



**NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND
(NWJEDF) ADVISORY COMMITTEE
CITY HALL AT ST. JAMES
117 WEST DUVAL STREET, 2ND FLOOR, CONFERENCE ROOM C
JACKSONVILLE, FL 32202
TUESDAY, JUNE 15, 2021 AT 3:30 P.M.**

MEETING MINUTES

Location: City Hall at St. James, located at 117 West Duval Street, 2nd Floor, Conference Room C, Jacksonville, FL 32202

Advisory Board Members Present: Chair Fred Atwill, Jr., Vice-Chair John Allmand (arrived at 3:49 p.m.), Amber Cabrera, Cedrick Gibson, and Valerie H. Jenkins

Advisory Board Members Absent: George Barnes (excused), Cynthia Glover

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

Representing the Office of General Counsel: John Sawyer

I. CALL TO ORDER

Chair Fred Atwill, Jr. called the NWJEDF Advisory Committee meeting to order at @ 3:37 p.m. Around the table introductions were made. A quorum was established.

II. ACTION ITEMS

APPROVAL –SEPTEMBER 15, 2020 MEETING MINUTES (WITH RECOMMENDED CHANGES FROM PREVIOUS MEETING)

BOARD MEMBER GIBSON MOVED THAT THE SEPTEMBER 15, 2020 MEETING MINUTES BE APPROVED WITH RECOMMENDED CHANGES FROM PREVIOUS MEETING. THE MOTION WAS SECONDED BY BOARD MEMBER JENKINS. A VOTE OF THE BOARD WAS TAKEN AND THE SEPTEMBER 15, 2020 MEETING MINUTES WERE UNANIMOUSLY (4-0) APPROVED BY THE MEMBERS PRESENT.

APPROVAL –JANUARY 19, 2021 MEETING MINUTES

BOARD MEMBER JENKINS MOVED THAT THE JANUARY 19, 2021 MEETING MINUTES BE APPROVED AS SUBMITTED. THE MOTION WAS SECONDED BY BOARD MEMBER CABRERA. A VOTE OF THE BOARD WAS TAKEN AND THE JANUARY 19, 2021 MEETING MINUTES WERE UNANIMOUSLY (4-0) APPROVED BY THE MEMBERS PRESENT.

APPROVAL –APRIL 20, 2021 MEETING MINUTES

BOARD MEMBER GIBSON MOVED THAT THE APRIL 20, 2021 MEETING MINUTES BE APPROVED AS SUBMITTED. THE MOTION WAS SECONDED BY BOARD MEMBER JENKINS. A VOTE OF THE BOARD WAS TAKEN AND THE APRIL 20, 2021 MEETING MINUTES WERE UNANIMOUSLY (4-0) APPROVED BY THE MEMBERS PRESENT.

EASTERN WIRE PROJECT - PRESENTED BY JOE WHITAKER, PROJECT MANAGER, OED

Eastern Wire Products (EWP) manufactures steel wire and related products. The Company offers single and double loop bale ties, galvanized Hi-tensile tying, ceiling, and automatic tying wire. EWP's products are manufactured to support the recycling and construction industries. The Company was founded in 1971 by Robert Yates, Sr. and Robert Yates, Jr. (father & son) and now is owned and managed by Robert Jr's two sons Mark and Scott Yates. The Company has been leasing a portion of a multi-tenant building owned by a national Real Estate Investment Trust located at 5301 W 5th Street for the last 30 years. The cost of occupancy has continued to escalate, and they desire to purchase a facility enabling them to expand their business and better control their occupancy costs.

The building they are negotiating to purchase is located at 5415 Longleaf Street, Jacksonville, FL 32209. The location is within a Level 2 Economically Distressed Area. Constructed in 1964 the 78,000 sq. ft. building requires significant updating to meet the current building code requirements and to retrofit the interior for manufacturing. Presently 21,200 sq. ft. is being leased to Wrist Ship Supply Company. Wrist has 5 years remaining on the lease. Eastern Wire proposes to initially occupy the remaining 56,800 sq. ft. of the building. Once the lease expires or Wrist chooses to terminate the lease then Eastern Wire will expand into the space.

The costs associated with upgrading the building to meet current building code and install the infrastructure to convert the interior space from a warehouse to manufacturing use create a material factor for Eastern Wire Products. EWP prefers to remain in Northwest Jacksonville and upgrade the building to meet health and safety codes and their manufacturing infrastructure needs. The costs associated with the acquisition and renovation is estimated to be \$4,461,905 and summarized as follows:

Eastern Wire Products has been working with Wells Fargo Bank to provide permanent financing totaling up to \$3,790,715 subject to an SBA Program 7 (a) loan guarantee and the financial assistance from the Northwest Economic Development Fund totaling \$250,000 and an equity contribution by the company totaling \$421,190. The financial assistance from the Northwest Economic Development Fund is a material factor in enabling Eastern Wire Products, Inc. remain in Northwest Jacksonville and expand their family-owned manufacturing business.

