

Economic Development Authority of the City of Portsmouth

January 17, 2017

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

The Chairman called the meeting to order at 8:05 a.m.

COMMISSIONERS PRESENT:

Dean A. Thomasson – Chairman
Andrew D. Baillie – Treasurer
Anthony W. Hinds
Miriam J. Jiggetts
Aaron J. Kelley

ALSO PRESENT:

Mallory C. Butler – Secretary
Jeffrey S. Miller – Assistant City Attorney
Page D. Cherry – Vice Mayor
Elizabeth M. Psimas – City Councilwoman
Vincent Jones – Deputy City Manager
Debbie MacLeod – Finance Department
Stephanie France – Assistant Secretary
Bob Baldwin – Planning Director
Robert Moore – Business Development Manager

ABSENT:

Junius L. Thompson – Vice Chairman

GUESTS:

David Bickford – Divaris Real Estate
Levi Thomson – Divaris Real Estate
Gerald Divaris – Divaris Real Estate
Scott Waters – One High Street LLC

The minutes from the December 20, 2016 meeting were reviewed.

ACTION: On a motion by Mr. Kelley and seconded by Mr. Hinds, the Commissioners approved the minutes from the December 20, 2016. **Roll Call Vote:** Mr. Baillie – absent; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. MacLeod reviewed the unaudited December 2016 Financial Statements.

ACTION: On a motion by Ms. Jiggetts and seconded by Mr. Hinds, the Commissioners received the unaudited financial statements for December 2016. **Roll Call Vote:** Mr. Baillie – abstained as he did not attend December meeting; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Mr. Hinds requested a draft copy of the bid for grounds maintenance services before it is provided to the public; Ms. Jiggetts concurred. Ms. Butler reminded the Commissioners that Mr. Ammons, the City's Procurement Officer, will be handling this for the EDA. She will research the request and report back to the Commissioners.

Ms. Butler reported that Mr. Miller received information which indicates the sale of the Renaissance Hotel is moving swiftly and it is very likely that closing will take place before the February EDA meeting. Mr. Amin anticipates that improvements to the hotel should be accomplished by spring 2018.

Mr. Bickford, Mr. Thomson and Mr. Divaris, from Divaris Commercial Real Estate, updated the Commissioners on the specific work they have done marketing each of the 7 EDA owned properties that they have listed. The property located at 3125 Victory Boulevard has challenges which make it difficult to market. It is a 1.71 acre site, however due to a perennial stream running through the property it falls into the Chesapeake Bay wetlands delineation leaving approximately only a half to a quarter acre of buildable land. Ms. Jiggetts requested that percentage of wetlands be reviewed because they can change over time; Mr. Hinds requested that the tax revenue to the city be calculated if the parcel was put back on the tax rolls. Staff will work on gathering this information and report back to the Commissioners.

Ms. France opened the floor for discussion on the Interior Build-Out Grant (IBOG) Application from One High Street, LLC. Ms. Jiggetts raised concerns about the "Applicant Signature" on page 7 as it is not signed by a managing partner or principal of the LLC, rendering the application incomplete. Ms. Jiggetts was also concerned that neither of the electrical contractors is based in Portsmouth. Mr. Hinds asked that the LIP Ad Hoc Committee be reconvened to look at this topic.

ACTION: On a motion by Mr. Hinds and seconded by Mr. Baillie, the Commissioners approved the IBOG Application in the amount of \$10,000.00, for property located at One High Street contingent on having Mr. Chris Johnson, Managing Member of the LLC, add his signature to the application. **Roll Call Vote:** Mr. Baillie – yes; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Mr. Thomasson reminded the commissioners that their Financial Disclosure Statements are due to the City Clerk by end of day Tuesday, January 17, 2017.

Ms. Butler reminded the Commissioners about the Hampton Roads Economic Development Alliance's Annual Meeting on Thursday, January 26th beginning at 3:00 p.m. at the Renaissance Portsmouth Hotel


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ACTION: On a motion by Ms. Jiggetts and seconded by Mr. Hinds, the Commissioners agreed to add Discussion of the 2020 Census to the agenda under New Business. **Roll Call Vote:** Mr. Baillie – no; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Mr. Thomasson – no; Mr. Thompson – absent.

Ms. Jiggetts would like the EDA to support whatever initiatives the City of Portsmouth undertakes to make sure there is an accurate counting during the 2020 census as it does have impact upon Economic Development.

With no other business before the Board the meeting was adjourned at 9:20 a.m.

Respectfully submitted,



Stephanie S. France
Assistant Secretary