

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**February 4, 2021**  
**(Postponed due to weather from January 28, 2021)**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 4, 2021, at 3:00 p.m., in the 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, Treasurer  
Dicky Morgan  
Jeff Lucas

**MEMBERS ABSENT**

Matthew Clarke  
Michael Cole

**EX-OFFICIO MEMBERS PRESENT**

Steve Moore, Wytheville Town Manager  
Stephen Bear, Wythe County Administrator

**EX-OFFICIO MEMBERS ABSENT**

Jason Childers, Rural Retreat Town Manager

**JOINT IDA STAFF PRESENT**

David Manley, Executive Director  
John Matthews, Associate Director  
Jessica DeHart, Administrative Assistant

**JOINT IDA STAFF ABSENT**

None

## **DETERMINATION OF QUORUM**

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

## **CITIZENS' TIME**

Chairman Kause welcomed Dr. Beth Taylor, Mayor, Town of Wytheville, Steve Moore, Town Manager, Town of Wytheville, Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, and Mark Bloomfield, Wytheville Town Council member to the meeting. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

## **INTRODUCTION OF NEW BOARD MEMBER, STAFF MEMBER**

Mr. Manley introduced Mr. Jeff Lucas to the Board as the newest member of the Joint Industrial Development Authority Board. Mr. Lucas is the agency manager for Wythe and Bland Counties for Virginia Farm Bureau Insurance and owned a small business in Blacksburg for 15 years before coming to Wytheville.

Ms. Jessica DeHart was also introduced to the Board as the new Administrative Assistant for the JIDA.

The Board welcome both.

## **APPROVAL OF MINUTES—DECEMBER 2020**

Chairman Kause asked if there were any questions or concerns regarding the minutes from December 2020. There being none, he asked for a motion to approve the minutes as presented. Mr. Carpenter made the motion, which was seconded by Mr. Morgan. With no further discussion, the motion passed unanimously.

## **FINANCIAL REPORTS AND APPROVAL OF INVOICES**

Mr. Manley noted that Ms. Crockett helped prepare the December 2020 and January 2021 financials with Ms. DeHart. Mr. Matthews explained that there was a small change in the financials presented versus the ones that were distributed prior to the meeting but that the change had been distributed for review. Chairman Kause asked if there was a motion to approve the financial statements for December 4<sup>th</sup>, 2020 through January 28<sup>th</sup>, 2021 as presented. Mr. Morgan made the motion, which was seconded by Mr. Mabe. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
December 1, 2020 through January 31, 2021**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
7789	12/9/2020	Devoted to You Boutique	7,500.00
7790	12/9/2020	Varney Construction	10,000.00
7791	12/9/2020	Williams Farms	7,500.00
7792	12/9/2020	Smokin' Guns Performance & Accessories	10,000.00
7793	12/9/2020	Ogle's Country Convenience, LLC	10,000.00
7794	12/9/2020	Mahalakshmi LLC- Super 8 Motel	10,000.00
7795	12/9/2020	Jashoda, LLC- Comfort Inn Wytheville	10,000.00
7796	12/9/2020	Southwest Soda Clean, LLC.	7,500.00
7797	12/9/2020	Big Walker Lookout	7,500.00
7798	12/9/2020	Old Fort Antique Mall	10,000.00
7799	12/9/2020	Cheryl Hash- Chopping Block	2,500.00
7800	12/9/2020	Styro-Graphic Designs, LLC.	2,500.00
7801	12/9/2020	Dylsiya, LLC.- Sleep Inn	10,000.00
7802	12/9/2020	Luxury Beauty Concept, LLC.	7,500.00
7803	12/9/2020	P3Y- I-81 Travel Center	10,000.00
7804	12/9/2020	Clark Precision Machine	10,000.00
7805	12/9/2020	Pam's Cuttin' Up	7,500.00
7806	12/9/2020	Eddie Sample Financial Services, LLC.	10,000.00
7807	12/9/2020	Trail Motel and Apartments, LLC.	5,000.00
7808	12/9/2020	Anders Evolution Salon	10,000.00
7809	12/9/2020	K's Nails	7,500.00
7810	12/9/2020	Salon Labelle, LLC.	7,500.00
7811	12/9/2020	Chasity Lewis – The Chopping Block	5,000.00
7812	12/21/2020	PR Sturgill Fine Jewelry	10,000.00
7813	12/21/2020	Radha Krishna, LLC. – Comfort Inn	10,000.00
7814	12/21/2020	Third Street Barber Shop	2,500.00
7815	12/21/2020	Rose Cottage	2,500.00
7816	12/21/2020	Wythe Medical Associates	10,000.00
7817	12/23/2020	Barren Springs Volunteer Fire Department	12,000.00
7818	12/23/2020	Brock Hughes Medical Center	12,000.00
7819	12/23/2020	Family Resource Center, Inc.	12,000.00
7820	12/23/2020	Hope Packs	12,000.00
7821	12/23/2020	Hope, Inc.	12,000.00
7822	12/23/2020	Lead Mines Rescue Squad	12,000.00
7823	12/23/2020	Max Meadows Volunteer Fire Department	12,000.00
7824	12/23/2020	Open Door Café	12,000.00
7825	12/23/2020	Presbyterian Children's Home of Highlands	12,000.00
7826	12/23/2020	Rural Retreat Vol. Emergency Service	12,000.00
7827	12/23/2020	Wythe Refuge & Mercy House	12,000.00
7828	12/23/2020	Wytheville Farmer's Market	12,000.00
7829	12/23/2020	Galena Presbyterian Church	7,500.00
7830	12/23/2020	Holy Trinity Lutheran Church	7,500.00
7831	12/23/2020	Rural Retreat Depot Foundation	7,500.00

