

EDA Meeting  
February 21, 2023

**Economic Development Authority of the City of Portsmouth  
February 21, 2023  
9:00 AM**

**COMMISSIONERS PRESENT:** Malcom Mitchell – Chairman  
Neal Barber – Vice Chairman  
Anthony Brown  
Cathy Drewry – Treasurer  
Theresa J. Saunders-Smith  
LaToya Boone (Arrived 9:08am)  
Barbara Smith

**ALSO PRESENT:** Brian Donahue - Secretary  
Jeff Miller – Deputy City Attorney  
Kelsey Swieringa – Assistant City Attorney  
Mimi Terry – Interim City Manager  
Vernon Tillage – City Councilman  
William Moody – City Councilman  
Patti Phillips – Finance  
Kyera Pope – Finance  
Alisa Winston – PRHA

**ABSENT:**

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**Welcome & Call to Order**

- The Chairman called the meeting to order at 9:01 a.m.

**Roll Call**

- Mr. Donahue called the roll. There was a quorum.

**Minutes**

- The minutes from the January 17, 2023, Regular Meeting were presented and adopted.

**ACTION:** On a motion by Ms. Saunders-Smith and seconded by Mr. Brown, the Commissioners approved the minutes from the January 17, 2023 Regular Meeting as presented.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith – yes; Ms. Boone – absent; Mr. Brown - yes. Approved 6-0 vote

### **Financials**

- Ms. Patti Phillips reviewed the quarterly financial report for the period ending December 31, 2022. The total cash in hand is \$8,699,731. Under Accounts Receivable, the report has a new Lease Receivable line item. This is a new requirement for financial reporting standards.

### **Old Business**

- **2023 EDA Retreat-March 21<sup>st</sup>:** Mr. Mitchell advised that EDA's Annual Retreat will occur on March 21, 2023 and will be held from 10:00am-4:00pm. The proposed agenda includes presentations on the revitalization of Danville, Virginia, EDA financing capabilities, an update on the Innovation District, Minority Participation, and an Economic Development Tour.
- **Cradock Update:** Mr. Donahue recapped EDA's activities to date in Cradock, including acquisition of 53 Afton Parkway, 60 Afton Parkway, and 73 Farragut St. There have been expenses related to the property, primarily at 73 Farragut St. Environmental inspections are currently being performed. A demolition plan will also need to be prepared.
- **FY22 Business Investment Grant Program Update:** Mr. Donahue informed the EDA that staff is in the process of closing out the remaining three FY22 grant awards which were extended through March. Ms. Drewry inquired about monitoring whether grant recipients are still in business or expanding, to be able to see if EDA's investment worked. Mr. Donahue advised that staff plans to reach out to the Commissioner of the Revenue's office to get a report on the status of the businesses that have received EDA assistance.

### **New Business**

- **FY23 Business Investment Grant Program Update:** Mr. Donahue informed the EDA that the FY23 Business Investment Grant Program is currently in its second round for the fiscal year. A total of 12 grants were awarded in the prior round. The second round closed on January 31, 2023. Applications are under review and staff expects to have those awarded by the end of the month. Mr. Mitchell asked if the application portal is still available. Mr. Donahue advised that the online portal has closed. Mr. Mitchell asked if applicants are able to go online and check the status of their applications. Mrs. Tracy responded that the submittal system does not provide that ability, but that staff is in communication with applicants to advise them of the status of their applications.
- **FY23 Real Property Investment Grants:** Mrs. Tracy presented the three Real Property Investment Grant applications for consideration by the EDA. They included:
  - 215 High St., Dominion Drones: Requesting \$17,054.22
  - 3300 High St., Life's Journey: Requesting \$25,000
  - 5911 Portsmouth Blvd., The Elam Organization: Requesting \$25,000**ACTION:** On a motion by Ms. Saunders-Smith and seconded by Mr. Brown  
**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - yes; Ms. Boone - yes; Mr. Brown - yes. Approved 7-0 vote
- **FY24 Budget Committee Update:** Ms. Saunders-Smith and Ms. Drewry informed the EDA that the Budget Committee has met to discuss the FY24 budget. The discussion was on large topics and focused on "Where are We Going" and "Thinking Ahead." The budget will take into account potential property sales for the coming year and will also seek to increase training and travel. Workforce