Sources of Funds:

Eastern Wire Products presently employs 42 full time persons at an average wage of \$38,000 (\$18.26 hr.) plus benefits. Annual payroll averages \$1.6 million plus benefits. Eastern Wire estimates that the

expansion will result in the creation of an additional 10 new permanent full-time jobs within the three (3) years averaging \$32,500 per year plus benefits after the building is acquired and renovated.

Project Assistance Requested: Northwest Economic Development Fund Business Infrastructure Grant (BIG) in the amount of \$100,000. A Small Business Development Initiative (SBDI) loan of \$150,000 amortized over 20 years with a balloon payment (\$86,153) at the end of the tenth year. The SBDI loan would be subordinate to the first mortgage loan provided by Wells Fargo Bank guaranteed by the US Small Business Administration 7 (a) Program. The level of assistance recommended is within the Public Investment Policy Guidelines.

Estimated ROI is 2.13: 1

Discussion:

Board Member Jenkins asked if the subject property was zoned for manufacturing. Chair Atwill, Jr., commented that he confirmed the zoning of the property was IL, which would allow for the proposed use, and the land use code would also be compatible.

Board Member Cabrera asked if there would be any temporary positions added in addition to the full-time positions. Mr. Whitaker replied that the company did not say.

BOARD MEMBER CABRERA MOVED THAT A NORTHWEST ECONOMIC DEVELOPMENT FUND BUSINESS INFRASTRUCTURE GRANT (BIG) IN THE AMOUNT OF \$100,000.00 AND A SMALL BUSINESS DEVELOPMENT INITIATIVE (SBDI) LOAN OF \$150,000.00 BE APPROVED FOR EASTERN WIRE PRODUCTS. THE MOTION WAS SECONDED BY BOARD MEMBER GIBSON. A VOTE OF THE BOARD WAS TAKEN AND THE NORTHWEST ECONOMIC DEVELOPMENT FUND BUSINESS INFRASTRUCTURE GRANT (BIG) IN THE AMOUNT OF \$100,000.00 AND A SMALL BUSINESS DEVELOPMENT INITIATIVE (SBDI) LOAN OF \$150,000.00 FOR EASTERN WIRE PRODUCTS WAS APPROVED ON A 4-0-1 VOTE. BOARD MEMBER JENKINS RECUSED HERSELF DUE TO A CONFLICT OF INTEREST.

III. INFORMATION/DISCUSSION ITEMS

NWJEDF FINANCIALS UPDATE – PRESENTED BY KIRK WENDLAND, OED EXECUTIVE DIRECTOR

NWJEDF Summary Statement: the current available/unappropriated balance as of May 31, 2021, was approximately \$6.073 million.

NWJEDF Outstanding Loans: all loans are current. One loan for North Point Town Center was outstanding when the report was printed on June 2, 2021 but is now current. The current principal balance due is: \$2,661,359.

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.

Board Member Jenkins asked for clarification regarding the CARES Act payment waivers listed in the Outstanding Loans Summary Statement. Mr. Wendland explained that companies were able to request loan payment waivers if needed as a result of COVID 19, and the federal CARES Act funding covered their loan payment.

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

Mr. Crawford gave an update of the Septic Grant Program. In 2018, \$1 million was set aside as part of legislation to eliminate failing septic tanks for commercial and industrial use properties within Northwest Jacksonville. Since then, eight projects have been completed with a payout of approx. \$234,000.00. Five more agreements were recently executed, and one is pending execution, bringing the available balance to \$585,265.00.

Board Member Jenkins asked if the City can look at specific areas to target for the program. Mr. Wendland replied that the City is working on a plan but more so to phase out residential septic tanks, not commercial.

Vice Chair Allmand asked if JEA charged tap fees to the projects that have received a septic grant. Mr. Wendland responded that yes, JEA charges standard connection fees for the septic grant projects. Conversation ensued about whether JEA could waive fees for the grant projects.

Mr. Crawford stated that we continue to work on several opportunities for Food Desert programs, but do not have anything new to report.

Chair Atwill, Jr., commented that he received the newly amended Door to Store Program boundary map from staff (as requested at the last meeting).

Board Member Jenkins asked if there was a way for the City to have conversations with grocers to entice them to locate to specific areas to help alleviate food deserts. Mr. Wendland replied that while the City can and does encourage grocers to locate to specific areas, it is ultimately up to the grocer to decide where they want to locate.

Conversation ensued about food deserts, food insecurities, access to stores, etc.

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 4:30 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.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Senkins, Valerie H.</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>NWSEDF Advisory Committee</i>
MAILING ADDRESS <i>1 Independent Dr.</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY <i>Jacksonville</i>	COUNTY <i>Duval</i>
DATE ON WHICH VOTE OCCURRED <i>6/15/21</i>	NAME OF POLITICAL SUBDIVISION: MY POSITION IS: <input type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Valerie H. Jenkins, hereby disclose that on 6/15/21, 20 21:

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Eastern Wire Products is a customer of Wells Fargo.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

6/15/21
Date Filed

Valerie Jenkins
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.