



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

AGENDA
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
Special Meeting
WEDNESDAY, OCTOBER 2, 2013 – 5:30 P.M.

ROLL CALL

APPROVAL OF MINUTES

October 3, 2012 – Regular Meeting
November 20, 2012 – Joint Meeting with City Council
April 3, 2013 – Public Hearing
June 26, 2013 – Special Meeting
August 19, 2013 – Special Meeting

FINANCIAL REPORT

March 29, 2013 – September 25, 2013

APPROVAL OF AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

13-05– Maturity of Certificate of Deposit
13-06 – Appointment of Executive Director – Resolution

PUBLIC COMMENT

CLOSED SESSION

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
OCTOBER 3, 2012**

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 3, 2012 at 6:30 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 Marva Dunn	Commissioner William Stainback

Absent: Commissioner Dave Thomas
Commissioner Mark Mitchell
Commissioner Edward V. Lankford, IV

Others present: Steven B. Hall, Assistant City Manager
Lori Jarratt, ERHA Clerk
Sheila Cutrell, Finance Director

APPROVAL OF AGENDA

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

Commissioner Veronica Leach	Commissioner Mark Mitchell
Commissioner Dave Thomas	Commissioner William Stainback
Commissioner Carolyn Carey	

MINUTES APPROVAL

Commissioner Dunn made a motion to approve the minutes of the July 18, 2012 Regular meeting as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner Marva Dunn	Commissioner William Stainback

FINANCIAL REPORT

Ms. Cutrell stated that the financial reports were before the Commissioners. She also stated that the checking account ending balance, for July 1, 2012 through September 26, 2012, was \$1,785.05.

Ms. Carey inquired as to why the Grant Checking account balance was at \$0.00. Ms. Cutrell advised that this account had been at a zero balance for a period of time. She also advised that these were grant funds that were received from DHCD for the Lowground Road Project. She further advised that these funds were run through the housing authority at the time and there were no funds remaining.

There was no further discussion regarding the financial report.

NEW BUSINESS

12-07 – VAHCDO Membership Renewal

Mr. Hall stated that the membership for the Virginia Association of Housing and Community Development Officials (VAHCDO) is due for renewal. He also stated that the active membership for a period of one year, beginning October 1, 2012 and ending September 30, 2013, is \$266.

Commissioner Dunn made a motion to renew the membership for the VAHCDO seconded by Commissioner Carey which passed as follows:

Commissioner Veronica Leach
Commissioner Marva Dunn

Commissioner Carolyn Carey
Commissioner William Stainback

12-08 – Maturity of Certificate of Deposit

Ms. Cutrell stated that on October 31, 2012, the Authority's Certificate of Deposit #116190660343 with Carter Bank & Trust in the amount of \$38,503.24 will mature. She also stated that the current CD was for six months at an interest rate of 1.1%.

Commissioner Dunn made a motion for Ms. Cutrell to obtain the rates for a six month certificate of deposit and renew at maturity seconded by Commissioner Carey which passed as follows:

Commissioner Veronica Leach
Commissioner Marva Dunn

Commissioner Carolyn Carey
Commissioner William Stainback

12-09 – Home Repair Program – Request by Commissioner Carey

Mr. Hall stated that this item was on the agenda at the request of Commissioner Carey. He stated that Commissioner Carey had expressed interest in opening the Home Repair Program. He also stated that the process could be opened indefinitely should that be the consensus of the Authority. He further stated that the program works more effectively if the program is open and once several applications are received, close the process and bid the work out to contractors.

Commissioner Carey inquired if someone has received funding in the past, could they apply again. Mr. Hall advised that in the past, someone that has applied before could not apply again so that the program could reach as many people as possible. He also advised that he would recommend keeping the income limits the same.

Commissioner Carey stated that work had been done for Ms. Nancy Easter in the amount of \$500. She also stated that Ms. Easter expressed concern that the floor is wearing. Mr. Hall advised that the City Building Official could do an inspection on the home to see if the contractor needed to fix the problem.

