

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

September 16, 2020

Directors present:

Directors absent:

Duke Baldrige (*28A Kirk Ave. by video conf.*)  
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 (*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; Mr. Paul Phillips, CEO, Freedom First Credit Union; Mr. Dave Prosser, Vice President of Community Development, Freedom First Credit Union; Ms. Leah Fremouw, Vice-President, Virginia Community Capital; 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 8:08 a.m. and declared that a quorum was present.

On motion by Mr. Baldrige and seconded by Mr. Fink, the Authority unanimously approved the minutes of the August 19, 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 Ms. Bibee, seconded by Mr. Baldrige, the Authority voted 5-0 (William Poe abstaining) by the following roll call vote:

Duke Baldrige	Aye
Vickie Holt Bibee	Aye
Matthew Fink	Aye
Braxton G. Naff	Aye
Stephanie S. Wyatt-Jones	Aye

to approve a façade grant extension request from Fort Knox, LLC for property located at 5411 Williamson Road until April 1<sup>st</sup>, 2021, a six (6) month extension.

On motion by Ms. Bibee, seconded by Mr. Fink, 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 façade grant extension request from ADN Investments, LLC for property located at 9 Church Avenue until March 30<sup>th</sup>, 2021, a six (6) month extension.

The Authority discussed the FFCU/VCC RLF program.

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 September 16, 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
Stephanie S. Wyatt-Jones	Aye

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

Mr. Adkins reported on the EDA/TAP/City COVID Relief Fund.

Mr. Ledger reported on the City Small Business Cares Funding Grant indicating that 153 applications have been received, which, if approved, would take an allocation of \$750,000, approximately seventy-five percent (75%) of the available funds. He mentioned that the

City Manager has suggested that once the City Small Business Cares Funding Grants reaches \$900,000 that additional funds might be available.

As to restaurant grants, \$36,000 of the total \$50,000 available have been committed to art, cultural and restaurant performance activities.

Mr. Adkins indicated that the Brown Edwards audit of fiscal years 2019 and 2020 is “in the home stretch” and that no more requests for information from Brown Edwards are anticipated.

Mr. Ledger gave a general report on new business recruitment by the City of Roanoke Economic Development Department indicating that there continues to be a strong interest in locating or relocating in the City.

Mr. Ledger reported on the progress of Project Pinnacle.

The next Authority meeting will be held virtually October 21, 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 9:12 a.m.

Attachments (2):

- 1) Financial Report dated as of September 16, 2020 (2 pages)
- 2) Façade Grant Program Summary (1 page)