

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK January 9 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Robert Barclay, Chairman
Wesley King, Vice Chairman
Stacy Lewis, Secretary-Treasurer
Clifton Harrell
Maria Herbert
Michael Milteer
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: None

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Gregory Byrd, Assistant Director of Economic Development
Jennifer Schmack, Economic Development Associate
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Mr. Wittersheim moved to approve the minutes of the regular meeting of December 12, 2018. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes:	Barclay, Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (8)
Nays:	None (0)
Abstain:	None (0)
Motion Passed	

Financial Report.

Mr. Barclay presented the financial report for the period ending November 30, 2018 to the Board.

NEW BUSINESS

Accept and Appropriate – Wanchese. Mr. King moved to approve A RESOLUTION TO ACCEPT AND APPROPRIATE INCENTIVE FUNDS TO WANCHESE FISH COMPANY, INC. The motion was seconded by Ms. Wiley and carried the following recorded vote:

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Ayes: Barclay, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: Harrell (1)
Motion Passed

Business Façade Grant Update – 1260 Carolina Road. Ms. Schmack briefed the Board on the completion of the facade improvements to the building at 1260 Carolina Road.

Downtown Community Business Launch Competition Update. Mr. Byrd provided the Board with an update regarding the businesses that will present their business plans at Pitch Night, January 15.

HREDA Marketing Activity Report. Mr. Hughes presented the November 2018 HREDA Marketing Activity Reports.

Suffolk Marketing Activity Report. Mr. Hughes presented the December 2018 Suffolk Marketing Activity Reports.

Suffolk E-Newsletter. Mr. Hughes presented the January 2019 Suffolk E-Newsletters.

Motion for Closed Meeting. Mr. Lewis moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at Obici Place and the Point at Harbour View. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning Project Devil. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Barclay, Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (8)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. King moved to approve a resolution of certification of the closed meeting of November 14, 2018. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Barclay, Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (8)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. King moved to approve A RESOLUTION TO AUTHORIZE THE AWARD OF AN ECONOMIC DEVELOPMENT INVESTMENT PROGRAM GRANT TO UNILEVER MANUFACTURING (US), INC. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Barclay, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: Harrell (1)
Motion Passed

Mr. Barclay advised the Board that the next regular meeting is scheduled to take place on Wednesday, February 13, 2019, at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman Barclay at 4:51 p.m.

Teste: 
Wesley King, Vice Chairman

Approved: 
Stacy Lewis, Secretary-Treasurer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK February 13 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Robert Barclay, Chairman
Wesley King, Vice Chairman
Stacy Lewis, Secretary-Treasurer
Clifton Harrell
Michael Milteer
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: Maria Herbert

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Jennifer Schmack, Economic Development Associate
Scott Mills, Deputy City Manager
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Bruce Berlin, Venture Realty
Debbie Russell, Nansemond Suffolk Academy
Angie Thompson, Nansemond Suffolk Academy
Kevin White, Butler Snow on behalf of Nansemond Suffolk Academy
Jimmy LaRoue, Suffolk News Herald

CALL TO ORDER

Mr. Barclay called the meeting to order at 4:00 p.m.

PUBLIC HEARING

Mr. Hughes introduced Mr. Kevin White of Butler Snow representing Nansemond Suffolk Academy for the public hearing item, "Suffolk EDA's Approval of the Nansemond Suffolk Academy Revenue Bond for issuance by Matthews County EDA." Mr. White informed the board that the Suffolk EDA and City of Suffolk were unable to issue the revenue bonds on behalf of Nansemond Suffolk Academy, as their annual borrowing amount exceeds \$10,000,000. However, since Nansemond Suffolk Academy is located in Suffolk the Suffolk EDA and the Suffolk City Council would have to support the action with Matthews County action. The Suffolk EDA and Suffolk City Council support does not provide any financial obligation or liability to either body. Mr. Barclay opened the public hearing. There were no speakers. Mr. Barclay closed the public hearing.

Mr. Harrell moved to approve the Suffolk EDA's Approval of the Nansemond Suffolk Academy Revenue Bond for issuance by Matthews County EDA. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes:	Barclay, Harrell, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays:	None (0)
Abstain:	None (0)
Motion Passed	

REGULAR BUSINESS

Minutes.