Commissioner Carey made a motion to re-open the home repair program seconded by Commissioner Dunn which passed as follows:

Commissioner Veronica Leach
Commissioner Marva Dunn

Commissioner Carolyn Carey
Commissioner William Stainback

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

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
JOINT CLOSED SESSION MEETING WITH CITY COUNCIL
NOVEMBER 20, 2012**

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 Joint Closed Session Meeting with City Council on Tuesday, November 20, 2012 at 7:30 p.m. in the Council Chamber of the Municipal Building, 201 South Main Street, Emporia, Virginia.

ROLL CALL

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

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner Marva Dunn	Commissioner Mark Mitchell
Commissioner Dave Thomas	Commissioner Edward V. Lankford, IV

Absent: Commissioner William Stainback

Others present: Steven B. Hall, Assistant City Manager

*****Closed Session*****

Commissioner Lankford moved that the joint closed session meeting with the City Council be entered for the purpose of discussing Virginia Code § 2.2 3711 (A) (5) **Discussion of a prospective business**. Commissioner Mitchell seconded the motion, which passed as follows:

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

*****Regular Session*****

Commissioner Mitchell moved that the meeting be returned to Regular Session seconded by Commissioner Lankford which passed as follows:

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

CERTIFICATION

Commissioner Lankford moved to certify the following:

1. only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Session to which this certification applies, and
2. only such public business matter as were identified in the motion by which the Closed Session was convened were heard, discussed, or considered by City Council.

Commissioner Mitchell made the motion to approve the ordinance appropriating the sum of \$1,410,974 in bond proceeds from the City of Emporia into the FY13 operating budget. Furthermore, these funds shall be used towards the rehabilitation of the Citizens National Bank (CNB) Building located at 401 S. Main Street (corner of Hicksford Avenue and South Main Street) seconded by Commissioner Lankford which passed as follows:

Commissioner Leach	aye	Commissioner Carey	aye
Commissioner Dunn	abstained	Commissioner Mitchell	aye
Commissioner Thomas	aye	Commissioner Lankford	aye

Commissioner Lankford made a motion to approve the Resolution authorizing the execution of the Corporation Agreement, Management Agreement; authorizes, ratifies and confirms the formation of ECNBB, LLC by , authorizes, ratifies and confirms the Formation of ECNBB, LLC; authorizes, ratifies and confirms Membership in ECNBB SCP, LLC; authorizes, ratifies and confirms the limited partnership Emporia CNBB, LP, between ECNBB, LLC and ECNBB SCP, LLC and memorialized by the Emporia CNBB, LP Limited Partnership Agreement; Conveyance of Property and authorized to accept Project Funds from the City and that subsequently thereto, the Authority shall immediately loan Project Funds as its contribution to ENCBB, LLC seconded by Commissioner Mitchell which passed as follows:

Commissioner Leach	aye	Commissioner Carey	aye
Commissioner Dunn	abstained	Commissioner Mitchell	aye
Commissioner Thomas	aye	Commissioner Lankford	aye

Commissioner Lankford made a motion authorizing the Emporia Redevelopment and Housing Authority Executive Director and/or Fiscal Agent to execute any and all documents pertaining to the Citizens National Bank Building project and do these things necessary to move forward with such project, including, but not limited to, executing the construction contract with Haase, Inc., executing leases with prospective tenants, and executing other various documents outlining the terms of the project. Commissioner Mitchell seconded the motion, which passed as follows:

Commissioner Leach	aye	Commissioner Carey	aye
Commissioner Dunn	abstained	Commissioner Mitchell	aye
Commissioner Thomas	aye	Commissioner Lankford	aye

ADJOURNMENT

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

Veronica Leach, Chairperson

Lori R. Jarratt, Clerk

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
JUNE 26, 2013**

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 Special Meeting on Wednesday, June 26, 2013 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 David Thomas	
Commissioner Carolyn Carey	

Absent: Commissioner Marva Dunn
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 AGENDA

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

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner David Thomas	Commissioner Mark Mitchell

UNFINISHED BUSINESS

13-01 – Proposed FY14 Operating Budget

Mr. Thrower stated that the FY14 Proposed Budget had been provided and was before the Commissioners for discussion and consideration.

