CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Special Meeting
WEDNESDAY, OCTOBER 1, 2014 – 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

April 2, 2014 – Public Hearing and Regular Meeting

FINANCIAL REPORT

March 28, 2014 – September 26, 2014

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

14-04 – Certificate of Deposit – Maturity

14-05 – Appointment of Executive Director – Resolution

14-06 – Purchase of Property in Support of Neighborhood Revitalization

14-07 – Façade Improvement Grant – Update

PUBLIC COMMENT

CLOSED SESSION

PO BOX 302, SOUTH MAIN STREET, EMPORIA, VIRGINIA 23847 * TELEPHONE 434-634-3332 * FAX 434-634-0003

PUBLIC HEARING

1. Proposed FY15 Operating Budget

The Emporia Redevelopment and Housing Authority held a Public Hearing on Wednesday, April 2, 2014, at 5:30 p.m. in the Council Chambers of the Municipal Building, located at 201 South Main Street, Emporia, Virginia. Chairperson Veronica Leach presided over the hearing.

The following Commissioners were present:

Commissioner Veronica Leach	Commissioner Marva Dunn
Commissioner David Thomas	Commissioner Carolyn Carey

Absent: Commissioner Edward V. Lankford, IV
Commissioner Mark Mitchell
Commissioner John Belmonte

1. Proposed FY15 Operating Budget

Chairperson Leach opened the public hearing. She stated that the purpose of the public hearing was to receive comments regarding the proposed FY15 Emporia Redevelopment and Housing Authority operating budget.

Mr. Thrower stated that the recommended FY15 operating budget totals $79,692.

Chairperson Leach asked if there was anyone present who wished to speak regarding the proposed FY15 Operating Budget.

With there being no comments to come before the Commissioners, Chairperson Leach declared the public hearing closed.

_____
Veronica Leach, Chairperson Date

_____
Lori R. Jarratt, Clerk Date

MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
APRIL 2, 2014

***Note to Reader**: Although the printed agenda document for this Redevelopment and Housing Authority meeting is not part of these minutes, the agenda document provides background information on most all of the items discussed by the Board at this meeting. The Clerk of the Redevelopment and Housing Authority maintains the agenda document. One may see a copy of the agenda for this meeting by contacting the Clerk.*

The Emporia Redevelopment and Housing Authority held a Regular Meeting on Wednesday, April 2, 2014 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Veronica Leach, Chairperson presided over the meeting.

ROLL CALL

Upon roll call, the following Emporia Redevelopment and Housing Authority members indicated their presence:

Commissioner Veronica Leach
Commissioner Carolyn Carey
Commissioner David Thomas
Commissioner Marva Dunn

Absent: Commissioner Edward V. Lankford, IV
Commissioner Mark Mitchell
Commissioner John Belmonte

Others present: Brian S. Thrower, City Manager
Lori Jarratt, ERHA Clerk
Sheila Cutrell, Finance Director
Jan Harrell, Economic Development Director

APPROVAL OF MINUTES

Commissioner Carey made a motion to approve the minutes of the October 2, 2013 Regular Meeting, as presented, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach	aye
Commissioner David Thomas	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of September 26, 2013 – March 27, 2014 had been distributed to the Commissioners.

Commissioner Dunn made a motion to approve the financial report, seconded by Commissioner Thomas which passed as follows:

Commissioner Veronica Leach	aye
Commissioner David Thomas	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye

APPROVAL OF AGENDA

Commissioner Carey made a motion to approve the agenda as presented, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach	aye
Commissioner David Thomas	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye

NEW BUSINESS

14-01 – Proposed Fiscal Year 2015 (FY15) Operating Budget

Mr. Thrower stated that this item was the subject of the public hearing previously held.

Commissioner Dunn inquired about the façade improvement grant line item in the budget. Mr. Thrower advised that the ERHA was the pass through entity for the façade improvement grant funds. He also advised that in January 2013, the City received an Enterprise Zone designation, consisting mostly of the City's commercial and industrial zones.

