

Economic Development Authority of the City of Portsmouth

August 16, 2016

6th Floor Conference Room, City Hall
801 Crawford Street, Portsmouth, VA

The Chairman called the meeting to order at 8:02 a.m.

COMMISSIONERS PRESENT:

Dean A. Thomasson – Chairman
Junius L. Thompson – Vice Chairman
Andrew D. Baillie – Treasurer
Anthony W. Hinds
Miriam J. Jiggetts
Lisa Lucas-Burke

ALSO PRESENT:

Mallory C. Butler – Secretary
Solomon Ashby – City Attorney
Jeffrey S. Miller – Assistant City Attorney
Elizabeth Psimas – Vice Mayor
Dr. L. Pettis Patton – City Manager
Alice M. Kelly – CFO
Debbie MacLeod – Finance Department
Stephanie France – Assistant Secretary
Bob Baldwin – Planning Director

ABSENT:

Aaron J. Kelley

GUESTS:

Suzanne Puryear
Cathy Revell
David Ratcliff

The minutes from the July 22, 2016 meeting were reviewed.

ACTION: On a motion by Mr. Hinds and seconded by Ms. Lucas-Burke, the Commissioners approved the minutes from the July 22, 2016, meeting as presented. **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Ms. Puryear reviewed her draft report from the July 22, 2016 EDA Retreat.

ACTION: On a motion by Ms. Lucas-Burke and seconded by Ms. Jiggetts, the Commissioners accepted the July 22, 2106 Economic Development Authority Retreat Report

as presented. **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Ms. MacLeod reviewed the unaudited July 2016 Financial Statements. Ms. Jiggetts pointed out that the statements reflected the EDA's purchase of properties located at 1021 and 1130 High Street.

ACTION: On a motion by Ms. Lucas-Burke and seconded by Mr. Hinds, the Commissioners received the unaudited financial statements for July 2016 as presented. **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Ms. Butler reported that the Listing Agreement with Divaris Real Estate was fully executed on August 1, 2016. Divaris will be putting signage on the properties very soon and will provide the Commissioners with quarterly status reports beginning with the October meeting.

Mr. Miller reported that on August 15, 2016, the EDA closed on the purchase of the properties located at 1021 and 1130 High Street.

Ms. Butler reviewed a letter received from Mr. Richard S. Davis with Retail Property Management, Inc. terminating their Purchase and Sale Agreement for EDA-owned property at 3345 & 3335 Victory Boulevard. The national drugstore company that Mr. Davis was working with has chosen to go in another direction.

Ms. France presented a Façade Improvement Grant (FIG) Application submitted by Ms. Cathy Revell, for property located at 302 High Street.

ACTION: On a motion by Mr. Hinds and seconded by Ms. Jiggetts, the Commissioners approved the FIG Application in the amount of \$570.00 for property located at 302 High Street. **Roll Call Vote:** Mr. Baillie – abstained as Ms. Revell is a personal friend; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Mr. Baillie reviewed the Local Incentive Program Ad Hoc Committee Report.

ACTION: On a motion by Mr. Baillie and seconded by Mr. Thompson, the Commissioners approved the Ad Hoc Committee recommendations to update the Local Incentive Program (LIP). **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – no; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

Mr. Thomasson indicated that the LIP Ad Hoc committee will continue to address Commissioner concerns with the Local Incentive Program.

Ms. Butler reviewed a Request for Travel Expense Reimbursement in the amount of \$1,594.34, from Mr. Thompson for a week-long course held July 25 – 28, 2016, at the University of North Carolina.

ACTION: On a motion by Mr. Hinds and seconded by Mr. Baillie, the Commissioners approved the Travel Expense Reimbursement request from Mr. Thompson in the amount of \$1,594.34. **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – abstained.

Mr. Thomasson reported that he has convened an ad hoc committee to work on an official Travel Policy for the EDA. The Committee members are Ms. Jiggetts and Mr. Hinds who will work with staff to provide a Travel Policy to reflect the EDA's philosophy as far as training opportunities.

ACTION: at 8:50 a.m., on a motion by Mr. Thompson and seconded by Ms. Lucas-Burke, the Authority entered into a Closed Meeting, whereas, the Virginia Freedom of Information Act authorizes the Board of Commissioners to hold closed meetings for certain purposes set forth in Paragraph 2.2-3711(A) of the Code of Virginia of 1950, as amended; and whereas, in compliance with the requirements of the Code the topics to be discussed are set forth below, and the sub-paragraphs of Paragraph 2.2-3711(A) authorizing discussion of the topics in closed session are set forth in parentheses after each topic; now, therefore, be it resolved that the Board of Commissioners shall meet in Closed Meeting for the purpose of discussing or considering the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the EDA would be adversely affected, and consulting with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel (The Commons at Portsmouth Center) (6 and 7). **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

ACTION: At 9:20 a.m., on a motion by Mr. Thompson and seconded by Mr. Hinds, the Authority approved a resolution directing the Virginia Freedom of Information Act certification required by Section 2.2-3712.D of the 1950 Code of Virginia, as amended, be included in the Authority's minutes of this meeting. Whereas, the Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and whereas, Section 2.2-3712.D of the Code of Virginia requires a certification by the Commissioners of the Authority that such closed meeting was conducted in conformity with the Act. Now, therefore, be it hereby resolved that the following certification shall be included in the Authority's minutes of this meeting along with any statement regarding any alleged departure in accordance with Section 2.2-3712.D of the 1950 Code of Virginia, as amended: Each Commissioner, unless her/his prior contrary statement is in the minutes of this meeting, hereby certifies that to the best of her/his knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter, and (ii) only such public

EDA Meeting
August 16, 2016
Page 4 of 4

business matters as were identified in the motion by which closed meeting was convened were heard, discussed or considered in the closed meeting by the Commissioners. **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – absent; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – yes.

With no other business before the Board the meeting was adjourned at 9:25 a.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "M C Butler".

Mallory C. Butler
Secretary