7832	12/23/2020	Wytheville Church of God of Prophecy	7,500.00
7833	12/23/2020	W-W-B Chamber of Commerce, Inc.	7,500.00
7834	12/23/2020	Boy Scouts of America – Blue Ridge Mt. Co	5,500.00
7835	12/23/2020	Young Life of Wythe County	5,500.00
7836	12/23/2020	WyvaCon, Inc.	5,000.00
EFT	12/28/2020	Appalachian Power Company	112.75
EFT	12/28/2020	CenturyLink	164.56
EFT	12/28/2020	First Bank – MasterCard	1,396.60
EFT	12/28/2020	Robert G. Moore	1,100.00
EFT	12/28/2020	Xerox Corporation	20.21
7837	12/28/2020	Cowan Perry PC	115.50
7838	12/28/2020	Town of Wytheville	19,466.92
7839	12/28/2020	Virginia Crockett – Reimbursements	44.00
7840	12/28/2020	W-W-B Chamber of Commerce, Inc.	140.00
7841	12/28/2020	Wytheville Meeting Center	312.60
7842	12/28/2020	VIAA Regional Economic Development	12,790.50
7843	12/28/2020	David Manley	486.45
EFT	1/28/2021	Appalachian Power Company	216.27
EFT	1/28/2021	CenturyLink	164.56
EFT	1/28/2021	First Bank – MasterCard	2,024.34
EFT	1/28/2021	Robert G. Moore	1,100.00
EFT	1/28/2021	Xerox Corporation	49.44
7844	1/28/2021	Impact Solutions, LLC.	1,531.25
7845	1/28/2021	Robinson Farmer Cox Associates, PLLC	5,700.00
7846	1/28/2021	The O’Connor Group	1,500.00
7847	1/28/2021	Town of Wytheville	18,534.14
7848	1/28/2021	VIAA Regional Economic Development	12,790.50
7849	1/28/2021	Virginia Crockett – Reimbursements	44.00
7850	1/28/2021	Wytheville Office Supply	89.73
7851	1/28/2021	Cowan Perry PC	6,457.00
7852	1/28/2021	Wythe Bland Young Professionals	7,500.00
7853	1/28/2021	Agape Food Pantry, Inc	12,000.00
7854	1/28/2021	VA Corp	1,095.00
<b>Total</b>			<b>\$524,446.32</b>

**DISTRIBUTION OF FY 19-20 AUDIT**

The 2019-2020 audit for the last fiscal year ending June 30<sup>th</sup>, 2020 was distributed. Mr. Manley asked the Board to look it over, as it would be presented at the next board meeting by Mr. Corbin Stone of Robinson Farmer Cox Associates, the Joint IDA audit firm.

