

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, December 6, 2023, at 12:02 PM, 4th floor of the Dominion Tower, 999 Waterside Drive, Suite 400 Norfolk, Virginia 23510.

DIRECTORS PRESENT:

Jeffrey Brooke – Chair
Morgan Whayland – Vice Chair
Kim Brown (arrived 12:10 pm)
Jaeson Dandalides
John Garrett
Richard Ottinger
Simon H. Scott
Carter Smith
Henri Patten
George Polizos

STAFF PRESENT:

Sean Washington – Executive Director
Dawn Ryan – Assistant Secretary-Treasurer

COUNSEL PRESENT:

Barry Hunter – Kaufman & Canoles, P.C.

ABSENT DIRECTORS/STAFF:

Antonio Sisco - Director
Michael Paris – Secretary-Treasurer

GUESTS:

Mike Roggow – City of Norfolk – Department of Finance
Maya Keplinger - Department of Economic Development
Mia Byrd-Wilson – Department of Economic Development
Nikki Southall – Department of Economic Development

MEETING CALLED TO ORDER

Chairman Brooke called the meeting to order at 12:02 PM and thanked staff and Directors present for attending.

MINUTES

Chairman Brooke asked the Directors to review the minutes of the November 1st meeting. There being no comments or corrections, Chairman Brooke entertained a motion to approve the minutes as presented. Director Smith moved to approve the minutes, which was seconded by Director Ottinger. The motion was unanimously approved. (Vote 9-0-0).

AGENDA OVERVIEW

Mr. Washington reviewed the agenda, with an update on current staff and introducing Ms. Ryan “Nikki” Southall as a new hire from Neighborhood Development as of December 4th. She will be heading up the Commercial Façade Grant Program and multiple other activities within the office. Mr. Washington advised that he would be updating the Board on finances in Mike Paris’ absence. Mr. Paris was in Roanoke, VA to accept the Chancellor Statewide Award from Virginia Community Colleges for the 2023 Hire Education Conference Chancellor Awards. The award was received for outstanding achievement through collaboration with the Department of Development and TCC to celebrate the DriveNOW and WeldNOW programs.

DIRECTORS REPORT

Mr. Washington gave an update on the current projects in the City. (Attachment #1) Mr. Washington then presented the financial/audit update. (Attachment#2) Mr. Washington said the current audit review was wrapping up and should be completed by January, 2024 for review and approval. Mr. Washington also explained that we would have a statement of net position for the January meeting.

NEW BUSINESS / UPDATES

On behalf of Mr. Sharak, Mr. Washington updated the Board about the Port Host Community Grant and presented the Resolution regarding the Riverview Theater. Mr. Washington indicated Mr.

Sharak was currently traveling and would be at the January meeting to present a more detailed update. The Resolution for the Riverview Theater reaffirmed the request for a grant that was submitted November 29, 2023, in the amount of \$1 million. Director Wayland gave a brief history of the grant program and how it had been revised to allow for a grant to a project like the Riverview Theater. A motion to approve the resolution was made by Director Ottinger, seconded by Director Brown and unanimously approved. (Vote 10-0-0).

Director Whayland gave a Budget Committee report on the request for assistance to fund the Economic Impact Study for the Elizabeth River Trail. Noting that the EDA's typical annual budget for all grants was \$20,000, the Budget Committee recommended \$5,000.00 of support, with an understanding that the EDA and Department of Economic Development will get a copy of the study. A motion by Director Whayland, seconded by Director Smith, to approve a \$5,000.00 grant to Elizabeth River Trail and approve a grant agreement on the conditions set forth therein, was approved, with Director Brooke and Director Garrett abstaining. (Vote 8-0-2).

Mr. Washington asked the Directors to confirm availability for the holiday event the following evening before they leave. Mrs. Ryan reminded the Board that the first meeting of the new year would be the 3rd and suggested they move that meeting to the 10th of January. Chairman Brooke stated that, with a majority agreeing to do so, it was moved.

Chairman Brooke reminded the Board of the upcoming calendar in the new year and then adjourned the meeting at 12:57 PM.

Approved by _____



Attachments:

1. Director's Report – Presentation
2. Financial Report/Statement
3. Port Host Community Grant Resolution
4. Elizabeth River Trail Grant Agreement and Resolution