

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY

Minutes of Meeting

April 23, 2015

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, April 23, 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
R. Cellell Dalton, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

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, Cellell Dalton, Wythe County Administrator, and Stephen Bear, Assistant County Administrator to the meeting and asked if there was anyone who would like to address the Board at this time. With there being none, Mr. Kause continued with the meeting.

ROSA LEE JUDE – WYTHEVILLE CVB DIRECTOR: DRIVE TOURISM INITIATIVE

Unable to attend.

STEPHEN BEAR – WYTHE COUNTY ASSISTANT ADMINISTRATOR: COMPREHENSIVE PLAN

Stephen Bear, Wythe County Assistant Administrator, gave an update of the Wythe County Comprehensive Plan. Mr. Bear briefly spoke about each of the chapters beginning with Design & Process, and included A Place & A people, Population, Housing, the Economy, Community Services & Facilities, Transportation, Land Use & Development and Consolidated Goals & Strategies. Mr. Bear asked if there were any questions and stated that the Board could access the Comprehensive Plan on the Internet by going to www.planwythe.com.

APPROVAL OF MINUTES—February 5, 2015 (COMBINED JANUARY AND FEBRUARY MEETINGS)

Chairman Kause asked if there were any corrections, additions, or questions regarding the minutes of the combined January and February 2015 meeting and if there was a motion to approve the minutes as presented. There being none, Mr. Pack made a motion, seconded by Mr. Mabe, 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 March and April 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 March and April of 2015. With no further discussion, the motion passed unanimously.

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

Check #	Date	Payee	Amount
EFT	3-18-15	Robert G. Moore	1100.00
7282	3-23-15	Appalachian Power Company	236.71
7283	3-23-15	CenturyLink	168.28
7284	3-23-15	D&D Trophies	405.00
7285	3-23-15	David Manley	1052.56
7286	3-23-15	John Matthews	326.03
7287	3-23-15	Town of Wytheville	15275.29
7288	3-23-15	VOID	0.00
7289	3-23-15	Virginia Goodwin	83.10
7290	3-23-15	W-W-B Chamber of Commerce	25.00
7291	3-23-15	Wordsprint	118.60
7292	3-23-15	Wytheville Office Supply	102.14
7293	3-23-15	Xerox Corporation	85.55
7294	3-23-15	Southern Economic Development Council	360.00
7295	3-23-15	Virginia Economic Developers Association	275.00
Total			\$ 19,613.26

**Joint IDA of Wythe County
Check Register
For the Period from April 1, 2015 through April 30, 2014**

Check #	Date	Payee	Amount
EFT	4-10-15	Appalachian Power Co.	\$ 53.50
EFT	4-10-15	Appalachian Power Co.	70.34
EFT	4-20-15	Robert G. Moore	1,100.00
EFT	4-21-15	CenturyLink	168.50
7296	4-21-15	Coperion	205,000.00
EFT	4-23-15	First Bank – Master Card	1,102.23
7297	4-23-15	David Manley	286.35
7298	4-23-15	Dell Business Credit	697.99
7299	4-23-15	Dell Marketing L. P.	42.10
7300	4-23-15	Department of General Services	15.00
7301	4-23-15	Town of Wytheville	15,928.63
7302	4-23-15	W-W-B Chamber of Commerce	50.00
7303	4-23-15	Wytheville Office Supply	27.99
7304	4-23-15	Xerox Corporation	151.24
Total			\$ 224,693.87

STAFF REPORT – EXECUTIVE DIRECTOR

New or Expanding Business Activity

- Responded to inquiries from
 - VEDP
 - @Corridor
 - Commercial developer
 - Coperion Corp. and contractor
 - Accounting firm
 - National real estate firms
 - Local industry
 - Various entrepreneurs
 - Downtown real estate owner
 - Local manufacturers
 - Food processing entrepreneurs
- Ongoing Projects: Queen, Talking Bird, Aurora, Archer, Foxtrot, S8, Tread, Capstone, Weld, Sift, Copper, Thunderbolt, other unnamed and potential

Business Contacts

- David Denny, Sanford Holshouser Economic Development Consulting, NRV Alliance
- Aleta Spicer, trainer and grant writer
- Jerry Szatan, Szatan & Associates
- Raul Peralta (SVP and Dir. Bus. Dev.) and Derek Clyburn (SVP and Reg. Mgr.), ECS Carolinas
- Wade Lephew, First Bank and Trust
- Hal Johnson (chief Development office), NAI Earle Furman
- Various economic developers
- Dean Sprinkle, incoming WCC President