**STAFF REPORT – DEPUTY DIRECTOR**

**Meetings**

Board of Supervisors Meetings  
 Business Solutions Unit Planning – Chair

Curves of Wytheville Ribbon Cutting  
 Enterprise Zone Boundary Amendment approved the Dept of Housing and Community Development  
 JIDA Administrative Assistant Search  
 Paycheck Protection Program Webinar – Blue Ridge Crossroads Small Business Development Center  
 Project Bow  
 Project Diego  
 Project Panel  
 Properties-      Property Owners  
                          Property Search Projects  
 Revolving Loan Fund Recipients & Applicants  
 Small Business Assistance  
 Virginia Economic Development Association’s (VEDA) Impact ED Webinar  
 Virginia Economic Development Association’s (VEDA) Legislative Date – Co-Chair  
 Wythe County Economic Development Committee  
 Wythe County Grants – CARES Act and Community Development Block Grant (CDBG) funding for Small  
     Businesses and Non-profit organizations  
 Wytheville-Wythe-Bland Chamber of Commerce Strategic Planning  
     Branding Committee  
     Partners Meeting

**STAFF REPORTS – DIRECTOR**

**Executive Director’s Activity Highlights for period ending February 3, 2021**

**New or Expanding Business Activity**

- **Responded to inquiries from**
  - VEDP
  - Prospects
  - VIAA
  - Site consultants
  - Small businesses
  - Developers
- **Business Contacts and Meetings**
  - Stephen Bear, County Administrator
  - Josh Lewis, VIAA
  - Jake Tabor, VIAA
  - Stephen Versen, VDACS
  - Emily Flippo, VDACS
  - Michaela Martin, VEDP
  - Steve Moore, Town Manager - Wytheville
  - Jonathan Simmons, Impact Solutions
  - Jim Cowan, CowanPerry
  - Eric Chapman, CowanPerry
  - Dennis Jones, Esq.
  - Pandy Brazeau, VEDP
  - Michaela Martin, VEDP
  - Scott Kuehn, Appalachian Power

- John Griffith, Appalachian Power
- Andy Sorrell, Tobacco Commission
- Connie Long, VEDA
- Steve Moore, Wytheville Town Manager
- Jennifer Atwell, WWB Chamber
- Jane Orlin, Cushman & Wakefield
- Ed Blevins, First Bank and Trust
- Cindy Snider, Virginia Community Capital
- Rosa Lee Jude, Wytheville CVB
- Sheri Shelton, Town of Wytheville
- Green Faircloth, Atmos Energy
- Liz Povar, Riverlink Group
- David Denny, Sanford Holshouser Economic Development Consulting
- Others...

### **Noteworthy or Other Activities**

- Administrative Assistant interview, hiring process complete
- RFI submissions (multiple)
- Drafting performance agreements
- Incentive negotiation on multiple projects
- Support work for grant programs
- WC BOS board meeting, closed session
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Project financing discussions
- Project related research
- Various web conferences
- VEDA Board, Executive Committee, Strategic Work Group, Public Policy meetings
- Legislative outreach
- Chamber strategic planning meeting(s)
- Among much more

### **UPCOMING**

- Next board meeting: February 25\*, March 25

### **OLD OR UNFINISHED BUSINESS**

### **LOAN UPDATES**

Mr. Manley reported that the decision was made that payments made during the forbearance period in the Revolving Loan Fund would be credited to the payments after the forbearance period ended, which then made most borrowers in line with their amortization schedules. Mr. Manley added that the Caro-Fit loan has closed that was approved in the last meeting. Mr. Kause asked if a formal response had been made to Wythe Axe, LLC regarding the question about loan forgiveness. Mr. Manley noted that Wythe Axe was concerned that they did

not receive any small business grants and had asked if the JIDA would waive the remainder of the loan of \$888.92. Mr. Manley added that the consensus of the Executive Committee was that the loan needed to be satisfied.

Mr. Manley reported that all new loan statements went out to all borrowers that showed where they were in their payment process, how much of their loan is left, and when their loan was due. Mr. Kause asked if Branch Botanicals had made any payment, who had said they would satisfy their loan in December 2020. Mr. Manley stated that they did not make that payment and are officially due February 15, 2021, in which they have received a statement to that effect.

Regarding the small business sustainability loans, Mr. Manley reported that four businesses had already fulfilled their obligations, which leaves eight business that are continuing to pay. Mr. Manley added that these businesses also received statements this week regarding their loan balance.

