give a brief overview of the conflict of interest law and how it is applied to the Authority. Mr. Wright emphasized that this is something that needs to be done to keep the Board's reputation faultless. Mr. Wright stated that this topic will be put back into the December EDA meeting.

**HOLIDAY OPEN HOUSE:**

Mr. Steven Wright shared an overview and history of the Holiday Open House. Ms. Sherry Barnette provide detail of the event's agenda and expenditures. Ms. Barnette stated that the total budget for the Holiday Open House is \$7500. Ms. Barnette shared that \$1500 for the bar will be sponsored by Commonwealth Commercial and asked the EDA to approve sponsoring the event with \$3000 to match the Economic Development Department's \$3000 sponsorship amount. Mr. Wright stated that recognition of previous Board, EDA and Port Authority members will be made at the Holiday Open House.

Kevin Cosgrove made a motion; seconded by Ms. Vonda Chappell, to approve a \$3000 sponsorship for the Holiday Open House on December 14, 2017 at 2pm. The motion was approved unanimously.

**EXECUTIVE SESSION:**

Mr. Jim Pickrell, EDA Attorney stated the executive session will cover two topics:

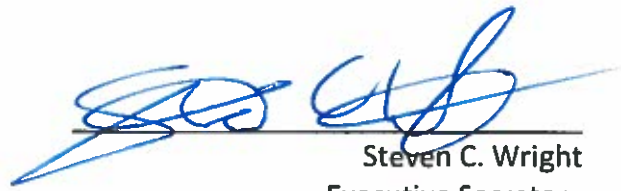
- Disposition Publicly Held Real Property – Adversely affecting charitable negotiation position.
- Consultation of legal council during specific matters requiring legal advice.

Ms. Dawn Matheson made a motion; seconded by Mr. Patrick Reynolds, to go into Executive Session to discuss the two topics. The motion was approved unanimously.

Ms. Teresa Peters made a motion; seconded by Ms. Dawn Matheson, to leave the Executive Session. The motion was approved unanimously.

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

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A handwritten signature in blue ink, consisting of stylized initials and a surname, positioned above a horizontal line.

Steven C. Wright  
Executive Secretary

Minutes provided by Angela Davis