Commissioner Thomas made a motion to adopt Ordinance **14-01** approving the FY15 operating budget as presented, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach	aye
Commissioner David Thomas	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye

14-02 – Certificate of Deposit

Ms. Cutrell stated on November 19, 2013, Certificate of Deposit #116-190-6603-45 was renewed with Carter Bank & Trust. She also stated that after obtaining and reviewing quotes on interest rates from all of the local banks, the decision was made to keep this Certificate of Deposit with Carter Bank & Trust at an Annual Percentage Yield of .65% for a 12 month term.

14-03 – Façade Improvement Grant – Update

Mr. Thrower provided the following façade improvement grant updates:

1. Rustin Jessee~ Top Hand Sports / 119 North Main Street

Top Hand Sports is a training facility for the youth in our community. They have refurbished the existing Powell Tire with the assistance of the Façade Improvement Grant in the areas of new gutters, outside lighting, and outside doors. The total of the work was $3,639.26 and the grant amount is 50% which is $1,819.63. The work has been completed and waiting for reimbursement upon documentation of paid invoices.

2. Dale Patton~ Emporia Associates, LLC./141, 143, 149, and 150 Baker Street 407 Halifax Street

   Emporia Associates, LLC is in the process of renovating the three existing commercial buildings for mixed-use development. The facilities will have apartment units on the top floor and retail/office space on the bottom floors. The façade improvements for 141,143 and 149 include glasswork, windows, paint and doors. 150 Baker Street has façade estimates for paint, brick repair, windows, siding removal, and replacement of store fronts. Finally, 407 Halifax will be utilizing grant funds for windows, paint, brick repair, and canopy removal. Emporia Associates, LLC has the following cost breakdown:

   - 141,143, &149 Baker~ Total $8,900.00 Grant Amount $4,450
   - 150 Baker~ Total $22,300.00 Grant Amount $5,000.00
   - 407 Halifax~ Total $9,210.00 Grant Amount $4,605.00

   These grant reimbursements are 50% of the total cost and will be reimbursed when work is completed and cancelled checks submitted. The work should be completed as of June 1, 2014.

3. Robin Whitman~ Whitman Properties/ Turkey Creek LLC / 430 South Main Street

   Whitman Properties is using the Façade Improvement Grant to rehabilitate its downtown office building with the following work: new signage, asphalt repair, and siding/windows for the dormers. Construction is under way and the project will be completed by June 1, 2014. Total project cost is $5,495.00 and the grant amount will be $2,747.50.

4. Emporia Manor / 200 Weaver Avenue

   Emporia Manor is the first applicant of the Façade Improvement Grant to have finalized all work. They utilized monies for signage, paint, and parking lot improvements. The work was reviewed by the Code Official and funds were reimbursed. The total project cost was $10,059.37 and the grant amount was $5,029.68.

The Façade Improvement Grant had a beginning balance of $25,000. After the four applicants have finalized their work the balance will be $1,377.87. This remaining balance can be used in this current budget year for any new façade applications.

Emporia Associates, LLC	$14,055.00
Emporia Manor	$ 5,000.00
Whitman Properties	$ 2,747.50
Top Hand Sports	$ 1,819.63
Total	**$23,622.13**

Commissioner Dunn inquired if the properties being renovated by Mr. Patton would include apartments on the top floor. Mr. Thrower stated that he was of the impression that the properties on Halifax and Baker would include apartments on the top floor.

Commissioner Dunn inquired if Mr. Patton would have any type of rent control with the renovation being grant funded. Mr. Thrower advised that Mr. Patton would not have any type of rent stipulations with the façade grant funds he has currently obtained. He also stated that if Mr. Patton obtained a grant through the State of Virginia such as a mixed use/mixed income program, there may have been rent stipulations.

Commissioner Dunn stated that there were no requirements, of the enterprise zone designation, other than matching half of the grant. Mr. Thrower stated that the Façade Improvement Grant was a local program as part of the Enterprise Zone package. He also stated that the façade improvement program was standard for most localities. He further stated that the façade improvement program only improves the façade of a structure and he was not aware of any façade program that dictates rent control.

Commissioner Carey inquired as to how individuals know how to apply for the grant. Mr. Thrower advised that the City's Economic Development Manager who serves as the Enterprise Zone Administrator notifies individuals of the program during business visits or upon inquiries.

