

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**July 27, 2017**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, July 27, 2017, at 3:00 p.m. in Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

David Kause, Chairman  
Wes Mabe, Vice Chairman  
David Carpenter  
Dicky Morgan  
Matthew Clarke

**MEMBERS ABSENT**

John Silva  
Charlie White

**EX-OFFICIO MEMBERS PRESENT**

None

**EX-OFFICIO MEMBERS ABSENT**

C. Wayne Sutherland, Jr., Wytheville Town Manager  
Stephen Bear, Wythe County Administrator  
Jason Childers, Rural Retreat Town Manager

**JOINT IDA STAFF PRESENT**

David Manley, Executive Director  
John Matthews, Associate Director  
Virginia Crockett, Administrative Assistant

**DETERMINATION OF QUORUM**

Chairman Kause called the meeting to order and determined a quorum to be present. Chairman Kause offered the invocation and led the Pledge of Allegiance.

## CITIZENS' TIME

Chairman Kause welcomed Jennifer Atwell, Executive Director of the Wytheville-Wythe-Bland Chamber of Commerce, Patricia Bevil, and Karen Akers with the Virginia Employment Commission to the meeting. Chairman Kause asked if there was anyone who would like to address the Board during citizens' time. There being none, Chairman Kause continued with the meeting.

## ELECTION OF OFFICERS FOR FY 2017-2018

Chairman Kause opened the floor for nomination of officers. Mr. Morgan made a motion, seconded by Mr. Clarke to keep the current officers in place for the FY 2017-2018. With no further discussion, the motion passed unanimously.

## APPROVAL OF MINUTES—JUNE 22, 2017

Chairman Kause asked if there were any questions or discussion regarding the minutes from June 2017. There being no comments, Chairman Kause asked for a motion to approve the June 2017 minutes. Mr. Carpenter made a motion, seconded by Mr. Mabe, to approve the minutes as presented. With no further comments, the motion passed unanimously.

## FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or concerns regarding the financial statements for June 2017. Mr. Carpenter mentioned that he had spoken to JIDA Staff regarding a concern he had. He wanted to note for the minutes that on the P&L Versus Budget there is a negative to an expense where the JIDA. Mr. Manley added that the credit was due to an additional credit period on the credit card where if a piece of equipment is faulty or damaged it will be covered. The negative is due to filing a claim and receiving a refund directly from MasterCard for some equipment that was purchased several months ago. He added that the JIDA was reimbursed from 85 or 90 percent of the value of the equipment. Mr. Carpenter stated that the credit is under Equipment and technology on the Profit and Loss vs. Budget. He added that the amount is a negative \$225.00.

Chairman Kause asked about the \$99.00 under website expenses. Ms. Crockett stated the \$99.00 was for the year 2016-2017, and Mr. Manley explained a credit was issued to a charge that from a web service that unexpectedly auto-renewed.

Chairman Kause asked if there were any other comments. There being none, he asked if there was a motion to approve the financial reports. Mr. Mabe made a motion, seconded by Mr. Clarke, to approve the financial reports as presented. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
July 1, 2017 through July 30, 2017**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	7-27-17	Appalachian Power Company	101.89
EFT	7-27-17	CenturyLink	178.04
EFT	7-27-17	First Bank – MasterCard	1,759.66
EFT	7-27-17	Robert G. Moore	1,100.00

EFT	7-27-17	Xerox Corporation	131.60
7503	7-27-17	David Manley	62.60
7504	7-27-17	John Matthews	84.53
7505	7-27-17	Shane Crockett	35.00
7506	7-27-17	Town of Wytheville	22,866.47
7507	7-27-17	West Wind Farm	751.43
7508	7-27-17	Wytheville Office Supply	145.95

**Total** **\$ 27,217.17**

**STAFF REPORT – ASSOCIATE DIRECTOR**

**Workshops**

Customer Service Training: “The Work We Must Do” – July 26 at the Wytheville Meeting Center

**Meetings**

- Branch Botanicals
- Economic Vitality Committee
- Enterprise Zone – Annual Report Completed
- HEART Project Lunch
- Millwald Feasibility Study Presentation
- Properties – Commercial Real Estate Agents  
Property Owners
  
- Retail Coach
- Revolving Loan Fund Recipients
- Ribbon Cuttings – Cedar Bay Café & Edwards Jones
- VEDP Strategic Plan Regional Meeting – Lebanon, VA
- Workforce Development Board
- Work Ready Communities Grant Application
- Wythe-Bland Young Professionals and Steering Committee

