



**NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND
(NWJEDF) ADVISORY COMMITTEE
ZOOM VIRTUAL MEETING – (NO PHYSICAL LOCATION)
TUESDAY, JANUARY 19, 2021 AT 3:30 P.M.**

MEETING MINUTES

Location: Due to COVID-19, the NWJEDF Advisory Committee meeting was held virtually via Zoom.

Advisory Board Members Present: Chair Fred Atwill, Jr., Vice-Chair John Allmand, George Barnes, Amber Cabrera, Cedrick Gibson, and Valerie H. Jenkins

Advisory Board Members Absent: Cynthia Glover

Office of Economic Development Staff Present: Kirk Wendland, Paul Crawford, Wendy Khan, Joe Whitaker and Corey Craig

Representing the Office of General Counsel: John Sawyer

Also Present: Stanley Scott, citizen

I. CALL TO ORDER

Chair Fred Atwill, Jr. called the NWJEDF Advisory Board meeting to order at @ 3:31 p.m.

Chair Atwill introduced the NWJEDF Advisory Board Members.

Mr. Kirk Wendland introduced City staff and read instructions for participating in virtual meetings.

II. ACTION ITEMS

Since the meeting was held virtually, a quorum was not present to approve action items.

III. INFORMATION/DISCUSSION ITEMS

SEPTEMBER 15, 2020 MEETING MINUTES (NO ACTION; PROVIDE COMMENTS)

Board Member Jenkins commented that the meeting date needs to be added on page 2 of the Form 8B "Memorandum of Voting Conflict for County, Municipal, and other local Public Officers" completed for John Allmand.

NWJEDF ANNUAL REPORT – PRESENTED BY KIRK WENDLAND, OED EXECUTIVE DIRECTOR

Mr. Wendland presented the NWJEDF Annual Report for fiscal year 2020, which summarizes activity that happened throughout the fiscal year, and gives a status of all NWJEDF loans.

Board Member Jenkins commented that she would like to see job creation and private capital investment added to the report, for projects utilizing NWJEDF programs. Mr. Wendland replied that staff will get her the requested information at the next meeting.

NWJEDF FINANCIALS UPDATE – PRESENTED BY WENDY KHAN, OED FINANCE AND COMPLIANCE MANAGER

NWJEDF Summary Statement: the current available/unappropriated balance as of December 31, 2020, was approximately \$5.9 million.

NWJEDF Outstanding Loans: all loans are current. Two loans were outstanding when the report was printed in December 2020 but both paid in early January 2021. Several were granted a payment waiver due to COVID-19, but all waivers expired on December 31, 2020. The current principal balance due is: \$2,712,765.

Files at Office of General Counsel: there were no changes with the files that are in the Office of General Counsel for processing: Mr. G's Hair Depot; Cowealth, LLC; K Mack, LLC Shoppes at Norfolk; and Cedar Grove Corp.

Project Tracking: payments to C&S Grocers were added, and agreements for Flying W and Ring Power (Phoenix Products LLC) were received.

Mr. Wendland expounded on the COVID-19 waivers. The City received money from the Federal Government through the CARES Act. If NWJEDF loan recipients were affected by COVID 19, they had an opportunity to request payment waivers (for up to a few months). The CARES Act funding then made those payments on behalf of the loan recipient.

UPDATE – ON-GOING PROGRAMS PRESENTED BY PAUL CRAWFORD, OED DEPUTY DIRECTOR

Mr. Crawford gave an update of the Septic Grant Program. To date, eight projects have been completed, and two new agreements have recently been signed. There is approximately \$705,265.00 remaining for the program.

Mr. Crawford summarized recent activity with ongoing Food Desert programs.

- Full-service Grocery Store Incentive: Rowe's has not received any funding yet; Winn Dixie has received funding and will be closed out soon.
- Mobile Markets Program: because of COVID-19 and new cleaning requirements for the two mobile food pantries/trailers, Feeding Northeast Florida has had to modify their original model and modify the number of places they can get to.
- Door to Store Pilot Program: adding \$50,000.00 to the program and allowing JTA to keep \$25,000.00 that they haven't spent yet (also impacted by COVID-19).

IV. OLD BUSINESS

There was no old business discussed.

V. NEW BUSINESS

Mr. Wendland mentioned that a health care related company code named Project Robalo will be going before City Council soon. It is a \$6.7 million project that will create 25 new jobs and is looking to locate in Northwest Jacksonville. The project will be utilizing a REV Grant, but not Northwest funds.

Mr. Wendland stated that in addition to the job creation information Board Member Jenkins requested, OED will provide information on all projects that will locate in Northwest Jacksonville (not just the ones utilizing Northwest funds).

VI. PUBLIC COMMENTS

Mr. Stanley Scott, with the African American Think Tank, introduced himself. He stated that he played a part in the creation of the NWJEDF and does not think it is doing enough to empower the Urban Core community. He asked when the Office of Economic Development would host a workshop on small businesses, and stated he thought there needed to be more workshops.

VII. ADJOURNMENT

There being no further business, Chair Atwill adjourned the meeting at approximately 4:06 p.m.

The next quarterly NWJEDF Advisory Committee meeting date is TBD.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments, an audio file of the meeting is available upon request. Please contact Corey Craig at (904) 255-5445, or by email at ccraig@coj.net.