He recommended adoption of the FY14 Operating budget and ordinance.

Commissioner Thomas made a motion to adopt **Ordinance 13-01** adopting the FY14 Operating Budget as presented, seconded by Commissioner Carey which passed as follows:

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner David Thomas	Commissioner Mark Mitchell

NEW BUSINESS

13-02 – Cancellation of the July 3, 2013 Regular Meeting

Mr. Thrower recommended canceling the Wednesday, July 3, 2013 regular meeting due to the July 4th Holiday.

Commissioner Carey made a motion to cancel the July 3, 2013 Regular Meeting seconded by Commissioner Thomas which passed as follows:

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner David Thomas	Commissioner Mark Mitchell

PUBLIC COMMENT

There was no public comment.

*****Closed Session*****

Commissioner Mitchell moved, that the closed session meeting be entered for the purpose of discussing Virginia Code § 2.2 3711 (A) (3) **Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.** Commissioner Carey seconded the motion, which passed as follows:

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner David Thomas	Commissioner Mark Mitchell

*****Regular Session*****

Commissioner Mitchell moved that the meeting be returned to Regular Session seconded by Commissioner Thomas which passed as follows:

Commissioner Veronica Leach	Commissioner Carolyn Carey
Commissioner David Thomas	Commissioner Mark Mitchell

CERTIFICATION

Commissioner Carey moved to certify the following:

1. only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the Closed Session to which this certification applies, and

**MINUTES
EMPORIA REDEVELOPMENT & HOUSING AUTHORITY
CITY OF EMPORIA MUNICIPAL BUILDING
REGULAR MEETING
AUGUST 19, 2013**

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 Special Meeting on Monday, August 19, 2013 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 Edward V. Lankford, IV
Commissioner David Thomas	Commissioner Mark Mitchell
Commissioner Carolyn Carey	Commissioner John Belmonte

Absent: Commissioner Marva Dunn

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

APPROVAL OF AGENDA

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

Commissioner Veronica Leach	Commissioner Edward V. Lankford, IV
Commissioner David Thomas	Commissioner Mark Mitchell
Commissioner Carolyn Carey	Commissioner John Belmonte

NEW BUSINESS

13-04 – Façade Improvement Grants

Mr. Thrower reported that the City of Emporia and Greensville County were awarded a joint Enterprise Zone designation earlier this year. He also reported that as part of the application process, the City and County proposed several local incentives. He further reported that one of the City's local incentives is the Façade Improvement Grant Program. He stated that Jan Harrell, Enterprise Zone Administrator, was in attendance to give you an overview of the Enterprise Zone Program and Façade Improvement Grant Program.

He recommended the ERHA approve the Enterprise Zone Façade Improvement Grant Program Guidelines and authorize staff to administratively process applications and disbursements.

Ms. Harrell presented the ERHA with a slide show which highlighted the incentives of the Virginia Enterprise Zone Program 2013. This presentation also included information on the Real Property Investment Grant (RPIG), Job Creation Grant, Façade Improvement Grant (FIG), Business Incubation Grant (BIG); Business, Professional, and Occupational License (BPOL) Grant, Machinery and Tools (M&T) Investment Grant, Business Personal Property (BPP) Investment Grant, Real Estate Tax Abatement, Water and Sewer Tap Fee Waiver, Permit Fee Waiver, and Enterprise Zone Loan Pool.

Mr. Thomas stated that the entire program would disburse \$25,000 for one year. He inquired if there was only one person that applied could that individual reapply and receive funding each time he applied? Mrs. Harrell stated that that individual could only receive funding one time.