Mr. Wittersheim moved to approve the minutes of the regular meeting of January 9, 2019. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes:	Barclay, Harrell, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays:	None (0)
Abstain:	None (0)
Motion Passed	

Financial Report.

Mr. Barclay presented the financial report for the period ending December 31, 2018 to the Board.

NEW BUSINESS

Downtown Community Business Launch Competition Update Mr. Hughes provided an update on the Community Business Launch Event and next steps. Mr. Hughes informed the Board that agreements are being crafted with each awarded participant, with goal to bring agreement to the March meeting for EDA review and vote.

HREDA Marketing Activity Report. Mr. Hughes presented the December 2018 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. Hughes presented the January 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. Hughes presented the February 2019 Suffolk E-Newsletter.

Motion for Closed Meeting. Mr. Lewis moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at Obici Place. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning Project Pickle, Project Store, and Project Sheet. Pursuant to Virginia Code Section 2.2-3711 (AX8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically concerning a COIA inquiry involving the Community Business Launch program. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes:	Barclay, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays:	None (0)
Abstain:	None (0)
Motion Passed	

A Resolution of Certification of the Closed Meeting. Mr. King moved to approve a resolution of certification of the closed meeting of November 14, 2018. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Ms. Harrell and carried the following recorded vote:


Ayes: Barclay, Harrell, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

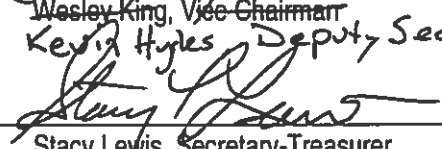
Mr. Wittersheim moved to approve a Resolution to Authorize the Award of an Economic Development Investment Program grant to Smithfield Packaged Meats Corp. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Barclay, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None(0)
Motion Passed

Mr. Barclay advised the Board that the next regular meeting is scheduled to take place on Wednesday, March 13, 2019, at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room, and will also serve as the EDA Annual Meeting and Election of Officers.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman Barclay at 5:00 p.m.

Teste: 
Wesley King, Vice-Chairman
Kevin Hyles, Deputy Secretary-Treasurer

Approved: 
Stacy Lewis, Secretary-Treasurer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK MARCH 13 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Stacy Lewis, Secretary-Treasurer
Clifton Harrell
Maria Herbert
Branch Lawson
Michael Milteer
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: Wesley King, Vice Chairman

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Jimmy LaRoue, Suffolk News Herald

CALL TO ORDER

Mr. Lewis called the meeting to order at 4:02 p.m., and welcomed Mr. Branch Lawson as the newest member of the EDA.

REGULAR BUSINESS

Agenda Amendment

Mr. Hughes requested an amendment to the meeting agenda to include discussion regarding a Façade Grant request for the Broadway Fashion building at 124 W. Washington Street. Mr. Lewis moved to amend the meeting agenda as requested by Mr. Hughes. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Minutes.

Mr. Wittersheim moved to approve the minutes of the regular meeting of February 13, 2019. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Harrell, Lawson, Lewis, Milteer, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: Herbert (1)
Motion Passed

Financial Report.

Mr. Hughes presented the financial report for the period ending January 31, 2019 to the Board.

NEW BUSINESS

EDA Annual Meeting, 2018 Year in Review. Mr. Hughes and Mr. Byrd provided the Board with a summary of the economic development activities conducted in 2018.

Election of Officers. Mr. Lawson motioned that the Board elect the following slate of Officers for 2019: Chairman - Mr. King, Vice Chairman - Mr. Harrell, Secretary-Treasurer - Mr. Lewis, and Deputy Secretary-Treasurer - Mr. Hughes. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Business Façade Grant – 124 W. Washington Street. Ms. Deanna Holt briefed the Board on the proposed facade improvements to the Broadway Fashions building at 124 W. Washington Street. The estimated cost for the planned improvements is \$13,027 and therefore the facade grant requested is \$6,513. Ms. Herbert moved to approve the reservation of \$6,513 for facade improvements to the property at 124 W. Washington Street. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Downtown Community Business Launch Competition Agreements. Mr. Byrd presented the Board with the proposed grant recipient agreements for The SPARC Initiative (\$15,000), Groundworks Bar and Bistro (\$10,000), Elizabeth and Maude Boutique (\$5,000), and the Brick and Mortar Brewing Company (\$15,000) for the award of Community Business Launch grants per the following resolutions.

