

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, November 16, 2023**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, November 16, 2023, at 3:00 p.m. at Summit Pointe, 555 Belaire Avenue, Suite 310, Chesapeake, VA 23320.

MEMBERS PRESENT: Kevin J. Cosgrove, Chair
Julie Anderson, Vice Chair
Dawn Matheson, Treasurer/Asst. Secretary
M. Bradley Brickhouse, Secretary
Vonda W. Chappell, Member
Luis Jimenez, Member
Tonya Gill, Member
Michael Malone, Member
Jeffrey Ganthner, Member

MEMBER(S) ABSENT: None

ALSO PRESENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: John Sawyer, WRG PC, EDA Counsel

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

GUESTS PRESENT: Brian Solis, Deputy City Manager; Catherine Lindley, City Attorney; Jimmy McNamara, Director of Planning; Marvin Hodges, Planning Department; Vic Nichols, citizen

CALL TO ORDER:

Mr. Kevin Cosgrove, Chair, declared a quorum present and called the meeting to order. Ms. Vonda Chappel made a motion to adopt the Draft Agenda; seconded by Ms. Dawn Matheson. The motion was unanimously approved.

SPECIAL PRESENTATION:

Mr. Jimmy McNamara and Mr. Marvin Hodges from the Planning Department provided an overview of the Great Bridge Façade Improvement Grant program. The program features a cash match up to \$20,000, to assist commercial and mixed-use small businesses with redevelopment expenses related to mandatory design characteristics. Eligible features include signs, pedestrian eating areas, and pedestrian connections. Mr. Steven Wright highlighted the program's significance within CED's Small Business Development Program with hopes to extend the model to other City areas like South Norfolk, Western Branch, and Indian River. Mr. Wright advised, like the COVID grant program, the EDA will be the agency dispersing the funds into the business community to drive improvements along key city corridors.

MEETING MINUTES:

After a review of the October 19, 2023 Meeting Minutes, Ms. Tonya Gill made a motion; seconded by Mr. Jeffrey Ganthner, to accept the minutes from the October 19, 2023 meeting. The motion was unanimously approved.

TREASURER'S REPORT:

Mr. Steven Wright presented the treasurer's report for October 2023. No questions or concerns were expressed; therefore, Chair Kevin Cosgrove declared October 2023, Treasurer's Report filed for audit.

MOTION:

Mr. Jeffrey Ganthner made a motion to increase the operational budget by \$1,500.00 to continue sponsorship of the Chesapeake Regional Hospital Foundation Gala; seconded by Ms. Julie Anderson. The motion was unanimously approved.

INVOICES:

All the invoices were approved budgeted invoices.

ECONOMIC DEVELOPMENT UPDATE:

The Economic Development Update highlighted recent activities in the City. Ms. Kerstin Plarr reported on her attendance at SWaM Fest, an annual conference in Richmond for women and minority small business owners. The purpose of SWaM Fest is to create opportunities for small businesses in both the state and the region. The event featured many speakers addressing a variety of topics. Ms. Plarr advised it was very encouraging to learn how some of the small businesses can receive procurement and contract opportunities to further advance their businesses.

Additionally, Mr. Preston Wilhelm reported on the implementation of C-Pace, the Commercial Property Assessed Clean Energy program in Chesapeake. Mr. Wilhelm advised C-Pace is a financing tool that can be used for a variety of environmental remediation measures including energy efficiency and stormwater management in new and existing buildings. Mr. Curtis Cobert also reported CED staff participated in several ribbon cuttings events across the City, including events for New Dominion Mortgage, CenterWell Senior Primary Care, Holiday Lighthouse Pointe retirement community, Bubba's 33, and the Historic Cornland School.

THREE OAKS AT GREENBRIER COMMERCE PARK:

Mr. Steven Wright provided an update on the progress of the pump station, scheduled for completion in January. Mr. Wright reminded members that after the pump station is completed the timeline for the City's final payment on the property will likely be due in July or August 2024.

