

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

March 17, 2021

Directors present:

Vickie Holt Bibee (*3465 Peakwood Dr. by video conf.*)
 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:

Duke Baldrige
 Xavier Duckett
 Matthew J. Fink

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 Harwell M. Darby, Jr. 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 7:58 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 February 17, 2021 regular meeting by the following roll call vote:

Vickie Holt Bibee	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie Wyatt-Jones	Aye

On motion by Mr. Naff, seconded by Ms. Wyatt-Jones, the Authority voted 4-0 by the following roll call vote:

Vickie Holt Bibee	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie Wyatt-Jones	Aye

to approve a façade grant extension request until September 30, 2021 (six (6) months) from ADN Investments, LLC for property located at 9 Church Avenue, S. E.

Mr. Poe presented the financial report. On motion by Ms. Bibee and seconded by Mr. Poe, the Authority unanimously received the financial report dated as of March 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:

Vickie Holt Bibee	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie Wyatt-Jones	Aye

Mr. Naff informed the Authority of the transfer of EDA funds to Bank of Botetourt.

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

Mr. Naff presented an update on FFCU Revolving Loan Fund. A deposit of the loan less reserve funds was made to Freedom First Credit Union on March 16, 2021. The Authority discussed the Loan Committee appointments. Mr. Poe, Mr. Naff and Ms. Linda Frith (as citizen member) were nominated to the Committee by Ms. Bibee which was seconded by Mr. Poe. The Authority voted 4-0 to approve Mr. Naff, Mr. Poe and Ms. Frith as Loan Committee members by the following roll call vote:

Vickie Holt Bibee	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie Wyatt-Jones	Aye

The Authority discussed a Small Purchase Policy:

- Expenditures of \$5,000 and under will require the approval of two officers, the Chair and Vice-Chair.
- Expenditures over \$5,000, but less than \$10,000 will require (i) three (3) telephone quotes from vendors; (ii) memorialization by Authority staff; and (iii) approval of Chair and Vice-Chair.
- Expenditures over \$10,000, but less than \$150,000 will require (i) three (3) written quotes from vendors; and (ii) approval of Chair and Vice-Chair.
- Expenditures over \$150,000, but less than \$200,000 will require (i) three (3) written quotes from vendors; (ii) approval of Chair and Vice-Chair; and (iii) public posting on the Authority’s website or public posting on Virginia Procurement website.
- All expenditure levels require full disclosure of purchases to the Board within five (5) business days by email notification.

On motion by Ms. Bibee, seconded by Mr. Poe, the Authority voted 4-0 by the following roll call vote:

Vickie Holt Bibee	Aye
Braxton G. Naff	Aye
William D. Poe	Aye
Stephanie Wyatt-Jones	Aye

to approve the Small Purchase Policy as presented at this meeting which is attached to and filed with these minutes as Attachment 3.

Mr. Ledger gave an update on the City's economic development efforts and the City's recovery from COVID-19.

Mr. Poe led a discussion the effects of COVID-19 on the leasing of commercial spaces around the City.

Ms. Bibee discussed the appointment of her replacement with Mr. Ledger.

Mr. Naff led a discussion on attendance issues related to members of the Board. Mr. Darby discussed protocol for notifying members of attendance issues. Staff, Mr. Naff and Ms. Wyatt-Jones discussed solutions to attendance issues.

The next Authority meeting will be held virtually Wednesday, April 21, 2021 at 8:00 a.m.

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

There being no further business, the meeting adjourned at 8:47 a.m.

Attachments (3):

- 1) Financial Report dated as of March 17, 2021 (2 pages)
- 2) Façade Grant Program Summary (1 page)
- 3) Small Purchase Policy