

Virginia:

At the monthly meeting of the Economic Development Board (EDA) held at the Charles City County Government Administration Building thereof on **Thursday, May 5, 2022, at 6:00 pm.**

Economic Development Authority (EDA) Board Members:

PRESENT: Dominique White – Chairperson
Robert Erda - Vice-Chairperson
Gregory Cotman, Sr.
Johnny Day
Arnold Brown
Donald Charity (phone 7:30)

ABSENT: Brooke Welborn - Secretary/Treasurer

PRESENT: Michelle Johnson, County Administrator
William Coad, Chairman Board of Supervisors

The County Administrator, Michelle Johnson, welcomed everyone on May 5, 2022. Ms. White - Chairperson, determined there was a quorum and called the meeting to order at 6:02pm.

AGENDA:

Madam Chair asked for a motion to approve the Agenda for May 5, 2022.

On a motion made by Mr. Day, second by Mr. Cotman, and a vote of 5/0 to approve the Agenda for May 5, 2022, as presented. Motion passes.

MINUTES:

Mr. Erda, I think there was some confusion on the approval of the contract for RoxBox. I thought we were approving for the county attorney to review the contract then it was for us EDA members to review and approve before it was to be signed by Ms. White and Mr. Coad. It was determined that the intent of the EDA Board members (by majority) to solicit a contract from RoxBox, send the contract to the county attorney for review and approval, then return to the EDA for review and approval. Then we would move forward with the contract, if approved. The Minutes from April 7, 2022, were presented.

On a motion made by Mr. Erda, second by Mr. Day, and a vote of 5/0 the Minutes from April 7, 2022, was amended and approved to reflect the following. Send the contract to the county attorney for review and approval, return to the EDA for review and approval, move forward with the contract, once approved.

ROXBOX:

We have executed the contract for the first phase of \$15,000.00. Ms. White and I will be going to Colorado to meet with RoxBox on Monday. We will be going over the engineering site plans, designs for our review, and bring it back to the EDA Board for approval. Based on the design that will give us the actual cost and that is when you will execute the contract. Ms.

Johnson's position is the EDA will execute the contract in phases, not the overall blanket amount. Question; Is there something between the design phase and manufacturing? Between design and manufacturing you have engineering, site plans, Virginia code inspection, and permits. Phase one is design and planning, phase two is permit and engineering, studies on property and environmental impact. Once that has been cleared phase three is construction and production of the project. Phase four is delivery and installation. Question, Will the engineering work be done by a Virginia based PE stamped firm? Yes, it will be. The final decision is on the EDA to correct and say this is what we want, it is taken back to RoxBox for the second contract. After we come back next week, the real work starts, operation's plan, branded and marketing plan, communication's plan, all permitting process, site plan and engineering plan. I spoke to Bruce Howard who has done a lot of our site plans and land prep for many of our projects. He will fit us in to his schedule, and give us a quote, but you certainly do not have to go with him, its your decision. We are in partnership with Longwood University, they are going to do a mass mailing to all of our small businesses. We have meetings with the small businesses. Once we get closer, we will see who is interested in renting. Question; At what phase do we see who is interested? It is my recommendation we do that at phase two while the permitting and engineering is done.

We have had public impute on the Courthouse Area Plan; we are not seeking public impute on this village concept plan. The Board of Supervisors and I want to create a destination for our citizens, and for the Capital Trail Riders. VDOT has provided us with a count from 2021 that has 3,200. cars pass per day. There is no other container park like this in Virginia. We are dealing with the elite group for containers.

MOTION:

On a motion made by Mr. Erda, second by Mr. Brown, and a vote of 5/0 the EDA approves phase one of the Market 5 Project, to include design concepts in the amount of and not to exceed \$15,000.00.

QUESTIONS:

Ms. Johnson and EDA members discussed the RoxBox project further. When we have the May BOS meeting, we will have a rendering, and will be able to have community meetings. We would like to be open seven days a week, 10:00am – 6:00pm, closed during the month of January. The time will need to be discussed with the merchants that rent. It was asked if the EDA had to have a discussion with the public. It could just be an EDA project. We just let the community know this is what we are doing, and this is where we are going, and we will let the public know they can lease. I plan on presenting this to the Virginia Rural Leadership Institute for funding. I was accepted, I will need to bring a project to them, and this is the one I will be taking. Ms. White and I will be traveling to Colorado to RoxBox next week. The money transferred is for the EDA and future projects. How many parking spaces? I am assuming thirty to fifty spaces. We have to think of tourist, cyclist, citizens. The merchants who lease will have

to provide your sales tax information. What impact would a restaurant have on the others already established. This will be a to go type of food place, snacks not a restaurant.

VIRGINIA GATEWAY REGION:

What did you think about the Virginia Gateway Region? Most agreed VGR is a great idea. VGR is willing to work with small Counties. We could benefit from them. Ms. Johnson recommended to sign up for a year at no cost and see what they can do for Charles City County.

EDA LEGAL COUNCI:

The BOS, at their last meeting granted Sands Anderson to be our county attorney. Sands Anderson has agreed to represent the BOS, Community Development, and the EDA. The cost is not extra. They give us 18 hours a month. You can have them represent you or you can find someone on your own. That is up to you to decide.

MONTHLY FINANCIAL REPORT:

In your account you have \$1.6 million. Waste Management has deposited \$255,406. In your account.

CHAIRMAN'S REPORT:

What are we going to do about the Virginia Gateway Region? You have given me permission to move forward, so I will be speaking to them and bring it back to you in June. We need a name for the RoxBox project, so be thinking of a name.

ADJOURNMENT:

Madam Chair adjourned the meeting at 7:18pm, next scheduled meeting will be June 2, 2022.