He also inquired if the funds were not used, would they be carried over to the next fiscal year? Mr. Thrower stated that the City is committed to allocating \$25,000 each year there is an enterprise zone. He also stated that that he anticipated Council removing any remaining funds from the fund balance and rolling into the next fiscal year.

Commissioner Lankford made a motion to approve the Enterprise Zone Façade Improvement Grant Program Guidelines, authorize staff to administratively process applications and disbursements and to adopt Ordinance No. 12-05 to appropriate \$25,000 of grant funds into the FY14 ERHA Adopted Operating Budget seconded by Commissioner Thomas which passed as follows:

Commissioner Veronica Leach	aye	Commissioner Edward V. Lankford, IV	aye
Commissioner David Thomas	aye	Commissioner Mark Mitchell	aye
Commissioner Carolyn Carey	aye	Commissioner John Belmonte	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.

Veronica Leach, Chairperson Date

Lori R. Jarratt, Clerk Date

**Emporia Redevelopment and Housing Authority
Financial Statement
Checking Account
March 29, 2013 - September 25, 2013**

Beginning Balance		\$2,932.00
Revenues:		
4/15/2013	Loan payment - Bertha Person	\$223.48
4/15/2013	Interest on CD	32.71
4/15/2013	Deposit from City - LLC Assessment fee	50.00
5/13/2013	Interest on CD	31.67
5/13/2013	Loan payment - Bertha Person	223.48
6/10/2013	Interest on CD	18.99
6/10/2013	Loan payment - Bertha Person	223.48
7/10/2013	Interest on CD	18.99
7/15/2013	Loan payment - Bertha Person	223.48
8/14/2013	Interest on CD	19.63
8/19/2013	Loan payment - Bertha Person	225.00
9/11/2013	Interest on CD	19.62
9/13/2013	Loan payment - Bertha Person	223.48
	Total Revenues	\$1,534.01
Expenses:		
4/15/2013	Check #1240 - ECNBB SCP, LLC - Assessment fee	\$50.00
6/13/2013	Check #1241 - City of Emporia - postage/copies	66.43
7/22/2013	Check #1242 - City of Emporia - postage/copies	11.45
	Total Expenses	\$127.88
Ending Balance		\$4,338.13

Emporia Redevelopment and Housing Authority
Bank Account Balances as of 9/25/13:

<u>Account</u>	<u>Account Number</u>	<u>Balance</u>	<u>Maturity Date</u>
Checking	53-2114239	\$ 4,338.13	
Certificate of Deposit	116190660341	\$38,504.40	11-9-2013
*Grant Checking	53-2114221	\$ 0.00	
**CIG Program Income Checking	53-2115210	\$21,699.02	
**IPR Program Income Checking	1010107942	\$ 5,543.09	

*Restricted – for use in grant project

**Restricted – for use according to program income plans



CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY

Memorandum

September 27, 2013

TO: Emporia Redevelopment & Housing Authority Commissioners

FROM: Sheila Cutrell, Fiscal Agent

SUBJECT: Maturity of Certificate of Deposit

ITEM: 13-05

On November 9, 2013, the Authority's Certificate of Deposit #116-190-6603-45 with Carter Bank & Trust in the amount of \$38,504.40 will mature.

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



**CITY OF EMPORIA
REDEVELOPMENT AND HOUSING AUTHORITY**

Memorandum

September 27, 2013

TO: Emporia Redevelopment & Housing Authority Commissioners
FROM: Brian S. Thrower, City Manager
SUBJECT: Appointment of Executive Director – Resolution
ITEM: 13-06

Attached is a resolution appointing Jason M. Stewart, Assistant City Manager, as Executive Director of the Emporia Redevelopment and Housing Authority.

Recommendation

I recommend that you adopt this resolution.

Resolution

A Resolution Appointing Jason Stewart 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 Jason M. Stewart 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 2, 2013

Emporia Redevelopment and Housing Authority:

By _____
Brian S. Thrower
City Manager

By _____
Lori R. Jarratt
Clerk