**Upcoming Events**

- Supply Chain Strategy: Leadership Event** – July 28, 8:30am-2:30pm at the Wytheville meeting Center
- IEDC Affordable Housing & Economic Development** – August 17, 2:30-4pm Webinar @ JIDA
- IEDC Thriving Rural Communities: Attracting and Retaining Talent** – Sept. 7, 2:30-4pm Webinar @ JIDA

**STAFF REPORT – EXECUTIVE DIRECTOR**

**New or Expanding Business Activity**

- **Responded to inquiries from**
  - VIAA

- Property owners
- VEDP
- Local industry
- Entrepreneurs
  
- **Business Contacts and Meetings**
  - Alan Freeman, Quadrant Engineering Plastic Products
  - WC BOS Economic Development Committee
  - Josh Lewis, Virginia’s industrial Advancement Alliance
  - Downtown Wytheville Economic Vitality Committee
  - Stephen Bear, County Administrator
  - Wayne Sutherland, Wytheville Town Manager
  - Jason Childers, RR Town manager
  - John Smolak, Ec. Dev. Director - AEP
  - Kimber Simmons, NR/MR Workforce Development Board
  - Marty Holliday, NR/MR Workforce Development Board
  - Todd Caldwell, CenturyLink
  - Green Faircloth, f/k/a Atmos
  - Perry Hughes, WCC
  - John Griffith, AEP
  - Dan Tolley, Branch Botanicals
  - Lennie Gail Mitcham, SVAM
  - Lindsay Hurt, VEDP
  - Ken McFadyen, Deborah Flippo, Debbie Melvin, VEDA leadership
  - Todd Wolford, Downtown Wytheville, Inc.
  - Connie Long, VEDA
  - Stacey Richardson, Va. TRRC
  - Mary Jane Umberger, HR Alliance
  
- **Noteworthy or Other Activities**
  - Project Regal visit
  - Customer service workshop with Bobbie Walker
  - Wytheville Town Council work session/general update
  - NR/MR Workforce Development Board
  - Physician recruitment breakfast
  - Work Ready Communities discussion w/SVAMCoE
  - Nick Powers Morning Show/WYVE
  - VEDP fam tour – dozen+ participants
  - Coordination with The Retail Coach consultants
  - Web conference w/TRC and working group
  - Branch Botanicals update with Dan Tolley and board member
  - Reviewed and edited minutes
  - Reviewed financial reports
  - Cred card reconciliation
  - Budget finalization
  
- **Retail Consulting**
  - Planning visit/tour
  - Web conference

- **Upcoming**

- Project Crown visit TBD
- July 28, 2017: ARC Power grant – HEART Project meeting in Wytheville
- July 31, 2017: Joint Governing Bodies @ RR Town Council chambers (TRC)
- August 8, 2017: SVAM Manufacturing Expo @ Higher Ed Center – 10am (co-sponsor)
- August 10, 2017: Manufacturing Legislative Council in Bristol
- August 16, 2017: VEDA leadership and planning meeting
- August 20-22, 2017: SEDC Annual meeting in Charlotte
- August 29, 2017: Work Ready Communities Kickoff
- September 7, 2017: GO Virginia regional council @ WCC
- September 27, 2017: Leadership breakfast for “Operation Tomorrow’s Workforce”
- Ongoing: CDBG working group

## **OLD BUSINESS**

### **RETAIL CONSULTING UPDATE**

Mr. Manley reported that The Retail Coach consultant will be visiting for the third time from Sunday evening, July 30, until midday Tuesday, August 1. The County has requested to take the consultant on a driving tour of the East end of the county. The JIDA has requested the jurisdictions share any specific properties they would like consultants to consider marketing. Mr. Manley stated the consultant would look at properties they had already identified, as well as all the properties presented by the localities, to further evaluate the viability of those properties for retail development. The consultant will be presenting at the Joint Governing Bodies meeting on Monday, July 31, to explain the process and share the completed research.

