



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Special Meeting
WEDNESDAY, JANUARY 21, 2015 – 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

October 1, 2014 – Regular Meeting

FINANCIAL REPORT

September 27, 2014 – December 31, 2014

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

15-01 – ERHA Bylaws – Request to Amend

15-02 – Appointment of Chairperson and Vice Chairperson

15-03 – Purchase of Property in Support of Neighborhood Revitalization – Update

PUBLIC COMMENT

CLOSED SESSION

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
OCTOBER 1, 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, October 1, 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 Mark Mitchell
Commissioner Marva Dunn	
Commissioner Carolyn Carey	

Absent: Commissioner David Thomas
 Commissioner Edward V. Lankford, IV
 Commissioner John Belmonte

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

APPROVAL OF MINUTES

Commissioner Dunn made a motion to approve the minutes of the April 2, 2014 Public Hearing and Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Veronica Leach	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye
Commissioner Mark Mitchell	aye

APPROVAL OF FINANCIAL REPORT

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of March 28, 2014 – September 26, 2014 had been distributed to the Commissioners.

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

Commissioner Veronica Leach	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye
Commissioner Mark Mitchell	aye

APPROVAL OF AGENDA

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

Commissioner Veronica Leach	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye
Commissioner Mark Mitchell	aye

NEW BUSINESS

14-04 – Certificate of Deposit - Maturity

Ms. Cutrell advised that on November 19, 2014, the Authority's Certificate of Deposit (#116190660346) with Carter Bank & Trust in the amount of \$38,505.04 will mature.

Ms. Cutrell stated that currently, the ERHA is earning .65% interest on the 12-month certificate of deposit. Ms. Cutrell recommended reinvesting the funds for a term of 12 months with the financial institution that has the best interest rate.

Mr. Mitchell made a motion to reinvest the certificate of deposit for a term of 12 months with the financial institution that provides the best interest rate, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye
Commissioner Mark Mitchell	aye

14-05 – Appointment of Executive Director – Resolution

Commissioner Mitchell made a motion to adopt Resolution **14-01** appointing Brian S. Thrower as Executive Director of the Emporia Redevelopment and Housing Authority, seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye
Commissioner Mark Mitchell	aye

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

Mr. Thrower reported that the City has been working on the West Atlantic Street Neighborhood Revitalization project for several years. He also reported that the project has included housing rehabilitation, derelict structure demolition and capital improvements.

He stated that part of the City's responsibility is to create new housing opportunities. He also stated that to this effort, the City has purchased and cleared several lots. He further stated that the City expects to create a total of six new housing construction lots.

He advised that two of the City-owned lots are being transferred to Habitat for Humanity. He also advised that it is intended that four other lots be used to create new housing construction opportunities.

He stated that 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. He also stated that 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. He further stated that it is expected that vacant lot 40 has a value of less than \$5,000. He advised that the City is having the property appraised.

He stated that he 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. He also stated that there is \$48,480.31 available in the ERHA unrestricted fund.

He recommended the ERHA authorize him 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.

Ms. Dunn inquired if the City currently owns two of the lots on Pine Street. Mr. Thrower advised that the City owns several smaller lots in the area and is currently re-subdividing the lots to make them bigger. He stated that, currently, the lots are nonconforming. He also stated that, as far as he was aware, Habitat for Humanity was going to be given lots one and two. He further stated that once the other two lots are re-subdivided, this would leave lots three and four. He advised that the lot that is potentially purchased by the ERHA would make lots five and six.

He advised that should the ERHA purchase the lot it is the intention to transfer the lots to a group, such as Southside Outreach, and they can construct new houses for low income individuals.

Commissioner Dunn inquired about the value of the lots. Mr. Thrower advised that according to the Commissioner of the Revenue's Office, lots 40 and 42 are on the same property card with a total assessed land value of \$8,400. He also advised that there is only an interest to purchase lot 40 which would be assessed at approximately \$4,200. He further advised that appraisals are typically higher than assessed value. He stated that the property owner was having an appraisal done for his purposes as well.

Commissioner Dunn inquired about a fair market price for the land. Mr. Thrower advised that the appraisal should be somewhere between \$5,000 to \$7,000.

Commissioner Carey inquired if an individual that wanted to apply had to live the area. Mr. Thrower advised that the any person with low-to-moderate income could apply.

