



# CALVERT COUNTY ECONOMIC DEVELOPMENT AUTHORITY

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

## MINUTES August 26, 2019

**MEMBERS PRESENT:** Mike Benton (via phone), Commissioner Earl “Buddy” Hance, Dana Jones (via phone), Warren Rice, Terri Wolfley

**MEMBERS ABSENT:** Scott Russey, Keven Zinn

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

**GUESTS:** Bill Hitte, Small Business Development Center

### I. Call to Order

The meeting was called to order at 8:45 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 Warren Rice to approve the agenda as submitted. The motion was seconded by Earl Hance, and carried.

### III. Approval of Minutes From the May 13, 2019, Meeting

On a **motion** by Rice, seconded by Hance, and carried, the minutes from the May 13, 2019, meeting were approved as submitted.

On a **motion** by Rice, seconded by Hance, and carried, the **Closed Session** minutes from the May 13, 2019, meeting were approved as submitted.

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

On a **motion** by Rice, seconded by Hance, and carried, the Economic Development Authority (EDA) recessed into closed session at 8:48 a.m., pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, under (b)(4) Business Matters. The EDA will discuss two matters that concern the proposal for a business or industrial organization to locate, expand or remain in the state.

The EDA will also discuss one matter in closed session pursuant to General Provisions Article 3-305 of the Annotated Code of Maryland, under (b)(2) Business Matters. The EDA will discuss one matter to protect the privacy or reputation of individuals concerning a matter not related to public business. Closed session adjourned at 9:06 a.m.

### V. New Business

#### A. Calvert County Comprehensive Plan/Zoning Ordinance & Master Plan Updates/Transportation Plan

Danita Boonchaisri provided a brief update on the Comprehensive Plan, Zoning Ordinance and Master Plan/Transportation Plan updates, noting that the Comprehensive Plan was approved in July. Planning & Zoning is now in the process of updating the Zoning Ordinance and the town center master plans and hope to have the process completed within the next two years. Kelly Slagle added that a draft of the

Transportation Plan was provided to the public last week and encouraged EDA members to take a look at the document. Staff will provide the EDA with a link to the draft plan.

### **B. Economic Development Strategic Plan**

Boonchaisri stated that Economic Development is preparing to update its Five-Year Strategic Plan. Background information was provided on the various processes used in the past to update the strategic plan. The current update will be conducted internally with input from various stakeholders such as members from the EDA and the Economic Development Advisory Commission (EDAC). Opportunities for review and feedback on the draft plan will be provided. The department's goal is to receive an Accredited Economic Development Organization (AEDO) certification through the International Economic Development Council (IEDC) by the end of 2020.

*(Dana Jones left the meeting due to scheduling conflicts)*

### **Public Comment**

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

## **VI. Old Business**

### **A. Membership - Update**

The EDA has two vacancies due to the resignations of Bill Gray and Nancy Highsmith. Slagle provided information on outreach conducted by staff for possible new members. Recommendations have been sent to the BOCC for the reappointment of Terri Wolfley and Dana Jones, whose terms are due to expire.

### **B. Loan Guarantees – Discussion – Bill Hitte**

In response to a request made at a previous meeting for staff to conduct research regarding loan guarantees, Bill Hitte of the Small Business Development Center was asked to attend today's meeting to share his experience dealing with loan guarantees. Hitte provided details on the process involved with loan guarantees and his opinion on the pros and cons. He also discussed other loan options available to the EDA. Following discussion, Slagle stated staff will reach out to Anne Arundel and Frederick counties to see if they use loan guarantees and if so, what their process is. Hitte advised he will conduct additional research with counterparts about other loan guarantee structures.

Discussion shifted to the turnaround time currently needed for processing loans through the Calvert Economic Development Loan Fund (CEDLF). Members stated the settlement process for these loans takes too long. Wolfley stated the EDA may want to consider looking into alternatives for legal representation. Slagle advised staff will explore options and bring this matter back to the EDA for further discussion.

### **C. Marketing Update**

As an update, Slagle advised the BOCC is aware of the department's and the EDA's concerns regarding social media marketing. Slagle advised the social media policy was approved. Facebook and Linked-In pages were approved specifically for ED; tourism will have a Facebook page as well. Slagle added the BOCC approved ED's request for a new Economic Development Program Specialist position, with the caveat that the position not be filled until after January 1, 2020.

**VII. Announcements**

- At the May 13, 2019, meeting, one item on the agenda was discussed in closed session.
- Kathy MacAdams provided brief information about ED's plans to conduct a Solomons Business Walk on Sept. 13, 2019.

**VIII. Next Meeting**

Following discussion, members agreed the next EDA meeting will be scheduled for Monday, Nov. 4, 2019.

**IX. Adjournment**

There being no further business for the EDA, a **motion** to adjourn was made by Hance at 10:07 a.m. The motion was seconded by Mike Benton, and carried.

# ECONOMIC DEVELOPMENT AUTHORITY

## Written Statement for Closing a Meeting under the Open Meetings Act

Date: 08/26/19 Time: 8:48 a.m. Location: Dept. of Economic Development, Courthouse Square, 205 Main Street, Prince Frederick

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

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

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 08/26/19 Open Session Minutes for list of attendees

TOPICS ACTUALLY DISCUSSED Confidential information regarding loans and business expansion

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

TIME CLOSED SESSION ADJOURNED: 9:06 a.m. PLACE OF CLOSED SESSION 205 Main St., Prince Frederick, MD

PURPOSE OF CLOSED SESSION: Discuss confidential information regarding loans and business expansion

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (2); (4); ( )

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