



**Charlottesville Economic Development Authority (CEDA)
Meeting Minutes – February 13, 2024**

Members Present

Addison Barnhardt
Quinton Harrell
James Cauthen
Steven Johnson
Jay O'Donnell
Denise Herndon
Jonathan Chasen

Staff Present

Chris Engel
Matt Johnson
Jenny Biche
Keith Groomes
Trish Carpenter

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, February 13th, 2024, at CitySpace. The Chair, Mr. Barnhardt, called the meeting to order at 4:01 PM.

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

The current Board took time to recognize and thank several past Board members who were in attendance on this day for their service on the Board.

The Chair asked the board if there were any comments or questions regarding the December 12, 2023, meeting minutes and the Treasurer reports for November and December 2023. No questions or comments noted, Mr. Barnhardt asked for a motion to approve the Consent Agenda, motion moved by Mr. Chasen, second by Ms. Herndon, all present in favor. Motion passed.

There was a presentation to the Board from Jenny Biche, Workforce Development Program Manager, on progress with Goal 3: Pathways for Opportunity from the Economic Development Strategic Plan.

Mr. Engel introduced the newest hire to the department, Keith Groomes, to the Board and provided some background on Keith. Mr. Engel briefly discussed the 2023 Annual Report and informed the Board that everyone received a hard copy of the report with their packet.

Next new business item, Mr. Engel presented the addendum to the 112 E. Main Street Lease. The addendum extends the restroom lease for up to three years, with an increase in the first year only to cover improvements to the facilities. Should the additional extensions be exercised the increase is nominal to cover cost of living increases. Improvements were made to the restrooms by the landlord to help improve cleaning. After all questions were

addressed, the Chair made a motion to approve the Resolution. Mr. Chasen so moved, Mr. Johnson second the motion, all present in favor. Motion passed.

Mr. Engel informed the Board that there is a letter of request on behalf of the City for the EDA to manage the property lease at 0 East High St. which includes a lease with an existing business. The City recently purchased the property and the City desires to maintain the lease and continue to have the business operate. After all questions were answered, the Chair, Mr. Barnhardt, asked for a motion to approve the letter of request; Mr. Chasen so moved, Mr. O'Donnell second the motion, all present in favor. Motion passed.

Mr. Engel introduced a Resolution to appoint the Assistant Director, Matt Johnson, as assistant secretary for the Authority to step in for Mr. Engel when needed. There being no further discussion, The Chair asked for a motion to approve, Mr. Chasen so moved, Mr. Harrell second the motion, all present in favor. Motion passed.

Mr. Engel thanked the Board members for completing the required annual Statement of Economic Interests documents in a timely fashion this year. Friendship Court Phase II performance agreement will be presented at the March meeting which will require action from this Board. Phase II will be similar to Phase I.

There being no further business, Mr. Barnhardt asked for a motion to adjourn the meeting. Mr. Johnson made the motion to adjourn the meeting, Mr. Harrell seconded the motion, all present voted in favor, meeting adjourned at 5:08 PM.



Chris Engel, Secretary

Date Approved by CEDA