## **GRANT PROGRAMS**

Mr. Matthews reported that \$1.6 million worth of grants have been given in conjunction with Downtown Wytheville, Town of Wytheville, and the W-W-B Chamber of Commerce organizations. He also stated that Wythe Co. CARES gave out a revenue-based grant that funded \$600,000 for Wythe County's businesses. Mr. Matthews continued reporting that the Community Development Block Grant Program, which is designed to provide rent and mortgage assistance, has been fiscally administered by Downtown Wytheville and Town of Wytheville as funds are released from the Department of Housing and Community Development. He mentioned that the Rural Retreat Cares grant has awarded \$150,000 to businesses. Mr. Matthews continued with the explanation of the Wythe County Cares Non-profit Assistance Grant where the Joint IDA was asked by Wythe County to administer a program that would serve non-profits with the priorities being food and housing assistance along with emergency services. It was noted by Mr. Matthews that this program has paid out \$217,000 to non-profit organizations and programs. He added that there are still applications being reviewed with \$100,000 of funding available under the CDBG Rent & Mortgage grant program that will continue to be awarded until the funds are exhausted.

## **OTHER**

None

## **NEW BUSINESS**

## **INSURANCE**

Mr. Manley stated that a recent review of coverage with the Town of Wytheville's workers compensation policy determined that the Joint IDA was wrongly covered under the town policy. Mr. Moore added similar background information. As an independent political subdivision of the Commonwealth of Virginia, the Joint IDA is required to carry its own coverage. Proposals were received from VACORP and VML (Virginia Risk Programs) and that the VACORP proposal was accepted. Mr. Manley added that the coverage will have an annual fee of about \$2,200, and that it was added to JIDA's policy beginning coverage as of January 1, 2021.

## **VEDP Organization Benchmarking Report**

A summary of the report from the VEDP was distributed which was a bench-marking study, as the JIDA participated in a self-assessment survey and interview. Mr. Manley stated that in this study, compared against 28 localities in our peer group in terms of size, that Wythe County scored particularly well in employment growth, establishment growth, and median earned income growth. Mr. Manley also stated that according to our self-reported data, that the report showed JIDA was following all or most of the standard best practices in most of the organizational indicators shown in the study with our strengths being staffing, target industry analysis, partnerships, and strategies. Mr. Manley noted that the report suggested an updated strategic plan every five years. He added that that will be remedied as soon as possible, being that the JIDA is in that fifth year.

## **STRATEGIC PLANNING**

Mr. Manley stated that there was a need for an updated strategic plan, as had been discussed previously. He added that he has been in correspondence with a few firms to discuss that plan in terms of engaging in stakeholders, elected officials, other government officials, other economic development peer agencies from the state and region, workforce partners, the Chamber, and all the organizations and entities that the JIDA currently works with for a full plan development. A proposal would be made at a future meeting to begin the engagement and planning process.

## **BUDGET**

Mr. Manley distributed an early draft of the budget for the next fiscal year and asked that it be reviewed for further input before it is submitted. Board members were invited to share comments.

## **OTHER**

Golf Tournament- Mr. Matthews asked if the JIDA should continue moving forward with the regularly schedule dates of the golf tournament being the third Thursday in May. The Board agreed that the JIDA should continue to plan the tournament at this time.

GENEDGE – Mr. Matthews asked for the Board’s approval to move forward as a locality partner with the organization, GENEDGE, for a GO Virginia Regional 1 project. Mr. Matthews stated that the project, in developmental stages, is a Covid-19 business continuity and resiliency resource program that would lead into educational events and programs to help businesses during Covid-19 and any further crises. Mr. Carpenter voiced his concern about the amount of time being spent on this project by the JIDA staff and asked if there was compensation for their involvement. Mr. Matthews stated that that is something to be explored as the project develops, and that the JIDA’s involvement would primarily be marketing the project to the local businesses and to identify or host space for the educational programs. Mr. Carpenter made a motion for the JIDA to move forward in partnership with GENEDGE on a GO Virginia project. Mr. Mabe seconded the motion. With no further discussion, the motion passed unanimously.



**Closed Session as permitted by Code of Virginia §2.2-3711(A)(5) [unannounced prospective business including Projects Panel, Diego, and Honeybee; and/or §2.2-3711(A)(7) [litigation]**

Vice Chairman Mabe moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA §2.2-3711(A)(5) [unannounced prospective business including Projects Panel, Diego, and Honeybee]; and/or §2.2-3711(A)(7) [litigation].

The motion was seconded by Mr. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman  
David Carpenter  
Wes Mabe  
Dicky Morgan  
Jeff Lucas

Nay – None

Absent during meeting: Matthew Clarke  
Michael Cole

Wes Mabe then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and further certify that the only matters discussed in closed session were matters permitted and identified.

