

**MINUTES OF A REGULAR MEETING  
ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF ROANOKE, VIRGINIA**

December 16, 2020

Directors present:

Duke Baldrige *(28A Kirk Ave. by telephone)*  
Vickie Holt Bibee *(3465 Peakwood Dr. by video conf.)*  
Matthew J. Fink *(3545 Electric Rd. by video conference)*  
Braxton G. Naff *(2131 Deyerle Rd. by video conf.)*  
William D. Poe *(1525 West Dr. by video conf.)*  
Stephanie S. Wyatt-Jones *(2625 Wycliffe Ave by video conf.)*

Directors absent:

Xavier Duckett

Also present at the meeting were: Rob Ledger, City of Roanoke Economic Development Director; Marc Nelson, Economic Development Manager for the City of Roanoke; Sean Adkins, Economic Development Specialist for the City of Roanoke; and W. Watts Burks, IV, Counsel to the Authority.

Because of the present state of emergency due to the COVID-19 pandemic, the meeting was held by electronic communication means via GoTo Meeting web-hosted video and teleconferencing software.

Mr. Naff called the meeting to order at 8:01 a.m. and declared that a quorum was present.

On motion by Mr. Naff and seconded by Ms. Bibee, the Authority unanimously approved the minutes of the November 18, 2020 regular meeting by the following roll call vote:

Duke Baldrige	Aye
Vickie Holt Bibee	Aye
Matthew Fink	Aye
Braxton G. Naff	Aye
William D. Poe	Aye

Ms. Wyatt-Jones joined the meeting at 8:05 a.m.

Mr. Hamlar joined the meeting by telephone at 8:15 a.m.

Mr. Hamlar, representing Hamlar Properties LLC, outlined a façade grant request for the property located at 501 11<sup>th</sup> Street, N.W. The Board and EDA staff discussed the specific aspects of Mr. Hamlar’s façade grant request and the need for more detailed line items as

to each cost. The Board presented Mr. Hamlar with two options: (1) the Board would approve the qualifying line items separately or (2) Mr. Hamlar could provide documentation for the full amount. Mr. Hamlar agreed to have the Authority approve the line items separately. Line item #1 (balcony, decks, ramps, roof, etc.) was deemed non-qualified. On motion by Mr. Poe, and seconded by Mr. Fink, the Authority voted 5-1 by the following roll call vote:

Duke Baldrige	Aye
Vickie Holt Bibee	Nay
Matthew Fink	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie S. Wyatt-Jones	Aye

to approve line item #2 (decorative lighting), line item #3 (demolition of existing façade elements), line item #4 (doors and treatments), line item #5 (downspouts and gutters), line item #6 (electrical work with lighting and security features, line item #7 (exterior finishes including brick rock stucco), line item #8 (flood reduction features required by FEMA), line item #9 (painting exterior), line item #10 (porch features, columns and rails), line item #11 (pressure was, sand blasting to restore original elements), line item #12 (removal of communication boxes, awnings, stairwells), line item #13 (rental equipment used only for façade renovations), line item #14 (restoration of historical details- cedar shake), line item #15 (storefront), line item #16 (windows and treatments), and line item #17 (labor costs) of the Façade Grant in the amount of \$16,030.15, being the lesser of (1) one-third of the approved costs of improving the building, or (2) the maximum grant amount of \$25,000 with the construction to be completed on or before December 31, 2021 and the grant funded on or before March 31, 2021, with the requirement that the Economic Development Specialist review the documentation supporting each expenditure to ensure compliance with the Façade Grant guidelines and report back the final amount to the Board as soon as the project is completed, and if not, the applicant will have no further right to draw down the Façade Grant and the allocated funds will be returned to the Authority’s general funds.

Mr. Hamlar left the meeting at 8:30 a.m.

On motion by Mr. Baldrige, seconded by Mr. Poe, the Authority voted 6-0 by the following roll call vote:

Duke Baldrige	Aye
Vickie Holt Bibee	Aye
Matthew Fink	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie S. Wyatt-Jones	Aye

to approve a façade grant extension request from Pitza LLC for property located at 210 4<sup>th</sup> Street, S.W. until May 31, 2021, a six (6) month extension.

Mr. Poe presented the financial report. On motion by Ms. Wyatt-Jones and seconded by Ms. Bibee, the Authority unanimously received the financial report dated as of December 16, 2020, a copy of which is attached to and filed with these minutes as Attachment 1 (2 pages) by the following roll call vote:

Duke Baldrige	Aye
Vickie Holt Bibee	Aye
Matthew Fink	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie S. Wyatt-Jones	Aye

Mr. Adkins presented a summary of the Façade Grant Program filed with these minutes as Attachment 2.

Mr. Naff presented a summary of the banking RFP. On motion by Mr. Poe, seconded by Ms. Bibee, the Authority unanimously voted to move forward with the banking RFP by interviewing the top ranked proposer, Bank of Botetourt, by the following roll call vote:

Duke Baldrige	Aye
Vickie Holt Bibee	Aye
Matthew Fink	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie S. Wyatt-Jones	Aye

Mr. Adkins reported on the EDA/TAP/City COVID Relief Fund. No new disbursements have been made from the COVID Relief Fund. So far there has been 1 default.

Mr. Adkins reported on the City Small Business Cares Funding Grant indicating that approximately 300 applications have been received, as a result of those applications nearly all of the \$1.25MM in available funds have been awarded. The application deadline for the City Small Business Cares Funding Grant has passed.

The next Authority meeting will be held virtually January 20, 2021.

The City Manager’s Business Breakfast for December has been canceled.

There being no further business, the meeting adjourned at 8:57 a.m.

Attachments (2):

- 1) Financial Report dated as of December 16, 2020 (2 pages)
- 2) Façade Grant Program Summary (1 page)