

**MINUTES OF MEETING OF THE  
ECONOMIC DEVELOPMENT AUTHORITY  
OF THE CITY OF LYNCHBURG, VIRGINIA  
BY ELECTRONIC MEANS**

August 20, 2020

The meeting of the Board of Directors of the Economic Development Authority of the City of Lynchburg, Virginia, was held by electronic means at 8:30 a.m. on Thursday, August 20, 2020, pursuant to a previous Resolution of the Authority, on call of the Chairman and upon written notice to all of the Directors. A copy of the notice of the meeting is filed with these minutes.

The following Directors were present in person or by electronic means:

William T. Lovern  
Louise E. Mitchell  
Andrew T. Mueller  
Mark A. Strosnider  
Georgeann V. Snead  
John M. Stone

Absent:           None

Also present in person or by electronic means were the following: Theodore J. Craddock of Caskie & Frost, P.C., counsel for the Authority, Marjette Upshur, Director of the Office of Economic Development and Tourism, Anna Bentson, Assistant Director of the Office of Economic Development and Tourism, Melissa Dismond, Alisha Meador, Emelyn Gwynn and Marshall Stanley of the Office of Economic Development and Tourism, Reid Wodicka, Deputy City Manager of the City of Lynchburg, and Kent White, Director of Planning and Community Development for the City of Lynchburg.

Mark A. Strosnider, Chairman of the Authority, acted as Chairman of the meeting and William T. Lovern, Secretary of the Authority, acted as Secretary of the meeting.

The Chairman called the meeting to order, declared a quorum present in person or by electronic means and the meeting open for business.

The Chairman then asked if the Directors had reviewed the minutes of the annual meeting and retreat of the Authority held on July 16, 2020. The Directors having reviewed the minutes, on motion duly made by Mr. Lovern, seconded by Ms. Mitchell, the Directors approved the minutes of the July 16, 2020 Authority meeting with correction of a misspelling of Mr. Wodicka's name, with the following voting by roll-call vote:

Aye:               William T. Lovern

Louise E. Mitchell  
Andrew T. Mueller  
Mark A. Strosnider  
Georgeann V. Snead  
John M. Stone

Nay: None

Absent: None

The Chairman then reported that he had made the following committee assignments for the 2020-2021 year:

Finance Committee: William T. Lovern  
John M. Stone

Incentive Committee: Andrew T. Mueller  
Georgeann V. Snead

Property Committee: Louise E. Mitchell  
New Member

The Chairman reported that because of the resignation of Gerard E. Swienton, it will be necessary to elect a new Assistant Secretary-Treasurer when a new Authority member is appointed.

The Chairman then asked Ms. Bentson for an update on the CARES Act Business Support Grant Program. Ms. Bentson reported that the City of Lynchburg had received a second allocation, based on population, in the amount of \$7,168,841 from the Commonwealth of Virginia's share of the Coronavirus Relief Fund. The City Manager asked the Long-Term Recovery Team, consisting of Ms. Upshur, Mr. White, Director of Community Development, Jeff Bandy, City Assessor, Mitch Nuckles, Commissioner of the Revenue and Donna Witt, Director of Finance to manage requests for use of these funds. At its August 11<sup>th</sup> City Council meeting, Council approved an additional \$2,000,000 for the CARES Act Business Support Program to be managed by the Office of Economic Development and Tourism and the Economic Development Authority. The Authority was requested to accept the administrative duties of the Program. After a discussion of the matter, on motion made by Mr. Stone, seconded by Dr. Mueller, the Directors present authorized the acceptance of the funds and administrative duties to assist in the administration process of the Program, with the following voting by roll-call vote:

Aye: William T. Lovern  
Louise E. Mitchell  
Andrew T. Mueller  
Mark A. Strosnider  
Georgeann V. Snead  
John M. Stone

Nay: None

Absent: None

Ms. Bentson reviewed encumbered incentive for Locust Thicket. In July 2016, the Authority approved a \$72,000 in matching funds and a performance agreement for a Virginia Tourism Growth Fund grant by the Virginia Tourism Corporation (VTC) for the redevelopment of Locust Thicket. Ms. Bentson reported that VTC extended the performance period twice, to June 1, 2018 and to June 1, 2019. In July 2019, VTC asked for a 50% clawback of the original grant. VTC has provided no additional updates to staff on the project. Thereafter, on motion made by Ms. Snead, seconded by Mr. Lovern, the Directors resolved to remove the encumbrance on the Locust Thicket proposed grant of \$72,000, with the following voting by roll-call vote:

Aye: William T. Lovern  
Louise E. Mitchell  
Andrew T. Mueller  
Mark A. Strosnider  
Georgeann V. Snead  
John M. Stone

Nay: None

Absent: None

Mr. Kent White, Director of Planning and Community Development for the City, addressed the Authority and asked the Authority to authorize the Chairman to execute Performance Agreements with Lyn-CAG, Inc. for \$75,000, Interfaith Outreach for \$75,000, and Miriam's House for \$50,000 to allocate funding to those community organizations to provide citizens with direct assistance for mortgage, rent and utilities as impacted by COVID-19. Ms. Snead asked why it was necessary for the Authority to participate in the CARES community fund program. Mr. White explained to the Directors that City Council can only make grants to certain specific non-profits, and the City asked the Authority to administer the program through said Performance Agreements. After a full discussion of the matter, on motion made by Mr. Stone, seconded by Dr. Mueller, the Directors present authorized the Chairman to execute the aforesaid Performance Agreements with Lyn-CAG, Interfaith Outreach Association, and Miriam's House, with the following voting by roll-call vote: