

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

May 20, 2020

Directors present:

Duke Baldrige (*electronically*)
Vickie Holt Bibee
Xavier Duckett (*electronically*)
Matthew J. Fink (*electronically*)
Braxton G. Naff
William D. Poe (*electronically*)

Directors absent:

Stephanie S. Wyatt-Jones

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; Mary Miller, representing the Regional Accelerator and Mentoring Program (“RAMP”); Meredith Hundley, representing the Valley Innovation Council; John Phillips, representing the Roanoke-Blacksburg Technology Council; and Harwell M. Darby, Jr., Counsel to the Authority.

The meeting was held at Fishburn Park Picnic Shelter (2304 Brambleton Avenue, Roanoke, VA 24015). Two directors were physically present and four participated remotely by electronic means.

Mr. Naff called the meeting to order at 8:00 a.m. and declared that a quorum was present.

On motion by Ms. Bibee and seconded by Mr. Fink, the Authority unanimously approved the minutes of the April 15, 2020 regular meeting.

Following a presentation by Mary Miller and Meredith Hundley, the Authority discussed a grant request from RAMP/RBTC. No action was taken on RAMP’s request for match funding for a federal grant.

The Authority received with reservation the 2017 and 2018 audits prepared by Foti, Flynn.

The Authority discussed the Request for Proposal regarding the Revolving Loan Fund Program. As only one proposal had been received, the Authority directed Mr. Adkins to contact AmeriNat Holding Corp, the national group that had inquired, and MemberOne to request proposals to be submitted within thirty (30) days.

The Authority received a report on the EDA COVID-19 Relief Loan Fund. There have been 15 inquiries and 5 completed applications.

Mr. Naff reported on the proposals for audit services received by the Authority and that he, in consultation with Mr. Adkins and Mr. Poe, had ranked the proposals in this order: Brown Edwards, Robinson Farmer Cox and Foti Flynn. He, with staff support and input from any board member interested in the matter, proposed, consistent with §2.2-4302.2 of the Virginia Public Procurement Act, to engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services and to conduct negotiations, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Authority can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the Authority, Mr. Naff will recommend to the Board that the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

The Authority discussed the Enterprise Zone Funding Future. On motion by Ms. Bibee, seconded by Mr. Fink, the Authority allocated \$100,000 to fund the Façade Grant Program for Fiscal Year 2022, anticipating that the City of Roanoke would resume its funding of the Façade Grant Program and the other Enterprise Zone programs beginning in Fiscal Year 2023.

Mr. Poe presented the financial report. On motion by Ms. Bibee and seconded by Mr. Fink, the Authority unanimously received the financial report dated as of May 20, 2020, a copy of which is attached to and filed with these minutes as Attachment 1 (2 pages).

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

The next Authority meeting will be held June 17, 2020 at a location to be determined.

The monthly City Manager Business Breakfast date, time and location are to be determined.

There being no further business, the meeting adjourned at 9:17 a.m.

Attachments (2):

- 1) Financial Report dated as of May 20, 2020 (2 pages)
- 2) Façade Grant Program Summary (1 page)