

Cape Charles Main Street

Agenda

For: Economic Vitality Committee Meeting to Occur on Wednesday, August 22, 2018 at Cape Charles Civic Center – 6 p.m.

1. Call to order
2. Roll call
3. Order of business:
 - a. Confirm responsibility for preparing minutes of this meeting
 - b. Approve minutes of July 18 EVC meeting
 - c. Subcommittee Updates:
 - i. Economic & Market Research Report – update (Jeff Gray)
 - ii. Building and Business Inventory
 - iii. Entrepreneurial assessment/existing resources
 - iv. Assessment of resources for new business owner startup and orientation kit
 - v. Affordable workforce housing (Paul Grossman)
 - d. Need to log hours contributed by EVC members by end of every month – members need to email hours/description to Susan/Jeff by 25th of every month
 - e. Start times for future EVC meetings: Is 6 p.m. best for everyone?
 - f. Location for future EVC meetings: Continue to meet at Town Hall, or convene at members' homes?
 - g. Other new business?
4. Establish next meeting
5. Motion to Adjourn

Cape Charles Main Street

Minutes

Economic Vitality Committee Worksession

18 July, Wednesday 6:00 PM EST

Susan Eidam Dining Room

Call to Order

Andy Buchholz

Roll Call

Present: Andy Buchholz, Susan Eidam, Jeff Gray, Paul Grossman, Cheryl Rein

Review and Approval of Minutes from last meeting

1. Motion to approve, Cheryl, Second , Andy
 - o Unanimous approval

Volunteer for Minutes

1. Cheryl Rein

New Business

1. Andy introduced new Board Members and Co-Chairs
 - o Jeff Gray and Susan Eidam
2. Volunteer for minutes
 - o Cheryl Rein
3. Jeff asked about tracking volunteer hours
 - o Brief discussion, Andy advised this is a requirement by Main Street and Shelly can provide guidance .
4. Jeff suggested reports from sub committees prior to meeting
 - o Motion by Jeff, Second by Susan:
 - Chairs reach out to sub committees and request reports on work for month prior to meeting of Economic Vitality

Last Meeting Follow-up

1. Economic and Market Research Report
 - o Andy reported that Shelly found some information on Cape Charles; however, possible demographics and zip code information will not be accounted for. Andy advised he would ask Shelly to send information to Susan and Jeff via email or at next meeting.
 - o Discussion regarding RFP for marketing and research report and how to proceed going forward
 - Jeff suggested we visit with Margie Johnson, a consultant on Main Street, who lives in Virginia Beach. He indicated she may have

leads on who might be interested in contracting with us for the Market and Research Report. He also suggested she may be a valuable resource on assisting us with our efforts. Andy advised there is money in the budget for this.

- Susan suggested we forward the RFP to Margie to review and see if she would respond or suggest someone

2. Subcommittee Updates

- Building & Business Inventory
 - Susan reported that she met with David Gay (former co- chair of Economic Vitality Committee) and also with the Mark Shuttleberg (county). David provided parcel numbers and owners, Charlotte Gray will forward additional information.
- Entrepreneurial assessment/existing resources
 - Adam absent, Andy did not have new information to report
 - Susan suggested town may be able to provide some information based on business licenses
- Assessment of resources for new business owners startup & orientation kit
 - Discussion determined we need a business inventory and assessment of existing resources before this could be developed
- Affordable workforce housing
 - Paul advised that he, Andy and Cheryl met with Andrew McCoy with the Virginia Housing Authority. He provided valuable information and advised that workforce housing is a statewide problem. Mr. McCoy's has invited his colleague to Cape Charles to further meet with the group for a more in depth discussion on the issue.
 - Group discussion on actual need for workforce housing in CC and buildings that could lend themselves to renovations for this type housing., Parsons building and building across from Rayfields were discussed as possibilities
 - Group concluded that significantly more data is necessary before any recommendations are made concerning this issue
- Susan advised she ha done additional research on USDA grants for housing and found information suggesting that the Town could apply for grants to help with sidewalk repair and public transportation which would assist with workforce housing

Action Items

1. Jeff/Susan to reach out to subcommittee chairs prior to next meeting and request report for the meeting.

2. Andy to ask Shelly to forward information pertaining to Economic and Market Research Report to Jeff/Susan
3. Jeff forward contact information for Margie Johnson to Shelly. Andy request Shelly to forward RFP to Margie
4. Adam/Andy to request information from town on business licenses that could help with Entrepreneurial assessment

Next Meeting

**22, August , Wednesday 6:00 PM EST place
TBD**

Motion to Adjourn

Susan motioned to adjourn, Paul seconded