



CITY OF EMPORIA  
*REDEVELOPMENT AND HOUSING AUTHORITY*

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**AGENDA**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
*Regular Meeting*  
**WEDNESDAY, JULY 8, 2015 – 5:30 P.M.**

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**ROLL CALL**

**APPROVAL OF MINUTES**

April 1, 2015 – Public Hearing and Regular Meeting

**FINANCIAL REPORT**

March 27, 2015 – June 30, 2015

**APPROVAL OF AGENDA**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

15-06 – Home Repair Grant Applications – Request to Execute Contracts

**PUBLIC COMMENT**

**CLOSED SESSION**

## PUBLIC HEARING

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### 1. Proposed FY16 Operating Budget

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The Emporia Redevelopment and Housing Authority held a Public Hearing on Wednesday, April 1, 2015, 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 David Thomas	Commissioner Edward V. Lankford, IV
Commissioner Marva Dunn	Commissioner Mark Mitchell
Commissioner Carolyn Carey	

Absent: Commissioner Veronica Leach

### 1. Proposed FY16 Operating Budget

Vice-Chairperson Dunn opened the public hearing. She stated that the purpose of the public hearing was to receive comments regarding the proposed FY16 Emporia Redevelopment and Housing Authority operating budget.

Mr. Thrower stated that the recommended FY16 operating budget totals \$90,067.

Vice-Chairperson Dunn asked if there was anyone present who wished to speak regarding the proposed FY16 Operating Budget.

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

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Marva Dunn, Vice-Chairperson                      Date

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Lori R. Jarratt, Clerk                                      Date

**MINUTES**  
**EMPORIA REDEVELOPMENT & HOUSING AUTHORITY**  
**CITY OF EMPORIA MUNICIPAL BUILDING**  
**REGULAR MEETING**  
**April 1, 2015**

*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 1, 2015 at 5:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia. Marva Dunn, Vice-Chairperson presided over the meeting.

**ROLL CALL**

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

Commissioner David Thomas	Commissioner Edward V. Lankford, IV
Commissioner Marva Dunn	Commissioner Mark Mitchell
Commissioner Carolyn Carey	

Absent: Commissioner Veronica Leach

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

**APPROVAL OF MINUTES**

Commissioner Thomas made a motion to approve the minutes of the January 21, 2015 Regular Meeting, as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

**APPROVAL OF FINANCIAL REPORT**

Ms. Cutrell stated that the financial report detailing revenues and expenditures that occurred during the period of January 21, 2015 – March 26, 2015 had been distributed to the Commissioners.

There was no discussion regarding the financial report.

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

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

## **APPROVAL OF AGENDA**

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

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

## **NEW BUSINESS**

### ***15-04 – Proposed Fiscal Year 2016 (FY16) Operating Budget – Ordinance***

Mr. Thrower stated that the draft budget for Fiscal Year 2016 (FY16) was provided for discussion and consideration.

He advised that Sheila Cutrell, Fiscal Agent, was present to answer any questions regarding the proposed FY16 budget.

He recommend the ERHA adopt the FY16 budget and ordinance as proposed with any amendments included.

Commissioner Lankford made a motion to adopt **Ordinance No. 15-01**, adopting the FY16 ERHA Operating Budget as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

### ***15-05 – Home Repair – Review of Grant Applications***

Mr. Thrower stated that as of Friday, March 27, 2015 the City received a total of 13 applications. He also stated that internal review of the applications determined nine were not eligible. He further stated that letters were mailed to the applicants detailing the reasoning for denial. He reported that the nine applications were denied for the following reasons: two incomplete, three excessively exceeded the income limits, two had previously received funding, and two had delinquent taxes.

He advised that of those preliminarily approved, two are in the Lowground area and two are City-wide.

He stated that a Request for Bids would be prepared to solicit one contractor to perform all work approved in this round of the Home Repair Program. He also stated that the procurement will be handled in accordance with the City of Emporia’s Small Purchase Policy. He further stated that the contract will be awarded to the lowest responsible bidder.

He recommended the ERHA determine the improvements to be completed for all four approved Home Repair Program applications. He also recommend the ERHA authorize staff to issue the Request for Bids document based on these improvements. He advised that he would then bring back the bid results for consideration.

