

Economic Development Authority of the City of Portsmouth

September 20, 2016

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
Anthony W. Hinds
Miriam J. Jiggetts
Aaron J. Kelley
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
Stephanie France – Assistant Secretary
Bob Baldwin – Planning Director

ABSENT:

Junius L. Thompson – Vice Chairman
Andrew D. Baillie – Treasurer

GUESTS:

Stephan Woodard

The minutes from the August 16, 2016 meeting were reviewed.

ACTION: On a motion by Mr. Hinds and seconded by Ms. Lucas-Burke, the Commissioners approved the minutes from the August 16, 2016, meeting as presented. **Roll Call Vote:** Mr. Baillie – absent; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. Kelly reviewed the unaudited August 2016 Financial Statements.

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 – absent; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

Ms. Butler reported that Divaris Real Estate has put signs up on all the properties in the listing agreement, they have prepared marketing materials for each property, and the properties are listed on their website and well as the Economic Development Department's Available Property Database. Agents from Divaris will attend the October EDA meeting and present a report.

Ms. Butler reported that she toured the EDA-owned properties at 1021 High Street and 1130 High Street with representatives of General Services and Engineering in order to begin securing the properties. Engineering will send their contracted environmental inspection team to complete a thorough analysis of the buildings to determine what may need to be removed. The EDA has received quotes for this analysis which is approximately \$18,000.00. Once it is complete a firm will be engaged to remove what may need addressing, and then demolition will be addressed.

Ms. Butler reported that staff met with Ms. Jiggetts to begin work on a Training and Travel Policy and Procedures for the EDA; Mr. Hinds was unable to attend this first meeting. A draft policy will be provided to Ms. Jiggetts and Mr. Hinds shortly and a follow-up meeting is scheduled for September 29th. Ms. Jiggetts asked the Commissioners to provide any thoughts about this new policy to the ad hoc committee.

Ms. Butler reported that the Renaissance hotel is being aggressively marketed for sale. She and Mr. Miller are monitoring the situation as it concerns the EDA's extension of the garage operating agreement, which is in place through December 20, 2016.

Ms. France presented a second Extension Request from Mr. Justin Verville on a FIG Application for property located at 600 Crawford Street. An extension was granted in June because the project was delayed due to rainy weather. Shortly thereafter their contractor had a medical issue and could not complete the work before the expiration date of September 3, 2016. Mr. Verville is requesting 45 days to fully complete this project, which is currently 95% finished.

ACTION: On a motion by M. Lucas-Burke and seconded by Mr. Kelley, the Commissioners approved the second Extension Request through October 18, 2016, from Mr. Justin Verville on a FIG Application in the amount of \$25,000.00 for property located at 600 Crawford Street. **Roll Call Vote:** Mr. Baillie – absent; Mr. Hinds – no; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Lucas-Burke – yes; Mr. Thomasson – no; Mr. Thompson – absent.

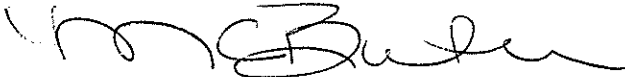
ACTION: at 8:35 a.m., on a motion by Mr. Hinds and seconded by Ms. Lucas-Burke, the Authority entered into a Closed Meeting, whereas, the Virginia Freedom of Information Act authorizes the Board of Commissioners to hold closed meetings for certain purposes set forth in Paragraph 2.2-3711(A) of the Code 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 – absent; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

ACTION: At 8:45 a.m., on a motion by Mr. Hinds and seconded by Ms. Lucas-Burke, 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 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 – absent; Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Lucas-Burke – yes; Mr. Thomasson – yes; Mr. Thompson – absent.

With no other business before the Board the meeting was adjourned at 8:58 a.m.

Respectfully submitted,



Mallory C. Butler
Secretary