Mr. Manley mentioned the consultants’ retail opportunity analysis showed \$500 million in local spending, but more than \$1 billion in retail sales leaves the county every year. He added that the consultants will provide a list of national retailers Wythe County matches with based on demographics and opportunity. Mr. Mabe asked what type of retailers will be considered, and Mr. Manley answered that it can be auto parts, men’s clothing, athletic wear, furniture, or anything you may consider purchasing, including food and beverage. Mr. Morgan asked if the analysis included Internet sales. Mr. Manley stated that it could be based on any sales that happen outside of Wythe County, but he believes they are brick and mortar sales.

### **REVOLVING LOAN FUND UPDATE**

Mr. Manley noted that all borrowers except for two are up-to-date. He mentioned that Ms. Womble has been making payments, but has not caught up completely. He noted that, as previously discussed, Mr. Jensen is in full default. There have been two letters mailed to him, and Ms. Crockett was in contact with Mr. Jensen on Friday, July 21. At that time, he stated he would give us his plan on Monday, July 24. The JIDA has yet to hear from him, he is not answering telephone calls, and his answering machine is full. Mr. Manley added the Board needed to decide what plan of action to take. Mr. Mabe asked if the total was \$48,000. Mr. Manley stated a portion has been paid, and Mr. Clarke noted the remaining amount Mr. Jensen owed was approximately \$35,000. The Board discussed the collateral offered for the loan and the possibilities of collecting. Mr. Manley suggested options that could be considered if the board chose to continue with legal proceedings. An update will be provided at the next JIDA Board meeting

## **OTHER**

FAM TOUR VEDP – Mr. Manley reported that there was a FAM Tour with VEDP approximately three weeks ago. The group visit started at lunch and ran into the evening. The JIDA staff and Stephen Bear, Wythe County Administrator, hosted the group for lunch and dinner, had tours of Progress Park and other areas, as well as conversation regarding Wytheville, Rural Retreat, and Wythe County. Mr. Manley stated that it was a good visit with lots information shared and that it was truly educational. He noted that it was an excellent visit with positive comments and feedback.

Mr. Manley also mentioned that the JIDA helped setup a Virginia Tobacco Commission strategic planning session in Wythe County.

## **NEW BUSINESS**

### **ENTERPRISE ZONE REPORTING**

Mr. Manley mentioned that Mr. Matthews had completed and submitted the Enterprise Zone Report for the year.

### **AFFIRMATIVE BUDGET STATEMENT FOR HR**

Mr. Manley explained the Board had been asked to clarify a budget increase in their minutes. He added that there needs to be an affirmative statement in the minutes that the Board acknowledges the budget reflects the two percent salary raise and the one percent bonus that the Town would give this year. He asked that the Board acknowledge in this month's minutes that they understand the increase is included in the budget current budget. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the two percent salary increase and the one percent bonus the Town of Wytheville will give their employees for 2017-2018. With no further discussion, the motion was approved unanimously.

### **VEDA BOARD OF DIRECTORS APPOINTMENT**

Mr. Manley mentioned that he agreed to an appointment to serve on the Virginia Economic Developers Association Board of Directors. He added that he had been attending the Board meetings, but has had no voice or votes on matters. Mr. Manley will be representing Southwest Virginia on the Board. He stated that it was an honor to be asked to serve.

### **JOINT GOVERNING BODIES MEETING**

Mr. Manley reiterated that the Joint Governing Bodies meeting will be held Monday, July 31, at 7 pm in the Rural Retreat Council Chambers. He added that all Board members are welcome to attend.

### **FALL MEETING IN EASTERN WYTHER**

Mr. Manley told the Board that the Thursday, October 26, 2017, JIDA Regular Board meeting will be held at Ft. Chiswell High School.

**GO VIRGINIA**

Mr. Manley stated that there is a Go Virginia study underway. He also mentioned the survey that was sent to several people in the community, including the JIDA Board, regarding GO Virginia questions. He asked that everyone please take a moment to answer the questions, if they are able. He added that there will be a GO Virginia Regional Council meeting at Wytheville Community College at 10:00 am on Thursday, September 7. All Board members were encouraged to attend.

**OTHER**

None

**PROJECT UPDATES**

Mr. Manley noted that there is a small amount of activity on projects, one being a name change for one of the current projects and another RFI (Request for Information) that needs to be submitted next week.

**CLOSED SESSION AS PERMITTED BY CODE OF VIRGINIA §2.2-3711(A)(5)**

None

**ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 4:10 p.m.

\_\_\_\_\_  
David Kause, Chairman

Attest:

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Virginia M. Crockett, Secretary