



CALVERT COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Courthouse, 175 Main Street
Prince Frederick, Maryland 20678
410-535-4583

MINUTES May 13, 2019

MEMBERS PRESENT: Mike Benton (via phone), Commissioner Earl "Buddy" Hance, Dana Jones, Warren Rice, Scott Russey, Terri Wolfley, Keven Zinn (via phone)

MEMBERS ABSENT: N/A

STAFF PRESENT: Kelly Slagle, Danita Boonchaisri, Kathy MacAdams, Sandy Bentley

I. Call to Order

The meeting was called to order at 8:30 a.m., by Terri Wolfley, Chair.

II. Call For Agenda Revisions and Approval of Agenda

With a call for agenda revisions being made by Wolfley and none being received, a **motion** was made by Earl Hance to approve the agenda as submitted. The motion was seconded by Dana Jones, and carried.

III. Approval of Minutes From the Feb. 25, 2019, Meeting

On a **motion** by Jones, seconded by Hance, and carried, the minutes from the Feb. 25, 2019, **Closed Session** meeting were approved as submitted.

On a **motion** by Warren Rice, seconded by Jones, and carried, the minutes from the Feb. 25, 2019, meeting were approved as submitted.

IV. Recess, subject to Motion of Privilege for Closed Meeting

On a **motion** by Hance, seconded by Rice, and carried, the Economic Development Authority (EDA) recessed into closed session at 8:38 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, under (b)(4) Business Matters. The EDA will discuss one matter that concerns the proposal for a business or industrial organization to locate, expand or remain in the state. Closed session adjourned at 9:02 a.m.

V. New Business

A. Membership

Terri Wolfley welcomed Scott Russey as a new member of the EDA. Kelly Slagle explained Russey is the chair of the Economic Development Advisory Commission (EDAC). Per EDA Bylaws, the EDA reserves a seat for the chair of the EDAC.

Slagle advised that both Bill Gray and Nancy Highsmith recently resigned from the EDA. The Board of County Commissioners (BOCC) will present Mr. Gray with a proclamation for his many years of service on June 4, 2019. All EDA members were invited to attend the June 4 BOCC meeting.

There was discussion about the need to fill these vacant positions and the areas of expertise from which the EDA would like to recruit new members. Slagle encouraged members to contact her if they know of someone who might be interested in joining the EDA.

Slagle advised that due to Bill Gray's resignation, the EDA no longer has a vice chair, adding the EDA is due to appoint a chair as well. Following brief discussions, Rice made a **motion** that Terri Wolfley be reappointed as Chair, and Dana Jones be appointed as Vice Chair. The motion was seconded by Scott Russey, and carried. (All in favor; no opposed).

B. Patuxent Business Park Marketing and Outreach

Danita Boonchaisri briefly recapped recommendations made in a Nov. 2018 report by consultants from the International Economic Development Council (IEDC). Calvert County Economic Development staff is now implementing the recommendations made in that report. Boonchaisri advised that one of the main weaknesses noted in the report is the department's inability to market itself successfully and the lack of a dedicated staff person for marketing and communications. The report states this lack of dedication to marketing and communications limits the department's ability to effectively communicate available services and benefits to local businesses and community members. Additionally, the department does not have a social media page but instead shares a Facebook page with other county organizations. In an effort to act on these recommendations, staff requested the BOCC consider approving a new position dedicated to marketing/communications and research in the FY2020 budget for the Department of Economic Development.

Boonchaisri stated staff is seeking the support of the EDA to assist the department in its efforts to have the social media presence required to be competitive and requested the EDA support the department's request for an enhanced social media presence. Jones made a **motion** that the EDA move to support this request. The motion was seconded by Rice. There was discussion on the motion. Slagle stated the Department of Communications & Media Relations (CMR) is working on a Social Media Policy for Calvert County Government and she looks forward to working in partnership with CMR staff. Following discussion, Wolfley called for a vote on the motion. With no further discussion, the motion unanimously carried.

