

# Economic Development Authority of the City of Portsmouth

September 19, 2017

6<sup>th</sup> Floor Conference Room, City Hall  
801 Crawford Street, Portsmouth, VA

The Chairman called the meeting to order at 8:10 a.m.

**COMMISSIONERS PRESENT:**

Anthony W. Hinds – Chairman  
Junius L. Thompson – Vice Chairman  
(arrived at 8:12 a.m.)  
Tracy Link  
Miriam J. Jiggetts  
Cathy Revell  
Don L. Scott

**ALSO PRESENT:**

Solomon H. Ashby, Jr. – City Attorney  
Jeffrey S. Miller – Assistant City Attorney  
Dr. L. Pettis Patton – City Manager  
Vincent E. Jones – Deputy City Manager  
& Interim Economic Development Director  
Paige D. Cherry – Vice Mayor  
Elizabeth M. Psimas - Councilwoman  
Alice Kelly – CFO  
Lisa Blackford – Finance  
Robert D. Moore – Assistant Secretary  
Bob Baldwin – Planning Director

**ABSENT:**

Aaron J. Kelley – Treasurer

**GUEST:**

Dave Chance – Dave Chance Photography

---

The minutes from the August 15, 2017 meeting were reviewed.

**ACTION:** On a motion by Ms. Revell and seconded by Ms. Jiggetts, the Commissioners approved the minutes from the August 15, 2017 meeting. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – excused absence; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – absent.

Ms. Blackford reviewed the August 2017 Financial Statements.

Ms. Jiggetts requested clarification on the Renaissance's missed lease payment, which is shown as a 'receivable' on the financials. Ms. Kelly indicated that a current receivable can actually run for one year.

Ms. Jiggetts requested that the North Pier project Escrow Agreement be provided to ascertain the terms because the escrow account does not seem to be accruing much interest. Ms. Blackford indicated that the information will be available at the next meeting.

Ms. Jiggetts requested clarification from Ms. Kelly as to which accounting principles the finance department uses to produce the financial statements. Ms. Kelly reported that the principles of the Governmental Accounting Standards Board (GASB) are the standard for government agencies.

**ACTION:** On a motion by Ms. Link and seconded by Mr. Thompson, the Commissioners approved the August 2017 Financial Statements as presented. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – excused absence; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Mr. Miller provided an overview of the Breeden project as many of the Commissioners have been appointed to the Authority since the project's inception.

Mr. Jones provided an update on the structural study for the North Pier. City Engineer, James Wright, is working with Moffat & Nichol, the firm that conducted the initial study, to provide an estimate of the cost to update their study of the pier.

Mr. Hinds provided information concerning the use of "This project was funded in part through the Economic Development Authority Grant Program" signage, which the EDA had previously considered using to advertise the LIP program as projects are under construction.

Vice Mayor Cherry remarked that the City is in the process of a tremendous re-write of the Signage Ordinance based on several Supreme Court cases and that it would be prudent to consult with the Planning Department before actually moving forward with this type of sign.

Mr. Baldwin, Planning Director, indicated that a draft of the new ordinance will be posted relatively soon and the EDA should review it and submit comments on the use of their potential signage.

Mr. Hinds suggested tabling the signage item until the new ordinance is adopted.

Mr. Hinds reported that due to the recent changes to the Local Incentive Program ad hoc committee and Economic Development staff, their first meeting will take place on Monday, September 25<sup>th</sup>.

Ms. Jiggetts indicated that she hopes to see grant applications coming from different corridors of the city.

Mr. Miller provided information on a request from the purchaser of the former Churchland Library located at 3215 Academy Avenue. Since the agreement was signed, they have realized that the original feasibility period of 60 days was too aggressive and they have requested an extension of another 120 days, which would push it to January 2018.

**ACTION:** On a motion by Mr. Thompson and seconded by Ms. Revell, the Commissioners authorized the Chairman to execute an Addendum to Purchase and Sale Agreement with AA&G Group Home, LLC, extending the due diligence period to January 15, 2018. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – excused absence; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Mr. Miller updated the Authority on the potential healthcare facility to be developed at the 1500 block of High Street. It has been decided that the EDA will be the vehicle to facilitate this development. The developers have been working diligently on subdivision issues, title work, HUD environmental review, and CDBG issues as the parcel was acquired with such funds. It is anticipated that the developers will submit site plans very shortly, and would like to extend the term of the Development Rights option 90 days during which a Development Agreement will be negotiated to be brought before this Authority in the November/December timeframe.