Ms. Herbert moved to approve **A RESOLUTION TO AUTHORIZE THE AWARD OF A COMMUNITY BUSINESS LAUNCH GRANT TO THE SPARC INITIATIVE.** The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Harrell moved to approve **A RESOLUTION TO AUTHORIZE THE AWARD OF A COMMUNITY BUSINESS LAUNCH GRANT TO GROUNDWORKS BAR AND BISTRO.** The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Ms. Wiley moved to approve A RESOLUTION TO AUTHORIZE THE AWARD OF A COMMUNITY BUSINESS LAUNCH GRANT TO ELIZABETH AND MAUDE BOUTIQUE. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Ms. Herbert moved to approve A RESOLUTION TO AUTHORIZE THE AWARD OF A COMMUNITY BUSINESS LAUNCH GRANT TO BRICK & MORTAR BREWING COMPANY LLC. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Park maintenance RFP. Mr. Hughes briefed the Board on the City's plan to issue an Invitation for BID for grounds maintenance services for properties owned and maintained by the EDA. The BID will be issued by the City's Purchasing Division.

HREDA Marketing Activity Report. Mr. Hughes presented the January 2019 HREDA Marketing Activity Reports.

Suffolk Marketing Activity Report. Mr. Hughes presented the February 2019 Suffolk Marketing Activity Reports.

Suffolk E-Newsletter. Mr. Hughes presented the March 2019 Suffolk E-Newsletters.

Motion for Closed Meeting. Mr. Lewis moved to reconvene in a closed meeting for the purposes of Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at Obici Place. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning, Project Silo, Project Store and Project Sheet.: The motion was seconded by Mr. Harrell carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. Lewis moved to approve a resolution of certification of the closed meeting of March 13, 2019. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Lewis moved to approve A RESOLUTION TO AUTHORIZE THE AWARD OF AN ECONOMIC DEVELOPMENT INVESTMENT PROGRAM GRANT TO BRIDGEMAN PROPERTIES, LLC. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Harrell moved to approve A RESOLUTION TO AUTHORIZE THE AWARD OF AN ECONOMIC DEVELOPMENT INVESTMENT PROGRAM GRANT TO HODGDON HOLDINGS, LLC. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Milteer, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: Lewis (1)
Motion Passed

Mr. Wittersheim moved to approve A RESOLUTION TO AUTHORIZE THE AWARD OF AN ECONOMIC DEVELOPMENT INVESTMENT PROGRAM GRANT TO CINEMA INVESTMENTS LLC. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Ms. Herbert moved to approve A RESOLUTION TO AUTHORIZE THE CONVEYANCE OF PROPERTY OWNED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK TO CINEMA INVESTMENTS, LLC. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Lewis moved to approve a contract with Vanasse Hangen Brustlin (VHB) to provide for survey and subdivision work at and near Obici Place to assist with the Cinema Investments project in an amount not to exceed \$5,000. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Hughes advised the Board that the next regular meeting is scheduled to take place on Wednesday, April 10, 2019, at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room.

Adjourn. There being no further business, the EDA meeting was adjourned by Mr. Lewis at 5:21 p.m.

Teste: 
Stacy Lewis, Secretary-Treasurer

Approved: 
Clifton Harrell, Vice Chairman

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK APRIL 10 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Wesley King, Chairman
Clifton Harrell, Vice Chairman
Maria Herbert
Branch Lawson
Michael Milteer
Ray Wittersheim

MEMBERS ABSENT: Stacy Lewis, Secretary-Treasurer
Margie Wiley

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Scott Mills, Deputy City Manager
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Susan Eason

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Mr. Harrell moved to approve the minutes of the regular meeting of March 13, 2019. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes:	Harrell, Herbert, Milteer, Wittersheim (4)
Nays:	None (0)
Abstain:	King (1)
Motion Passed	

Financial Report.

Mr. King presented the financial report for the period ending February 28, 2019 to the Board.

