

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF CHESAPEAKE  
THURSDAY, January 16, 2020**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, January 16, 2020, at 3:00 p.m. at the Economic Development Office, 676 Independence Parkway, Chesapeake, VA.

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

**MEMBERS ABSENT:** Patrick L. Reynolds, Chairman;

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

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

**STAFF PRESENT:** Ben White, Chesapeake Economic Development  
Tim Howlett, Chesapeake Economic Development  
Preston Wilhelm, Chesapeake Economic Development  
Sherry Barnette, Chesapeake Economic Development  
Kerstin Plarr, Chesapeake Economic Development  
Dulishu Mapp, Chesapeake Economic Development  
Constantia Matthews, Chesapeake Economic Development

**GUESTS PRESENT:** Jay Stroman, City Attorney; Susan Rowling, Assistant City Attorney; Tracey Bedgood, Cherry Bekeart; Vic Nichols

**CALL TO ORDER**

Vonda W. Chappell, Vice Chairman, declared a quorum present and called the meeting to order.

**AUDIT:**

Cherry Bekaert, LLP presented the results of the Fiscal Year 2019 Audit of Financial Statements. The results indicated a clean audit opinion with no internal control deficiencies noted. Ms. Tracy Bedgood, CPA for Cherry Bekeart, thanked the staff of the EDA for all their assistance. Mr. Steven Wright addressed how checks and balances have been put in place regarding the required conflict of interest forms.

**MEETING MINUTES:** After a review of the December 12, 2019 Meeting Minutes, Ms. Teresa Peters, made a motion; seconded by Mr. Kevin Cosgrove, to accept the minutes from the December 12, 2019 Meeting. The motion was approved unanimously.

**TREASURER’S REPORT:** Mr. Steven Wright, Chesapeake Economic Development, presented the treasurer’s report for December, 2019. No other questions or concerns were expressed; therefore, Vice Chairman Vonda Chappell declared December 2019 Treasurer’s Report filed for audit.

**INVOICES:**

All of the invoices were approved budgeted invoices.

**UNFINISHED BUSINESS:**

**ECONOMIC DEVELOPMENT UPDATE:**

Mr. Steven Wright stated that CED has been working very closely with the Virginia Economic Development Partnership (VEDP), Hampton Roads Planning District Commission (HRPDC) and the Hampton Roads Economic Development Alliance (HREDA) on the statewide, site characterization study. Chesapeake submitted several sites to be considered for the site characterization study. Currently they are considering 55 sites throughout all of Hampton Roads. Of the 55 sites in Hampton Roads, 22 are located within Chesapeake (more than any jurisdiction in HR and VA). On January 24, 2020, VEDP and their site characterization team will be in town and will meet with every locality to discuss their sites. Each locality will have an hour to interface with VEDP. Due to the quantity of sites in Chesapeake, Chesapeake was given two (2) hours. This is the first of many visits to come.

**OAKBROOKE BUSINESS & TECHNOLOGY CENTER – UPDATE:**

Mr. Tim Howlett informed the Authority about a prospective purchaser of Lot 2. The Virginia Beach-based prospect is interested in developing a multi-use, recreational facility.

Mr. Steven Wright discussed an EDIP for JRC Mechanical. They are contracting 20,000 square feet for a mechanical equipment facility in Oakbrooke Business & Technology Park. If approved by the Authority, the resolution will be advanced to City Council at a date to be determined. Mr. John Maddux made a motion to approve the resolution; seconded by Mr. Arthur Robinson. The motion was approved unanimously.

The remaining issues will be discussed in closed session.

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

Mr. Tim Howlett provided an update regarding the Givens purchase of the last remaining parcel. Givens' engineer determined the usable acreage to be 6.7 acres with an overall acreage of 11.86. Mr. Steven Wright added that the Authority will have no obligation for the lake – the purchaser will be responsible for it. Mr. Kevin Cosgrove made a motion to accept the calculations indicating that there is 6.7 usable acres on this parcel and the contract can be adjusted according to that figure; seconded by Ms. Dawn Matheson. The motion was approved unanimously.

**WESTERN BRANCH UPDATE:**

Will be discussed in closed session.

**COMMITTEE REPORTS:**

There were no committee reports.

**NEW BUSINESS:**

No new business to discuss.

**EXECUTIVE SESSION:**

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

Clause 3, discussion of acquisition and/or disposition of real property where discussion in open session would adversely affect the negotiating position of the EDA.

Mr. Kevin Cosgrove made a motion; seconded by Mr. M. Bradley Brickhouse, to go into Executive Session. The motion was approved unanimously.

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

**ADDITIONAL MOTIONS FROM COMMITTEE MEMBERS:**

Mr. Kevin Cosgrove made a motion that the Authority agree to pay \$1,300.00 to Bay Environmental to perform Phase One Environmental Studies on the remaining properties owned by the Authority in Oakbrooke; seconded by Mr. Arthur Robinson. The motion was approved unanimously.

Mr. Kevin Cosgrove made a motion for the Authority to enter into a contract with Soscia Appraisal to perform appraisal services for the property discussed in closed session, with the appraisal to be delivered within 60 days; seconded by Ms. Dawn Matheson. The motion was passed unanimously.

Mr. Kevin Cosgrove made a motion for the Authority to agree to enter into a contract with Hassell & Folkes to perform traffic analysis for the Authority on the property discussed in closed session at a cost of \$22,000.00; seconded by Ms. Valerie Brown. The motion was passed unanimously.

Ms. Dawn Matheson made a motion for the Authority to enter into a contract with Bay Environmental to perform a Wetland Delineation and Phase One Environmental Studies at a cost of \$2,800.00 on the property discussed in closed session; seconded by Ms. Teresa Peters. The motion was passed unanimously.

**ADDITIONAL BUSINESS:**

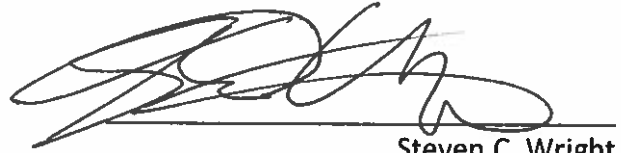
Ms. Vonda Chappell, Vice Chairman, appointed two members to serve on a committee to work on behalf of the Authority in connection with certain properties that were discussed in closed session. Ms. Vonda Chappell appointed Mr. Kevin Cosgrove and Mr. John Maddux. Both were willing to serve.

**FOR YOUR INFORMATION:**

Mr. Steven Wright reminded members that on Saturday, January 25<sup>th</sup> the Chesapeake Regional Health Foundation will hold its annual Gala at the Chesapeake Conference Center at 6pm. The Authority has procured a table. If any of the EDA members would like to attend, please let staff know.

Mr. Wright asked members to please place on their calendars February 28, 2020 for our Mayor, Dr. Rick West who will deliver the State of the City Address at the Chesapeake Conference Center at 12:00 Noon.

**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. Wright', is written over a horizontal line.

Steven C. Wright  
Executive Secretary

Minutes provided by Jude Jackson