

# Economic Development Authority of the City of Portsmouth

August 15, 2017

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

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

**COMMISSIONERS PRESENT:**

Anthony W. Hinds – Chairman  
Junius L. Thompson – Vice Chairman  
(arrived at 8:08 a.m.)  
Aaron J. Kelley – Treasurer  
Tracy Link  
Miriam J. Jiggetts  
Cathy Revell  
Don L. Scott

**ALSO PRESENT:**

Solomon H. Ashby, Jr. – City Attorney  
Jeffrey S. Miller – Assistant City Attorney  
Vincent E. Jones – Deputy City Manager  
& Interim Economic Development Director  
Alice Kelly – CFO  
Lisa Blackford – Finance  
Robert D. Moore – Assistant Secretary  
Alisa Winston – PRHA  
Bob Baldwin – Planning Director  
James Wright – City Engineer

---

The minutes from the July 18, 2017 meeting were reviewed.

**ACTION:** On a motion by Ms. Revell and seconded by Ms. Jiggetts, the Commissioners approved the minutes from the July 18, 2017. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – abstained, he did not attend the July 18<sup>th</sup> meeting; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – absent.

The minutes from the July 28, 2017 Special Called meeting were reviewed.

**ACTION:** On a motion by Ms. Revell and seconded by Ms. Jiggetts, the Commissioners approved the minutes from the July 28, 2017 Special Called meeting. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – absent.

Ms. Blackford reviewed the July 2017 Financial Statements.

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

Mr. Jones reported that the Breeden Company has asked that the 2011 structural study performed by Moffat and Nichol be updated by the City. Mr. Jones indicated that the City has agreed and put forth the possibility that the EDA would pay for the update. Mr. Jones agreed to provide the Commissioner with the cost of the initial study and projected cost of the update before the next meeting.

Mr. Jones provided an update on the wetlands delineation for 3125 Victory Boulevard. The survey work has been done and sent to the U.S. Army Corps of Engineers. The Corps has not yet provided their opinion on the findings.

Mr. Moore reported that Verdad has withdrawn their Purchase Agreement on the property located at 3336 Victory Boulevard. Divaris has put a ‘for sale’ sign on the property and will continue to market the parcel.

Mr. Hinds indicated that he has asked Ms. Link to take his place on the Local Incentive Program ad hoc committee.

Mr. Moore presented a Façade Improvement Grant (FIG) Application submitted by Bill Schlaht, owner of Anderson-Wright Rooms and Gardens, for property located at 622 High Street.

**ACTION:** On a motion by Mr. Kelley and seconded by Ms. Revell, the Commissioners approved the FIG Application in the amount of \$2,581.75 for property located at 622 High Street. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Ms. Jiggetts asked Ms. Winston about PRHA’s Façade Loan Improvement Program and the potential for EDA and PRHA to work together in the future.

Mr. Moore presented an overview of the Downtown Market Analysis and Feasibility Study, which was conducted by Hunden Strategic Partners.

Ms. Jiggetts felt that the City needs to focus on business retention and expansion, talent development, as well as domestic and international attraction. Ms. Jiggetts also indicated the immediate need for staffing the department of economic development.

Mr. Jones presented and read the following Resolution of Appreciation:

### **Resolution in Appreciation of Ms. Betty Crummie**

WHEREAS Ms. Betty Crummie was an exemplary employee of the City of Portsmouth, Department of Economic Development for 16 years; and

WHEREAS Ms. Crummie showed every day, through her actions, that she truly cared about the City of Portsmouth and the people who live here; and

WHEREAS Ms. Crummie shared her energy, her enthusiasm, her excellent work ethic, and her bright smile with everyone she encountered; and

WHEREAS Ms. Crummie was recognized as Employee of the Month in January 2014 for her outstanding achievements and meeting the needs of Portsmouth citizens, development prospects and co-workers; and

WHEREAS the passing of Ms. Crummie in June 2017 was a great loss to her colleagues and friends;

NOW, THEREFORE, the Economic Development Authority of the City of Portsmouth recognizes the significant contributions of Ms. Crummie over the course of her distinguished career and mourns her loss.

Adopted by the Board of Commissioners of the Economic Development Authority of the City of Portsmouth, Virginia this 15<sup>th</sup> day of August, 2017.

**ACTION:** On a motion by Mr. Kelley and seconded by Mr. Thompson, the Commissioners unanimously approved the Resolution in Appreciation of Ms. Betty Crummie. The document will be signed by the Chairman and sent to the Crummie family. **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

**ACTION:** At 8:45 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 (Northeast corner of Washington Street and Court Street) (1500 Block of High Street) (3). **Roll Call Vote:** Mr. Hinds – yes; Ms. Jiggetts – yes; Mr. Kelley – yes; Mr. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

**ACTION:** At 9:27 a.m., on motion by Mr. Thompson and seconded by Mr. Kelly, 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 – yes; Ms. Link – yes; Ms. Revell – yes; Mr. Scott – yes; Mr. Thompson – yes.

Mr. Hinds introduced a new topic to the agenda – Commissioner Reports. Before the adjournment of each meeting the Commissioners will be able to put forth items of interest to the board.

Ms. Link cited two Chamber of Commerce events: August 23, 2017 they will host a meeting with local legislators to include Senator Louise Lucas; and on September 14, 2017 the Chamber will host a Wing Fling event at Portsmouth's Bayside Harley Davidson.

Ms. Jiggetts indicated that she would like to see the EDA support the Wing Fling. Staff will poll the commissioners in order for tickets to be provided for any commissioner who would like to attend this event.

Mr. Thompson thanked Mr. Jones and Mr. Moore for the exceptional job they continue to provide in light of the staffing deficiencies.

Mr. Kelley is interested in the possibility for joint meetings with other board/commissions to see if there are opportunities to work together to make the City of Portsmouth better. He would also like the board to revisit lighting projects for bridges, the waterfront and downtown.

Ms. Jiggetts would like to investigate ways to help federal employees patronize Portsmouth businesses during the lunch hour. She would also like to confirm that Economic Development staff will reach out to WAVY-10 as they are now under new ownership.

Ms. Revell feels strongly that some type of Concierge Service or Resource Guide be created to help new business owners navigate through the City process. Ms. Jiggetts will try to find a copy of such a document she worked on during her tenure with the City of Norfolk.

EDA Meeting  
August 15, 2017  
Page 5 of 5

Ms. Link added that the Chamber has considered a Volunteer Ambassador program, which would match an existing business owner with someone working on opening a new business to help them through the process.

Mr. Hinds applauded the Governor's visit to Legend Brewing Depot on Monday, August 14<sup>th</sup>. He reminded the Commissioners about the Ribbon Cutting ceremony scheduled at PortRail Crane Service on Wednesday, August 23, 2017 at 11:00.

With no other business before the Board the meeting was adjourned at 9:44 a.m.

Respectfully submitted,



Robert D. Moore  
Assistant Secretary