NEW BUSINESS

Review of EDA Properties. Mr. Hughes provided the Board with a presentation that depicted all of the properties owned by the EDA.

Facade Grant Request – 713 Carolina Road. Mr. Byrd provided the Board with an overview of the improvements planned for the property at 713 Carolina Road. Susan Eason, the owner of the property, provided details regarding her commercial development plans. Mr. Wittersheim moved to approve a Facade Grant in the amount of \$9,060 for facade improvements planned for the building located at 713 Carolina Road. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

HREDA Marketing Activity Report. Mr. King presented the February 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. King presented the March 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. King presented the April 2019 Suffolk E-Newsletter.

Motion for Closed Meeting. Ms. Herbert moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at the Point at Harbour View. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning, Project Citrine, and Project Milan. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. Wittersheim moved to approve a resolution of certification of the closed meeting of April 12, 2019. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. King advised the Board that the next regular meeting is scheduled to take place on Wednesday, May 8, 2019, at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman King at 4:54 p.m.

Teste: 
Wesley King, Chairman

Approved: 
Clifton Harrell, Vice Chairman

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK MAY 8 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Wesley King, Chairman
Clifton Harrell, Vice Chairman
Stacy Lewis, Secretary-Treasurer
Maria Herbert
Michael Milteer
Margie Wiley

MEMBERS ABSENT: Ray Wittersheim
Branch Lawson

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Scott Mills, Deputy City Manager
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Jimmy LaRoue, Suffolk News Herald

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Ms. Herbert moved to approve the minutes of the regular meeting of April 10, 2019. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Milteer (4)
Nays: None (0)
Abstain: Lewis, Wiley (2)
Motion Passed

Financial Report.

Mr. King presented the financial report for the period ending March 31, 2019 to the Board. Ms. Herbert moved to approve the Financial Report for the period that ended March 31st. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lewis, Milteer, Wiley (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

NEW BUSINESS

Proposed FY 19/20 EDA Budget. Mr. Hughes presented the proposed EDA Budget for FY 19/20 to the Board.

EDA Grounds Maintenance Contract. Mr. Hughes briefed the Board on the proposed contract for the maintenance of the grounds at Suffolk Industrial Park, Northgate Commerce Park, Wilroy Industrial Park and 1900 N. Main Street. Mr. Harrell moved to approve **A RESOLUTION AUTHORIZING THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK TO ENTER INTO A CONTRACT FOR SERVICES WITH ESCAPE 2 EDEN LLC FOR INDUSTRIAL PARK GROUNDS MAINTENANCE.** The motion was seconded by Mr. Milteer and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lewis, Milteer, Wiley (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

HREDA Marketing Activity Report. Mr. Hughes presented the March 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. Hughes presented the April 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. Hughes presented the May 2019 Suffolk E-Newsletter.

Mr. King reminded the Board of the Suffolk State of the City event on Tuesday, May 21st; the next regular Board meeting on Wednesday, June 12th at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room; and the Suffolk Business Appreciation Picnic on Friday, June 14th.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman King at 4:29 p.m.

Teste: 
Wesley King, Chairman

Approved: 
Clifton Harrell, Vice Chairman

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK JUNE 12 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Wesley King, Chairman
Clifton Harrell, Vice Chairman
Stacy Lewis, Secretary-Treasurer
Branch Lawson
Maria Herbert
Michael Milteer
Ray Wittersheim

MEMBERS ABSENT: Margie Wiley

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Scott Mills, Deputy City Manager
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Mitzi Carr, Economic Development Associate
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Jimmy LaRoue, Suffolk News Herald
Khaliyah Waters, City Attorney Intern
Aaron Pinsoneault, City Attorney Intern

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Ms. Herbert moved to approve the minutes of the regular meeting of May 8, 2019. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Lewis, Milteer (6)
Nays: None (0)
Abstain: Wittersheim (1)
Motion Passed

Financial Report.

Mr. King presented the financial report for the period ending April 30, 2019 to the Board.