Commissioner Carey inquired if an individual that was a current homeowner could apply. Ms. Cutrell advised that DHCD prefers first time homeowners. Mr. Thrower advised that this would be a question for DHCD.

Commissioner Carey made a motion for the Executive Director to negotiate the price for the purchase of vacant Lot 40, seconded by Commissioner Mitchell which passed as follows:

Commissioner Veronica Leach	aye
Commissioner Marva Dunn	aye
Commissioner Carolyn Carey	aye
Commissioner Mark Mitchell	aye

14-07 – Façade Improvement Grant – Update

Mr. Thrower provided the following list of 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.

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	<u>162.56</u>
Total	\$10,433.98

This item was for informational purposes.

Commissioner Dunn inquired if Adams Street was included in the Lowground Road project. Ms. Cutrell advised that she did not recall any houses on Adams Street being included in the Lowground Road Project but would be eligible under the City-wide funding.

Mr. Thrower advised that one of the ERHA grant stipulations was that the applicant had to be the homeowner.

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 12/31/14:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 5,019.44	
Certificate of Deposit	116190660346	\$38,505.73	11-20-2015
**CIG Program Income Checking	53-2115210	\$26,595.88	
**IPR Program Income Checking	1010107942	\$ 5,553.15	

**Restricted – for use according to program income plans

**Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
September 27, 2014 - December 31, 2014**

Beginning Balance		\$4,975.27
Revenues:		
10/6/2014	Loan payment - Bertha Person	\$223.48
10/6/2014	Deposit from City - LLC payment	5,000.00
11/12/2014	Loan payment - Bertha Person	225.00
11/17/2014	Deposit from City - Façade grant	1,071.43
11/21/2014	Deposit from City - Façade grant	4,200.00
11/21/2014	Interest on CD	21.27
12/9/2014	Loan payment - Bertha Person	223.48
12/15/2014	Interest on CD	20.57
	Total Revenues	\$10,985.23
Expenses:		
10/6/2014	Check #1263 - ECNBB LLC - transfer	\$5,000.00
10/17/2014	Check #1264 - U. S. Postal Service - box rent	62.00
11/17/2014	Check #1265 - Faye's Paws & Purrs, LLC - Façade grant	1,071.43
11/17/2014	Check #1266 - Marva Dunn - Conference expenses	341.63
11/24/2014	Check #1267 - Newsome Law Office, PLLC - Façade grant	4,200.00
12/16/2014	Check #1268 - VAHCDO - membership dues	266.00
	Total Expenses	\$10,941.06
Ending Balance		\$5,019.44



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

January 15, 2015

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: ERHA Bylaws – Request to Amend
ITEM: 15-01

I am recommending you amend the ERHA Bylaws to read as follows:

Election or Appointment. The City Council of the City of Emporia shall appoint all five to seven Commissioners of the Board of Directors to a term of four years ~~not to exceed two consecutive terms~~. The Board of Directors shall elect annually at the first meeting in January a Chairperson and Vice-Chairperson from within the ranks of the appointed Commissioners of the Board ~~who shall serve for no more than two consecutive years~~. The Board of Directors shall appoint the Executive Director, Fiscal Agent, and Clerk from existing City of Emporia personnel, all of whom shall serve without any compensation and at the pleasure of the Authority's Board of Directors.

Recommendation

I recommend you adopt the attached resolution amending the ERHA Bylaws.

Attachment

Resolution

Resolution No. _____

Resolution

A Resolution Amending the Emporia
Redevelopment and Housing Authority Bylaws

WHEREAS, the Emporia Redevelopment and Housing Authority wishes to amend Article II (7) of its Bylaws concerning the Election or Appointment of its Commissioners;

NOW, THEREFORE, BE IT RESOLVED, by the Emporia Redevelopment and Housing Authority that:

1. The attached Emporia Redevelopment and Housing Authority Bylaws are hereby amended.
2. This resolution shall take effect immediately upon its adoption.

