



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

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**AGENDA**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
*Regular Meeting*  
**WEDNESDAY, JANUARY 4, 2017– 5:30 P.M.**

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**ROLL CALL**

**APPROVAL OF MINUTES**

October 5, 2016–Regular Meeting

**FINANCIAL REPORT**

September 29, 2016 –December 22, 2016

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- 17-01 – Appointment of Chairperson and Vice Chairperson
- 17-02 – Façade Improvement Grants – Request to Amend Guidelines
- 17-03 – Façade Improvement Grants – Request to Approve Applications

**PUBLIC COMMENT**

**CLOSED SESSION**

**MINUTES  
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY  
CITY OF EMPORIA MUNICIPAL BUILDING  
REGULAR MEETING  
OCTOBER 5, 2016**

*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, October 5, 2016 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 Mark Mitchell  
Commissioner Boyce Adams

Absent: Commissioner David Thomas  
Commissioner Marva Dunn  
Commissioner Edward V. Lankford, IV

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

**APPROVAL OF MINUTES**

Commissioner Mitchell made a motion to approve the minutes of the July 6, 2016 Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Leach	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Adams	aye

**APPROVAL OF FINANCIAL REPORT**

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of June 30, 2016 and September 28, 2016 had been distributed to the Commissioners.

Commissioner Carey made a motion to approve the financial report as presented, seconded by Commissioner Mitchell which passed as follows:

Commissioner Leach	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Adams	aye

#### **APPROVAL OF AGENDA**

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

Commissioner Leach	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Adams	aye

#### **NEW BUSINESS**

##### ***16-07 – Maturity of Certificate of Deposit***

Ms. Cutrell advised that on November 23, 2016, the Authority's Certificate of Deposit #116-190-6603-48 with Carter Bank & Trust in the amount of \$24,233.51 will mature.

Commissioner Mitchell made a motion for administration to research interest rates and terms for the certificate of deposit that is maturing on November 23, 2016 and to renew at the best interest rate and term, seconded by Commissioner Adams which passed as follows:

Commissioner Leach	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Adams	aye

##### ***16-08– Home Repair Grant Applications – Request to Execute Contracts***

Mr. Thrower stated that the ERHA opened up a new Home Repair Grant funding cycle at the July 6, 2016 meeting. He also stated that staff received a total of seven applications from property owners. He further stated that the sole bid received to complete requested improvements to three homes was from Sandy L. Hill Construction in the amount of \$7,850.

Mr. Thrower advised that per the funding guidelines previously adopted, he recommended the ERHA authorize staff to execute construction contracts with Sandy L. Hill Construction for the following improvements. He also advised that the total for all recommended improvements is \$2,250.

204 Zion Boulevard

Pillars under house replaced \$1,800

Total \$1,800

302 Purdy Road

Enforce floor between bath and dining rooms \$100

*Contractors Notes 6 floor joist damaged by termites*

Install vent in foundation \$350

Total \$450

Mr. Thrower advised that the recommended repairs was based on priority ranking, according to the applicant, not to exceed the grant limit guidelines.

Mr. Thrower advised that one bid was received and the contractor did not bid on all properties.

Mr. Adams inquired if the homeowner could provide their own contractor. Mr. Thrower advised that the City is the issuer of the bids and possibly this could be done in the future.

Mr. Thrower advised that he recommended approving the current improvement requests, as described, and he would look into some ways to get more participation from contractors.