NEW BUSINESS

Proposed FY 19/20 EDA Budget. Mr. Hughes presented the proposed EDA Budget for FY 19/20 to the Board. Mr. Wittersheim moved to approve A RESOLUTION APPROVING THE ECONOMIC DEVELOPMENT AUTHORITY BUDGET AND APPROPRIATING FUNDS FOR EXPENDITURES CONTEMPLATED DURING THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020, AND REGULATING THE PAYMENT OF MONEY. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Lewis, Milteer, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Accept and Appropriate Funds. Mr. Hughes briefed the Board regarding funds recaptured from CenterPoint Property Trust as result of the sale of the NEXCOM parcel which removed it from the City of Suffolk tax rolls. Mr. Lewis moved to approve A RESOLUTION TO ACCEPT AND APPROPRIATE RECAPTURED INCENTIVE FUNDS FROM CENTERPOINT PROPERTIES TRUST. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Lewis, Milteer, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Commercial Façade Grant. Prior to the introduction of this agenda topic to the Board, Mr. Harrell read a statement regarding his intention to recuse himself from all discussions regarding the proposed Commercial Façade Grant following which Mr. Harrell departed from the conference room. Mr. Hughes subsequently briefed the Board on the proposed application for the Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant. Following Mr. Hughes' briefing and discussion by the Board the following motions were made and passed.

Ms. Herbert moved to accept the proposed application for the Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Ms. Herbert moved to appoint Mr. King as the EDA Representative for reviewing completed actions by all applicants approved to receive the Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Lawson moved to approve a Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant of \$5,000 to the owner of the Harbour View Veterinary Clinic located at 542 East Constance Road. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Wittersheim moved to approve a Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant of \$5,000 to the owner of the General Rental Center of Suffolk located at 544 East Constance Road. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Lawson moved to approve a Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant of \$5,000 to the owner of Suffolk Auto Body Shop located at 900 Portsmouth Blvd. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Lawson moved to approve a Suffolk Economic Development Authority Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant of \$5,000 to the owner of Suffolk Iron Works located at 418 East Washington Street. The motion was seconded by Mr. Milteer and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Harrell returned to the conference room following the conclusion of all Board deliberations regarding the Commercial Façade Grant.

HREDA Marketing Activity Report. Mr. King presented the April 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. King presented the May 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. King presented the June 2019 Suffolk E-Newsletter.

Motion for Closed Meeting. Ms. Herbert moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at Obici Place and the Point at Harbour View. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Lewis, Milteer, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. Wittersheim moved to approve a resolution of certification of the closed meeting of April 12, 2019. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lawson, Lewis, Milteer, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. King reminded the Board of the Suffolk Business Appreciation Picnic and Concert Event for Friday June 14th, at 6:00 pm and the next regular Board meeting on Wednesday, July 10th at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room; and the Suffolk Business Appreciation Picnic on Friday, June 14th.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman King at 5:24 p.m.

Teste: _____


Wesley King, Chairman

Approved: _____


Stacy Lewis, Secretary Treasurer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK JULY 10 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Wesley King, Chairman
Clifton Harrell, Vice Chairman
Stacy Lewis, Secretary-Treasurer
Maria Herbert
Michael Milteer
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: Branch Lawson

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Mitzi Carr, Economic Development Associate
Tealen Hansen, Finance Director
Helivi Holland, City Attorney
Karla Carter, Assistant City Attorney III
Sean Dolan, Assistant City Attorney II
Tim Kelley, Assistant Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Jimmy LaRoue, Suffolk News Herald
Khaliyah Waters, City Attorney Intern
Aaron Pinsoneault, City Attorney Intern

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Mr. Wittersheim moved to approve the minutes of the regular meeting of June 12, 2019. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes:	Harrell, Herbert, King, Lewis, Milteer, Wittersheim (6)
Nays:	None (0)
Abstain:	Wiley (1)
Motion Passed	

Financial Report.

Mr. King presented the financial report for the period ending May 31, 2019 to the Board.

