

Meeting Minutes
Virtual Meeting
ECONOMIC DEVELOPMENT AUTHORITY
April 7, 2020

At a virtual meeting of the Economic Development Authority of York County, Virginia, held on April 7, 2020, at 2:00 p.m using the Zoom platform, those present were:

R. Anderson Moberg, Chairman
Steven A. Meade, Vice-Chairman
Vernard E. Lockwood, II, Treasurer
John Biagas, Secretary
Harmon J. Coxton
J. Mark Carter

Others present:

Neil A. Morgan, County Administrator
Mark Bellamy, Deputy County Administrator
James Barnett, County Attorney
Justin Atkins, Assistant County Attorney
James W. Noel, Jr., Assistant Secretary and Director of Economic Development
Melissa M. Davidson, Assistant Director of Economic Development
Tim Wyatt, Deputy Director of Information Technology
Amanda R. Ridings, Coordinator of Economic Development

CALL TO ORDER

The meeting was called to order at 2:05 p.m. by Chairman Moberg.

ROLL CALL

A quorum was established with six members present.

CITIZENS' COMMENT PERIOD

NONE

PRESENTATIONS

NONE

COUNTY ADMINISTRATOR COMMENTS

Mr. Morgan presented an update on the ongoing pandemic from the County standpoint. He reported the Board of Supervisors will be holding a virtual meeting on April 21st and he will present a new county budget for FY21 at that time.

Mr. Morgan stated that the Peninsula Health District covers six localities and they have created a COVID-19 operations center. The location of the center is the Newport News EOC. They hold a phone conference every day at 3pm to discuss COVID-related updates on the Peninsula. He reported that he has about six conference calls a day related to the pandemic.

Mr. Morgan gave an update on the county's finances. He stated that in the current fiscal year we will have about \$4 million dollars of lost revenue that must be made up by the end of June. He will be proposing that the board pull back the \$3 million planned in the capital budget. He will also be proposing a five percent overall cut in the budget for the next fiscal year.

NEW BUSINESS

RIVERWALK LANDING LEASES

Mr. Noel reported Auntie M's lease expires at the end of April and she is very concerned about the future, given the COVID-19 situation. He said that the owner has submitted a request for assistance to the EDA, as has Ben & Jerry's and the Riverwalk Landing Merchant's Association as a whole. He suggested that we forgo the rent for April and then re-evaluate the situation on a month - to - month basis.

Mr. Morgan agreed that we should do something for our tenants during this time just like other landlords are doing. He stated he feels it is appropriate to do some type of rent relaxation.

Mr. Noel suggested that, in addition to any rent concessions we make, that the EDA should convert Marilyn West of Auntie M's lease to a month-to-month basis, since her lease is up at the end of the month anyways.

Mr. Lockwood asked if there was a way to defer their rent to the back end of their lease. Discussion ensued on this idea.

Mr. Noel suggested that the EDA's Riverwalk Landing Committee meet to come up with a proposal to present at the next EDA meeting on April 28th. He requested that we forgive April's rent and let the tenants know we will come up with a permanent solution by the end of the month.

Mr. Meade motioned to forgive April's rent for all Riverwalk Landing tenants.

Mr. Lockwood seconded the motion.

On roll call the vote was:

Yea: (6) Carter, Coxton, Lockwood, Meade, Biagas, Moberg
Nay: (0)

Mr. Lockwood motioned to modify the original motion to extend abated rent thru May for the Riverwalk tenants.

Mr. Meade seconded the motion.

On roll call the vote was:

Yea: (6) Lockwood, Meade, Biagas, Carter, Coxton, Moberg
Nay: (0)

Mr. Carter motioned for Auntie M's lease to be converted to month-to-month terms.

Mr. Meade seconded the motion.

On roll call the vote was:

Yea: (6) Coxton, Lockwood, Meade, Biagas, Carter, Moberg
Nay: (0)

BUSINESS GROWTH GRANT MODIFICATIONS & RE-FUNDING

Mr. Noel stated that, due to the COVID-19 crisis, many York County businesses are struggling to stay afloat. Many localities are creating loan or grant programs to assist local businesses, especially small companies with few employees, who may not be helped that much by the federal programs. He reported that for York County, it would be easiest to enhance the existing Business Growth Grant program to help our businesses, as the program is already established and would be easy to expand and manage.

Mr. Noel stated that another option would be to look at different funding levels based on the COVID-19 impact on the businesses, by who's been deemed essential and non-essential, who is operating at a restricted level, and those that are closed entirely. He suggested having a tiered system to help the businesses by their category.

Mr. Noel reported that there is approximately \$534,000 unencumbered in the Capital Fund at this point.

Mr. Moberg stated that after hearing Mr. Morgan's discussion on the financial state the County is going to be in as a result of this crisis, maybe we should be more patient and see what happens before approving any additional funding.

Mr. Coxton agreed with Mr. Moberg. He stated that with the other state and federal programs being offered, we should save the EDA's money for a future time.