Commissioner Mitchell made a motion to authorize staff to execute contracts on the properties as recommended and revisit a funding round in January, seconded by Commissioner Adams:

Commissioner Leach	aye
Commissioner Carey	aye
Commissioner Mitchell	aye
Commissioner Adams	aye

**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.

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Veronica Leach, Chairperson                      Date

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Lori R. Jarratt, Clerk

Date

**Emporia Redevelopment and Housing Authority  
Financial Statement  
Checking Account  
September 29, 2016 - December 22, 2016**

<b>Beginning Balance</b>		<b>\$6,007.23</b>
<b>Revenues:</b>		
10/4/2016	Loan payment - Bertha Person	\$225.00
10/4/2016	Deposit from City - Façade Improvement Grant	4,435.00
10/11/2016	Loan payment - Bertha Person	977.32
10/11/2016	Deposit from City - Advertising Costs	5,000.00
	Total Revenues	\$10,637.32
<b>Expenses:</b>		
10/5/2016	Check #1302 - Cain's Barbershop - Façade Grant	\$4,435.00
10/19/2016	Check #1303 - ECNBB, LLC - Advertising Costs	5,000.00
10/20/2016	Check #1304 - U S Postal Service - Box rent	70.00
11/29/2016	Check #1305 - C. W. Warthen - Minute book	48.46
12/1/2016	Check #1306 - VAHCDO - Membership dues	266.00
	Total Expenses	\$9,819.46
<b>Ending Balance</b>		<b>\$6,825.09</b>

**Emporia Redevelopment and Housing Authority**  
**Bank Account Balances as of 12/22/16:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 6,825.09	
Certificate of Deposit	116190660348	\$24,500.15	11-23-2017
**CIG Program Income Checking	53-2115210	\$15,303.02	
**IPR Program Income Checking	1010107942	\$ 4,957.50	

\*\*Restricted – for use according to program income plans



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

**Memorandum**

December 20, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, Executive Director *BST*  
**SUBJECT:** Appointment of Chairperson and Vice Chairperson  
**ITEM:** 17-01

Per the ERHA Bylaws, you are required to annually elect a Chairperson and Vice-Chairperson at your first meeting in January.

The duties of each of these officers are as follows:

**Chairperson** – “The Chairperson shall preside at all meetings of the Emporia Redevelopment and Housing Authority. At each meeting the Chairperson shall submit such recommendations and information as is considered proper concerning the business affairs and policies of the Authority; and shall perform all duties pertaining to the office of Chairperson and such other duties as may be prescribed by the Authority from time to time.”

**Vice-Chairperson** – “The Vice-Chairperson shall perform all duties of the Chairperson in the absence, incapacity, or inability of the Chairperson to act.”

**Recommendation**

I recommend you elect a Chairperson and Vice-Chairperson for calendar year 2017.



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

December 20, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Façade Improvement Grants – Request to Amend Guidelines  
**ITEM:** 17-02

As you are aware, we have recently received Façade Improvement Grant (FIG) applications for work done prior to applications being submitted to and approved by staff. Per current FIG guidelines, applications must be approved by staff prior to work commencing.

Attached are recommended amendments to the guidelines which allow grants to be awarded after work commences. The specific amendment states, “Applications received after work commences shall be considered on a case by case basis, subject to available funding. In order to be considered for funding, work must be currently underway or have been completed within the previous 120 days.” The alternative to this amendment is to not award any grant funding to those individuals who submit applications after work commences.

**Recommendation**

I recommend you approve the amendments to the FIG guidelines.

**Attachment**

FIG Guidelines





**City of Emporia  
Emporia Redevelopment & Housing Authority  
FAÇADE IMPROVEMENT GRANT  
PROGRAM GUIDELINES**



**Background:**

The Enterprise Zone Façade Improvement Grant (FIG) Program is an initiative of the City of Emporia and Emporia Redevelopment and Housing Authority (ERHA) aimed at enhancing the physical appearance and economic viability of properties and businesses within the Enterprise Zone area. The City of Emporia and ERHA have allocated a total of \$25,000 for the program. A 1:1 match from the property owner or tenant is required. Grants may not exceed \$5,000 per property per fiscal year.