OAKBROOK BUSINESS & TECHNOLOGY CENTER:

Mr. Wright reported that Jones Printing successfully closed on lot 2, a 4.6 acre parcel, generating over \$800,000 in proceeds for the Authority. Mr. Wright advised there are only 4 acres remaining for sale which is attracting considerable interest from potential buyers.

COASTAL VIRGINIA COMMERCE PARK (CVCP):

Mr. Wright reported CED staff continues to actively market the property in collaboration with the Hampton Roads Alliance and Virginia Economic Development Partnership (VEDA). The department received a VBRSP (Virginia Business Ready Sites Program) grant from VEDP for infrastructure and due diligence for the park. Mr. Austin Bussey reported the pre-application for the new round of funding for the VBRSP grant is due next week and the actual application will be submitted in January. Mr. Bussey advised the application decision timeline will take several months.

COMMITTEE REPORTS:

Mr. Steven Wright reported companies are responsible for hiring bond counsel, and their counsel will work with the Authority's legal counsel to insure appropriate implementation and compensation. There is no need for further discussion at present.

OLD BUSINESS:

Mr. Steven Wright updated members on Project Atlantic, a cardboard manufacturing recycling facility. Mr. Wright advised incentives were offered by the State and City, however market conditions led to the project's delay and termination. The funds reserved for the EDIP grant have been released for other projects and correspondence will be sent to the State for them to do the same.

Mr. Steven Wright reported that the City Attorney's office and CED have reached an understanding on the Memorandum of Understanding, MOU, and are waiting for execution by the City Manager's Office.

EDA Counsel Mr. John Sawyer reported the adoption of an Individual Remote Participation Policy and requested the Chair to formally sign it. Mr. Sawyer also discussed the need for and logistics of a full meeting remote policy. Mr. Sawyer will draft a policy in compliance with the Code of Virginia for review and an IT assessment for feasibility. CED staff will decipher the policy and assess any necessary technology upgrades.

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, consultation with legal counsel requiring the provision of legal advice by counsel as well as investment of public funds all as permitted by Sections 2.2-3711(A) (3) and (A) (6) of the Code of Virginia.

Ms. Vonda Chappell made a motion, seconded by Ms. Dawn Matheson to go into Executive Session. The motion was unanimously approved.

EXECUTIVE SESSION cont.:

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 MOTION(S):

Mr. Jeffrey Ganthner made a motion to accept the proposal from Towne Bank and authorize staff to facilitate the transition as needed between the current banking accounts and any new ones being set up; seconded by Ms. Dawn Matheson. The motion was approved, and the record will reflect that Ms. Julie Anderson, Ms. Vonda Chappell, and Chair Kevin Cosgrove abstained from the vote.

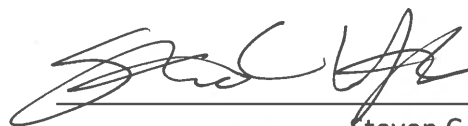
Mr. Michael Malone made a motion to authorize the Great Bridge Village Façade Grant application for Wilson Village Shopping Center up to \$20,000.00 dollar-for-dollar; seconded by Ms. Dawn Matheson. The motion was unanimously approved.

FOR YOUR INFORMATION:

- October 3, 2023 - State of the Region
 - Hilton Norfolk The Main – 12:00 pm to 2:00 pm
- October 4 – 6, 2023 – VMA23 International Trade Symposium
 - Hilton Norfolk The Main - 12:00 pm to 2:00 pm
- October 5, 2020 – Plasser American Ribbon Cutting
 - 12:00 pm New Manufacturing Facility
- October 14, 2023 - 14th Annual Chesapeake Wine Festival
 - Chesapeake City Park 12:00 pm – 6:00 pm

Mr. Steven Wright congratulated Deputy Director Mr. Ben White on being elected the Chesapeake City Treasurer and thanked him for being instrumental to success of the Economic Development Department as well as to the Authority.

ADJOURNMENT: There being no further business to discuss, Mr. Bradley Brickhouse made a motion to adjourn; no second being needed, it was the consensus to adjourn the meeting.



Steven C. Wright
Executive Secretary