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman  
David Carpenter  
Wes Mabe  
Dicky Morgan  
Jeff Lucas

Nay – None

Absent during vote:  
Matthew Clarke  
Michael Cole

Mr. Manley proposed that Jessica DeHart be appointed Clerk of the Joint Industrial Development Authority of Wythe County, the Town of Wytheville and the Town of Rural Retreat, Virginia. The motion was made by Mr. Morgan and seconded by Mr. Mabe. With no further discussion, the motion passed unanimously.

**ADOPTION OF RESOLUTION FOR PROJECT PANEL**

Mr. Manley distributed the following resolution to be reviewed for approval.

**RESOLUTION BY THE BOARD OF DIRECTORS  
OF THE JOINT INDUSTRIAL DEVELOPMENT AUTHORITY  
OF WYTHE COUNTY, THE TOWN OF WYTHEVILLE  
AND THE TOWN OF RURAL RETREAT**

Pursuant to Sections 15.2-4904 and 15.2-4905 of the Code of Virginia, as amended (“**Virginia Code**”), and Section 2 of the By-laws of the Authority, the undersigned, being all of the members of the Board of Directors (“**Directors**”) for the Joint Industrial Development Authority of Wythe County, the Town of Wytheville and the Town of Rural Retreat, Virginia (the “**Authority**”), do hereby act as follows:

WHEREAS, the Authority was organized by joint ordinance by the Wythe County Board of Supervisors; the Town Council for the Town of Wytheville and the Town Council for the Town of Rural Retreat pursuant to the Industrial Development and Revenue Bond Act, §§15.2-499 et seq of the Virginia Code for the benefit of its citizens; and

WHEREAS, pursuant to the Virginia Constitution and the law of the Commonwealth of Virginia including, but not limited to, §15.2-4905 of the Virginia Code; and,

WHEREAS, the Authority has engaged in negotiations with an industrial prospect (the “**Prospect**”) to locate in Wythe County’s industrial park, known as Progress Park; and,

WHEREAS, the Prospect has expressed the desire to have the Authority provide a proposal for a build-to-suit industrial building, and to provide the Prospect with a lease structure for the Prospect’s capital equipment needs for the proposed building (the “**Project**”); and,

WHEREAS, it is in the best interests of the localities that the Authority represents to have the Prospect locate in Wythe County, and to enter into such a loan agreement with the Prospect and/or its U.S. subsidiary, and therefore, the Authority has been entering into negotiations with the Prospect for a loan with the Prospect’s U.S. subsidiary, for the purchase of certain manufacturing equipment; and,

WHEREAS, the Authority proposes to undertake lease financing in the maximum amount of \$19,200,000.00 for the cost of said lease facility; and,

WHEREAS, financing terms have been sought on behalf of the Authority from lending institutions. The authority has received and considered a joint financing proposal dated January 28, 2021 (the “**Proposal**”) from First Bank & Trust Company and VCC Bank (the “**Lenders**”) which has been received and considered by the Authority. That after due consideration the Authority has determined that it is in the best interest of the general public and the Authority to accept the Proposal of First Bank & Trust Company and VCC Bank upon the terms and conditions of the Proposal (**Exhibit “A”**) in the original principal amount up to and including Nineteen Million Two Hundred Thousand Dollars (\$19,200,000.00) (the “**Loan**”); and,

WHEREAS, the Authority believes that it is in its best interest to borrow said funds.

After careful consideration and in furtherance of the purposes set forth herein, NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The Proposal upon terms and conditions of Frist Bank & Trust Company and VCC Bank attached hereto as Exhibit “A” is accepted for purposes of financing the Project.
2. The Chairman of the Authority is authorized and directed to execute on behalf of the Authority the Proposal.
3. The Executive Director of the Authority is directed and authorized to cause to be paid one-half of the commitment fee in the amount of Twelve Thousand Five Hundred (\$12,500.00) Dollars upon the execution and delivery of the Proposal to First Bank & Trust Company.
4. This Resolution shall be effective upon its adoption.

Mr. Carpenter made the motion to adopt the resolution for Project Panel. The motion was seconded by Mr. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman  
David Carpenter  
Wes Mabe  
Dicky Morgan

Jeff Lucas

Nay – None

Absent during vote:

Matthew Clarke

Michael Cole

**ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 4:54 p.m.

---

David Kause, Chairman

Attest:

---

Jessica E. DeHart, Secretary