There was no further discussion.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

With no further business to come before the Emporia Redevelopment and Housing Authority, Chairperson Leach adjourned the meeting.

_____

Veronica Leach, Chairperson Date

_____

Lori R. Jarratt, Clerk Date

Emporia Redevelopment and Housing Authority
Bank Account Balances as of 9/26/14:

Account	Account Number	Balance	Maturity Date
Checking	53-2114239	$ 4,975.27	
Certificate of Deposit	116190660346	$38,505.04	11-19-2014
**CIG Program Income Checking	53-2115210	$25,401.98	
**IPR Program Income Checking	1010107942	$ 5,551.27	

**Restricted – for use according to program income plans

Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
March 28, 2014 - September 26, 2014

Beginning Balance			**$4,669.74**
Revenues:			
4/4/2014	Loan payment - Bertha Person	$223.58	
4/21/2014	Deposit from City - Façade grant	1,819.63	
5/5/2014	Interest on CD	21.27	
5/12/2014	Loan payment - Bertha Person	223.48	
5/23/2014	Interest on CD	20.57	
5/23/2014	Deposit from City - transfer	3,000.00	
6/2/2014	Deposit from City - LLC assessment fee	75.00	
6/6/2014	Loan payment - Bertha Person	446.96	
6/18/2014	Deposit from City - Façade grant	1,823.87	
6/24/2014	Interest on CD	21.27	
7/28/2014	Interest on CD	20.57	
8/4/2014	Loan payment - Bertha Person	223.48	
8/22/2014	Deposit from City - transfer	21.26	
9/9/2014	Deposit from City - Façade grants	19,055.00	
9/16/2014	Loan payment - Bertha Person	223.48	
9/19/2014	Interest on CD	21.27	
	Total Revenues		$27,240.69
Expenses:			
4/4/2014	Check #1253 - City of Emporia - postage & copies	$36.91	
4/23/2014	Check #1254 - TopHand Sports - Façade grant	1,819.63	
5/23/2014	Check #1255 - ECNBB LLC - transfer	3,000.00	
5/27/2014	Check #1256 - ECNBB SCP LLC - assessment fee	75.00	
6/18/2014	Check #1257 - Turkey Creek LLC - Façade grant	1,823.87	
6/26/2014	Check #1258 - City of Emporia - advertising	51.75	
9/9/2014	Check #1259 - 2014 Governor's Housing Conference	220.00	
9/9/2014	Check #1260 - Spencer Anderson - Façade grant	5,000.00	
9/9/2014	Check #1261 - Dale Patton - Façade grant	14,055.00	
9/11/2014	Check #1262 - Chubb & Son - insurance premium	853.00	
	Total Expenses		$26,935.16
Ending Balance			**$4,975.27**

CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

September 24, 2014

TO: Emporia Redevelopment & Housing Authority Commissioners

FROM: Sheila Cutrell, Fiscal Agent

SUBJECT: Maturity of Certificate of Deposit

ITEM: 14-04

On November 19, 2014, the Authority's Certificate of Deposit #116190660346 with Carter Bank & Trust in the amount of $38,505.04 will mature.

This item is for discussion and your direction on reinvestment terms.

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CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

September 24, 2014

TO: Emporia Redevelopment & Housing Authority Commissioners

FROM: Brian S. Thrower, City Manager

SUBJECT: Appointment of Executive Director – Resolution

ITEM: 14-05

Attached is a resolution appointing Brian S. Thrower, City Manager, as Executive Director of the Emporia Redevelopment and Housing Authority.

Recommendation

I recommend that you adopt this resolution.

PO BOX 302, SOUTH MAIN STREET, EMPORIA, VIRGINIA 23847 * TELEPHONE 434/634-3332 * FAX 434/634-0003

Resolution No._____

Resolution

A Resolution Appointing Brian S. Thrower As The Executive Director Of The Emporia Redevelopment And Housing Authority

BE IT RESOLVED by the Board of Directors of the Emporia Redevelopment and Housing Authority (hereinafter referred to as "Authority") as follows:

1. That Brian S. Thrower is hereby appointed as the Executive Director of the Emporia Redevelopment and Housing Authority effective with the adoption of this resolution, and he shall serve without any compensation and at the pleasure of the Authority's Board of Directors.

