

**ECONOMIC DEVELOPMENT AUTHORITY
of the
CITY OF HAMPTON, VIRGINIA**

Minutes – Special Meeting

April 20, 2020 – 10:00 a.m.

City Council Chambers and Electronically

CALL
TO ORDER

Chair Ferebee called the meeting to order at 10:00 a.m. and read the following statement:

This meeting has been called by agreement of all members of the Economic Development Authority of the City of Hampton, Virginia for the specific purpose of taking legislative actions which, if not taken, would cause irreparable harm to the City of Hampton and its citizens, and is necessitated due to the continuing public health threat caused by the communicable disease known as Novel Coronavirus or “COVID-19”.

DIRECTORS
PRESENT
ELECTRONICALLY

Carlton M. Campbell, Sr., Michelle T. Ferebee, James A. “Pete” Peterson, Laura Sandford, L. Scott Seymour and George E. Wallace (joined the meeting at 10:10 a.m.). Also present was Secretary/Treasurer Charles E. Rigney, Sr.

STAFF
PRESENT
ELECTRONICALLY

Mary Bunting, Cheran Ivery, Patricia Melochick, Steven Lynch and Teresa Hudgins

GUEST PRESENT
ELECTRONICALLY

Mayor Donnie Tuck

COVID-19 SMALL
BUSINESS
ASSISTANCE
PROGRAM

Mr. Rigney reported City Council approved the program with \$500,000 being allocated from the EDA Loan & Grant fund. Applications will be considered on a first-come-first served basis with the maximum amount awarded capped at \$10,000. Businesses must meet the criteria outlined in the guidelines in order to be considered. The application is available on our web site. We received 71 applications as of Thursday with another 22 received over the weekend. If taxes remain current through August 1, 2020 the loans will be forgiven.

Staff is reviewing the applications and will recommend approval based on program guidelines. Once approved, an agreement will be presented to the applicant for signature with funds disbursed once the document is executed. Mr. Campbell asked how long would that take. Mr. Rigney said only a few applications received submitted all required documents. Staff has reached out to the other applicants and extended the deadline to submit missing documents. Once all documents are received, staff can complete the review process.

Ms. Ferebee asked how close are we to depleting the funds set aside for this initiative. Mr. Rigney said as of now \$375,000 is set to be paid out, and based on what staff expects, the remainder will be depleted soon.

Ms. Bunting added a fair number of applicants did not meet the criteria.

Mr. Peterson was concerned about the amount of time it might take to get the funds into the hands of the applicants. Mr. Lynch said staff is working with Finance to expedite the process.

Ms. Sandford asked for clarification on the last question on the Frequently Asked Questions. Mr. Rigney said the applicant can only apply for one of the programs. Staff has been working closely with the Treasurer's office to ensure the applicant is applying for the appropriate program. Should anyone have any questions, they should call us to discuss options. We have also added additional resources to our web site.

COMMITTEE
TO APPROVE
COVID-19
AWARDS

Ms. Melochick stated under normal circumstances these applications would go through the EDA Loan and Grant Review Committee, but given the current situation, she recommended the Board appoint two (2) members to work with staff to review applications and make awards. The Board may also want to consider authorizing Mr. Rigney, as EDA Secretary/Treasurer, to execute the Agreements.

Ms. Ferebee asked who would like to serve in this capacity. Ms. Sandford and Mr. Campbell both said, as small business owners in Hampton, that they would not want to serve on this Committee. Mr. Peterson and Mr. Seymour volunteered.

A motion was made by Ms. Sandford and seconded by Mr. Wallace to appoint Mr. Peterson and Mr. Seymour to the COVID-19 Small Business Assistance Program Committee. A roll call vote was taken which resulted as follows:

Ayes: Campbell, Peterson, Sandford, Wallace, Seymour and
Ferebee

Nays: None

A motion was made by Mr. Peterson and seconded by Ms. Sandford to delegate to the EDA Secretary/Treasurer the authority to execute the Agreements as recommended by the Committee. A roll call vote was taken which resulted as follows:

Ayes: Campbell, Peterson, Sandford, Wallace, Seymour and
Ferebee

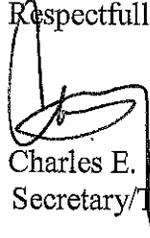
Nays: None

Ms. Ferebee thanked everyone for keeping the City moving
forward during this difficult time.

ADJOURNMENT

There being no further business, the meeting was adjourned at
10:45 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Charles E. Rigney, Sr.", written over a printed name and title.

Charles E. Rigney, Sr.
Secretary/Treasurer

CER/tbh