

# ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF NORFOLK

## Meeting Minutes

The Economic Development Authority of the City of Norfolk called, and held, its regular monthly meeting on Wednesday, January 13, 2021 at 12:00 P.M. on the 11th floor in the City Council Chambers, 810 Union Street, Norfolk, Virginia 23510

### **DIRECTORS PRESENT:**

Antonio Sisco – Chair  
Jeffrey Brooke – Vice Chair  
Kim Brown  
Jaeson Dandalides  
Linwood Fisher (Remote - from his car)  
Robert E. Garris, Jr.  
Michael Lee  
Richard Ottinger  
Kelsey Sarcone

### **STAFF PRESENT:**

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

### **COUNSEL PRESENT:**

Brandon Allred – Kaufman & Canoles (Remote)

### **GUESTS:**

Robert Sharak - Dept. of Economic Development (*Remote Participation*)  
Jennifer Seay - Dept. of Economic Development (*Remote Participation*)  
Dan Shelton - Whiting-Turner (*Remote Participation*)  
Rachel Mendes - (*Remote Participation*)  
Lindsey Linse - (*Remote Participation*)

### **ABSENT:**

Ursula Rhodes  
Carter Smith  
Barry Hunter

## **MEETING CALLED TO ORDER**

Chairman Sisco called the meeting to order at 12:10 P.M. and thanked staff and directors for attending at the new location. He then asked Mr. Chalk to review the agenda.

## **AGENDA OVERVIEW**

Mr. Chalk provided an overview of the agenda.

## **NEW BUSINESS**

Mr. Chalk updated the Board on the Military Circle Mall redevelopment Request for Qualifications ("RFQ") submissions and indicated the process of short-listing development teams and distributing a Request for Proposals had started. The RFQ evaluation committee was comprised of the City Manager, Deputy City Manager, Director of Finance, Director of Planning, and the EDA Secretary-Treasurer. A tentative timeline had been drafted which calls for a final selection in the summer, 2021. (Attachment #1)

Mr. Washington presented the final numbers of the Cares Act Relief Funds. Round 5 had 13 businesses that were approved for \$5K grants. A total of 346 grants equaling \$3,830,000 were made as follows: 167 Micro grants (\$5k), 114 small businesses (\$15k), 31 Small businesses (\$25k) and 34 Nonprofits (\$15k). The remaining funds were returned to the City. (Attachment #2).

Mr. Washington reminded the Board that the Capital Access Program (CAP) would be resuming this month. However, the Façade grant component would be removed from the current round. Applications are being received now until January 17 and then the scoring process will take place the week of January 19 through January 28. Once the Grant Committee reviews all qualified applicants, the EDA Board will approve or decline the recommended applicants at the following Board meeting. (Attachment #3).

Mr. Washington introduced Lashawnda Williams-Hall and Chantel Walton as the next presenters of the small business initiative and Rockefeller technical assistance clinic. This program will provide an end-to-end business development solution that will equip owners with a step-by-step toolkit to generate revenue. There will be four focus pillars: entrepreneur self-service, technical assistance clinic, build the block and capital access program. Service provider categories are made up of branding and marketing, accounting, business consulting and website development and e-commerce. Ms. Williams-Hall and Ms. Walton's focus will be to connect, access, report, and evaluate all the pillars to ensure they will be working with each business in the program. (Attachment #4)

Mr. Washington reminded the Board that last February it had adopted a resolution approving a grant of up to \$75,000 to Moon River, Inc. Due to the pandemic, and only receiving a portion of the expense receipts for review, the Board was being asked to extend the period for disbursement of the grant by 90 days. A resolution to amend the Grant Agreement with Moon River, Inc. (the "Moon River Grant Agreement") extending the time for disbursing the grant was presented to the Board.

Upon a motion by Mr. Brooke and seconded by Ms. Brown, the Board unanimously approved the resolution amending the Moon River Grant Agreement by extending the disbursement timeline by 90 days. Vote 9-0-0. (Attachment #5).

Mr. Washington presented the EDA Audit to the Board for review and asked that questions be directed to him between now and the February meeting, at which time the Board will be asked to approve the fiscal year 2020 audit.

Mr. Chalk addressed the public attending via WebEx and invited comment. No one spoke.


#### **OLD BUSINESS/BRIEFING**

The Chairman entertained a motion for approval of the minutes of the December 2, 2020, meeting. Mr. Lee moved to approve the minutes, Mr. Garris seconded the motion, and the minutes were approved by a vote of 8-0-1. (Mr. Ottinger abstained.)

#### **ADJOURNMENT**

A motion was made, seconded, and unanimously approved to adjourn the meeting at 1:10 P.M.

Approved by \_\_\_\_\_



Attachments:

1. MCM Updates - Presentation
2. CORES & CAP Update - Presentation
3. Small Business Initiatives (Rockefeller) - Presentation
4. Amendment to Moon River Grant Agreement Resolution
5. EDA FY 2020 Audit