**ACTION:** On a motion by Mr. Scott and seconded by Ms. Link, the Commissioners approved the recommendation to extend the development rights option 90 days on the 1500 block of High Street. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – excused absence; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Mr. Moore presented a Façade Improvement Grant (FIG) Application submitted by Dave Chance, owner of Chance Photography, for property located at 610 High Street.

**ACTION:** On a motion by M. Revell and seconded by Mr. Scott, the Commissioners approved the FIG Application in the amount of \$3,419.50 for property located at 610 High Street. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – no; Mr. Kelley – excused absence; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Mr. Hinds reminded the Commissioners about their joint meeting with City Council on Monday, September 25, 2017 at 5:00 p.m. Mr. Hinds will confer with Mr. Jones and prepare a brief Power Point presentation to update Council since the last joint meeting.

Mr. Scott wanted to be sure that the LIP program will be addressed as it was discussed during the last joint meeting.

Mr. Jones reported that Brian Swets from the Planning Department was called to Jury Duty and thus not available to update the Authority on the Build One Portsmouth plan. Mr. Baldwin did invite the Commissioners to a September 30, 2017 community meeting that will be held at the Portsmouth campus of Tidewater Community College. Citizens are

encouraged to attend to find out about the Plan and participate in small working groups to work through items related to some elements of the plan from their point of view.

Mr. Jones indicated that on October 17, 2017 there will be a "State of Education" address to be held at The Edmonds Center at 8:00 a.m. which coincides with the EDA meeting. In order for staff, Authority liaisons and board members to attend this address the Commissioners agreed to reschedule the October EDA meeting to Wednesday, October 25, 2017.

Mr. Ashby told the Authority members that he will be providing them a copy of a presentation that was made to City Council about a year ago with regards to changes in the law concerning development and the proffers that may go with them.

**ACTION:** At 9:30 a.m., on a motion by Mr. Thompson and seconded by Ms. Jiggetts, the Authority entered into a Closed Meeting, WHEREAS, the Board of Commissioners of the EDA desires to enter into a closed meeting; and WHEREAS, in compliance with the requirements of the Virginia Freedom of Information Act the topics to be discussed are set forth below, and the sub-paragraphs of Paragraph 2.2-3711(A) of the Virginia Code 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 acquisition and disposition of publicly held real property interests where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (700-710 Crawford Street) (3).  
**Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – excused absence; Mr. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Vice Mayor Cherry and Councilwoman Psimas attended the Closed Meeting.

**ACTION:** At 9:45 a.m., on motion by Mr. Thompson and seconded by Ms. Revell, 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, 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; Now, therefore, be it hereby resolved that the minutes shall reflect that 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 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. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – excused absence; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Mr. Hinds reminded the Authority that during the Commissioner Comments the Commissioners should speak generally about any topic they put forth. If an item needs discussion it will need to be added to a future agenda.

Ms. Link cited the Chamber of Commerce's inter-regional visit to Nashville which will take place November 28 & 29, 2017; the State of Education address on October 17, 2017; and the School Board's Vendor Fair for MWBE businesses to be held on December 1<sup>st</sup> at the Renaissance Hotel.

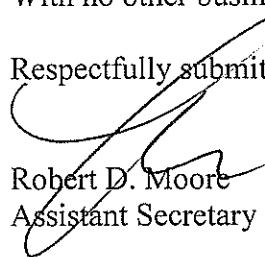
Mr. Thompson thanked Mr. Baldwin for his input during the meeting and Mr. Jones and Mr. Moore for the exceptional work they continue to provide.

Ms. Jiggetts indicated that the Chamber's Wing Fling was a very enjoyable event. She also reiterated that the 2020 census is on the horizon and hopes that all Portsmouth citizens will be encouraged to participate. Ms. Jiggetts also requested that the EDA look into purchasing a table for the State of Education address. Staff will poll the Commissioners to see who will attend.

Ms. Link added that she had been asked by Mr. Don Comer with PortsEvents about the possibility of a grant from the EDA. Ms. Kelly reported that during the City's budget process civic and non-profit organizations are able to apply to grants from the City and this is probably the venue PortsEvents should use.

With no other business before the Board the meeting was adjourned at 9:55 a.m.

Respectfully submitted,



Robert D. Moore  
Assistant Secretary