C. Loan Guarantees - Discussion

Slagle advised there was discussion at the February meeting about the possibility of the EDA conducting loan guarantees and placed this item on the agenda to see if this is something the EDA is interested in pursuing. Rice recalled that at the February meeting, Bill Hitte of the Small Business Development Center, offered to research the issue and provide the EDA with information about how loan guarantees work and how other entities are utilizing and structuring them. There was brief discussion. Jones stated he would like to receive information regarding leverage gap loan guarantees. Staff will contact Bill Hitte to check the status of his research and request he return to provide an update at a future EDA meeting.

D. Opportunity Zones

This item was placed on the agenda to familiarize the EDA with Opportunity Zones. Slagle provided details on the locations of the three Opportunity Zones located in Calvert County, noting the locations were selected by the Federal Government based on census tracts. Staff plans to conduct outreach to the businesses located within these Opportunity Zones to educate them on what this designation means and how it can benefit them. The department will also host educational workshops targeted to businesses located within the Opportunity Zones.

At the request of Rice, Slagle provided brief information on the status of the development of the Offsite Area "A" property donated to the county by Dominion.

E. Calvert County Industrial Park – Infrastructure Issues

Slagle stated this item was placed on the agenda for informational purposes only to provide the EDA with information regarding the Calvert County Industrial Park (CCIP) located on Rt. 231 and the issues with the aging infrastructure within the park, specifically storm water management. Slagle advised staff is working with the Department of Public Works regarding ongoing maintenance of the storm water management pond at the park. She briefly discussed the CCIP covenants and prior attempts to create a property owners association. Jones recommended creating a business improvement district which would require the business owners to share in the cost of improvements necessary at CCIP. Staff will research the business improvement district possibility and bring this back for discussion.

VI. Public Comment

With no one from the public being present, a call for public comment was not conducted.

VII. Old Business

A. Financial Disclosure Forms – Reminder (Due March 31, 2019)

Members were reminded that completed Financial Disclosure forms were due to the Ethics Commission on March 31, 2019. Staff urged members to complete their forms as soon as possible, noting they risk losing their membership if the forms are not submitted promptly.

B. Calvert County Ethics Commission Training - Reminder

Members were also reminded that all members are required to attend one of the Ethics Commission training sessions being held throughout the year. Wolfley commented the training needs to be available online.

C. Update on Existing Loans

Slagle provided a brief update on the status of the existing CEDLF loans currently being monitored by the department. Kathy MacAdams advised that per recommendations from the EDA, she has negotiated with Experian to provide the department with the ability to pull credit reports on all future loan applications.

VIII. Announcements

At the Feb. 25, 2019, meeting, one item on the agenda was discussed in closed session.

IX. Next Meeting

Boonchaisri advised the next EDA meeting would typically be scheduled for August 12, but since this is peak vacation time and because staff will be attending the MACo conference that week, she asked if members might consider moving the meeting to either July 8 or September 9. After discussion, members agreed to keep the next meeting on August 12, but conduct the meeting via conference call unless sometimes happens that requires an actual meeting.

X. Adjournment

There being no further business for the EDA, a **motion** to adjourn was made by Hance at 9:58 a.m. The motion was seconded by Jones, and carried. (All in favor, no opposed)

ECONOMIC DEVELOPMENT AUTHORITY

Written Statement for Closing a Meeting under the Open Meetings Act

Date: 05/13/19 Time: 8:38 a.m. Location: Courthouse Sq., 205 Main St., Prince Frederick, MD

Motion to close meeting by: Earl Hance Seconded By: Warren Rice

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):


- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;
- (11) To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (4) Confidential client information discussed regarding a proposed business expansion.

§3-305(b) () _____

§3-305(b) () _____

This statement is made by: **Terri Wolfley, Chair**, Presiding Officer: 

SIGNATURE

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING- NOT A PART OF THE CLOSING STATEMENT)

PERSONS ATTENDING CLOSED SESSION: See EDA 05/13/19 Open Session Minutes for list of attendees

TOPICS ACTUALLY DISCUSSED Confidential information regarding a proposed business expansion.

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: No action taken.

TIME CLOSED SESSION ADJOURNED: 9:02 a.m. PLACE OF CLOSED SESSION 205 Main St., Prince Frederick, MD

PURPOSE OF CLOSED SESSION: Provide confidential information regarding a proposed business expansion.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (4); () ; ()

MEMBERS WHO VOTED TO CLOSE: Motion to close by Earl Hance, seconded by Warren Rice, and unanimously carried.