

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, June 18, 2020**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, June 18, 2020, at 3:00 p.m. at Chesapeake City Hall in the City Council Chamber located at 306 Cedar Road, Chesapeake, VA 23322.

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

MEMBERS ABSENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: Jim Pickrell, KPCT PC, EDA Attorney

STAFF PRESENT: Ben White, Chesapeake Economic Development
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: Jay Stroman, City Attorney, Susan Rowling, City Attorney

CALL TO ORDER

Patrick L. Reynolds, Chairman, declared a quorum present and called the meeting to order.

MEETING MINUTES: After a review of the May 21, 2020 Meeting Minutes, Mr. John Maddux, made a motion; seconded by Ms. Theresa Peters, to accept the minutes from the May 21, 2020 Meeting. The motion was unanimously approved.

TREASURER'S REPORT(S): Ms. Constantia Matthews, Chesapeake Economic Development, presented the treasurer's report for June, 2020. No other questions or concerns were expressed; therefore, Chairman Patrick Reynolds declared June, 2020 Treasurer's Report filed for audit.

Ms. Constantia Matthews clarified and summarized the Proposed Operations Budget for FY 2021. Ms. Theresa Peters and Ms. Valerie Brown addressed the COVID-19 pandemic effect on the budget. The sudden halt in operations created the need to roll over some of the remaining funds. The FY 2021 Budget reflects the belief those operations will continue going forward. Mr. Kevin Cosgrove made a motion; seconded by Ms. Vonda Chappell, to accept the Proposed Budget for FY 2021. The motion was approved unanimously.

INVOICES:

All of the invoices were approved budgeted invoices

UNFINISHED BUSINESS:

ECONOMIC DEVELOPMENT UPDATE:

Mr. Ben White presented the Annual Report that was prepared for the Mayor's State of the City which was intended to be distributed at the March EDA Meeting. Ms. Constantia Matthews presented the COVID-19 Recovery Grant. She advised Ms. Valerie Brown and Mr. Arthur Robinson were appointed to serve on the grant review subcommittee. Mr. Ben White thanked all the parties who worked on putting the grant together and marketing it.

Ms. Casey Gilchrist discussed the promotion of the grant program through the use of social media platforms and email. A podcast and live YouTube video were produced to assist businesses in the application process. Mr. Ben White also noted the use of Chesapeake Chats to talk businesses through the process.

Mr. Patrick Reynolds inquired about the size of businesses that have submitted grant applications. Ms. Constantia Matthews advised City Council appropriated additional funds for Phase II of the grant recovery program. Phase II will expand the target area to ensure all Chesapeake businesses that are eligible receive a grant award.

OAKBROOKE BUSINESS & TECHNOLOGY CENTER – UPDATE:

Mr. Tim Howlett presented an architectural rendering of AVMAC's new building designs.

Mr. Kevin Cosgrove inquired about the status of the Ownership Association. Mr. Jim Pickrell advised the Owners Association, which has been formed but is not yet active, will assume the lake maintenance costs once all the properties are sold. He further stated that in the agreement, the EDA carries the cost as long as it is running the architectural review commission. Mr. Ben White suggested the EDA may want to start the process of preparing the property owners for the transition. He advised the ED staff will put together some plans for the transition and make recommendations to the EDA.

GREENBRIER NORTH COMMERCE PARK (SEVTC) – UPDATE:

Mr. Preston Wilhelm updated the last remaining parcel has been sold, however, Project Big Belly has been delayed. The design build bid process has been slowed down because of the COVID-19 travel requirements and restrictions. Mr. Preston Wilhelm advised all other parcels are under construction with the exception of Givens. He stated Givens will be moving forward.

WESTERN BRANCH UPDATE:

Mr. Ben White updated there are committee reports which will be presented in closed session.

COMMITTEE REPORTS:

There were no committee reports.

OLD BUSINESS:

Mr. Ben White stated that Mr. David Ropp, who is retired from TowneBank, has agreed to serve on the COVID-19 Recovery Grant subcommittee. Mr. Patrick Reynolds confirmed there is no problem with appointing a non EDA member to the grant subcommittee. Mr. Kevin Cosgrove made a motion; seconded by Ms. Theresa Peters to formally appoint Mr. David Ropp to the subcommittee. The motion was approved unanimously. Ms. Dawn Matheson abstained from voting.

Mr. Ben White advised CDBG funds have been appropriated by the City to support the COVID-19 Recovery Grant. Mr. John Maddux made a motion; seconded by Ms. Dawn Matheson to approve funding and reimbursement for the COVID-19 Recovery Grant in the amount of \$445,000.00. The motion was approved unanimously. Mr. Kevin Cosgrove asked about the Planning Departments time investment in handling the grant. Ms. Constantia Matthews advised the Planning Department's role is handling the tracking, management and submission of required Federal documentation demonstrating the use of the CDBG funds for the grant.

NEW BUSINESS:

Mr. Jim Pickrell advised INIT has exercised its option to purchase the adjacent parcel to their existing location in Oakbrook. He is waiting to be contacted by INIT's counsel who will represent them in closing. Mr. Ben White updated INIT is definitely moving forward with the purchase.

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.


Clause 6, discussion of consideration of investment of public funds where competition is involved where if made public initially the financial position of the EDA would be adversely affected.

Clause 8, discussion of consultation with legal counsel retained by the EDA regarding specific legal matters requiring the provision of legal advice.

Ms. Vonda Chappell 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. Theresa Peters, 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.



Steven C. Wright
Executive Secretary

Minutes provided by Jude Jackson