

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF CHESAPEAKE  
THURSDAY, August 20, 2020**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, August 20, 2020, at 3:00 p.m. at Chesapeake City Hall in the Human Resources Training Room located at 306 Cedar Road, Chesapeake, VA 23322.

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

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

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

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

**STAFF PRESENT:** Preston Wilhelm, Chesapeake Economic Development  
Tim Howlett, Chesapeake Economic Development  
Sherry Barnette, Chesapeake Economic Development  
Casey Gilchrist, Chesapeake Economic Development  
Constantia Matthews, Chesapeake Economic Development  
Kerstin Plarr, Chesapeake Economic Development

**GUESTS PRESENT:** Debbie Ritter, City Councilwoman; Jay Stroman, City Attorney

**CALL TO ORDER**

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

**WELCOME:** Mr. Steven Wright introduced and welcomed new EDA member, Mr. Luis Jimenez.

**MEETING MINUTES:** After a review of the July 16, 2020 Meeting Minutes, Ms. Dawn Matheson, made a motion; seconded by Ms. Valerie Brown, to accept the minutes from the July 16, 2020 Meeting. The motion was unanimously approved.

**TREASURER’S REPORT(S):** Mr. Steven Wright, Chesapeake Economic Development, presented the treasurer’s report for July, 2020. No other questions or concerns were expressed; therefore, Vice Chairman Vonda Chappell declared July, 2020 Treasurer’s Report filed for audit.

**INVOICES:**

All of the invoices were approved budgeted invoices

**UNFINISHED BUSINESS:**

**ECONOMIC DEVELOPMENT UPDATE:**

Mr. Steven Wright gave an update on the second round of the COVID-19 Recovery Small Business Grant. He noted the maximum available award in the second round is up to \$10,000.00 (audited) and that CED has received 37 applications since the start date on August 3, 2020. To aggressively promote the second round and get the money into the business community CED is doing a direct market mailing campaign to over 7,500 businesses, as well as sending an email to brokers and bankers via Constant Contact. In addition, CED has reached out to all the television stations and placed advertisements in the Clipper, Inside Business, and PilotOnLine. CED staff is also going door-to-door delivering printed post cards featuring both the grant and Chesapeake Chats to reach out to our small businesses in person.

Mr. Wright outlined a newly structured preliminary application review process to assist the EDA subcommittee and reduce the turnaround time for awarding the grants. This process will be audited by the City’s independent auditor and a monthly detailed account of the awards and application disqualifications will be presented to the EDA at each meeting.

Mr. Wright requested a motion be proposed allowing CED to disburse the grant awards once the EDA grant sub-committee has reviewed and approved an application. Mr. Kevin Cosgrove made said motion; seconded by Mr. John Maddux to allow the CED to disburse grant awards after approval by the EDA sub-committee. The motion was approved unanimously.

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

Mr. Tim Howlett updated the EDA has closed on the INIT property, Lot 22A-1. Mr. Wright updated with this purchase of the adjacent parcel the expectation is that in the very near future INIT (a German-based technology company) will expand their North American headquarters there.

Mr. Wright also updated AVMAC had a ribbon cutting and will be the first parcel to be developed around the lake.

Oakbrook has four (4) remaining parcels, totaling approximately twelve (12) acres, including Lot 25.

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

Mr. Steven Wright updated construction at the park continues to move at a very rapid pace. The Givens building is close to completion, and Jim Baylor has begun with the first building of his multi-building complex. Mr. Wright further updated that Mr. Nakano is still in Japan because of COVID-19 which will delay Project Big Belly until sometime this fall. Mr. Nakano has continued to work very closely with MBP Construction Management about procuring an architect and engineer.

Mr. Kevin Cosgrove asked if pictures are being taken of the construction and building to be used in the year-end report. Mr. Wright reported pictures have been taken but suggested getting drone footage of the construction as well. Mr. Cosgrove stated the need to document the construction process.

**WESTERN BRANCH UPDATE:**

Mr. Jim Pickrell updated the EDA agreed to grant the senior living facility, that small additional egress easement along with a temporary construction easement for two (2) years. The agreement includes a permanent five (5) foot sidewalk easement as featured on the plat, and a revocable license, terminable at the EDA's will, to maintain the facility's sign and speed bumps. Mr. Pickrell reported the documents outlining what the EDA has agreed to do have been finalized and requested a motion to have the documentation signed with a caveat it is subject to minor additions that may be made to the agreement as agreed upon by council. Mr. John Maddux made a motion to approve the presented easement agreement; seconded by Ms. Dawn Matheson; the motion was unanimously approved.

Mr. John Maddux updated the Kotarides are still pursuing a large grocery store chain in Chesapeake Square Mall, however the grocery store has some concerns about the roof tops. The COVID situation has also slowed this process down.

Mr. Steven Wright updated the scale of the AMAZON construction is enormous and encouraged the members to drive down Portsmouth Boulevard and Northgate Commerce Park to view it. Mr. Wright advised the retail establishments, particularly on the west side, should benefit from the traffic pattern exiting at Portsmouth Boulevard. Mr. John Maddux noted COVID-19 has created staffing issues which has interfered with meeting the established construction deadlines.

**COMMITTEE REPORTS:**

Committee reports will be covered in the Executive Session.

**OLD BUSINESS:**

Ms. Vonda Chappell updated the EDA Recovery Grant sub-committee is working on reviewing and approving the grant applications provided to them by CED. Mr. Steven Wright reported the goal for the CED staff is a 7-10 day turn-around. Ms. Dawn Matheson asked what happens once an application is approved. Mr. Wright advised the business is notified they have been approved and a W-9 is requested. Upon receipt of the businesses' W-9 the grant award is disbursed. Mr. Kevin Cosgrove asked if the W-9 could be included with the initial application to speed up the disbursement process. Ms. Constantia Matthews advised the W-9 was not initially included to reduce the amount of paperwork required to apply for the grant. It was agreed to add this requirement to the front end of the grant application.

**EXECUTIVE SESSION:**

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

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

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

Ms. Dawn Matheson made a motion, seconded by Ms. Teresa Peters, certifying that only public business matters lawfully exempted from open meeting requirements as were identified in the motion convening the executive discussion were heard, discussed or considered. The certification was approved unanimously.

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

**OPEN SESSION (CONT.)**

**FOR YOUR INFORMATION:**

Mr. Steven Wright announced the Business Appreciation Golf Classic will be on September 25, 2020 with a limited field. COVID protocols and additional precautions will be implemented to include social distancing and masks will be available. Mr. Wright asked all members interested in participating to contact Ms. Sherry Barnette.

Mr. Steven Wright noted this meeting is Ms. Teresa Peters last EDA meeting and asked all the members to recognize the tremendous contribution she has made during her tenure over the last few years. Ms. Teresa Peters addressed the members and thanked them and CED staff for all their assistance over the years.

Mr. Steven Wright announced that Ms. Casey Gilchrist is leaving CED to be a Senior Business Development Manager in Richmond and recognized her valuable contribution to CED. Ms. Casey Gilchrist addressed the members and thanked them for the opportunity and experience of working with the Authority over the last few years.

Ms. Vonda Chappell thanked Ms. Teresa Peters and Ms. Casey Gilchrist for their service and participation.

Mr. Steven Wright updated that Ms. Tonya Gill has been appointed by the City Council to fill the position held by Ms. Teresa Peters. Mr. Wright also thanked Councilwoman Debbie Ritter and the City Council for appointing two excellent new members.

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



Steven C. Wright  
Executive Secretary

Minutes provided by Jude Jackson