

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
March 25, 2021

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, March 25, 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
Michael Cole
Matthew Clarke
Dicky Morgan

MEMBERS ABSENT

Jeff Lucas

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, Cathy Pattison, Vice-Mayor, Town of Wytheville, and Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

VIAA PRESENTATION--Josh Lewis, Executive Director

Mr. Lewis distributed handouts to the JIDA Board and Staff. Mr. Manley introduced Mr. Josh Lewis, the Executive Director of Virginia's Industrial Advancement Alliance, which is also known as the I-81/I-77 Crossroads, to the Board. Mr. Manley stated that the VIAA, now located in Wytheville Community College, does work for Wythe, Smyth, Bland, Carroll, Grayson, and Galax, where they provide different services to different localities.

Mr. Lewis noted that it had been a while since he had presented to the JIDA Board as COVID-19 has limited his in-person meetings. He explained that VIAA's Executive Committee consists of the six local government chief administrators meeting every other month with a Board comprised of an additional six investors and six EDA/IDA chairmen that only meets twice a year. Mr. Lewis mentioned that the VIAA has made some changes to the organization from years past including the hiring of a BRE Manager and an Economic Development Manager.

Mr. Stephen Bear, Wythe County Administrator, arrived at the meeting at 3:07 pm.

Mr. Lewis went on to say that as far as Wythe County is concerned, VIAA focuses on what the JIDA asks of their organization, as well as contacting companies that Wythe County or the JIDA has not yet had the opportunity to connect with. This year, VIAA has had 16 shared RFIs or building requests for Wythe County turning into 3 site visits, secured \$100,000 in an AEP Grant for Lot 24 development in Progress Park, provided project support for Klockner by initiating the process that turned into a larger project, and also produced virtual site videos due to the inability to reach sites during the pandemic.

Mrs. Atwell left the meeting at 3:15 pm.

Mr. Lewis continued the presentation with VIAA region-wide activity and asked the Board if there were any questions. Chairman Kause asked Mr. Lewis about what the JIDA should be doing to help with attraction. Mr. Lewis answered that Wythe County has done a good job as far as capital investment in infrastructure and is considered "site rich" according to a study conducted by VEDP. A discussion ensued about the quality of life initiative Mr. Lewis mentioned as a special project, where VIAA has engaged the localities to develop their own quality of life landing pages to aid as a tool for economic development attraction. Chairman Kause asked about the \$100,000 AEP Grant for Progress Park improvements. Mr. Lewis stated that the fund usage is to be determined but that the grant money has been earmarked for Progress Park. Mr. Bear stated that the funds would be valuable in development of the wastewater system for the southern end of the park. Mr. Kause asked if there were any plans for grading any of the other lots. Mr. Bear stated that the Wythe County Board of

Supervisors is in consensus that short of 100% grant money, there would be no more improvements on any of the lots until there was a return on the investments made.

Chairman Kause thanked Mr. Lewis for the presentation and the work that he and VIAA are doing for Wythe County.

Mr. Lewis left the meeting at 3:29 pm.

APPROVAL OF MINUTES—February 25, 2021

Chairman Kause asked if there were any questions or concerns regarding the minutes from February 25, 2021. 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

Chairman Kause asked if there was a motion to approve the financial statements for February 26th, 2021, through March 25th, 2021, as presented. Mr. Carpenter mentioned that there were several changes made to the financial reports and explained that his questions were answered by Ms. DeHart prior to the meeting. Mr. Morgan made the motion to approve the financial statements as presented, which was seconded by Mr. Cole. Upon no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
February 26, 2021 through March 25, 2021**

Check #	Date	Payee	Amount
EFT	3/25/21	Appalachian Power	\$ 204.21
EFT	3/25/21	Xerox Corporation	\$ 77.08
EFT	3/25/21	Robert G. Moore	\$ 1,100.00
EFT	3/25/21	CenturyLink	\$ 166.56
EFT	3/25/21	First Bank- Mastercard	\$ 908.59
7859	3/25/21	Cowan Perry PC	\$ 2,186.00
7860	3/12/21	Musser Lumber Company, Inc.	\$ 75,000.00
7861	3/15/21	Virginia Crockett	\$ 44.00
7862	3/16/21	RiverLink Group, LLC.	\$ 3,750.00
7863	3/25/21	Virginia Economic Developers Association	\$ 50.00
7864	3/22/21	Town of Wytheville	\$ 17,948.33
7865	3/25/21	VOID	
7866	3/25/21	Klockner Pentaplast of America, Inc.	\$200,000.00
Total			\$301,434.77

STAFF ACTIVITY REPORTS

STAFF REPORT – DEPUTY DIRECTOR

Activity

Annual Report

Board of Zoning Appeals

Budget Hearing

Business Solutions Unit Planning - Chair

Enterprise Zone Administration Training

Longwood Elastomers

Project Bow

Project Panel

Project Silver

Properties - Property Owners
 Database Update

Revolving Loan Fund Recipients

Small Business Assistance

Tourism/Quality of Life Collaboration

Virginia Economic Development Association's (VEDA) Spring Conference – Panel Moderator

Virginia Economic Development Association's (VEDA) Impact ED Webinar

Virginia Economic Development Association's (VEDA) Volunteer Orientation

Virtual Job Fair Planning

Website

Workforce Center Certification Team

Workshop Planning – GenEdge, CowanPerry, SBDC

Wytheville-Wythe-Bland Chamber of Commerce Strategic Planning
 Branding Committee
 Real Estate Search Committee

STAFF REPORTS – DIRECTOR

Executive Director's Activity Highlights for period ending March 25, 2021

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - Prospects
 - VIAA
 - Small businesses and entrepreneurs
 - Developers

- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Josh Lewis, VIAA
 - Emily Flippo, VDACS

- Jonathan Simmons, Impact Solutions
- Jim Cowan, CowanPerry
- Pandy Brazeau, VEDP
- Michaela Martin, VEDP
- Scott Kuehn, Appalachian Power
- John Griffith, Appalachian Power
- Connie Long, VEDA
- Jennifer Atwell, WWB Chamber
- Jane Orlin, Cushman & Wakefield
- Ed Blevins, First Bank and Trust
- Cindy Snider, Virginia Community Capital
- Green Faircloth, Atmos Energy
- Liz Povar, Riverlink Group
- David Denny, Sanford Holshouser Economic Development Consulting
- Jason Vaughn, Agracel
- Greg Kelly, H&M
- Jim McAlister, First Bank & Trust
- Jim Grubbs, Skyline National Bank
- Mike Grundmann + Talent Accelerator team @ VEDP
- Rosa Lee Jude and Shane Terry, Wytheville CVB
- Suzanne Clark, VEDP
- Scott Bortz, Peed & Bortz
- Christy Morton, VEDP
- Lindsay Barker, VEDP
- David Lapinski, University of Virginia
- Christian Raiser, Coperion
- Todd Haymore, Hunton Andrews Kurth
- Robb Bohannon, Hunton Andrews Kurth
- Chris Lloyd, McGuireWoods

Noteworthy or Other Activities

- Worked with VDH on manufacturer vaccination outreach
- Strategic planning kickoff, gathering documents
- Moderated ImpactED web conference
- VEDA Spring Conference, volunteer orientation
- MRPDC quality of life discussion
- Budget hearing – Wythe County Board of Supervisors
- Economic Development Committee – Wythe County Board of Supervisors
- Propel – Judged student’s economic development projects for UVA’s public policy school
- Prepare and submit RFI(s)
- Performance agreement drafting/negotiation
- Press release development
- Reviewed and edited minutes
- Reviewed financial reports

- Credit card reconciliation
- Project financing discussions
- Project related research
- Various web conferences
- VEDA Board, Special Interest Groups, Public Policy meetings
- Real estate committee with Chamber of Commerce
- Millwald Theatre board and financing discussions
- Among much more

UPCOMING:

- Next board meeting: April 22

OLD OR UNFINISHED BUSINESS

LOAN UPDATES

Mr. Manley stated that four of our borrowers for the Sustainability Loan have been paid off, and that only Creative K-9 Design is behind on their payments, but they are making small, more frequent payments to catch up with their amortization schedule.

Concerning the Revolving Loan Fund, Mr. Manley mentioned that there has been reasonably good compliance. Chairman Kause asked if Branch Botanicals had made a payment like they had stated they would. Mr. Manley answered that they have not which will be discussed in closed session.

OTHER

Kickoff Zoom meeting for Strategic Planning- Chairman Kause thanked those that participated in the Zoom meeting on Wednesday, March 24th held by the JIDA for strategic planning with RiverLink Group, LLC., which he thought went rather well.

NEW BUSINESS

JOINT GOVERNING BODIES

Mr. Manley noted that the joint governing bodies meeting scheduled for Monday, March 29th has been canceled. Chairman Kause asked when the last meeting had occurred, in which Mr. Bear expressed that it had been over 18 months ago. Mr. Manley stated the JIDA staff is always prepared to present whenever one is scheduled and will watch for the next meeting to be on the calendar.

STRATEGIC PLANNING

As previously mentioned by Chairman Kause, Mr. Manley stated that he thought the Zoom meeting on strategic planning with the JIDA Board, JIDA Staff, and RiverLink Group was extremely productive and gave our consultants good context in moving forward. Mr. David Denny from Sanford Holshouser Economic Development Consulting participated in the Board meeting via Zoom. Mr. Manley noted that the JIDA has been providing numerous 3rd-party materials for our strategic planners for a comprehensive look into the organization. Mr. Mabe asked when the strategic planning will be finished. Mr. Manley answered that Phase 1 will be completed by June 30 with the comparative analysis completed in May or June. A discussion ensued about which communities should be involved in that comparison. Chairman Kause asked if RiverLink Group would be taking the Board's suggestions for those areas. Mr. Denny answered via Zoom Chat he will be getting their input on the areas in which they should use for the comparative analysis. Mr. Denny also stated he would like to have the Phase 1 draft completed in early June to give the JIDA Staff and Board time to discuss before issuing the final plan of Phase 1. Mr. Manley voiced RiverLink Group's work thus far has been very satisfying, and he looks forward to continuing the strategic planning process with them.

OTHER

None

Closed Session as permitted by Code of Virginia §2.2-3711(A)(5) [unannounced prospective business including Project Panel, Project Honeybee], §2.2-3711(A)(7) [Actual or probable litigation], and §2.2-3711(A)(3) [Discussion of acquisition of real property]

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 Project Panel, Project Honeybee], §2.2-3711(A)(7) [actual or probable litigation], and §2.2-3711(A)(3) [Discussion of acquisition of real property]

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman
Wes Mabe
David Carpenter
Michael Cole
Matthew Clarke
Dicky Morgan

Nay – None

Absent during meeting: Jeff Lucas

The board entered a closed session discussion at 4:00 PM.

At 4:49 PM, Mr. Mabe then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and that the board further certifies 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
Wes Mabe
David Carpenter
Michael Cole
Matthew Clarke
Dicky Morgan

Nay – None

Absent during vote: Jeff Lucas

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:51 p.m.

David Kause, Chairman

Attest:

Jessica E. DeHart, Secretary