2. That the Authority's Executive Director shall be the Authority's Chief Executive Officer, and he shall have the authority to sign all documents on behalf of the Authority.

3. That the Executive Director is hereby designated as the Authority's official representative for any application for funding from any private, local, state or federal agency or organization.

4. This resolution shall be in effect on and after its adoption.

Adopted: October 1, 2014

Emporia Redevelopment and Housing Authority:

By_____
Veronica Leach
Chairperson

By _____
Lori R. Jarratt
Clerk

CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

September 25, 2014

TO: Emporia Redevelopment and Housing Authority Commissioners

FROM: Brian S. Thrower, City Manager

SUBJECT: Purchase of Property in Support of Neighborhood Revitalization

ITEM: 14-06

As you are aware, the City has been working on the West Atlantic Street Neighborhood Revitalization project for several years. The project has included housing rehabilitation, derelict structure demolition and capital improvements.

Part of the City's responsibility is to create new housing opportunities. To this effort, the City has purchased and cleared several lots. The City expects to create a total of six new housing construction lots.

Two of the City-owned lots are being transferred to Habitat for Humanity. It is intended that four other lots be used to create new housing construction opportunities.

The City owns the vacant lot at 417 Pine Street and would like to purchase the adjacent lot in order to create two of the desired four lots. The adjacent vacant lot is owned by Mark and Mary Jane Yates, who have indicated a willingness to consider selling the property to the City. It is expected that vacant lot 40 has a value of less than $5,000. The City is having the property appraised.

I would like to ask the Emporia Redevelopment and Housing Authority to purchase the property located at 411 Pine Street and transfer it to the City to become part of the four lots to be used for new housing construction. There is $48,480.31 available in the ERHA unrestricted fund.

Recommendation

I recommend you authorize me to negotiate and execute a contract for purchase of vacant Lot 40 on Pine Street with EHRA funding and to transfer the lot to the City.

