

**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