

VIRGINIA:

At the monthly meeting of the Economic Development Board held at the Charles City County Government Administration Building thereof on **Thursday, February 3, 2022, at 6:00 PM.**

**PRESENT: Rhonda Russell, Assistant County Administrator
Johnny Day, EDA Member
Robert Erda, EDA Member
Arnold Brown, EDA Member
Gregory Cotman, EDA Member
Donald Charity, EDA Member**

I. Call to Order

Robert Erda, Acting EDA Chairman, welcomed everyone on February 3, 2022, and called the meeting to order.

II. EDA Manager Continue Discussion

Board members briefly discussed the Economic Development Manager position and decided to postpone the discussion until after the Board retreat and a presentation regarding finances for the Authority. Specific questions that Board members are seeking additional information on sources of revenue, reoccurring revenue resources and expenditures, Current Balance Sheet, and Future Sources of Funding.

III. Update EDA Member Meeting

Board members agreed to participate in an offsite retreat, for Board members only. The purpose of the retreat is to strengthen Board relations, discuss progress to date and identify organizational goals, and discuss questions that we might have amongst ourselves.

IV. FY23 Budget Discussion

Attached and made a part of the minutes by reference is a copy of the Microsoft PowerPoint presentation shared during the Board meeting. Staff stated that budgetary expenditures the past two fiscal years for Economic Development have been limited, \$2,500.00 and the largest expense is a subscription to Constant Contact to support digital communication with the Charles City County business community.

In response to Board member inquiries about the FY23 budget development process, Staff responded that it is reasonable to submit an Economic Development budget to include staff costs, plus benefits, subscription, training, travel, etc.

Board members inquired about costs and scope of services offered by State and Regional Economic Development Advisory agencies to include the Virginia Economic Development Partnership and the Longwood Small Business Development Center. Board members asked staff to provide an update on the costs of membership to these agencies at the March meeting.

V. EDA Plan/ Strategic Plan

Board members considered a proposal submitted by River Link consulting for a strategic economic development plan for Charles City County and asked that staff identify two-three additional consultant vendors that provide similar services. Board members stated that they are open to publication of a solicitation to retain consultant services to support an Economic Development Plan for the County.

Board members requested a listing of long-range planning documents adopted by Charles City County historically and an assessment of accomplishments consistent with these plans. Staff advised Board members that adopted studies include the Courthouse Area Plan, 106 Master Plan, and 2015 Economic Development Plan. A recent study completed by Retail Strategies regarding commercial investment opportunities was completed and will be shared with the Board after a presentation to the Board of Supervisors.

VI. Existing Business Engagement

Staff shared with Board members a listing of varied training and network opportunities hosted by the County over the past twenty-four months and participation outcomes. Staff engaged Board members about likely causes for limited participation and opportunities to support the local business community.

VII. Questions/Concerns

Board members requested information regarding development activity countywide at the March Economic Development Authority meeting and periodically going forward. Following the discussion, staff and members agreed that formal project applications and hard inquiries represent the scope of information desired by the Board.

A motion to adjourn the meeting was made at 8:30PM and approved.