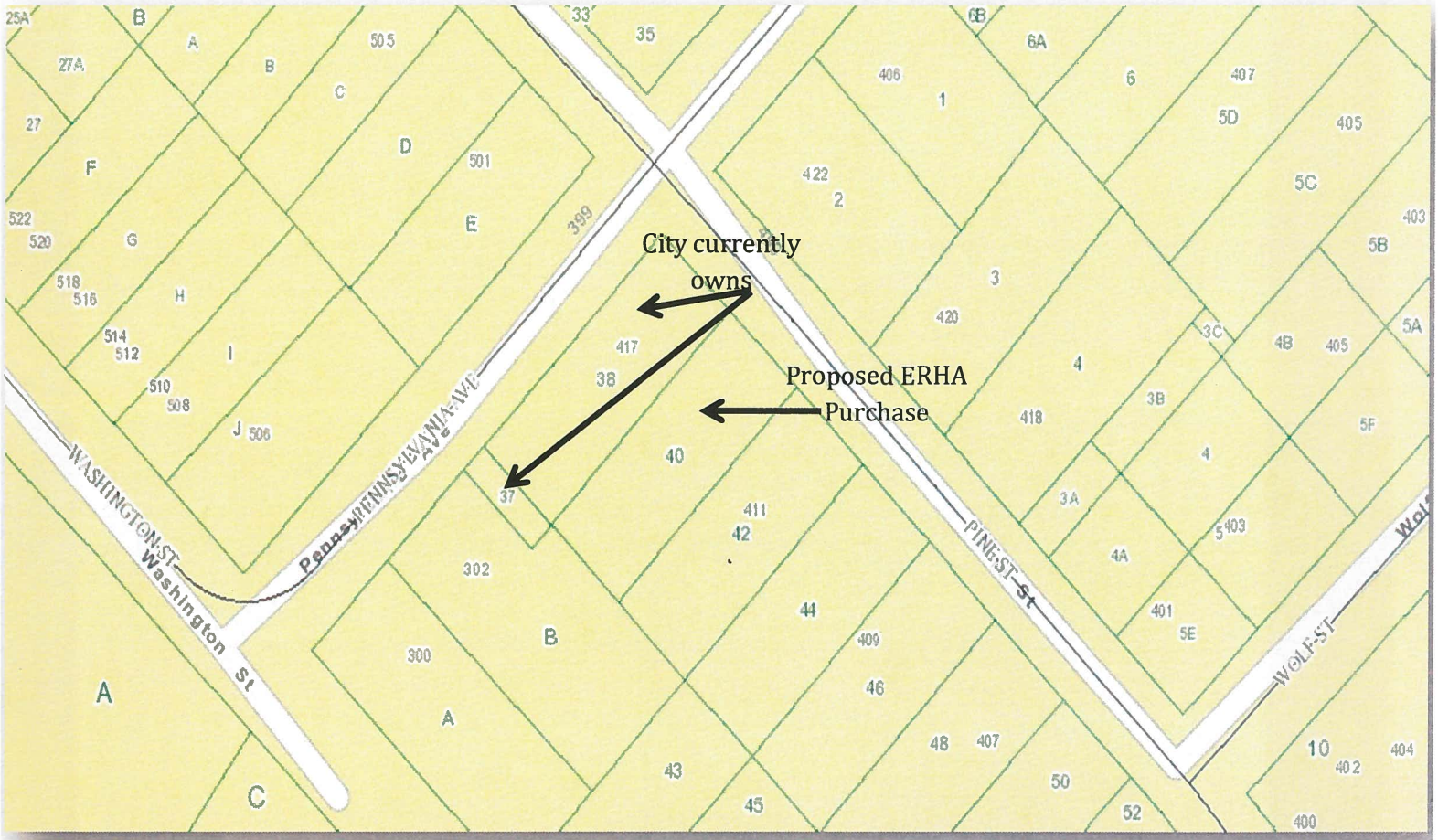
Attachments

GIS Map
Property Assessment Record

PO BOX 302, SOUTH MAIN STREET, EMPORIA, VIRGINIA 23847 * TELEPHONE 434/634-3332 * FAX 434/634-0003

GIS Map

Pine Street



City of Emporia **Prop Sheet: 9/26/2014**

MAP# 122 -4 -BK B-40,42 **ACCT#** 00022700 **ADDRESS** 411 PINE STREET 23847

LEGAL DESCRIPTION

CODES	Classification 01	Zoning R3	District 096	Property Use RESS	Assessor RW	Mort Cd

OWNER	Name	Address	Date	Deed Book	Consid.
Current	YEATTES MARK W SR & MARY JANE	103 TALL OAKS DR EMPORIA VA 23847	4/12/2011	IN11000304	1500
Prev 1	MITCHELL JASON A	12301 HAMPTON VALLEY PL CHESTERFIELD VA 23	8/30/2005	IN05001387	
Prev 2	MITCHELL RAY CLIFFORD AND	1542 DOYLES LAKE RD EMPORIA VA 23847	1/20/2003	IN0300045	

ACTIVITY	Vst Date	H	S/D Date	PlatRef
	8/29/2013			

REMARK LAND MEAS 100 X 135 NEWER REPLACEMENT WINDOWS AND SIDING 2005/2006 HEAT PUMP NEWER 2011 MTL GARAGE 12/7/12 100% 2013

BOE
Dte
Land
Impv

PROPERTY DESCRIPTION

Res'l Y C'cial | Dwelling | Model: | M/H?

Building Characteristics

Split Level?	Split Foyer?	Central Heat?	Cental Air?
Stories 1.00	Rms 5	Bedr.	Baths 1.0 F/P. Chim.
Roofing COMP.SH.	Exterior VINYL		Cond. AVG.
Foundation C/B	Basement NONE		
Flooring PINE	Interior SHEET ROCK	Fuel HTPUMP	

Property Factors

☒ Pub Watr	☐ WatrFrn	☐ No Road	☒ Paved	Topo: LEVEL
☒ Pub Sewr	☐ Septic	☐ Crb/Gutr	☐ Gravel	Soil:
☐ Well	☐ UG Utl	☐ Sidewlk	☐ Dirt	Loca:

Grade D+10 Yr Assessed 2014 Yr Built 1955 Eff Age 1975

BUILDING VALUATION

Item Description	Size	Rate	$ Value
DWELLING	1169	76.25	89136
OPEN PORCH	98	18.00	1764
CENTRAL AIR	1169	2.00	2338
ENCL PRCH FRM	63	25.00	1575
BATH - FULL	1	3000.00	3000