Adopted: January 21, 2015

City of Emporia, Virginia

By _____
Veronica Leach
ERHA Chairperson

Attest:

Lori Jarratt
ERHA Clerk

THE EMPORIA REDEVELOPMENT AND HOUSING AUTHORITY

BYLAWS

ARTICLE I – THE AUTHORITY

1. Name of the Authority. The name of the Authority shall be “The Emporia Redevelopment and Housing Authority”, as organized on November 2, 1976.
2. Office of the Authority. The office of the Authority shall be located at 201 South Main Street, Emporia, Virginia 23847.
3. Mailing Address of the Authority. The office of the Authority shall maintain as a mailing address, Post Office Box 302, Emporia, Virginia 23847.

ARTICLE II – OFFICERS

1. Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, Executive Director, Fiscal Agent, Clerk and three to five additional Commissioners. The Chairperson, Vice-Chairperson, and three to five additional Commissioners shall constitute what is referred to as the Board of Directors.
2. 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.
3. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence, incapacity, or inability of the Chairperson to act.
4. Executive Director. The Executive Director shall be the Authority’s chief executive officer and shall serve the Authority as a whole; and shall have the authority to sign all documents on behalf of the Authority. The Executive Director shall be designated as the Authority’s official representative for any application for funding from any private, local, state, or federal agency or organization.
5. Fiscal Agent. The Fiscal Agent shall be the Authority’s chief financial officer and shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board of Directors may select. The Fiscal Agent shall keep regular records of accounts showing receipts and expenditures and shall render to the Board of Directors, at each regular meeting (or more often when requested) a monthly report.
6. Clerk. The Clerk shall be the Authority’s chief records keeper. The Clerk shall act as the secretary of all the meetings of the Authority and record all votes, and shall keep a record of

the proceedings of the Authority in a minute book to be kept for such purposes (documents, packets, and supplementary material forming a part of the meetings and minutes may be kept in a supplementary document book or file), and shall perform all duties pertaining to the office.

7. Election or Appointment. The City Council of the City of Emporia shall appoint all five to seven Commissioners of the Board of Directors to a term of four years ~~not to exceed two consecutive terms~~. The Board of Directors shall elect annually at the first meeting in January a Chairperson and Vice-Chairperson from within the ranks of the appointed Commissioners of the Board ~~who shall serve for no more than two consecutive years~~. The Board of Directors shall appoint the Executive Director, Fiscal Agent, and Clerk from existing City of Emporia personnel, all of whom shall serve without any compensation and at the pleasure of the Authority's Board of Directors.
8. Vacancies. Any vacancy in the Board of Directors shall be filled by a sustaining vote and appointment of the City Council of the City of Emporia. Vacancies occurring other than by reason of expiration of term shall be filled for the remainder of the unexpired term.

ARTICLE III – MEETINGS

1. Regular Meeting. Regular meetings shall be held at 5:30pm, on a quarterly basis, on the first Wednesday of the quarter at the City of Emporia Municipal Building in the City Council Chambers. If a quorum is not present at the meeting, the meeting may be adjourned until the next regular quarterly meeting or rescheduled meeting in accordance with this article. All the regular meetings and any special meetings shall be open to the public.
2. Special Meetings. Special meetings may be called at anytime by the Chairperson, Executive Director, or a majority of the Board of Directors by delivering personally or by mail written notice to each Commissioner at least 48 hours before the time of such meeting. Said notice shall specify the time and place of said meeting and the business to be transacted. No other business shall be considered at such meetings. Special meeting notices shall be posted on the bulletin boards of the municipal building, given to the radio, and posted on the Government Access Channel (channel 17). All special meetings are open to the public.
3. Executive Sessions. The Board of Directors may hold executive sessions (closed meetings) where appropriate. However, executive sessions shall not be held unless the Commissioners have taken an affirmative recorded vote in an open meeting approving a motion which (1) identifies the subject matter, (2) states the purpose of the meeting, and (3) makes specific reference to an applicable exemption from the open meeting requirement as permitted by Virginia State Code § 2.2-3711. The matters contained in such a motion shall be set forth in detail in the minutes of the open meeting.
4. Attendance. Commissioners are expected to attend all the meetings and should notify the Clerk of any absence in advance. Commissioners not attending three consecutive meetings may be recommended to the City Council for removal.

