

**ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF CHESAPEAKE  
THURSDAY, January 19, 2023**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, January 19, 2023 at 3:00 p.m. at Summit Pointe, 555 Belaire Avenue, Suite 310, Chesapeake, VA 23320.

**MEMBERS PRESENT:** Vonda W. Chappell, Chair  
Kevin J. Cosgrove, Vice Chair  
M. Bradley Brickhouse, Secretary  
Luis Jimenez, Member  
Michael Malone, Member  
Tonya Gill, Member – *via telephone*  
Julie Anderson, Member

**MEMBER(S) ABSENT:** Dawn Matheson, Treasurer/Asst. Secretary; John Maddux, Member

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

**COUNSEL PRESENT:** John Sawyer, WRG PC, EDA Counsel

**CED STAFF PRESENT:** Ben White; Preston Wilhelm; Lloyd Jackson; Tim Howlett; Sherry Barnette; Curtis Cobert; Kerstin Plarr; Constantia Matthews; Austin Bussey

**GUESTS PRESENT:** Catherine Lindley, Acting City Attorney – *via Teams*; Susan Rowling, Deputy City Attorney – *via Teams*; Randy Royal, Kimley-Horn Engineering; Vic Nichols, Citizen

**CALL TO ORDER:**

Ms. Vonda Chappell, Chair, declared a quorum present, and called the meeting to order.

**SPECIAL INTRODUCTION:**

Mr. Steven Wright introduced and welcomed new staff member and former Chesapeake Economic Development intern, Mr. Austin Bussey, Business Intelligence Specialist. Mr. Bussey replaces Ms. Kerstin Plarr who was recently promoted to Business Development Manager. Mr. Bussey graduated from ODU and is currently pursuing a master's degree in Economics.

**MEETING MINUTES:**

After a review of the December 15, 2022 Meeting Minutes, Mr. Kevin Cosgrove made a motion; seconded by Mr. Michael Malone, to accept the minutes from the December 15, 2022 meeting. The motion was unanimously approved.

**TREASURER’S REPORT(S):**

Mr. Steven Wright presented the treasurer’s report for December 2022. No other questions or concerns were expressed; therefore, Chair Vonda Chappell declared December 2022 Treasurer’s Report filed for audit. Mr. Wright clarified the additional accounting expense from Clifton Larson Allen and the November 2022 was filed for audit.

**INVOICES:**

All the invoices were approved budgeted invoices.

**UNFINISHED BUSINESS:**

**ECONOMIC DEVELOPMENT UPDATE:**

Mr. Steven Wright reported most of the update would be in Executive Session.

Mr. Ben White reminded members that due to the pandemic CED began a Covid-19 Relief Grant in April 2020. Mr. White reported CED awarded approximately 450 companies \$5,000,000.00. Ms. Constantia Matthews and Ms. Kerstin Plarr were instrumental in the successful outcome of the grant program and the subsequent audit. Mr. Wright and Mr. White thanked the entire CED staff and several EDA members for their help in making the Covid-19 Relief Grant program a great success.

**THREE OAKS AT GREENBRIER COMMERCE PARK:**

Mr. Steven Wright updated there is a lot of activity on the site and the details will be shared in the Executive Session.

Mr. Ben White reported ‘No Parking’ signs have been installed on Yupo Court. Mr. Wright advised the on-street parking on both sides from Executive Boulevard to the cul-de-sac frequently blocks access to the Three Oaks site which interferes with ongoing site visits. Mr. Wright further advised the process of notifying the adjacent businesses began two years ago and some of the businesses have taken the appropriate action to provide employees with alternative parking solutions. Repeated abuses of on-street parking will now be enforced by the police department.

**OAKBROOKE BUSINESS & TECHNOLOGY CENTER UPDATE:**

No new updates.

**WESTERN BRANCH UPDATE:**

Mr. Preston Wilhelm updated the developers for the VA Clinic have received approval for each of their conditional use permits and they are scheduled to close on February 10, 2023.

**COASTAL VIRGINIA COMMERCE PARK (CVCP):**

Mr. Steven Wright updated Chesapeake Economic Development was awarded \$750,000.00 in the first round of the Virginia Business Ready Sites Grants by the Governor and VEDP to facilitate some additional due diligence. Additional details will be provided in the Executive Session.

**EXECUTIVE SESSION:**

Mr. John Sawyer, EDA Counsel, stated the EDA may wish to consider a motion to conduct a closed meeting for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining or negotiating position of the Economic Development Authority (EDA), specifically for potential acquisition of real property for economic development purposes and the disposition of publicly held real property all as permitted by Sections 2.2-3711(A) (3) of the Code of Virginia.

Mr. Michael Malone made a motion; seconded by Mr. Luis Jimenez to go into Executive Session. The motion was unanimously approved.

Mr. Michael Malone made a motion; seconded by Ms. Julie Anderson to leave Executive Session. The motion was unanimously approved.

Mr. John Sawyer, EDA Counsel, stated the EDA may wish to consider a motion to certify that to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. The certification was approved, and the Executive Session was closed unanimously via a roll call vote.

**ADDITIONAL MOTIONS:**

Mr. Kevin Cosgrove made a motion to allow the EDA to receive and spend the \$750,000.00 Virginia Business Ready Sites Program grant award under the terms of the appropriation the members received; seconded by Mr. Michael Malone. The motion was unanimously approved.

Mr. Kevin Cosgrove made a motion to allow the Chair to review and sign the Purchase and Sale Agreement for Professional Printing; seconded by Mr. Michael Malone. The motion was unanimously approved.

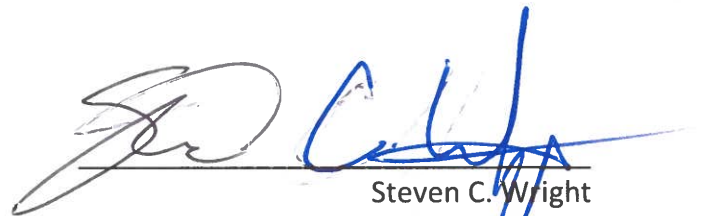
Mr. Luis Jimenez made a motion to ratify the Coastal Virginia Commerce Park Purchase (and Sale) Agreement and Option Agreement that was signed December 30, 2022; seconded by Ms. Tonya Gill. Chair Vonda Chappell abstained from the vote. The motion was unanimously approved.

**FOR YOUR INFORMATION:**

Mr. Steven Wright updated the following items and events:

- Chesapeake Regional Health Foundation – *Roaring 20's Soiree Gala*
  - Saturday, January 28<sup>th</sup> at 6:00 pm – Chesapeake Conference Center
- Statement of Economic Interest (SOEI) due no later than **February 1, 2023**
- Chesapeake State of the City 2023 – date TBD
- 23<sup>rd</sup> Annual Business Appreciation Golf Tournament
  - May 19, 2023 at the Chesapeake Golf Club
  - 9:00 am Shotgun Start

**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