Development support was also discussed. Mr. Donahue has requested that EDA maintain Workforce Development funding at the same level. Another topic of significance was the addition of funding for EDA owned properties to ensure they are well maintained and look attractive. The Business Investment Grant guidelines are also being reviewed.

- **Public Empowerment Forums:** Citizen forums are scheduled for March 2, 16, 30. City Manager Terry shared that informational videos are available on the City website to assist with public awareness. The goal is to change the impression of what is occurring in Portsmouth. Mr. Mitchell asked whether the forums will be taped and available remotely. Ms. Terry answered that the forums will be recorded but are not currently planned for remote viewing.

### **Closed Meeting**

**ACTION:** At 9:43 a.m. Mr. Barber, seconded by Ms. Saunders-Smith, moved to enter into a closed meeting pursuant to Virginia Code Subsection 2.2-3711 A.3 for the purpose of discussing the disposition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically regarding strategic acquisitions, the acquisitions of 1028 High Street, 400 Hatton Street, and 1013-1015 Queen Street, and the disposition of 1625 High Street.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - yes; Ms. Boone - yes; Mr. Brown - yes. Approved 7-0 vote

**ACTION:** At 10:10 a.m. Mr. Barber, seconded by Mr. Brown, moved that each Commissioner certify that, to the best of his or her knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting just concluded.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - yes; Ms. Boone - yes; Mr. Brown - yes. Approved 7-0 vote

### **Open Meeting**

**ACTION:** On a motion by Mr. Barber and seconded by Mr. Brown, the EDA adopted the following resolution authorizing the execution of a Purchase and Sale Agreement for property at 1028 High Street, 400 Hatton Street, and 1013-1015 Queen Street.

**Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - yes; Ms. Boone - yes; Mr. Brown - yes. Approved 7-0 vote

### **RESOLUTION**

#### **(Acquisition of 1028 High Street, 400 Hatton Street, 1013-1015 Queen Street)**

WHEREAS, a Purchase Agreement (the "Agreement") has been prepared for the acquisition of 1028 High Street (Tax Parcel 0032-1500), 400 Hatton Street (Tax Parcel 0032-1460), 1013 Queen Street (Tax Parcel 0032-1450), and 1015 Queen Street (Tax Parcel 0032-1440) (the "Property"); and

WHEREAS, the purchase price under the Agreement is \$335,000 (the "Purchase Price"); and

WHEREAS, the acquisition of the Property will further the development of the High Street Innovation Corridor and is in the best interest of EDA and the City;

NOW, THEREFORE, it is hereby RESOLVED that:

1. The Board hereby approves and ratifies the Agreement.
2. The Chair and Vice Chair are each authorized to execute the Agreement.
3. The Chair, Vice Chair, and Secretary, and their designees, are each authorized to take such further actions as are necessary or desirable in their sole discretion to implement the terms of the Agreement.
4. This Resolution shall be effective immediately upon its adoption.

**Items submitted by Commissioners**

- Mr. Barber inquired about annual requirements for FOIA training. Mr. Donahue advised that staff will contact the City Clerk for information.
- Mr. Mitchell noted recent reporting on Rivers Casino Portsmouth's financial performance and asked the City Council liaisons what their thoughts were on the Casino's reported earnings. Councilman Moody stated that he believes the project is a winner and he is looking forward to seeing more changes around the venue. Councilman Tillage shared that he believes that hotels will result in visitors going to the Casino more often and he would like to see more restaurants in the area.

**Report Backs**

- There were no report backs provided.

**Adjourn**

The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Brian Donahue, Secretary

Malcolm Mitchell, Chair