

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

February 17, 2021

Directors present:

Directors absent:

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.)*

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 8:00 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 December 16, 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 |
| Stephanie Wyatt-Jones | Aye |

On motion by Mr. Baldrige, seconded by Ms. Bibee, 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 six (6) month façade grant extension request from JS Project LLC for property located at 101 S. Jefferson Street (Liberty Trust Building).

Mr. Poe presented the financial report. On motion by Mr. Fink and seconded by Ms. Bibee, the Authority unanimously received the financial report dated as of February 17, 2021, 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.

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 adopt a Resolution approving the Revolving Loan Fund Agreement with Freedom First Credit Union. Copies of the Resolution and the Agreement are filed with these minutes as Attachment 3 and 4, respectively.

Staff discussed the disqualification of Mr. Hamlar’s façade grant.

Mr. Fink asked staff for an update on the downtown Marriott hotel and garage project.

Mr. Naff discussed the Authority hiring a third party to compile the Authority’s Annual Report.

Mr. Naff discussed an update on use of Authority funds submitted by Visit Virginia’s Blue Ridge.

The Authority discussed the recently granted 15 month extension to the PowerSchool Performance Agreement.

The next Authority meeting will be held virtually March 17, 2021.

The City Manager's Business Breakfast for February has been canceled.

There being no further business, the meeting adjourned at 8:33 a.m.

Attachments (4):

- 1) Financial Report dated as of February 17, 2021 (2 pages)
- 2) Façade Grant Program Summary (1 page)
- 3) Resolution approving Revolving Loan Fund Agreement
- 4) Revolving Loan Fund Agreement