

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF SUFFOLK JANUARY 8, 2020 AT 4:00 P.M. IN THE SUFFOLK MUNICIPAL BUILDING, 442 WEST WASHINGTON STREET, CITY COUNCIL CONFERENCE ROOM

MEMBERS PRESENT: Wesley King, Chairman
Clifton Harrell, Vice Chairman
Maria Herbert
Michael Milteer
Margie Wiley
Ray Wittersheim

MEMBERS ABSENT: Stacy Lewis, Secretary-Treasurer
Branch Lawson

STAFF PRESENT: Scott Mills, Deputy City Manager
Kevin Hughes, Director of Economic Development
Gregory Byrd, Assistant Director of Economic Development
Mitzi Carr, Economic Development Associate
Tealen Hansen, Finance Director
Helivi Holland, City Attorney
Karla Carter, Assistant City Attorney III
Diana Klink, Director, Media & Community Relations

OTHERS PRESENT: Councilman Mike Duman
Councilman Lue Ward
Jimmy LaRoue, Suffolk News Herald

CALL TO ORDER

Mr. King called the meeting to order at 4:00 p.m.

REGULAR BUSINESS

Minutes.

Ms. Herbert moved to approve the minutes of the regular meeting of December 11, 2019. The motion was seconded by Mr. Wittersheim and carried the following recorded vote:

Ayes:	Harrell, Herbert, King, Milteer, Wittersheim (5)
Nays:	None (0)
Abstain:	None (0)
Motion Passed	

Financial Report. Mr. King presented the financial report for the period ending November 30 of 2019 to the Board.

Mr. Harrell departed the meeting.

NEW BUSINESS

Community Business Launch Grant Extension. Mr. Byrd briefed the Board regarding the need to extend the Community Business Launch Contract. Mr. Wittersheim moved to approve **A RESOLUTION TO APPROVE AN EXTENSION OF THE AGREEMENT ENTERED INTO WITH THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CONCERNING COMMUNITY BUSINESS LAUNCH GRANT FUNDS.** The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Milteer, Wiley, Wittersheim (5)
Nays: None (0)
Abstain: None (0)
Motion Passed

EDA Downtown Business Development Program Agreements. Mr. Byrd presented the Board with a proposal for a Downtown Business Development Program grant for The General Public restaurant. Ms. Wiley moved to approve **A RESOLUTION TO AUTHORIZE THE AWARD OF A DOWNTOWN BUSINESS DEVELOPMENT PROGRAM GRANT TO THE GENERAL PUBLIC LIMITED.** The motion was seconded by Ms. Herbert and carried the following recorded vote:

Ayes: Herbert, King, Milteer, Wiley, Wittersheim (5)
Nays: None (0)
Abstain: None (0)
Motion Passed

Accept and Appropriate EDIP Funds – Hodgdon Holdings, LLC. Mr. Hughes briefed the Board on the need to accept and appropriate funds for use in awarding EDIP grant funds to Hodgdon Holdings, LLC. The Board approved the \$30,000 grant at their March 13, 2019 meeting. Mr. Wittersheim moved to approve **A RESOLUTION TO ACCEPT AND APPROPRIATE INCENTIVE FUNDS TO HODGDON HOLDINGS, LLC.** The motion was seconded by Ms. Wiley and carried the following recorded vote:

Ayes: Herbert, King, Milteer, Wiley, Wittersheim (5)
Nays: None (0)
Abstain: None (0)
Motion Passed

Business Façade Grant Completed – 124 W. Washington Street. Mr. Hughes briefed the Board on the completion of the facade improvements to the building at 124 W. Washington Street.

EDA Legal Representation RFP Update. Ms. Helivi Holland briefed the Board regarding responses to date to the EDA's RFP for Legal Representation.

HREDA Marketing Activity Report. Mr. King presented the November 2019 HREDA Marketing Activity Report.

Suffolk Marketing Activity Report. Mr. King presented the December 2019 Suffolk Marketing Activity Report.

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

Mr. King reminded the Board of the next regular Board meeting on Wednesday February 12, 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 4:23 p.m.

Teste:


Wesley King, Chairman

Approved:


Kevin Hughes, Deputy Secretary-Treasurer