Ongoing projects

- Working toward Lot 24 closeout
- DHCD and Enterprise Zone administration and rulings
- Working with local government staff EZ development
- Website
- Budgeting and financial projection

Meetings

- Corbin Stone, RFC Accountants
- Center of Excellence Board of Directors organizational meeting, teleconference
- Wythe-Bland Young Professionals and steering committee
- Chamber President Tony Pickett
- Downtown Wytheville Economic Restructuring Committee
- Downtown Wytheville Coordinating group
- Board of Supervisors Economic Development Committee CRIFA
- Board of Supervisors budget hearing
- Wytheville Town Council morning work session
- Rural Retreat town Council
- Wythe County Board of Supervisors
- NR/MR WID +VEC Business Services Unit
- The O'Connor Group
- Alan Wood, Coperion
- Bob DiMarino, Coperion
- VEC + Coperion
- Enterprise Zone/Downtown Wytheville
- Matt Clarke, Schaffner MTC
- Manufacturing facility manager and consultant
- VEC employer/business update luncheon
- Donnie Bales, Bear Creek Studios
- Rebecca Hough and Nathan Richards, Evatran
- Lennie Gail Dunlop, SVAM
- Loan committee

- My VA Scan seminar – new real estate database
- Bob Kirby/SREC
- WCC Presidential public sessions
- SVAM Center of Excellence Board of Directors

Media Activity and PR

- Appearance on Danny G
- Provided quotes to Wytheville Enterprise
- Regular Facebook maintenance
- Spoke to and dined with Wytheville Kiwanis Club
- Emcee Administrative professional Day luncheon – WWB Chamber @ Wohlfahrt Haus

ETC.:

- Chamber ribbon cutting – First Sentinel bank
- Judged regional FBLA competition
- Due diligence and research, review of loan applications

Upcoming

- 7X24 Data Center Conference – Orlando, June 7-10
- Potential classes in Atlanta or Baltimore depending on schedule/availability (May class cancelled)
- SEDC annual meeting – Savannah, GA, July 26-28

STAFF REPORT – ASSOCIATE DIRECTOR

Workshops and Training

- Virginia Economic Development Partnership (VEDP Orientation in Richmond – March 4
- MyVAScan Training in Radford – April 6
- Virginia industrial Development authority (VIDA) Conference in Roanoke – April 1

Site Visits

- Somic America Tour – March 27

Wythe Manufacturing Council

- Working with Lennie Gail Dunlop, Director of Southwest Virginia Alliance for Manufacturing, to organize a kickoff event for the Wythe Manufacturing Council. Tentative Date of May 27. This will be a lunch event most likely to be held at WCC.

Startup Wythe In

- *Startup Wythe In* is a business idea competition we are partnering with Downtown Wytheville, Inc. on to develop applicant business plans to ultimately select a winner to locate in Downtown Wytheville with seed money provided by sponsors. Documents to support the event have been produced by the JIDA. Attended a meeting in Rural Retreat to discuss their plans to partner with the Chamber of Commerce to organize a business idea competition for their downtown area.

Community Business Expo

- May 18, 2015 – at the Wytheville Meeting Center 3-7 pm. The JIDA will have a table set up at the Business Expo. We'll have a monitor for a JIDA Slideshow that will showcase some our activities, our industrial parks, and programs we have access to, along with brochures. Board members are welcome to join us to work the table. Currently getting quotes for a table runner with the JIDA logo.

Golf Tournament

- May 21, 2015 – Presently have 8 hole sponsors, 9 reception sponsors, and 9 teams. Door prize donations have been received from Barter Theatre, WYVE, Farmers Daughter, Applebee's, Simply Home, Rural Retreat winery, West Wind Winery, Berry Home Centers, and Petals. Golf balls were donated by Bridgestone at a value of \$850.

OLD BUSINESS

WEBSITE

Mr. Manley reported that the website development is on schedule and that he and Mr. Matthews had met with the O'Connor group to discuss the process. Mr. Manley will keep the Board apprised on the progress of the website.

TENURE AWARDS LUNCHEON – REVIEW

Chairman Kause apologized to the Board members for not introducing them during the Tenure Awards luncheon. He noted that the venue, the food, and the fellowship received rave reviews. Chairman Kause thanked the Joint IDA staff for organizing the event and the Board members for their attendance. He mentioned that the event was a huge success.

