

# ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORFOLK

## Meeting Minutes

The Economic Development Authority of the City of Norfolk called, and held, a special meeting on Wednesday, May 6th, 2020 at 12:00 P.M. on the 10<sup>th</sup> floor in City Council Chambers, 810 Union Street, Norfolk, Virginia 23510

### **DIRECTORS PRESENT:**

Michael Lee – Chair  
Antonio Sisco – Vice Chair  
Kim Brown  
Jaeson Dandalides  
Linwood Fisher  
W. Craig Reilly  
Ursula Rhodes (*Remote Participation*)  
Carter Smith (*Remote Participation*)  
Richard Ottinger  
Jeffrey Brooke

### **STAFF PRESENT:**

Jared Chalk – Executive Director  
Sean Washington – Secretary-Treasurer  
Dawn Ryan – Assistant Secretary-Treasurer (*Remote Participation*)

### **COUNSEL PRESENT:**

Barry Hunter– Kaufman & Canoles

### **ABSENT:**

Robert E. Garris, Jr. - Director  
Christine Garczynski – Director of Finance

## **MEETING CALLED TO ORDER**

Chairman Lee called the meeting to order at 12:15 P.M. and thanked staff and directors for attending in the midst of the pandemic.

Vice Chairman Sisco moved to permit director Ursula Rhodes to participate remotely from her home located at 7473 Hughart Street, Norfolk, Virginia, and Carter Smith to participate remotely from O'Hare Airport, Chicago, Illinois. This motion was seconded by Mr. Ottinger and unanimously approved.

## **BRIEFING**

Mr. Chalk provided an overview of the agenda and presented to the board the latest "Business Intelligence Report" produced by the Development Department. (See Attachment #1) [Kim Brown arrived at 12:17 P.M.]

## **NEW BUSINESS**

Mr. Washington presented a resolution regarding loan(s) under the RLF Program. The Resolution included approval for 4 businesses that applied for the COVID-19 disaster loan assistance. The business names and the amounts applied for are as follows: Hustead Canvas Creations Inc./\$35,000; Old Virginia Ham/\$10,000; Paden Cold Inc./\$35,000; Vansant & Gusler, Inc./\$35,000. Mr. Reilly gave a synopsis of the underwriting for each loan, noting the strengths and weaknesses of each credit and the overall rationale for recommending approval. There was a discussion among the directors regarding the disaster loans including whether the loans needed to be limited to COVID-19, whether businesses should be providing certain data, whether the businesses are identifying a specific need, whether the Authority would be dispensing excess funds if businesses are getting federal funds and the expectation of getting repaid. Upon motion by Mr. Brooke and seconded by Ms. Brown, the Board approved the Resolution for the 4 loan requests, by a vote of 9-0-1 with respect to Hustead Canvas Creations Inc., Old Virginia Ham and Paden Cold, Inc. and by a vote by 7-2-1 with respect to Vansant & Gusler, Inc. Mr. Fisher and Mr. Sisco requesting the record reflect their Nay vote for Vansant & Gusler, Inc. Ms. Rhodes abstained (Attachment #2)

Mr. Washington presented a resolution for a new Disaster Assistance Product as a component of a previously approved Micro Grant Program. The resolution would allow grants to be made to businesses affected by COVID-19 using funds of the Micro Grant Program which remain available under the 2020 budget. Grants will not exceed \$2,500.00. Ms. Brown moved to approve the resolution and Mr. Fisher seconded the motion and the Board approved the Resolution by a vote of 10-0-0. (Attachment #3)

## **CLOSED SESSION**

Mr. Reilly made the following motion to convene in a closed meeting:

Mr. Chairman, I move that the Directors of the Economic Development Authority of the City of Norfolk convene in a closed meeting pursuant to Section 2.2-3711.A.3 of the Code of Virginia for the purpose of discussion and consideration of the acquisition of real property for a public purpose, with respect to the property located in the Military Highway area of the City, where discussion in an open meeting would adversely affect the Authority's bargaining position or negotiating strategy. The motion was seconded by Mr. Brooke and unanimously approved on a roll call vote. Roll call vote: Ms. Brown, Mr. Dandalides, Mr. Fisher, Mr. Brooke's, Mr. Lee, Mr. Reilly, Ms. Rhodes, Mr. Sisco, Mr. Ottinger and Mr. Smith all aye, with no nays. (Vote 10-0-0)

## **OPEN MEETING**

After reconvening in an open meeting, Mr. Dandalides moved for the adoption of the following certification:

The Directors of the Economic Development Authority of the City of Norfolk certify that to the best of their knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting by the Directors of the Authority. Ms. Brown seconded the motion and the certification was unanimously approved by a roll call vote. Roll call vote: Ms. Brown, Mr. Dandalides, Mr. Fisher, Mr. Lee, Mr. Reilly, Ms. Rhodes, Mr. Sisco, Mr. Ottinger, Mr. Brooke and Mr. Smith all aye, with no nays. (Vote 10-0-0).

Mr. Brooke moved that the Executive Director be authorized to enter into one or more contracts to acquire properties known as 909 and 923 Glenrock Road, Norfolk, Virginia, on such terms and conditions as the Executive Director shall deem appropriate, provided that such contract include a due diligence period permitting the Authority to terminate the contract for any reason, without cost, which due diligence period shall extend at least beyond the next scheduled meeting of the Authority. Mr. Fisher seconded the motion, which motion was then approved by a vote of 10-0-0. (Attachment #4)

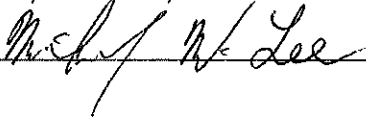
## **OLD BUSINESS/BRIEFING**

Ms. Brown moved to approve the minutes from the March 4, 2020 Board meeting. Mr. Sisco seconded the motion and it was approved by a vote of 9-0-1, Mr. Ottinger abstaining. Ms. Brown moved to approve the minutes from the April 9, 2020 special meeting. Mr. Sisco seconded the motion. The motion was approved by

a vote of 9-0-1, Mr. Brooke abstaining.

## ADJOURNMENT

A motion was made, seconded, and unanimously approved to adjourn the meeting at 1:53 P.M.

Approved by 

Attachments:

1. Business Intelligence Report
2. Resolution regarding loans(s) Under the Revolving Loan Fund Program
  - Husted Canvas Creations, Inc
  - Old Virginia Ham
  - Paden Cold Inc
  - Vansant & Gusler, Inc
3. Resolution approving the Economic Disaster Assistance Product