

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

October 21, 2020

Directors present:

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

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; Ms. Ann Genova representing Brown Edwards; 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. Poe and seconded by Ms. Bibee, the Authority unanimously approved the minutes of the September 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

Ms. Genova representing Brown Edwards addressed the Authority regarding their findings in their audit of the Authority.

The Board discussed the First Federal Credit Union Revolving Loan Fund proposal.

Mr. Poe presented the financial report. On motion by Mr. Fink and seconded by Mr. Baldrige, the Authority unanimously received the financial report dated as of October 21, 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

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

The Authority discussed the Banking Request for Proposals.

Mr. Adkins reported on the EDA/TAP/City COVID Relief Fund. Nine (9) disbursements have been made from the COVID Relief Fund. The amounts disbursed total \$23,500.00. So far there has been one hundred percent (100%) repayment.

Xavier Duckett joined the meeting at 8:40 a.m.

Mr. Adkins reported on the City Small Business Cares Funding Grant indicating that approximately 200 applications have been received, as a result of those applications \$750,250 has been awarded. An additional \$250,000 in funds have been made available by the Roanoke City Council.

Mr. Ledger reported on the progress of Project Pinnacle. On motion by Mr. Poe and seconded by Ms. Bibee, the Authority approved the adoption of a resolution to enter into a job grant agreement and match agreement with ASGN Incorporated, a copy of which is filed with these minutes as Attachment 3, 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

The next Authority meeting will be held virtually November 18, 2020 at a location to be determined.

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

There being no further business, the meeting adjourned at 9:00 a.m.

**Attachments (3):**

- 1) **Financial Report dated as of October 21, 2020 (2 pages)**
- 2) **Façade Grant Program Summary (1 page)**
- 3) **Resolution regarding entering into Job Grant Agreement and Match Agreement**