**Program Objectives:**

The purposes of the FIG are:

1. To improve the aesthetic appearance of the exterior facades of existing buildings and businesses in the Enterprise Zone area;
2. To restore the unique historic character of buildings in the Downtown District and Enterprise Zone area; and,
3. To encourage private investment in eligible properties and businesses;

**Eligibility:**

The following individuals are eligible to apply for and receive grant funds:

- Property owners of commercial, industrial, and mixed-use properties in the EZ area.
- Tenants of commercial, industrial, and mixed-use properties in the EZ area.
- Definition of commercial, industrial, and mixed-use properties tied to State RPIG requirements.

**Eligible Improvements:**

Eligible improvements include, but are not limited to:

- Repairs/improvements to existing exterior building facades
- Installation, repair or replacement of exterior signage
- Exterior cleaning and painting
- Parking lot improvements
- Roofing (improvements must be visible from public view)
- Repair/replacement of windows and exterior doors
- Landscaping improvements
- Hardscape improvements
- Canopy or awning installation/repair
- Exterior lighting installation/repair
- Preparation of architectural and construction plans
- Any other improvements visible from public view

### Application Process:

1. Applicant submits required grant application and supporting documentation to the EZ Administrator.
2. EZ Administrator reviews application with applicable staff.
3. EZ Administrator informs applicant of funding status and assists applicant with obtaining all required zoning and building permits. Zoning and building permit fees shall be waived.
4. Applicant may commence work only after the application has been approved by the ERHA Executive Director and all zoning and building permits have been obtained.

### Reimbursement Process:

1. Applicant completes work.
2. Applicant submits all paid invoices and receipts to the EZ Administrator.
3. EZ Administrator reviews documentation to verify expenditures.
4. Staff conducts an inspection of the work completed.
5. Staff will disburse funds to applicant after verification of all expenditures and work completed.

### General Conditions:

- City/ERHA funding requires a 1:1 match from the property owner or tenant not to exceed \$5,000 per property per fiscal year.
- Grants will be available on a first come, first served basis.
- Application must be submitted to the EZ Administrator and approved before work commences. Applications received after work commences shall be considered on a case by case basis, subject to available funding. In order to be considered for funding, work must be currently underway or have been completed within the previous 120 days.
- Applicants must adhere to all zoning and building permitting requirements and obtain all required permits before commencing work.
- Applicants must complete work within ~~four months~~ 120 days after notification of grant and permit approvals, unless otherwise approved.
- Grant funds will be disbursed on a reimbursement basis only after submission and verification of paid invoices and receipts.
- Only projects utilizing a licensed contractor will be eligible for reimbursement of labor costs. Projects not completed by a licensed contractor are eligible for material costs only. Work completed by the property owner or tenant is not eligible for reimbursement of labor costs.
- Tools may not be purchased with grant funds. Tool rental is allowed.
- Applicant must be current on all taxes and fees owed to the City. If a tenant applies, the property owner must also be current on all taxes and fees owed.
- Grant funds may be utilized to correct City issued property maintenance violations. However, the proposed work must correct all property maintenance violations to the satisfaction of the City. Funds will not be disbursed to unless all property maintenance violations have been corrected.
- Staff has the authority to interpret guidelines and impose additional conditions as deemed necessary.

For more information please contact:

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P.O. Box 511  
Emporia, VA 23847  
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Email: [bthrower@ci.emporia.va.us](mailto:bthrower@ci.emporia.va.us)



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

December 20, 2016

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, City Manager *BST*  
**SUBJECT:** Façade Improvement Grants – Request to Approve Applications  
**ITEM:** 17-03

As you are aware, we have recently received Façade Improvement Grant (FIG) applications for work done prior to applications being submitted to and approved by staff. Per current FIG guidelines, applications must be approved by staff prior to work commencing.

The two applications we received are from Andy Weaver (Weaver Law - 318 S. Main Street - \$1,703 requested) and Stacy Logan (D-Tech Solutions - 401 Halifax Street - \$303 requested). The estimated funding for both projects totals \$2,006. We currently have funds available to cover both projects.

**Recommendation**

I recommend you approve these applications.