The following list of approved applicants was provided:

211 Turner Street	Jamil R. Doswell	1. Re-securing all panels on side porch
		2. Front new roof panels and roof repair
		3. Sheetrock repair in living room ceiling
712 Halifax Street	Yvonne H. Squire	1. Windows
		2. Bathroom Floor
		3. Kitchen Sink Cabinet (Has hole in cabinet)
		4. Bedroom & Den Floor
		5. Screen Door
		6. Heating/Air Unit
737 Clay Street	Virgie Reese	1. Porch on Front of house
		2. Roof on back porch and painted
221 Zion Boulevard	Michael Eason	1. Rails around front porch
		2. Vinyl in kitchen (floor)
		3. Bathroom floor
		4. Bathroom toilet

Commissioner Carey inquired if the applications were denied, due to not being complete, could be reconsidered upon completion. Mr. Thrower advised that they could be re-considered in the next round of funding if the application is completed and they meet the requirements.

Commissioner Carey inquired about the portion of the Home Repair Guidelines and Requirements that states, "Cannot obtain funding if funding has been received from previous ERHA grant or loan." Mr. Thrower advised that these were the guidelines that were set by the ERHA for this round of funding. He also advised that the ERHA could amend the guidelines and requirements for the next round.

Commissioner Carey made a motion approving staff to issue a Request for Bid, for the four approved applicants, seconded by Commissioner Lankford which passed as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

Commissioner Dunn stated that the guidelines and requirements could be amended to state that applicants who have not received funding in the past would get first preference

Commissioner Thomas made a motion that the guidelines and requirements be amended to state that "First preference will be given to applicants who have not received funding in the past. Homeowners that have received funding previously may apply during each round with funding determined after first-time applicants," seconded by Commissioner Carey which passes as follows:

Commissioner Thomas	aye
Commissioner Dunn	aye
Commissioner Carey	aye
Commissioner Lankford	aye
Commissioner Mitchell	aye

## **PUBLIC COMMENT**

Mr. Williams advised that his father, of 240 Zion Boulevard, received a letter stating that his application was denied because he had previously received funding. He stated that it was his understanding that there was a grant for specific areas within the City. He also stated that he was informed that the grant was for the entire City of Emporia. Commissioner Dunn advised that there was a grant specifically for the Lowground Road Area that included certain streets. She also advised that the ERHA amended the guidelines to allow homeowners to re-apply with funding determined after first-time applicants. She further advised that his father may re-apply during the next round of funding under the new guidelines. He stated that this was fair and he understood.

## **ADJOURNMENT**

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

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Marva Dunn, Vice – Chairperson

Date

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Lori R. Jarratt, Clerk

Date

**Emporia Redevelopment and Housing Authority  
Financial Statement  
Checking Account  
March 27 - June 30, 2015**

<b>Beginning Balance</b>		<b>\$5,748.33</b>
<b>Revenues:</b>		
4/6/2015	Loan payment - Bertha Person	\$223.48
4/13/2015	Deposit from City - Façade Improvement Grant	130.00
5/4/2015	Interest on CD	22.43
5/11/2015	Loan payment - Bertha Person	225.00
5/22/2015	Interest on CD	22.43
6/8/2015	Loan payment - Bertha Person	223.48
6/15/2015	Deposit from City - Façade Improvement Grants	5,827.59
6/22/2015	Deposit from City - Façade Improvement Grant	5,000.00
6/22/2015	Interest on CD	22.43
6/29/2015	Deposit from City - Façade Improvement Grant	165.00
6/30/2015	Deposit from ECNBB, LLC - Return of investment	126,136.00
	<b>Total Revenues</b>	<b>\$137,997.84</b>
<b>Expenses:</b>		
4/13/2015	Check #1274 - Crystal Lucy - Façade grant	\$130.00
6/15/2015	Check #1275 - C.J.'s Furniture & Pawn Shop - Façade grant	1,934.88
6/15/2015	Check #1276 - Vinco Enterprises, Inc. - Façade grant	2,660.00
6/15/2015	Check #1277 - Monte's Flowers & Gift - Façade grant	1,232.71
6/23/2015	Check #1278 - Antoine Price - Façade grant	5,000.00
6/23/2015	Check #1279 - City of Emporia - Copies, postage, & advertising	139.09
6/29/2015	Check #1280 - Absolute Personal Care, LLC - Façade grant	165.00
6/30/2015	Check #1281 - City of Emporia - Return of investment	126,136.00
	<b>Total Expenses</b>	<b>\$137,397.68</b>
<b>Ending Balance</b>		<b>\$6,348.49</b>