NEW BUSINESS

Commercial Façade Grant Program - Tornado. Ms. Deanna Holt briefed the Board on the completion status of property repairs by applicants previously approved for the Commercial Façade Grant at locations 542 E. Constance Road and 418 E. Washington Street. Following her briefing Ms. Holt presented an additional applicant for a grant for the property located at 546 E. Constance Road. Ms. Herbert moved to approve a Business Façade Improvement Program Tornado Storm Damage Incident 5-11-19 Grant of \$5,000 for the owner of Wash Land/Boost Mobile complex located at 546 E. Constance Road. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Herbert, King, Lewis, Milteer, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: Harrell (1)
Motion Passed

Community Business Launch Program Update. Mr. Byrd briefed the Board on the progress of the two businesses approved to receive Downtown Suffolk Business Launch grants and proposed a process for identifying candidates for that remaining grant funds. Ms. Herbert moved that Mr. King, Mr. Wittersheim, Mr. Hughes, and Mr. Byrd form a sub-committee to identify one or more additional businesses to receive the remaining grant funds. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Proposed Amendment to Blue Bell Creameries EDIP Agreement. Mr. Byrd briefed the Board on a proposed amendment to the Blue Bell EDIP agreement to change the required capital investment for personal property. Ms. Herbert moved to approve A RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE ECONOMIC DEVELOPMENT INVESTMENT PROGRAM AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK AND BLUE BELL CREAMERIES, L.P. The motion was seconded by Mr. Milteer and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

HREDA Marketing Activity Report. Mr. King presented the May 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. King presented the June 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. King presented the July 2019 Suffolk E-Newsletter.

Motion for Closed Meeting. Mr. Lewis moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at Obici Place and the Point at Harbour View. Pursuant to Virginia Code Section 2.2-3711(A)(8), consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically concerning the Economic Development Investment Program agreement with Peet's Operating Company, Inc. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. Lewis moved to approve a resolution of certification of the closed meeting of July 10, 2019. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Mr. Harrell and carried the following recorded vote:

Ayes: Harrell, Herbert, King, Lewis, Milteer, Wiley, Wittersheim (7)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. King reminded the Board of the next regular Board meeting on Wednesday, August 14th at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman King at 5:09 p.m.

Teste: 
Wesley King, Chairman

Approved: 
Stacy Lewis, Secretary Treasurer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK AUGUST 14 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Wesley King, Chairman
Stacy Lewis, Secretary-Treasurer
Branch Lawson
Maria Herbert
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: Clifton Harrell, Vice Chairman
Michael Milteer

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Scott Mills, Deputy City Manager
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Mitzi Carr, Economic Development Associate
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Jimmy LaRoue, Suffolk News Herald
Harry Sellers-Absolute Benefits Group

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Mr. Wittersheim moved to approve the minutes of the regular meeting of July 10, 2019. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Financial Report.

Mr. King presented the financial report for the period ending June 30, 2019 to the Board.

NEW BUSINESS

Commercial Facade Grant Amendment - 713 Carolina Road. Mr. Byrd briefed the Board on a proposed amendment to the previously approved Facade Grant for the property at 713 Carolina Road to raise the dollar amount to \$10,000. Mr. Lawson moved to approve the proposed amendment. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Commercial Facade Grant Program - Tornado. Ms. Holt briefed the Board regarding the completion status of repairs conducted on two of the buildings at 546 E. Constance Road. She also updated the Board regarding the repairs that are in progress at 544 E. Constance Road and 500 Portsmouth Boulevard. Finally, Ms. Holt advised the Board that the owner of the property at 540 E. Constance Road has yet to submit an application for the grant but has until the end of August to do so.

Blue Bell Creameries EDIP Completion Update. Mr. Hughes briefed the Board on the completion of all transactions associated with the award of an EDIP grant to Blue Bell Creameries.

HREDA Marketing Activity Report. Mr. King presented the June 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. King presented the July 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. King presented the August 2019 Suffolk E-Newsletter.

Motion for Closed Meeting. Mr. Lewis moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at Obici Place and Northgate. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning Project Tree, Project Layer, Project Select, Project Patriot and Project Fin. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. Lewis moved to approve a resolution of certification of the closed meeting of August 14, 2019. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Board of Directors Meeting

August 14, 2019

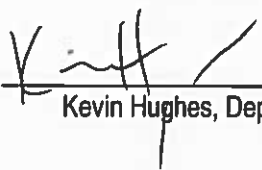
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Mr. King reminded the Board of the next regular Board meeting on Wednesday September 11th at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room.

Adjourn. There being no further business, the EDA meeting was adjourned by Chairman King at 5:11 p.m.

