

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, July 7th, 2021 at 12:00 P.M. on the 4th floor of the Dominion Tower, 999 Waterside Drive, Suite 400 Norfolk, Virginia 23510.

Due to COVID-19, the public was also granted electronic access to the meeting via WebEx through a link on the EDA's Website.

DIRECTORS PRESENT:

Antonio Sisco – Chair
Jeffrey Brooke – Vice Chair
Kim Brown
Jaeson Dandalides
Linwood Fisher
Richard Ottinger
Robert E. Garris, Jr
Kelsey Sarcone

STAFF PRESENT:

Jared Chalk – Executive Director
Sean Washington – Secretary-Treasurer
Dawn Ryan – Assistant Secretary-Treasurer
Darielle Williams - Assistant Secretary-Treasurer

COUNSEL PRESENT:

Barry Hunter – Kaufman & Canoles, P.C.

GUESTS:

Wayne Green - Dept. of Economic Development
Blair Durham - Black Brand (Presenter)
Robert Sharak - Dept. of Economic Development (*Remote Participation*)
Jim Carroll - (*Remote Participation - Presenter*)
Christopher Topping - (*Remote Participation - Presenter*)
Vernon Marrow - (*Remote Participation*)
Chantel Walton - (*Remote Participation*)
Jennel Baltazar - (*Remote Participation*)
Brandon Sabetta - (*Remote Participation*)
Dan Shelton - (*Remote Participation*)
Lashawnda Hall - (*Remote Participation*)
Kevin Schell -- (*Remote Participation*)

ABSENT:

Michael Lee
Ursula Rhodes
Carter Smith

MEETING CALLED TO ORDER

Chairman Sisco called the meeting to order at 12:10 P.M. and thanked staff and directors for attending.

OLD BUSINESS/BRIEFING

The Chairman entertained a motion for approval of the minutes of the June 8, 2021, Board meeting. Ms. Brown moved to approve the minutes, Mr. Garris seconded the motion, and Ms. Host-Sarcone abstained. The minutes were approved by a vote of 7-0-1.

AGENDA OVERVIEW

Mr. Chalk introduced Wayne Green from Real Estate Services, which has moved into the Department of Economic Development offices. Then Mr. Chalk provided an overview of the agenda.

NEW BUSINESS / UPDATES

Mr. Chalk advised the Board that City Council had approved an ordinance which shifts the Enterprise Zone Oversight Board to the EDA Board. This Oversight Board is responsible for providing guidance and input on such items as Enterprise Zone boundaries and incentives.

At the request of Mr. Hunter, the resolution for remote participation (the "Remote Participation Resolution") was moved up on the agenda for consideration prior to other new business. The Remote Participation Resolution authorizes staff, consultants and other non-member invited guests to participate in EDA meetings remotely without the necessity of formal approval in each instance, unless a director objects. Upon a motion by Mr. Ottinger and seconded by Mr. Fisher, the Board approved the Remote Participation Resolution unanimously, by a vote of 8-0-0. (Attachment #1).

Mr. Chalk introduced the first presenter, Jim Carroll, Executive Director of the Small Business Development Center (SBDC). Mr. Carroll explained the partnerships and programs offered by SBDC throughout the Hampton Roads area. He asked for support from the EDA in the amount of \$7,500 both for the last fiscal year and the upcoming fiscal year. (Attachment #2).

Mr. Chalk introduced presenter Blair Durham from Black Brand. She made a presentation regarding, and requested support for, the Black Diamond Weekend. This is Virginia's premiere black business development conference and gala. The EDA has supported this organization since 2017 through various programs like "Focus on Finance and Funding" and the Entrepreneurship mentorship program at Booker T. Washington. Black Brand also provides technical assistance using their B-Force accelerator channel partners. Black Brand is asking for another year of support in the amount of \$5,000. (Attachment #3).

Each request for funding support was tabled until the next meeting to allow the directors a chance to review materials and ask follow up questions before voting.

Mr. Washington and Christopher Topping presented suggested modifications to the CARES Act revolving loan fund program. The Federal Economic Development Administration has advised the City and EDA that 25% of the program funds need to be disbursed no later than November, 2021. After some discussion as to whether modifications are to be made in underwriting or in the loan process, Mr. Chalk indicated there was no intent to change the risk profile, only the loan process. Mr. Washington informed the Board that the loan committee will discuss and finalize the suggested program modifications by the next Board meeting.

The Chairman entertained a motion for approval of the Fiscal Year 2022 Budget. Ms. Host-Sarcone moved to approve, Ms. Brown seconded the motion, and the FY-2022 Budget was unanimously approved by a vote 8-0-0 with the following two changes: (i) the lease of an EDA vehicle will be removed and replaced with the purchase of an EDA vehicle out of surplus funds and (ii) lunches will be added for the monthly meetings. (Attachment #4).

Mr. Hunter presented a resolution (the "Procurement Resolution") to amend the EDA's Procurement Regulations to provide for purchase of non-transportation related construction on the same basis as small purchase of goods and non-professional services. A motion to approve the Procurement

Resolution was made by Mr. Brooke, seconded by Ms. Brown and unanimously approved by a vote of 8-0-0 (Attachment #5).

Mr. Chalk continued with the directors' report on the status of the Willis Building and the \$150,000.00 grant funding source to go towards demolition. All utilities have been turned off and permits are being issued for the demolition.

With respect to Military Circle Mall redevelopment, Mr. Chalk said he anticipated the RFPs would be presented to City Council in closed session and in 30 to 45 days, the matter would be opened to public comment.

Mr. Hunter and Mr. Washington presented a resolution to approve the Purchase and Sale Agreement for 935 Denison Avenue with a contract price of \$250,000. A 14,000 sq. ft. medical office is to be constructed on the site. Upon a motion by Ms. Brown, and seconded by Mr. Garris, the resolution was unanimously approved with a vote of 8-0-0. (Attachment #6).

OLD BUSINESS/BRIEFING

Mr. Chalk asked the Board to approve having meetings at remote locations in the fall. Upon a motion by Mr. Fisher, and seconded by Mr. Garris, the Board approved having remote meetings at different locations in the fall by a vote of 8-0-0.

ADJOURNMENT

A motion was made, seconded, and unanimously approved to adjourn the meeting at 1:37 P.M.

Approved by _____



1. Remote Participation Resolution
2. Small Business Development Center Presentation
3. Black Brand - Black Diamond Presentation
4. Fiscal Year 2022 Budget with Changes
5. Procurement Resolution
6. Resolution approving Purchase and Sale Agreement for 935 Denison Avenue