

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
February 5, 2015

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 5, 2015, 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
Dana Pack
Charlie White
Wes Mabe

John Silva
Jennifer Atwell
Dicky Morgan

MEMBERS ABSENT

None

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager

EX-OFFICIO MEMBERS ABSENT

R. Cellell Dalton, Wythe County Administrator
Michael S. James, Rural Retreat Town Manager

JOINT IDA STAFF PRESENT

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

DETERMINDATION OF QUORUM

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

CITIZENS' TIME

Chairman Kause welcomed Wayne Sutherland, Wytheville Town Manager and Patricia Bevil from the Virginia Employment Commission to the meeting and asked if there was anyone who would like to address the Board at

this time. Ms. Bevil expressed her appreciation to the Board for asking the VEC to attend their meetings. With no further comments, the meeting resumed.

INTRODUCTION OF NEW BOARD MEMBERS AND ASSOCIATE DIRECTOR

Mr. Manley introduced the new Board members and Associate Director to the Joint IDA Board. The first new member is Dicky Morgan. Mr. Morgan represents Wythe County and lives in the Sheffey School community. He is Vice President and Project Manager for DLB, Inc., and taught at Wytheville Community College. The second new member is John Silva. He is the owner of Hoodz of Middle America and represents the Town of Rural Retreat. The third new member is Wes Mabe who is the Logistics Leader for Volvo. He represents Wythe County and lives in Fort Chiswell.

Mr. Mabe stated that he looks forward to the opportunity of serving on the JIDA Board and anticipates the opportunity in helping Wythe County become more industrious and successful. Chairman Kause welcomed all of the new members and stated that he hoped to become friends with the new members through the process and told each of them to speak up and ask questions and to participate as well as they can and hopefully things will move forward.

Mr. Manley introduced the newly hired Associate Director, John Matthews. Mr. Matthews is a Chattanooga, TN, native and is a graduate of Virginia Tech. He previously worked for local Delegate Annie B. Crockett-Stark and later for Loudon County Delegate Dave LaRock. John has deep roots in Wythe County and has been here for about ten years. Mr. Matthews stated that he appreciated being hired by the Joint IDA and that he looked forward to working with the Board and staff. Mr. Manley added that Mr. Matthews will be taking on the responsibilities and duties of the past associate director working with the existing manufacturing industry program, working with the Manufacturing Council, Downtown Wytheville group, maintaining the Enterprise Zone information, as well as numerous other duties. Chairman Kause and the Board welcomed Mr. Matthews and the new members aboard.

Mr. Manley noted that the process was lengthy with several good candidates, but Mr. Matthews stood out and has proven to be a worthy candidate for the position.

Mr. Silva stated that he appreciated the opportunity to work with the Joint IDA Board and looked forward to working with everyone.

APPROVAL OF MINUTES—December 4, 2014

Chairman Kause asked if there were any corrections, additions, or questions regarding the minutes of the December 4, 2014, meeting and if there was a motion to approve the minutes as presented. There being none, Mr. Mabe made a motion, seconded by Mr. Pack, to approve the minutes as presented. With no further discussion, the motion passed unanimously.

APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or discussion regarding the invoices for January 2015 and if there was a motion to approve the invoices as presented. There being none, Mr. Pack made a motion, seconded by Mr. Silva, to approve the invoices for January 2015. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
For the Period from January 1, 2015 through January 31, 2014**

Check #	Date	Payee	Amount
EFT	1-9-15	Department of the Treasury	240.92
EFT	1-23-15	Department of the Treasury	126.00
EFT	1-26-15	First Bank	719.29
7267	1-28-15	Appalachian Power Company	188.79
7268	1-28-15	CenturyLink	168.30
7269	1-28-15	Robert G. Moore	1,100.00
7270	1-28-15	Town of Wytheville	12,153.40
7271	1-28-15	Wytheville Enterprise	45.00
7272	1-28-15	Xerox Corporation	46.04
Total			\$14,787.74

STAFF REPORT

Activity Highlights for period ending February 4, 2015

New or Expanding Business Activity

- Responded to inquiries from
 - VEDP
 - @Corridor
 - Commercial developer
 - Coperion Corp. and contractor
 - Regional law firm
 - Accounting firms
 - Entrepreneurs in Rural Retreat, downtown Wytheville, Max Meadows area
- Prepared and submitted RFI response for Project Aurora
- Prepared and submitted RFI response for Project Lignum
- Prepared and submitted RFI response for Project S8
- Research and ongoing dialog with Project Tread
- Downtown business ownership group regarding viability of new venture
- Due diligence and background research on prospect

Business Contacts

- David Denny, Sanford Holshouser Economic Development Consulting, NRV Alliance
- Mark Bloomfield, Bloomfield Partners
- Steve Jabon, Conway Group
- Wade Lephew, First Bank and Trust
- Ed Lawhorn, Union First Market Bank
- Major railroad contractor
- Steve Willinger, Central Machine Shop, Inc.