Teste: 

John Clifton Harrell, Jr., Vice Chairman

Approved: 

Kevin Hughes, Deputy Secretary-Treasurer

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK SEPTEMBER 18 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CONFERENCE ROOM #3

MEMBERS PRESENT: Clifton Harrell, Vice Chairman
Stacy Lewis, Secretary-Treasurer
Branch Lawson
Maria Herbert
Michael Milteer
Ray Wittersheim

MEMBERS ABSENT: Wesley King, Chairman
Margie Wiley

STAFF PRESENT: Kevin Hughes, Director of Economic Development
Gregory Byrd, Assistant Director of Economic Development
Deanna Holt, Economic Development Manager
Mitzi Carr, Economic Development Associate
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Jimmy LaRoue, Suffolk News Herald
Jennifer Coradi, MOI Interior Designs

CALL TO ORDER

Mr. Harrell called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Mr. Wittersheim moved to approve the minutes of the regular meeting of August 14, 2019. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, Lewis, Wittersheim (4)
Nays: None (0)
Abstain: Milteer (1)
Motion Passed

NEW BUSINESS

Accept and Appropriate Funds. Mr. Hughes briefed the Board regarding incentive funds recaptured per the terms of the Peel's Operating Company, Inc. Economic Development Investment Program Agreement. Ms. Herbert moved to approve A RESOLUTION TO ACCEPT AND APPROPRIATE RECAPTURED INCENTIVE FUNDS FROM PEET'S OPERATION COMPANY, INC. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Commercial Facade Grant Program - Tornado. Ms. Holt provided the Board with a report regarding the completion of the previously approved facade grant at 900 Portsmouth Blvd. Following the completion report, Ms. Holt briefed the Board on a proposed Tornado Facade Grant for the property at 540 E. Constance Road in the amount of \$5,000. Mr. Wittersheim moved to approve the proposed grant. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Herbert, Lawson, Lewis, Milteer, Wittersheim (5)
Nays: None (0)
Abstain: Harrell (1)
Motion Passed

Community Business Launch Update. Mr. Byrd briefed the Board on two proposed changes to the respective Suffolk Business Launch Competition Grant Recipient Agreements between the EDA and Brick & Mortar Brewing Company in the first case and The SPARC Initiative in the second case. Mr. Lawson moved to approve A RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE SUFFOLK BUSINESS LAUNCH COMPETITION GRANT RECIPIENT AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK AND BRICK & MORTAR BREWING COMPANY LLC. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Ms. Herbert moved to approve A RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE SUFFOLK BUSINESS LAUNCH COMPETITION GRANT RECIPIENT AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK AND THE SPARC INITIATIVE. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes: Harrell, Herbert, Lawson, Lewis, Milteer, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Economic Development Activity Quarterly Update, April – June 2019. Mr. Hughes briefed the Board on the economic development activity that took places for the period of April – June 2019.

HREDA Marketing Activity Report. Mr. Harrell presented the July 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. Harrell presented the August 2019 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. Harrell presented the September 2019 Suffolk E-Newsletter.

Motion for Closed Meeting. Mr. Lewis moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(3), the 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 position or negotiating strategy of the Authority, specifically including property located at The Point at Harbour View, Obici Place and Northgate EDA Property. Pursuant to Virginia Code Section 2.2-3711 (A)(5), discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically concerning Project Patriot. The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

A Resolution of Certification of the Closed Meeting. Mr. Wittersheim moved to approve a resolution of certification of the closed meeting of September 18, 2019. Pursuant to section 2.2.-3712 of the Code of Virginia (1950), as amended, the Board certified that the closed meeting was conducted in conformity with Virginia Law. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes: Herbert, King, Lawson, Lewis, Wiley, Wittersheim (6)
Nays: None (0)
Abstain: None (0)
Motion Passed

Mr. Harrell reminded the Board of the next regular Board meeting on Wednesday October 9th at 4:00 p.m. at the Suffolk Municipal Building, 442 West Washington Street, City Council Conference Room.

Adjourn. There being no further business, the EDA meeting was adjourned by Vice Chairman Harrell at 5:00 p.m.

Teste: 
John Clifton Harrell, Jr., Vice Chairman

Approved: 
Stacy Lewis, Secretary-Treasurer