

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF CHESAPEAKE
THURSDAY, March 21, 2024**

The regular meeting of the Economic Development Authority of the City of Chesapeake was held on Thursday, March 21, 2024, 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; Vonda W. Chappell, Member; Luis Jimenez, Member; Tonya Gill, Member; Michael Malone, Member; Jeffrey Ganthner, Member

MEMBER(S) ABSENT: M. Bradley Brickhouse, Secretary

ALSO PRESENT: Steven C. Wright, Executive Secretary

COUNSEL PRESENT: John Sawyer, WRG PC, EDA Counsel

CED STAFF PRESENT: Preston Wilhelm; Tim Howlett; Constantia Cobert; Austin Bussey; Jude Jackson

GUESTS PRESENT: Brian Solis, Deputy City Manager; Catherine Lindley, City Attorney; Lauren Harden, Director with Cherry Bekaert, LLP; Harvy Miller, IT Department; George Hoddinott, Planning Department; Harvy Miller, IT Department; Toi Hunter, HR Alliance; Erika Skeeter, Skeeter Advisors

CALL TO ORDER:

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

AUDIT:

Ms. Lauren Harden, Director of Cherry Bekaert, LLP, presented the annual audit to the Authority members advising the report was completed on February 29, 2024 with an unmodified opinion issued on the financial statements. An unmodified opinion is considered the best possible result, signifying that the financial statements fairly represent the financial position and operations of the Authority. Ms. Harden reported there were no non-compliance issues discovered during the audit. However, she did identify one matter deemed a material weakness in the internal control over financial recording. This material weakness necessitated a prior year-end adjustment to the financial statements.

Mr. Steven Wright advised upon consultation with the Authority's accounting firm, CliftonLarsonAllen, and the City's Finance department measures have been implemented to prevent future reporting errors. Chair Kevin Cosgrove provided clarification that the identified issue did not pertain to the Authority's financial accounts directly and related only to recording process of land donations to an Authority or other entities, as well as partial sales.

FOIA TRAINING:

Ms. Catherine Lindley, Chesapeake City Attorney, provided FOIA (Freedom of Information Act) training to the Authority members which fulfilled the two-year mandatory training requirement. The training certification for the Authority members will be kept on file with the City Clerk's office.

SPECIAL PRESENTATION:

Mr. George Hoddinott with the Chesapeake Planning Department presented a Great Bridge Façade Grant application request for a property located on Battlefield Boulevard in the amount of \$2,500.00. Ms. Julie Anderson made a motion to approve the Great Bridge Façade Grant application as presented; seconded by Mr. Michael Malone. The motion was approved, with one 'no' vote and one abstention.

MEETING MINUTES:

After a review of the February 15, 2024 Meeting Minutes, Ms. Dawn Matheson made a motion; seconded by Ms. Vonda Chappell, to accept the minutes from the February 15, 2024 meeting. The motion was unanimously approved.

TREASURER'S REPORT:

Ms. Constantia Cobert presented the treasurer's report for February 2024 and clarified the cash sweep out with the earned interest from the closed accounts to the new account that was reported last month in the January Treasurer's Report. No questions or concerns were expressed; therefore, Chair Kevin Cosgrove declared February 2024, Treasurer's Report filed for audit.

INVOICES:

All the invoices were approved budgeted invoices.

ECONOMIC DEVELOPMENT UPDATE:

Mr. Steven Wright presented the annual report, highlighting key sections and advised that it will be distributed during the Mayor's State of the City address via a postcard featuring a QR code to access a digital version. Mr. Wright mentioned several recent ribbon cuttings for new businesses in Chesapeake and recapped the recent EDAC meeting that celebrated woman in business. The meeting included a panel with EDA member Ms. Vonda Chappell and other prominent women highlighting their achievements and contributions to the local business community. Mr. Wright noted that the next EDAC meeting on April 12, 2024, will feature speakers Mayor Rick West and City Manager Chris Price.

THREE OAKS AT GREENBRIER COMMERCE PARK:

Mr. Steven Wright provided an update on recent visits from international businesses interested in manufacturing, including a follow-up visit. He also mentioned ongoing work with the Kotarides on installing infrastructure to support development. The final payment for the land acquisition is on track to be due in June 2025.

OAKBROOK BUSINESS & TECHNOLOGY CENTER:

Mr. Steven Wright updated there has been renewed interest in parcel 13A.

WESTERN BRANCH:

Mr. Wright reported that the recently opened restaurants are experiencing significant success, emphasizing the importance of retail services in the area.

COASTAL VIRGINIA COMMERCE PARK (CVCP):

Mr. Wright provided an update on the status of the VBRSP application following a virtual site visit with the VEDP team. He mentioned that preparations are underway for an in-person visit with VEDP and KPMG on April 12, 2024.

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 where discussion in an open meeting would adversely affect the bargaining or negotiating position of the Economic Development Authority (EDA); all as permitted by Sections 2.2-3711(A) (3) of the Code of Virginia.

Mr. Michael Malone made a motion, seconded by Mr. Jeffrey Ganthner, to go into 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.

Mr. Michael Malone made a motion to extend the contract with Kimley-Horne for environmental studies in the amount of \$75,000.00; seconded by Ms. Dawn Matheson. The motion was passed unanimously.

FOR YOUR INFORMATION:

- **Chesapeake State of the City 2024**
 - March 27, 2024 at 11:30 am – 2:00 pm Chesapeake Conference Center
- **Crush Digital Marketing Ribbon Cutting**
 - April 25, 2024 at 4:00 pm – 6:00 pm 660 Independence Pkwy, Suite 310 C
- **24th Annual Business Appreciation Golf Tournament**
 - May 23, 2024 at the Chesapeake Golf Club

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



Steven C. Wright
Executive Secretary

Minutes provided by Jude Jackson