5. Agenda. The Executive Director is charged with preparing the agenda packet with the assistance of the Clerk. Commissioners wishing to submit an item for discussion should make the request in writing to the Executive Director at least one week (seven days) in advance of the meeting date. Any form of written communication including electronic mail (email) shall be acceptable.
6. Notice. The quarterly meeting date, time, and place shall be advertised in a paper that is generally circulated within the city at least 14 days (two weeks) prior to the meeting. The quarterly agenda shall be posted on the bulletin board at the City of Emporia Municipal Building and on the Government Access Channel (channel 17) the Friday preceding the meeting.
7. Rules and Order. Any person may speak at a meeting, during Public Comment, if such person informs the Authority at any time before the meeting that he or she desires to speak.
8. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business, but a smaller number may recess or adjourn from time to time until a quorum is obtained.
9. Voting. Voting on all matters shall be by roll call and the “ayes” and “nays” shall be entered in the minutes of the meeting. All actions and direction shall require a majority vote of the Board of Directors. The vote on all resolutions and ordinances shall be by roll call, and shall be entered in full upon the minutes of the meeting. Resolutions and ordinances shall require the signature of the Chairperson, or in the case of absence, the Vice-Chairperson, and the Executive Director.
10. Public Hearings. The Executive Director is authorized to set public hearings without the confirming vote of the Board of Directors, and shall advertise as set forth in the State Code of Virginia.
11. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:
 1. Roll Call
 2. Approval of Minutes (previous regular meeting and any intervening special meeting)
 3. Financial Report
 4. Unfinished Business
 5. New Business
 6. Public Comment
 7. Adjournment
12. Conflict of Interest. In the event that any Commissioner or immediate family member (defined as spouse, child, sibling, parent/grandparent, father/mother-in-law, and brother/sister-in-law) shall have any direct or indirect interest in, or partnership with, any individual or organization which proposes to enter into a transaction with the Emporia Development and Housing Authority, including but not limited to, transactions involving:
 - (a) The sale, purchase, lease, or rental of any property or other assets;
 - (b) Employment, or rendering of services, personal or otherwise;

- (c) The award of any grant, contract or subcontract;
- (d) The investment from or deposit of any funds of the organization;
- (e) Other activities from which one might derive a personal benefit or business benefit.

Any Commissioner having any such conflict of interest shall give the Board of Directors notice of such interest or give notice of such conflict of interest at the beginning of the discussion and thereafter refrain from discussion or voting on the particular transaction in which he or she has an interest or otherwise attempting to exert any influence on the Emporia Redevelopment and Housing Authority or its Board of Directors to affect its decision to participate or not participate in such transactions. The minutes of the meeting shall reflect that a disclosure was made, and the abstention from discussion and voting on the particular transaction.

Additionally, it shall be considered a conflict of interest for Commissioners or Other Officers to earn a profit from outside employment or business interests, which directly results from affiliation with the Emporia Redevelopment and Housing Authority, or to accept gifts, gratuities, or other incentives as an inducement to provide services.

ARTICLE IV – FINANCES

1. Investments. Monies of the Authority may be invested in such assets as may from time to time be authorized by the Board of Directors provided that in the absence of any authorization, it shall be proper to invest monies of the Authority in such investments as constitute legal investments or in such banks as the Board of Directors may designate.
2. Appropriations. All monies that are to be appropriated or transferred to another person or organization, such as the City of Emporia, must be approved by the adoption of an ordinance.
3. Signatures. The Executive Director, Fiscal Agent, City Manager, City Treasurer, and Deputy City Treasurer are authorized as signature authorities on all of the Emporia Redevelopment and Housing Authority's bank accounts.

ARTICLE V – AMENDMENTS

1. Amendments to Bylaws. The bylaws of the Emporia Redevelopment and Housing Authority shall be amended only by resolution adopted by the approval of at least a majority of the Commissioners of the Board of Directors at a regular meeting or a special meeting, but no such amendment shall be adopted unless at least five days written notice thereof has been previously given to all the Commissioners of the Emporia Redevelopment and Housing Authority.

Adopted~~Amended~~: ~~November 12, 2008~~January 21, 2015



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

January 15, 2015

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: Appointment of Chairperson and Vice Chairperson
ITEM: 15-02

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 2015.



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

January 15, 2015

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, Executive Director *BST*
SUBJECT: Purchase of Property in Support of Neighborhood Revitalization - Update
ITEM: 15-03

This item was discussed at your Wednesday, October 1, 2014 meeting. Dr. Daley, Assistant City Manager, is in attendance to update you on this item.

Recommendation

No action is requested at this time.