**Emporia Redevelopment and Housing Authority  
Bank Account Balances as of 6/30/15:**

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 6,348.49	
Certificate of Deposit	116190660346	\$38,505.73	11-20-2015
**CIG Program Income Checking	53-2115210	\$28,216.67	
**IPR Program Income Checking	1010107942	\$ 5,557.28	

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





CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

June 29, 2015

**TO:** Emporia Redevelopment & Housing Authority Commissioners  
**FROM:** Brian S. Thrower, Executive Director *BST*  
**SUBJECT:** Home Repair Grant Applications – Request to Execute Contracts  
**ITEM:** 15-06

As you are aware, you previously authorized staff to issue an Invitation to Bid to receive proposals from contractors to complete improvements to the homes approved at your April 1, 2015 meeting. The sole bid received was from Sandy L. Hill Construction in the amount of \$13,935 for all four homes and all improvements requested by the homeowner.

**Recommendation**

Per the funding guidelines you previously adopted, I recommend you authorize staff to execute construction contracts with Sandy L. Hill Construction for the following improvements. The total for all recommended improvements is \$7,635.

211 Turner Street

Re-securing all panels on side porch	\$375
Front new roof panel and roof repair	\$500
Sheetrock repair in living room ceiling	<u>\$1,500</u>
Total	\$2,375

712 Halifax Street

Screen door	<u>\$260</u>
Total	\$260

737 Clay Street

Roof on back porch and painted	<u>\$2,800</u>
Total	\$2,800

221 Zion Boulevard

Rails around porch	\$850
Vinyl in kitchen (floor)	\$800
Bathroom floor	\$250
Bathroom toilet	<u>\$300</u>
Total	\$2,220

**Attachments**

Bid Tabulation  
Home Repair Grant Guidelines and Requirements



## Emporia Redevelopment & Housing Authority (ERHA) Bid Tabulation

<b>Service: ERHA Housing Rehab</b> <b>Bid Opening: 06-24-2015 @ 4PM</b> <b>Opened By: Lori R. Jarratt</b> <b>Witness: Brian S. Thrower</b>		SL Hill Construction Rcvd: 06-24-15 @ 2:30PM CONTACT: Sandy L. Hill PHONE: 252-308-9600	
Location	Improvements	Bid Amount	
211 Turner Street	Re-securing all panels on side porch	\$375.00	
	Front new roof panel and roof repair	\$500.00	
	Sheetrock repair in living room ceiling	\$1500.00	
<b>Total Improvements</b>		<b>\$2,375.00</b>	
712 Halifax Street	Windows	\$2800.00	
	Bathroom Floor	N/B	
	Kitchen Sink Cabinet(Has hole in cabinet)	N/B	
	Bedroom & Den Floor	N/B	
	Screen Door	\$260	
	Heating/Air Unit	\$3,500.00	
<b>Total Improvements</b>		<b>\$6,560.00</b>	
737 Clay Street	Porch on front of house	N/B	
	Roof on back porch and painted	\$2800.00	
<b>Total Improvements</b>		<b>\$2,800.00</b>	
221 Zion Boulevard	Rails around porch	\$850.00	
	Vinyl in kitchen (Floor)	\$800.00	
	Bathroom Floor	\$250.00	
	Bathroom toilet	\$300.00	
<b>Total Improvements</b>		<b>\$2,200.00</b>	
<b>Total of all improvements \$13,935.00</b>			



CITY OF EMPORIA  
REDEVELOPMENT AND HOUSING AUTHORITY

## Home Repair Grant Guidelines and Requirements

*Amended: April 1, 2015*

### Applicant:

- Own your own home – provide documentation from tax receipt or deed
- Must be a City resident
- Property taxes current through December 2014
- First preference to applicants who have not received funding in the past  
*Homeowners that have received funding previously may apply during each round with funding determined after first-time applicants.*
- Income Levels ~ *As according to the most recent Housing and Urban Development (HUD) Median Income for Emporia/Greenville Area*
- Grant award maximum – Lowground Area – Case-by-case basis (*Streets include: Zion Boulevard, Harrje Street, Wadlow Street, Astrio Street, Clay Street, Faison Street and Turner Street*)
- Grant award maximum – Outside Lowground Road Area \$500 (*Amounts exceeding the \$500 awarded amount will be the responsibility of the applicant/homeowner*)

### Application:

- Application must be filled out in its entirety
- All required documentation must accompany the application. *Applications will not be accepted without documentation*
- Work must be prioritized
- Verification of income for previous two months for each person listed including applicant