Total 97813 Grd 0.85% Replcmnt: 83141

SUMMARY OF IMPROVEMENTS

Description	Size	Rate	Grad	Dep	Func	Econ	$ Value
DWELLING	1169	76.25	D+10	0.370		-0.100	47100

I: 2012	46000 2013	46000	2014	47100	-0.02%	1.00
L:	8400	8400		8400		1.00
MKT:	54400	54400		55500	-0.02%	

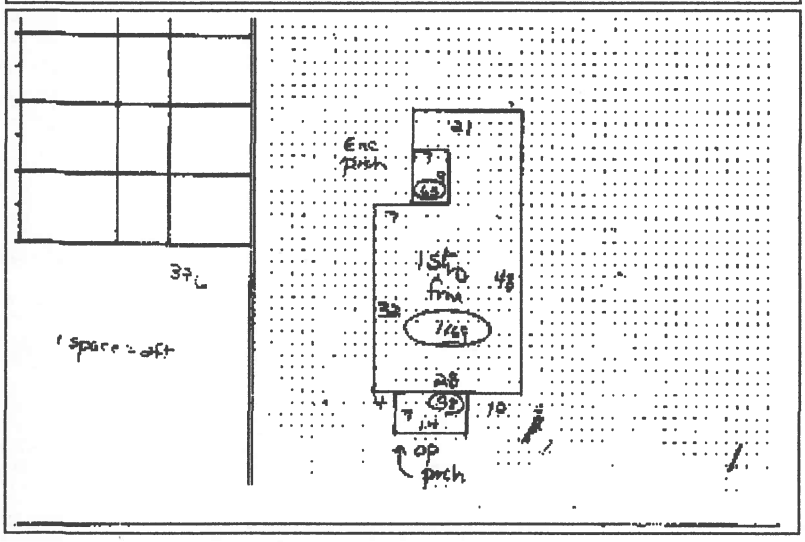
LAND VALUATION

Description	Size	Rate	Adj	$ Value
SITE	10000.000	0.75		7500
RESIDUAL (SF)	3500.000	0.25		875

Land 1: x

Land 2: x

Total Size: 13500.000 Value: 8400



Recent Permit History

Prmt #	TaxDate	Value	Ab/Sp Val

CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

September 24, 2014

TO: Emporia Redevelopment & Housing Authority Commissioners

FROM: Brian S. Thrower, City Manager

SUBJECT: Façade Improvement Grant Update

ITEM: 14-07

The following is a list of the grantees and summary of improvements:

1. Spencer Anderson – Courthouse Diner, 334 South Main Street

Courthouse Diner is a new restaurant offering breakfast and lunch in the community. They are using the Façade Improvement Grant to paint the building and replace the awning. Total project cost is $11,052.51 and the grant amount was $5,000. This grant has been reimbursed.

2. William S. Newsome – 324 South Main Street

Newsome Law Office, PLLC is using the Façade Improvement Grant to rehabilitate its downtown office building with the following work: replace siding, stain cedar, paint brick and update fixtures and signage. Total project cost is $8,400 and the grant amount was $4,200.

3. Faye Elliott – Paws and Purrs, 332 South Main Street

Paws and Purrs is a new pet supply and grooming store in the downtown area. The Façade Improvement Grant funds were used to install a sign on the front door and add an awning. Total project cost is $2,142.85 and the grant amount will be $1,071.42.

4. Bernice Lee – Courthouse Diner, 334 South Main Street

Courthouse Diner used the Façade Improvement Grant to remove the lettering, from the former tenant and add new lettering to the front window. The total project cost was $325.11 and the grant amount was $162.56. This grant has been reimbursed.

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The Façade Improvement Grant had a beginning balance of $25,000. After the four applicants have finalized their work the balance will be $14,566.02. This remaining balance can be used in this current budget year for any new façade applications.

Spencer Anderson	$5,000.00
Newsome Law Office, PLLC	4,200.00
Paws and Purrs	1,071.42
Courthouse Diner	162.56
Total	**$10,433.98**