



**NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND  
(NWJEDF) ADVISORY COMMITTEE  
ZOOM VIRTUAL MEETING – (NO PHYSICAL LOCATION)  
TUESDAY, APRIL 20, 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., George Barnes, Amber Cabrera, Cedrick Gibson, and Valerie H. Jenkins

**Advisory Board Members Absent:** Vice-Chair John Allmand (excused), Cynthia Glover

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

**Representing the Office of General Counsel:** John Sawyer

**I. CALL TO ORDER**

Chair Fred Atwill, Jr. called the NWJEDF Advisory Board meeting to order at @ 3:33 p.m.

Mr. Kirk Wendland introduced the NWJEDF Advisory Board Members.

Mr. 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**

JANUARY 19, 2021 MEETING MINUTES (NO ACTION; PROVIDE COMMENTS)

There were no comments.

NWJEDF CURRENT PROJECTS LIST – PRESENTED BY KIRK WENDLAND, OED EXECUTIVE DIRECTOR

Mr. Wendland presented a list of current NWJEDF projects, as requested at the last Advisory Committee meeting. The list included information for 24 active projects that OED is monitoring in some way.

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

NWJEDF Summary Statement: the current available/unappropriated balance as of March 31, 2021, was approximately \$6 million. The statement includes the first disbursement of \$180,000 to Clara White Mission, and a payment of \$750,000 to Saglo for the Food Desert Program.

NWJEDF Outstanding Loans: all loans are current. One loan for LiquidProof, LLC (Four Fathers Distillery) was outstanding when the report was printed on March 31, 2021 but is now current. The current principal balance due is: \$2,694,827.

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.

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 projects are in progress (Family Discount Food Store and Weyerhaeuser NR Company). 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 (Saglo Development) received a payment of \$750,000.00.
- Door to Store Program: In partnership with the JTA, the program provides complimentary rides to grocery stores for residents living in the JTA's Northside ReditRide zone which was recently expanded to include New Town and other areas. The City recently entered into an agreement with JTA to provide funding of \$75,000 for another one-year period beginning March 1, 2021.

Board Member Barnes asked if the residents of the food desert areas have been notified of the Door to Store program. Mr. Crawford responded that yes, JTA spent approximately \$40,000 on marketing efforts to promote the program to residents.

Board Member Jenkins asked if United Way was aware of this program (so the information could be given out to residents via 211 - a free and confidential hotline service that helps people find local resources they need). Board Member Cabrera replied that if an organization is located within the program area, they would have been notified of the program by JTA.

Board Member Gibson asked if the City was measuring the program's marketing efforts. Mr. Wendland responded that yes, OED receives a monthly report from JTA detailing marketing efforts and ridership. The program started on February 1, 2020, thus due to COVID 19, the efforts were harder to track last year.

Mr. Wendland asked staff to send out the newly amended Door to Store Program boundary map to the NWJEDF Advisory Committee.

**IV. OLD BUSINESS**

There was no old business discussed.

**V. NEW BUSINESS**

There was no new business discussed.

**VI. PUBLIC COMMENTS**

There were no comments from the public.

**VII. ADJOURNMENT**

There being no further business, Chair Atwill adjourned the meeting at approximately 3:58 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](mailto:ccraig@coj.net).