



**Charlottesville Economic Development Authority (CEDA)  
Meeting Minutes – September 12, 2023**

**Members Present**

Addison Barnhardt  
Denise Herndon  
Jonathan Chasen  
Steven Johnson

**Staff Present**

Chris Engel  
Trish Carpenter

**Guests**

Caroline Perrin

**Not Present**

Jay O'Donnell  
James Cauthen

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, September 12th, 2023, in the City Council Chambers. The Vice-Chair, Mr. Barnhardt called the meeting to order at 4:03 PM.

Mr. Barnhardt asked if there was any public comment; no public comments noted, he proceeded to the next agenda item.

The Vice-Chair asked the board if there were any comments or questions regarding the August 17, 2023, meeting minutes and the Treasurer reports for June & July 2023. Mr. Engel informed the Board that beginning with the July 2023 Treasurer Report there are some formatting and wording changes to the report. In addition, line items were added to specifically identify the security deposits being held for the S&PG building and an updated amount for the maintenance fund was recorded to reflect an increase in assessed value. All future reports will follow the same format. After all questions were addressed by Mr. Engel, the Vice-Chair asked for a motion to approve the consent agenda, motion moved by Mr. Johnson, second by Mr. Chasen, all present in favor. Motion passed.

Resolution for Revenue Bond for St. Anne's Belfield – This item was discussed at the last meeting and Mr. Engel informed the Board that the Resolution will be presented to City Council at the 9/18 Council meeting. Due to timing for the loan, this Board will review and vote first with the final approval contingent on City Council action. There are no changes from the last months' presentation and authority counsel, Mr. Siegel, has reviewed all documents related to the bond issuance. The counsel for St. Anne's Belfield, Ms. Perrin, was present and answered a few questions from the Board.

Once all discussion and questions were addressed, the Vice-Chair asked for a motion to approve the Bond request from St. Anne's Belfield. Mr. Chasen so moved, second by Ms. Herndon. A roll call of all present board members was taken, all present in favor. Motion passed.

Mr. Engel presented several project updates to the Board. First, the Regional Comprehensive Economic Development Strategy being led by the Thomas Jefferson Planning District Commission, first ever for this region, is half-way through completion and

is due to be completed the summer of 2024. The project is an important qualifier for Federal grants.

The BEACON project – Yolunda Harrell of New Hill Development Corporation presented to the Board a year ago the shared commercial kitchen project, BEACON. The total funding plan for this project includes a CEDA supported GO Virginia grant and AFID grant as well as a significant allocation of City ARPA funds as well as donor based funds. The project continues to move forward.

The ENVISION Grant administered by the United Way and presented to the Board a year ago, is supported by the City and the County EDAs. The first year of the grant process focused on existing minority businesses that want to grow and expand. There were seven businesses awarded grant money, three are from the City: Culinary Concepts AB, Allens Scottish Shortbread and Spirit Lab Distilling. More formal updates will be coming from United Way in the future. The second round of the application process will include assistance and workshops for businesses in how to prepare for applying for grants.

The FY2023 Audit is scheduled to begin in October. Board members were advised that It is possible that the auditor could contact individuals from the Board and ask some general questions. The results of the audit should be completed by end of year and presented at the December Board meeting.

The City Attorney's office will provide FOIA training at November's Board meeting and all present will receive credit for attending at the time of their FOIA renewal date.

Mr. Johnson posed a question regarding the budget line item allocating a yearly contribution to the City on behalf of the EDA and specifically if there was a formal MOA in place. Mr. Engel agreed to look into the matter.

The board agreed that holding future meetings at City Space particularly when presentations or board discussions occur would be helpful.

There being no further business, Mr. Barnhardt asked for a motion to adjourn the meeting. Mr. Johnson made the motion to adjourn the meeting, Ms. Herndon second the motion, all present voted in favor, meeting adjourned at 4:44 PM.



Chris Engel, Secretary

Date Approved by CEDA