Mr. Noel suggested putting the open-ended EDA assistance grants on hold and not accepting any new applications for 90 days. All other grant programs that are already funded would remain open to help businesses. The members agreed to this plan and to revisit the idea of additional funding for the Business Growth Grant in the future.

E-COMMERCE GRANT PROGRAM MODIFICATIONS & RE-FUNDING

Mr. Noel reported the existing E-commerce program only has \$900 left. He suggested putting \$20,000 into the program and modifying it so businesses can use it for search engine optimization, and digital marketing, as well as traditional website creation and updates, all of which are imperative during this COVID-19 crisis.

Mrs. Davidson reported that the program is very popular and has been around for a long time. She stated that, if approved, this would be the third time the EDA has refunded it.

Mr. Carter motioned to add \$20,000 to the E-commerce grant program and to broaden the program to be able to use it for search engine optimization and digital marketing.

Mr. Coxton seconded the motion.

On roll call the vote was:

Yea: (6) Meade, Biagas, Carter, Coxton, Lockwood, Moberg
Nay: (0)

OLD BUSINESS

MOBJACK BAY COFFEE ROASTERS PERFORMANCE AGREEMENT MODIFICATION

Mr. Noel reported that Mobjack Bay Coffee Roasters has requested a change in the previously approved performance agreement. They are asking for the grant funds up front and to be given a year to complete the expansion of the kitchen. They would like the grant funding triggered by formal project approval from the National Park Service.

Mr. Lockwood motioned to approve the requested changes in the performance agreement for Mobjack Bay Coffee Roasters.

Mr. Meade seconded the motion.

On roll call the vote was:

Yea: (6) Meade, Biagas, Carter, Coxton, Lockwood, Moberg
Nay: (0)

PARKWAY PRINTSHOP PERFORMANCE AGREEMENT MODIFICATION

Mr. Noel reported that Parkway Printshop needs an extension on the timeline associated with their previously approved performance agreement, due to the COVID-19 crisis. He suggested we extend the agreement for a year and tie it to the new construction timeline and cost estimate for their new space on Merrimac Trail.

Mr. Coxton motioned to extend the Parkway Printshop agreement for one year and tie it to the new construction schedule and cost estimate.

Mr. Biagas seconded the motion.

On roll call the vote was:

Yea: (6) Carter, Coxton, Lockwood, Meade, Biagas, Moberg
Nay: (0)

FINANCIAL REPORTS

NONE

APPROVAL OF MINUTES

NONE

CLOSED MEETING

The Chairman noted it was in his judgment appropriate for the Authority to enter into closed meeting as authorized by the Freedom of Information Act for the purpose of prospective business under Section 2.2-3711(A)(5).

Mr. Lockwood moved that the Authority enter into a closed meeting for the aforesaid purpose and that the Authority deemed it necessary, as specified by the Virginia Freedom of Information Act, that non-members Jim Barnett, Mark Bellamy, Jim Noel, Justin Atkins, Tim Wyatt, Melissa Davidson, and Amanda Ridings be present during the closed meeting.

Mr. Coxton seconded the motion.

On roll call the vote was:

Yea: (6) Coxton, Lockwood, Meade, Biagas, Carter, Moberg
Nay: (0)

The Authority entered into closed meeting at 3:06 p.m.

RETURN FROM CLOSED MEETING

The Authority returned to open meeting at 3:22 p.m.

ROLL CALL VOTE CERTIFYING COMPLIANCE WITH SECTION 2.2-3711.1 OF THE CODE OF VIRGINIA

Mr. Moberg moved that, to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements specified under the Virginia Freedom of Information Act were discussed in closed meeting, and that only such public business matters related to prospective business under Section 2.2-3711(A)(5) were discussed during closed meeting.

The Chairman stated if any member of the Authority believed that there was a departure from the requirements of the Virginia Freedom of Information Act, that the member was required by law to state his objection prior to the vote, indicating the substance of the departure that in his judgment had taken place. No such objection being raised, the roll call was as follows:

Yea: (6) Lockwood, Meade, Biagas, Carter, Coxton, Moberg
Nay: (0)

DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS

None.

April 7, 2020

ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS

None.

MEMBERS' COMMENTS

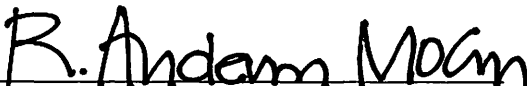
None.

CHAIRMAN'S COMMENTS

None.

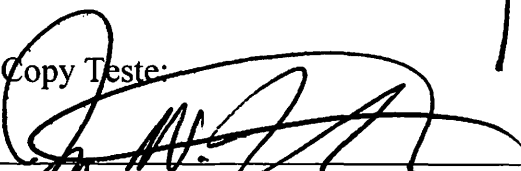
ADJOURN

There being no further business, the Chairman adjourned the meeting at 3:26 p.m.



R. Anderson Moberg, Chairman

A Copy Teste:



James W. Noel, Jr., Assistant Secretary