

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK MARCH 11, 2020 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
Maria Herbert
Branch Lawson
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: Clifton Harrell, Vice Chairman
Michael Milteer

STAFF PRESENT: Scott Mills, Deputy City Manager
Kevin Hughes, Director of Economic Development
Gregory Byrd, Assistant Director of Economic Development
Terry Smith, Business Development Analyst
Mitzi Carr, Economic Development Associate
Tealen Hansen, Finance Director
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations
Jay Smigielski, Purchasing Agent

OTHERS PRESENT: Councilman Mike Duman
Jimmy LaRoue, Suffolk News Herald
Karen Tew, High Tide, LLC
Kathy Mochurad, High Tide, LLC

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 February 12, 2020. The motion was seconded by Mr. Lewis and carried the following recorded vote:

Ayes:	King, Herbert, 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 January 31 of 2020 to the Board.

NEW BUSINESS

EDA Annual Meeting, 2019 Year in Review. Mr. Hughes provided the Board with a "Year In Review", highlighting key achievements by the EDA and the Economic Development Department in 2019.

Election of Officers. Mr. Lawson motioned that the Board elect the following slate of Officers for 2020: Chairman - Mr. King, Vice Chairman - Mr. Harrell, Secretary-Treasurer - Mr. Lewis, and Deputy Secretary-Treasurer - Mr. Hughes. 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

Community Business Launch Grant Extension. Mr. Byrd brief the Board regarding a request to amend the Suffolk Business Launch Grant Recipient Agreement Between the EDA and Wall Street Café. Ms. Herbert moved to approve **A RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE SUFFOLK BUSINESS LAUNCH GRANT RECIPIENT AGREEMENT BETWEEN THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK AND WALL STREET CAFE INC.** in substantially the same form as presented. The motion was seconded by Mr. Lawson and carried the following recorded vote:

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

EDA Downtown Business Development Program Agreement. Mr. Byrd introduced the owners of High Tide, LLC, Karen Tew and Katy Mochurad, who briefed the Board on the business they propose for Downtown Suffolk and their request for grant funds. Ms. Wiley moved to approve **A RESOLUTION TO AUTHORIZE THE AWARD OF A DOWNTOWN BUSINESS DEVELOPMENT PROGRAM GRANT TO HIGH TIDE, LLC.** The motion was seconded by Ms. Herbert and carried the following recorded vote:

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

City of Suffolk Job Fair. Ms. Smith briefed the Board regarding the City of Suffolk Job Fair scheduled for Thursday, March 19th, 10:00 am to 2:00 pm.

HREDA Marketing Activity Report. Mr. King presented the January 2020 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. King presented the February 2020 Suffolk Marketing Activity Report.

Suffolk E-Newsletter. Mr. King presented the March 2020 Suffolk E-Newsletter.

Motion for Closed Meeting. Mr. Wittersheim moved to reconvene in a closed meeting for the purposes of: Pursuant to Virginia Code Section 2.2-3711 (A)(29), the discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, specifically concerning Economic Development Authority Legal Representation. 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 Boot. The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: King, Herbert, 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 March 11, 2020. 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. Herbert and carried the following recorded vote:

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

Mr. King reminded the Board of the next regular Board meeting on Wednesday April 8, 2020 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 5:17 p.m.

Teste: 

Wesley King, Chairman

Approved: 

Stacy Lewis, Secretary-Treasurer