- Kevin Mumpower, Bristol Compressors
- Brendan McSheehy, Universal Fibers
- Richard George, venture capital advisor and data miner, Chobe Advisers
- Doug Broyles, Union First Market Bank

Ongoing projects

- Website – review of proposals, negotiations ongoing
- Revised Revolving Loan Fund materials including application and brochure
- DRIVE Tourism strategic planning completed with VTC, Town of Wytheville
- Significant activity re: hiring of associate director (Town, Committee, interviews, budgeting, formulating offer package, etc.)
- Working toward Lot 24 closeout
- Obtained official clarification interpretation from DHCD re: EZ incentives for Downtown Wytheville
- Working with local government staff on developing applications for EZ incentives

Meetings

- Coperion document signing, lunch
- Corbin Stone, RFC Accountants
- Center of Excellence Board of Directors organizational meeting, teleconference
- Southwest Virginia Marketing Committee
- Wythe-Bland Young Professionals, steering committee and annual planning meeting
- Downtown Wytheville Economic Restructuring Committee (x2)
- Downtown Wytheville Coordinating group (x2)
- Board of Supervisors Economic Development Committee (x2)
- Joe Gillespie, VEDP
- Tom Elliott, aCorridor
- Wayne Sutherland and Cellell Dalton conference call with prospect
- Cellell Dalton, Wayne Sutherland, Michael James
- Michael Soloman, Pulaski County Economic Development
- John White, Town of Pulaski Economic Development
- Lori Hester, Smyth County Economic Development
- Local Attorney
- Craig Barbrow, USDA Rural Development
- New board member orientation
- Counterparts from Pulaski County, Town of Pulaski, and regional director for NRV Alliance
- Tim Pfohl, Va. Tobacco Commission
- Alex Berry, Va. Dept. of Housing and Community Development
- Jordan Snelling, VA. Dept. of Housing and Community Development
- Louellen Brumgard, Va. Dept. of Housing and Community Development

Media Activity and PR

- Developed new media mailing list
- Development new newsletter mailing list
- Development new newsletter format

- Published first edition of new newsletters
- Press releases
 - 2014 wrap-up: new board members, RLF, EZ renewal
 - Coperion expansion
 - EZ amendment approval
- Comments in Wytheville Enterprise article on Coperion expansion
- Regular Facebook maintenance

ETC.:

- Chamber Business After Hours – First Community Bank
- VEDA/VEDP Webinar on Site Preparation: Uncovering the Unknowns
- Developed new budget drafts/differing funding scenarios (2014-15 revised through end of calendar year, new 2015-2016)
- Website maintenance/update

Upcoming

- IEDC certification course: “Managing Economic Development Organizations” – Feb. 26-27 (Baltimore)
- VEDA conference: “Wires and Pipes” – March 19-20 (Norfolk)
- SEDC: “Meet the Consultants” – March 31-April 1 (Chicago)

OLD BUSINESS

WEBSITE

Mr. Manley stated that he and Mr. Matthews have been working on coordinating efforts to obtain a vendor for the Joint IDA website update, after an extensive search every prospect came in over budget. Mr. Manley has spoken with the O’Connor Group from Roanoke, VA about developing the website with a negotiated price of \$12,500. Creating some of the content of the website will be done by the Joint IDA staff. Mr. Manley stated that at the present time the O’Connor group is the only one who has come close to the budgeted amount for the website development. Mr. Manley stated that if it was the Board’s pleasure he would acquire the O’Connor Group to develop the website. Chairman Kause asked if there was a motion to select the O’Connor group to update the Joint IDA website. Mr. White made a motion, seconded by Mr. Morgan, to select the O’Connor Group for the updates to the Joint IDA website. Chairman Kause asked if there were any questions or discussion regarding the motion. With there being none, the motion passed unanimously.

TENURE AWARDS LUNCHEON – VENUE CHOICE

Virginia Goodwin reported that the venue had been chosen for the Tenure Awards Luncheon which would be the Boling Wilson Hotel. Chairman Kause stated that Mary Rae Carter, Special Advisor to the Commonwealth of Virginia’s Secretary of Trade and Commerce has accepted an invitation to be the keynote speaker for the event.

REVOLVING LOAN FUND

Mr. Manley stated that all information regarding the revamped Revolving Loan Fund has been discussed with several banks and other organizations in the area. He mentioned that he has received two completed applications and that another one is being worked on at the present time. He noted that one application

appears likely to be viable and that he will be working with the individuals and will be partnering with a local bank for further assistance. Mr. Manley added that he will be a speaker on the Danny G program to discuss the Revolving Loan Fund.

OTHER

None

NEW BUSINESS

SREC FUNDING

Mr. Manley mentioned that the SREC who is located in the Joint IDA did not receive funding from Wythe County in its budget for the past year. Ongoing discussions regarding its future are taking place.

FY 2015-2016 BUDGET

Mr. Manley distributed a draft of the FY 2015-2016 budget to the Board members. Mr. Manley asked that the Board approve the draft of the budget that needs to be submitted to the Wythe County Board of Supervisors and their Finance Director in the next week. The Board unanimously approved to allow Mr. Manley to submit the budget draft to the Wythe County Board of Supervisors as presented.

MARCH REPORT TO LOCAL GOVERNING BODIES

Mr. Manley stated that he will be presenting the March report of the Joint IDA activities to the joint governing bodies individually rather than at the joint meeting. Chairman Kause noted that the reports that Mr. Manley presents seem to be well received, are very timely, and he knows that the report is making great strides in keeping everyone informed as requested.

EXECUTIVE DIRECTOR CONTINUING EDUCATION TOWARD CERTIFICATION

Discussed during Staff Report.

SELECTION OF GOLF TOURNAMENT COMMITTEE AND SET FIRST MEETING DATE

Chairman Kause asked for volunteers to serve on the Golf Tournament Committee. Mr. Mabe and Mr. Matthews will be working together to coordinate the efforts of the tournament and will report back to the Board the results of their success.

PROJECT UPDATES

Mr. Manley stated that there are several projects presently being developed, but that they were in the first level of preparation and that there was nothing to discuss at this time.

OTHER

None

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:00 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary