

Meeting Minutes
ECONOMIC DEVELOPMENT AUTHORITY
June 14, 2022

At a regular meeting of the Economic Development Authority of York County, Virginia, held on June 14, 2022, at 5:00 p.m. in the Board Room of York Hall, 301 Main Street, Yorktown, Virginia, those present were:

Steven A. Meade, Chairman
Harmon J. Coxton, Vice Chairman
J. Mark Carter
Jeffrey Clemons
David Murray

Mr. Lockwood and Ms. Leslie Henderson-Schultz were absent.

Others present:

Mark Bellamy, Deputy County Administrator
James Barnett, County Attorney
Kristi Olsen-Hayes, Acting Director of Economic & Tourism Development
Richard Hill, Deputy County Attorney
Matt Johnson, Assistant Director of Economic Development

CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Chairman Meade.

ROLL CALL

A quorum was established with five members present.

CITIZENS' COMMENT PERIOD

None.

ELECTION OF OFFICERS

Ms. Kristi Olsen-Hayes called for nominations of Economic Development Authority officers for fiscal year 2023.

Mr. Harmon J. Coxton nominated Mr. Steven A. Meade for Chairman, Mr. J. Mark Carter for Vice Chairman, and Ms. Kristi Olsen-Hayes for Secretary/Treasurer.

Mr. David Murray seconded the nominations.

Ms. Olsen-Hayes requested a motion to close the nominations for officers of the Economic Development Authority for fiscal year 2023.

Mr. Coxon motioned to close the nominations.

Mr. Murray seconded the motion.

On verbal vote the slate of officers was approved unanimously.

Ms. Olsen-Hayes confirmed Mr. Steven A. Meade as Chairman, Mr. J. Mark Carter as Vice Chairman, and Ms. Kristi Olsen-Hayes as Secretary/Treasurer of the Economic Development Authority for fiscal year 2023.

Mr. Steven A. Meade recognized Mr. Coxton for his service as Vice Chairman, and stated that as part of a more frequent rotation of officers, Mr. Carter will be poised to become Chairman next fiscal year.

NEW BUSINESS

EDA OPERATING BUDGET

Ms. Olsen-Hayes presented the proposed EDA operating budget for fiscal year 2023. The total budget request for fiscal year 2023 is \$196,166, which represents a decrease of approximately \$37,000 from the fiscal year 2022 budget. Ms. Olsen-Hayes shared that the decrease is primarily attributable to multiple regional contributions that were moved out of the EDA operating budget into the County operating budget in order to better align with the County's other regional contributions. In addition, the fiscal year 2023 budget reflects removal of a \$10,000 LPGA Kingsmill Championship sponsorship as the event is not presently expected to return to the area until a new title sponsor is found. Increases in specific program lines are attributable to anticipated increases in food and beverage costs for events. Proposed revenues for fiscal year 2023 include a transfer from Department of economic development operating budget in the amount of \$47,535 and estimated rollover from the fiscal year EDA operating budget of \$50,000. Revenue from event sponsorships in the amount of \$4,000, and support from the EDA Capital Fund in the amount of \$94,000, rounds out the anticipated revenue sources. Ms. Olsen-Hayes recommended adoption of the proposed EDA operating budget for fiscal year 2023.

Mr. Meade requested a motion to approve the EDA Operating Budget for Fiscal Year 2023, as presented.

Mr. Coxton moved the motion.

Mr. Murray seconded the motion.

On roll call the vote was:

Yea: (5) Carter, Coxton, Clemons, Murray, Meade
Nay: (0)

OLD BUSINESS

TO CONFIRM WAIVER OF CERTAIN TENANT ESCALATION INCREASES FOR YORKTOWN FROZEN ASSETS INC. AND DEBORAH A. HELSETH

Mr. Johnson shared that during COVID there were a number of different relief opportunities granted to members of the York County business community, including the tenants at Riverwalk Landing. Throughout that process, a normal escalation was not applied for two Riverwalk Landing tenants; Ben and Jerry's, which is Yorktown Frozen Assets, Inc., and Carrot Tree Restaurant, which is Deborah A. Helseth. For Ben and Jerry's, the normal 3% escalation was not applied for the time period from 5/1/2020 through 4/30/2022, and for Carrot Tree Restaurant, the escalation was not applied from 7/1/2020 through the present. Mr. Johnson stated that staff was requesting formal Board action to waive the escalation for those two tenants during the time periods during which the escalation was not applied. Mr. Johnson informed the Board that a 3% escalation was applied to Ben and Jerry's effective 5/1/2022, which corresponded with a new lease term, and the escalation would be applied to Carrot Tree Restaurant effective 7/1/2022, which also corresponded with a new lease term. Board action to waive the escalations not previously applied, represented minor dollar amounts – approximately \$1,500 per year for Ben and Jerry's and approximately \$195 per year for Carrot Tree Restaurant.

Mr. Coxton asked whether the businesses approached staff in reference to the waiver.

Mr. Johnson shared that the requests were originally brought to staff through the County's Finance Department. Neither tenant has approached staff directly. Both are current and have made payments in accordance with the regular tenant lease statements received from the EDA's property management group for Riverwalk.

Mr. Meade requested a motion to waive the 3% tenant lease escalation for Yorktown Frozen Assets, Inc. for the time period from May 1 2020 through April 30 2022, and to waive the 3% tenant lease escalation for Deborah A Helseth for the time period from July 1 2020 through June 30 2022.

Mr. Murray moved the motion.

Mr. Carter second the motion.

On roll call the vote was:

Yea: (5) Carter, Coxton, Clemons, Murray, Meade
Nay: (0)

APPROVAL OF MINUTES

The minutes of the May 24, 2022, meeting of the Economic Development Authority of York County were approved by vote as follows:

Mr. Clemons motioned to approve the May 24, 2022, meeting minutes as presented.

Yea: (5) Carter, Coxton, Clemons, Murray, Meade
Nay: (0)

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 public property under Section 2.2-3711(A)(6).

Mr. Coxton 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 Mark Bellamy, Jim Barnett, Richard Hill, Kristi Olsen-Hayes, and Matt Johnson, be present during the closed meeting.

Mr. Murray seconded the motion.

On roll call the vote was:

Yea: (5) Carter, Coxton, Clemons, Murray, Meade
Nay: (0)

The Authority entered into closed meeting at 5:11 p.m.

RETURN FROM CLOSED MEETING

The Authority returned to open meeting at 5:39 p.m.

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

Mr. Meade 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 public property under Section 2.2-3711(A)(6) 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: (5) Carter, Coxton, Clemons, Murray, Meade
Nay: (0)

DEPUTY COUNTY ADMINISTRATOR COMMENTS

Mr. Bellamy spoke to workforce challenges facing local businesses as well as the County. A recent survey indicated 20% of County staff will be able to retire in the next five years, which is a substantial number. The same day that Mr. Noel retired, the Director of Public Works, a 34-year employee, also retired. Mr. Rob Krieger is now the County's Acting Director of Public Works, and he is a 20-year employee of the County. In terms of construction projects, site work for the new law enforcement building on Goodwin Neck Road is substantially completed, and bids for the building construction were expected to be opened that Friday. The Yorktown Library is coming along, but not as quickly as the County would have liked. The original completion date of August 2022 has been pushed back a month due to supply-chain challenges. In the northern end of the County, Fire Station Seven is under construction.

ACTING DIRECTOR OF ECONOMIC AND TOURISM DEVELOPMENT COMMENTS

Ms. Olsen-Hayes thanked Ms. Melissa Davidson, for her assistance navigating through this year's budget development, as she has been very instrumental in the budget process during previous fiscal years. In addition, she has been a great asset in working with staff through the departmental transition.

ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS

Mr. Johnson thanked Matt Stewart and Amy Santiago in the County's Finance Department for their assistance related to EDA financial items. Mr. Johnson also shared a thank you note to the EDA Board from Mr. Jim Noel, former Director of Economic & Tourism Development.

COUNTY ATTORNEY'S OFFICE

None.

MEMBERS' COMMENTS

Mr. Coxton inquired as to the nature of a site being developed in the Skimino Hills area of the County.

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Mr. Bellamy shared that staff would verify the nature of the activity and report back to Mr. Coxton.

CHAIRMAN'S COMMENTS

Mr. Meade once again offered his thanks to Mr. Coxton for his years of service as Vice Chairman, and immediate willingness to assist when called upon.

ADJOURN

There being no further business, the Chairman adjourned the meeting at 5:46 p.m.


Steven A. Meade, Chairman

A Copy Teste:


Kristi Olsen-Hayes, Secretary/Treasurer