

Virginia:

At the monthly meeting of the Economic Development Board (EDA) held at the Charles City County Government Administration Building thereof on **Thursday, October 06, 2022, at 6:00 pm.**

Economic Development Authority (EDA) Board Members:

Present: Robert Erda - Vice-Chairperson, Gregory Cotman Sr., Johnny Day, Arnold Brown, Donald Charity.

Virtual: Dominique White – Chairperson, Brooke Welborn – Secretary/Treasurer

Absent: No one

Charles City County Administration & Staff:

Present: Michelle Johnson, County Administrator, Rhonda Russell, Asst. County Administrator/Community Development Director, Jesse Bausch, Attorney, Miranda Pyne, and Peggy Sullivan, Adm. Assistants.

The County Administrator, Ms. Johnson, welcomed everyone on October 06, 2022, and asked Vice-Chairman, Mr. Erda to call the EDA meeting to order.

Mr. Erda – Vice-Chairman, called to order the October 06, 2022, meeting of the Charles City County Economic Development Authority (EDA). Mr. Erda noted members present and virtual (see above).

ADOPTION OF MINUTES:

Mr. Erda asked that the adoption of minutes from September 01, 2022, be deferred until the next meeting so members will have time to read and suggest corrections. Ms. Johnson asked the EDA members to send the minutes with any corrections to Ms. Johnson’s office by October 20, 2022, and Ms. Johnson’s office will return with corrections made to the EDA members by October 27, 2022. Mr. Erda deferred the minutes from September 01, 2022, until November 03, 2022.

MARKET 5:

Ms. Johnson stated the first item is the Bruce Howard Contracting contract for \$127,000.00. Legal counsel has reviewed the contract.

° Ms. White asked if the contract was between Bruce Howard Contracting and Charles City County? Ms. Johnson answered yes because the County owns the property.

° Ms. White asked if the contract with RoxBox and Bruce Howard Contracting is consistent with their other contracts previously executed? Mr. Bausch, Attorney for EDA answered, the property is owned by the County, as for RoxBox the County, EDA and Sands Anderson will need to talk about how that is to be set up. Either way both the EDA and the County will sign the contract. The County will need to determine if the EDA or County will be the main party.

° Mr. Charity stated, the EDA would like to know who is responsible, the roles and responsibility of the EDA. Is the County or the EDA the key operator, and to ensure that we have this in the agreement.

Mr. Bausch stated the Bruce Howard’s contract is straight forward, Mr. Bausch still has to look over the conditions in the contract.

° Mr. Erda asked if there would be a water service connection to each pad? Ms. Johnson answered no, there will be a hook up at the concessions and restaurant.

Mr. Bausch stated as of now the County will be signing the contracts with Bruce Howard Contractor's, and RoxBox. The County will oversee daily site operations and oversee the completion of construction for the containers. The EDA will acknowledge the agreement and handle the leasing of completed containers. All of this is still subject to the approval of the Board of Supervisors.

° Mr. Erda asked if the EDA is the buyer for the containers? Mr. Bausch answered no, you will not be the buyer for the containers.

° Mr. Erda asked will the EDA return the money to the Board of Supervisors? Ms. Johnson answered yes, it is a general ledger entry that will have to take place.

° Ms. White asked if the EDA will be involved with the project? Mr. Bausch answered yes, the County will be leasing to the EDA. The EDA will have a signed agreement with the County. The lease income will go to the EDA through Finance.

Mr. Charity stated he has questions, comments, revisions, and additions concerning the contract and would like to have a discussion with Mr. Bausch. Mr. Charity wants a breakdown on cost to see how the money is being spent. Mr. Bausch noted he wanted a better understanding on shipping, an estimated range and how RoxBox plans to ship the containers. Ms. Johnson asked the EDA members to consolidate their comments and send to Mr. Bausch and staff by October 14th. Ms. Johnson stated once this is completed the contract will go the Board of Supervisors for approval.

Ms. Johnson stated next is the Gantt Chart and that we will start with Bruce Howard Contracting, Inc. Ms. Johnson asked the EDA members to look at the handout and see how Bruce Howard plans to proceed.

° Mr. Charity asked once Mr. Howard starts this project who will be there to represent the County on a daily basis. Ms. Johnson answered staff will be on site: Ms. Russell, Mr. Hicks, and Mr. Richardson.

° Mr. Erda asked who is paying for the subcontractor to do the survey? Ms. Johnson answered that is part of the \$127,000.00 contract and scope of work from Bruce Howard. Once the Board of Supervisors has approved the contract, the estimated completion date is January/February 2023 for Mr. Howard.

° Mr. Erda asked if the agreement between the County and EDA will be completed before a payment is sent to RoxBox? Ms. Johnson answered, yes.

