

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

November 18, 2020

Directors present:

Directors absent:

Duke Baldrige (*28A Kirk Ave. by telephone*)
Vickie Holt Bibee (*3465 Peakwood Dr. by video conf.*)
Xavier Duckett (*301 11ths St NW by telephone*)
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.*)

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 and Harwell M. Darby, Jr., 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 Mr. Poe, the Authority unanimously approved the minutes of the October 21, 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 S. Wyatt-Jones	Aye

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

Duke Baldrige	Aye
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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 Franklin Road LLC for property located at 117 Franklin Road (Junior Lunch Lofts) until May 31, 2021, a six (6) month extension.

Xavier Duckett joined the meeting at 8:17 a.m.

Mr. Poe presented the financial report. On motion by Ms. Bibee and seconded by Ms. Wyatt-Jones, the Authority unanimously received the financial report dated as of November 18, 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
Xavier Duckett	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.

Mr. Darby presented FOIA training which was completed by the following directors:

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

Mr. Adkins reported on the EDA/TAP/City COVID Relief Fund. No new disbursements have been made from the COVID Relief Fund. The amounts disbursed total \$23,500.00. So far there has been one (1) default.

Mr. Adkins reported on the City Small Business Cares Funding Grant indicating that approximately 245 applications have been received, as a result of those applications \$457,500 has been awarded.

The Authority discussed the Power School Performance Agreement and whether to issue a support letter in support of granting an extension to the Agreement. On motion by Ms. Bibee, seconded by Ms. Wyatt-Jones, the Authority 7-0 to approve the support letter provided the income levels can be met by the following roll call vote:

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

The next Authority meeting will be held virtually December 16, 2020.

All City Manager's Business Breakfast dates have been canceled for the remainder of 2020.

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

Attachments (2):

- 1) Financial Report dated as of November 18, 2020 (2 pages)
- 2) Façade Grant Program Summary (1 page)