



**Charlottesville Economic Development Authority (CEDA)
Meeting Minutes – February 11, 2014**

Members Present

Reid Young
Kristin Henningsen
Carolyn Shears
Adrian Felts

Staff Present

Chris Engel
Hollie Lee
Jason Ness
Blair Morris

Others Present

Sean Tubbs – Cville Tomorrow

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, February 11, 2014 in City Council Chambers. Mr. Young, Chair, called the meeting to order at 4:33 p.m.

Mr. Young opened the public comment period and there being no comments from the public, he proceeded to the next agenda item.

Mr. Young called for a motion to approve the minutes from the December 10, 2013 meeting. Mr. Felts moved, seconded by Mr. Young, and all present voted aye.

Mr. Young called for a motion to approve the Treasurer's Report from December 2013 and January 2014. Ms. Shears moved, seconded by Mr. Felts, and all present voted aye.

Prior to taking action on the Treasurer's Reports, Mr. Engel brought to the board's attention a revenue addition in the January Report to reflect funds in the amount of \$356,525 for the Water Street Extended Streetscape Project. At its January 21st meeting, the City Council approved the transfer of these funds to the EDA to enable the completion of streetscape improvements along Water Street Extended.

Following this clarification, Mr. Young called for a motion to approve the Treasurer's Report from December 2013 and January 2014. Ms. Shears moved, seconded by Mr. Felts, and all present voted aye.

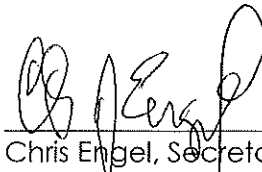
Mr. Engel told the Board the final documents are close to 90% complete and that the resolution before the Board is to allow the Chair to sign the final agreement. Mr. Young asked if the \$356,525 is the full amount of the project. Mr. Engel answered no, that the total cost to the EDA would include the \$170,000 previously allocated to the CSX Fence project. Mr. Young called for a motion to approve the Resolution allowing the Chair to sign the City/CEDA Agreement and the Development Cost

Reimbursement Agreement when they are ready. Ms. Shears moved, seconded by Ms. Henningsen, and all present voted aye.

Mr. Engel shared with the Board a request from Relay Foods for a matching grant to the Governor's Agricultural and Forest Industries Development Fund (AFID). This is a State funding mechanism very similar to the Governor's Opportunity Fund that was used to assist in the relocation of CFA Institute. Relay Foods has their corporate headquarters and primary fulfillment center located within the City limits. They are estimating that over three years, they will create 25 new jobs and make a \$1.2 million dollar capital investment in the facility. In addition to job creation and capital investment 30% of the products must be Virginia based agricultural products. Preliminary conversations with the Virginia Department of Agriculture and Consumer Services have indicated that Relay Foods would likely qualify for this grant in the amount of \$50,000. Mr. Engel reminded the Board that a few years ago \$150,000 was set aside in a reserve account in anticipation of this type of use. These opportunities in the city are quite rare and Mr. Engel asks that the Board give this request strong consideration. Ms. Shears asked about any requirements for this request and Mr. Engel answered that the details would be specified in a performance agreement. If there is any deviation from the agreement, there could be penalties involved. There being no further questions, Mr. Young called for a motion giving approval to proceed with a letter of request to the Virginia Department of Agriculture and Consumer Services. Mr. Felts moved, seconded by Ms. Henningsen, and all present voted aye.

Mr. Engel let the Board know that they have each received a copy of the Office of Economic Development's 2013 Annual Report, which includes a section on the EDA and will give them an overview of the work done by the OED in 2013. Mr. Engel also reminded the Board of the upcoming Festival of the Book's Leadership Breakfast scheduled for March 19th and an invitation for the event will soon be emailed to them.

There being no further business, Mr. Young called for a motion to adjourn the meeting. Ms. Henningsen moved, seconded by Ms. Shears, and all present voted aye. The meeting was adjourned at 4.50 p.m.


Chris Engel, Secretary

2/12/14
Date

4-8-14
Date Approved by CEDA