

**Economic Development Authority of the City of Portsmouth
November 15, 2022
9:00 AM**

COMMISSIONERS PRESENT: Ray A. Smith, Sr. – Chairman
Malcom Mitchell -Vice Chairman
Theresa J. Saunders-Smith
Neal J. Barber
Anthony Brown
Cathy Drewry - Treasurer

ALSO PRESENT: Brian Donahue - Secretary
Lavonda Graham-Williams – City Attorney
Jeff Miller – Deputy City Attorney
Kelsey Swieringa - Assistant City Attorney
Tonya Chapman – City Manager
Flora Berisha – Finance
Kyera Pope – Finance

ABSENT: Barbara Smith

Welcome & Call to Order

- The Chairman called the meeting to order at 9:00 a.m.
- Mr. Smith announced and congratulated Mr. Donahue for his promotion to Director of Economic Development.

Roll Call

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

Minutes

- The minutes from the October 26, 2022, Regular Meeting were presented.

ACTION: On a motion by Ms. Saunders-Smith and seconded by Mr. Barber, the Commissioners approved the minutes from the October 26, 2022, Regular Meeting as presented. **Roll Call Vote:** Mr. Barber - yes; Ms. Drewry - yes; Mr. Mitchell - yes; Mrs. Saunders-Smith- yes; Mrs. Smith – absent; Mr. Smith – yes; Mr. Brown - yes. Approved 6-0 vote

Financials

- Ms. Berisha announced that financial reporting has been moved to a quarterly schedule and the next report will provided in January 2023.

Old Business

- Mr. Donahue provided an update on the FY22 Business Investment Grant Program. As of November 15, the Real Property Investment Grant program has three remaining projects awaiting completion. The two remaining FY22 Smart Start Business Acceleration Grant applications will be closed out over the next several weeks.
- Mr. Donahue presented a FY22 Real Property Investment Grant extension request for for Yoolks On Us 2, LLC at 6205-A Portsmouth Blvd. This is the second request for an extension and if approved, will expire in February 2023. Yoolks On Us 2, LLC has stated that they expect to have completed their project before the end of the 2022 calendar year.

ACTION: On a motion by Mr. Barber and seconded by Ms. Drewry the Commissioners approved the grant extension request for 6205-A Yoolks On Us 2, LLC. **Roll Call Vote:** Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown – yes; Ms. Drewry - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - absent; Mr. Smith – yes. Approved 6-0 vote

New Business

- Mr. Donahue gave an update on the FY23 Business Investment Grant Program that opened on October 1, 2022. A total of 16 grant applications were received. There are three Real Property Investment Grant applications that require the Board’s consideration. The next grant round will open on January 1, 2023. Mr. Brown asked if previous recipients could reapply for new grants and Mr. Donahue advised that they are not able to apply again as the same business entity.
- Mr. Donahue presented the FY23 Real Property Investment Grants submitted by Kevin Riddick for 1910 Frederick Blvd. The grant request is in the amount of \$25,000. Mrs. Saunders-Smith inquired about the target market for tenants that will rent space at 1910 Frederick Blvd. Ms. Drewry inquired about additional improvements to the exterior of the site including paving the parking lot.

ACTION: On a motion by Mr. Barber and seconded by Mr. Brown, the Commissioners approved the Real Estate Investment Grant Application for Kevin Riddick at 1910 Frederick Blvd. **Roll Call Vote:** Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown – yes; Ms. Drewry - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - absent; Mr. Smith – yes. Approved 6-0 vote

- Mr. Donahue presented the FY23 Real Property Investment Grants submitted by Presidential Funeral Services, Inc. at 1629 High Street. The grant request is in the amount of \$25,000. Ms. Drewry inquired about the owner of the property in the rear of the building that Presidential Funeral Services, Inc. is adjacent to.

ACTION: On a motion by Mr. Brown and seconded by Mr. Barber the Commissioners approved the Real Estate Investment Grant Application for Presidential Funeral Services, Inc at 1629 High Street. **Roll Call Vote:** Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown – yes; Ms. Drewry - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - absent; Mr. Smith – yes. Approved 6-0 vote

- Mr. Donahue presented the FY23 Real Property Investment Grants submitted by QA Properties, LLC. to support Causeway Academy at 430 Jamestown Ave. The grant request is in the amount of \$15,833.88. Mr. Smith inquired about the total number of students that will be served. The applicant advised that the school would accommodate 25 students. Mrs. Saunders-Smith asked for additional information regarding what type of school Causeway Academy is. Ms. Drewry inquired about outdoor space for students.

ACTION: On a motion by Mr. Brown and seconded by Mr. Barber the Commissioners approved the Real Estate Investment Grant Application for QA Properties, LLC at 430 Jamestown Ave. **Roll Call Vote:** Mr. Barber - yes; Mr. Mitchell - yes; Mr. Brown – yes; Ms. Drewry - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - absent; Mr. Smith – yes. Approved 6-0 vote

Closed Meeting

ACTION: At 9:25 a.m. on a motion by Mr. Mitchell and seconded by Mr. Barber, the EDA resolved to go 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 and the disposition of 3336 Victory Blvd.

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

ACTION: At 9:52 a.m. on a motion by Mr. Mitchell and seconded by Mr. Brown, the Authority 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; Mr. Mitchell - yes; Mr. Brown – yes; Ms. Drewry - yes; Mrs. Saunders-Smith - yes; Mrs. Smith - absent; Mr. Smith – yes. Approved 6-0 vote

Open Meeting

Items submitted by Commissioners

- Mr. Smith reminded the Board members to submit topics to be discussed at the EDA Retreat in 2023.
- Mr. Barber inquired about the grand opening of Rivers Casino and a scheduled tour. Mr. Donahue shared that the opening is targeted for January 2023.
- Ms. Drewry inquired about filling the Workforce Development Manager position in the Portsmouth@Work department.

Report Backs

- Mr. Donahue shared that Small Business Saturday is scheduled for November 26 and asked for the public to support the small business community.

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Adjourn

The meeting adjourned at 10:02 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Donahue", with a long horizontal flourish extending to the right.

Brian Donahue, Secretary

Ray Smith, Chair