° Mr. Charity, and Mr. Erda asked if the County was satisfied that the water quality on site is suitable, and will meet the necessary guidelines? Ms. Johnson answered yes. The Virginia Department of Health requires a water sample once site construction is complete. The Virginia Department of Environmental Quality (DEQ) will not be involved with the project because land disturbance is one acre or less. Community Development will handle that permitting for Erosion and Sediment control.

Mr. Charity requested an itemized costing for RoxBox.

° Mr. Day asked who will be taking the containers off the truck and setting on the pads? Ms. Johnson answered if RoxBox does the unloading and set up there is a up charge. Ms. Johnson has had conversation with RoxBox on who is going to coordinate the crane service.

° Mr. Erda asked if RoxBox can have the containers ready in two months? Ms. Johnson answered yes.

° Mr. Erda asked if this contract needs to go to the Board of Supervisors, but it will not be executed until the Board of Supervisors and EDA have an agreement? Mr. Erda asked we have to have another meeting? Ms. Johnson answered yes to both questions.

ADDITIONAL SCOPE ITEMS:

Ms. Johnson stated we know what the cost is for the containers and site plan. This leaves us \$34,000.00 in additional costs for the Board of Supervisors to authorize. Ms. Johnson stated we have to

retain architectural support for the project at an estimated costs of \$19,120.00. Ms. Johnson stated she has a quote of \$35,000.00 to renovate the hair salon for bathrooms. Ms. Johnson stated Spencer Architect was not listed because some items they listed were not asked for. Ms. Johnson noted that outdoor lighting, landscaping, bathrooms, external building rehabilitation, murals and outdoor furniture will have an upcharge.

° Mr. Erda asked what is the difference between Bruce Howard and Spencer Architect? Ms. Russell answered Bruce Howard can do the site plan, landscape design, electrical connections, erosion & sediment measures, and stormwater. Bruce Howard cannot do conceptual design rendering, site layout such as sidewalks, parking, whereas Spencer Architect can.

Ms. Russell stated the staff is looking for all opportunities to help with this project. Staff has applied for grants from the Virginia Tourism Corporation for \$15,000.00 and that additional competitive grant funds will be available in CY23. The grant funding opportunities will support outdoor recreation, micro business marketing and the promotion of Market 5 along with other venues like the Brewery, Rivers Rest etc.

° Mr. Chairty asked what is the amount of grant money? Ms. Russell stated applications were submitted for \$15,000.00 and possibly \$10,000.00 in January 2023. Staff is seeking other opportunities.

Mr. Day stated that the installation by crane needs to be added to the budget, and where the money will be coming from.

Ms. Johnson stated the Board of Supervisors is aware there will be an amendment added to what has been funded. Now that the Board of Supervisors has taken over responsibility from the EDA for Market 5 Project staff will handle the daily operations. When the project is completed the Board of Supervisors will return to the EDA for leasing to vendors. Staff would like to have the same committee keep the EDA current with information for Market 5 Project until completion.

EDA PERSONNEL:

Ms. Johnson stated in your packet is the job description for an Economic Development Manager for the EDA. Staff would like to know how the EDA would like to proceed. If you would like to hire a full time staff person to manage the EDA Board and development for the County, you would need to approve the position. Staff would post the position receive resumes, staff and one EDA member would interview candidates, the top three would be presented to the Board of Supervisors.

Mr. Erda stated he would like time to read the job description sent yesterday. Ms. Johnson stated the packet was sent out five days before this meeting.

° Mr. Day asked if there is a bracket to pay this person for a three-year period? Ms. Johnson answered the pay range would be \$75 - \$100 thousand yearly. The EDA will pay the salary out of your budget for the first three years then the Board of Supervisors would take over the salary. In your Financials you will see you have \$1.6 million dollars. The EDA will have to budget for this salary and any expenditures needed for the position.

° Ms. Welborn asked if Tourism could be added to the position/description of Economic Development Manager? Ms. Johnson answered, yes. Ms. Johnson added that this has been on the agenda several times and if the EDA does not want it, it should be taken off the agenda.

° Ms. Welborn asked where to send suggestions for this position? Ms. Johnson answered, comments can be emailed to staff.

Mr. Erda suggest that EDA members send suggestions to staff to modify and return to members to read so EDA can approve this request at the November EDA meeting.

° Mr. Charity asked how long does it take to retain a candidate for this position? Ms. Johnson usually 90 days to train, and 30 – 90 days to oversee.

Ms. Johnson suggest if approved in November to wait and post the position in January 2023.

QUESTIONS/CONCERNS:

° Mr. Erda asked how often Waste Management pay their bonds? Ms. Johnson answered twice yearly, and that funds are wired directly to EDA's account.

CHAIRMAN REQUEST REPORT:

Ms. White gave updates on the Brewery, Fire Department, and Food Pantry.

ADJOURNMENT:

Mr. Erda adjourned the meeting at 7:31pm.