GOLF TOURNAMENT STATUS UPDATE

Mr. Mabe gave an update on the status of the golf tournament. He noted that he and Mr. Matthews had spoken with Don Goode and the restaurant staff regarding the tournament, lunch, and the reception. Mr. Mabe added that lunch will be a box luncheon that will be easier for the golfers to pick up and handle. He stated that Mr. Matthews had included a report regarding the number of sponsors, teams, and an overall accounting record for the Board members in their packet.

FY 2015-2016 BUDGET

Mr. Manley stated that he had presented the 2015-2016 budget to the Wythe County Board of Supervisors (BOS). Ms. Atwell asked if the differences in the 2015-2016 budget were because of the template requested by the Wythe County Board of Supervisors. Mr. Manley stated that it was specifically because of the template requested by the Wythe County Budget Director vs. the standard template used in JIDA budgeting. Mr. Manley stated that what was submitted to the BOS was a planning document and that the differences were the raises to the Board members that were not put into the budget last year. Mr. Manley asked if there were any further questions regarding the budget. There being none, Chairman Kause continued with the meeting.

SREC FUNDING – CLOSURE

Mr. Manley stated that the Southwest Regional Economic Center will be closing at the end of April. He noted that Mr. Bob Kirby, SREC Representative for Wythe and Bland counties, whose office is located with the Joint IDA, will no longer be employed and the office will be vacant. Mr. Manley added that CRIFA will be hiring a business counselor by July 1 and the individual will be located in a Wythe County office and will also have space in Bland County. He noted that he would be handling Mr. Kirby's case load until the individual is hired and in place. CRIFA duties will no longer be handled by the Joint IDA staff instead, all management of CRIFA will be done by the new Business Counselor.

MARCH REPORT TO LOCAL GOVERNING BODIES

Mr. Manley stated that he presented his quarterly report to each jurisdiction separately rather than in the joint meeting due to a conflict with an education conference he would be attending during the month of March. He noted that the two town councils had lots of questions and provided positive feedback.

Dr. White asked Mr. Manley if he would be able to supply a comprehensive report at the end of the year for all of the Board members. He noted that this report would show just exactly what activities were performed during the whole year. Mr. Manley agreed that he would be able to supply that information to the Board.

OTHER

Advanced Machining Training – Mr. Manley mentioned that there would be a Wytheville satellite site for Advanced Machining Training located at Wytheville Community College. The site will be funded by the Tobacco Commission, private sector, Southwest Virginia Alliance for Manufacturing and the Center for Excellence. Dr. White added that the program will begin during the Fall semester of 2015.

Crossroads Regional Industrial Facilities Authority (CRIFA) – Mr. Manley noted that CRIFA will no longer be managed by the Joint IDA. A business analyst will be hired to manage CRIFA and take over the duties of assisting with small business analysis and start-up in Wythe and Bland counties.

@Corridor – Mr. Manley stated that Smyth County is no longer a member of the @Corridor and that the central office for @Corridor will more than likely be located in Wytheville. He added that the specifics on the move are currently being negotiated and worked out.

NEW BUSINESS

BOARD TRAINING, EDUCATION OPPORTUNITIES

Mr. Manley mentioned that from time to time there are meetings and conferences held that would be of assistance to the Joint IDA's Board members. The JIDA office will keep the Board members apprised of any such educational opportunities that apply to the Board. The members can let the staff know if they are interested in attending and the staff will assist with registration and provide other information to them.

Mr. Kause mentioned that he would like to work out another visit to Richmond for the Board members possibly in the Fall.

ADOPTION OF BUDGET AMENDMENTS

Mr. Manley mentioned that the Board members had in their package the amendments to the 2014-2015 budget and noted that a vote to accept or decline the amendments would need to be done.

Ms. Atwell made a motion, seconded by Mr. White, to accept the 2014-2015 budget amendments. With no further discussion the motion passed unanimously.

REVOLVING LOAN FUND APPLICATIONS

The JIDA's Loan Committee met on Friday, April 10, 2015, at 4:00pm, and considered three loan applications. Loan Committee members are: David Kause, Jennifer Atwell, Foy Patton, Paul Lindamood, and Bob Kirby. Summaries of each were presented by the Executive Director with a recommendation to fund or not. The loan applications were available for Committee members to review. The Committee recommended approval of two of the three loan applications. Mr. Manley summarized each for the Board of Directors:

1. A local video production company, expanding its offerings to include television production, sought a \$3000 micro loan. The term is 18 mos. and 0% interest.
2. A local fire protective services company is looking to increase its inventory and expand its operating capital, thereby decreasing debt service and allowing for flexibility as the principal sought licensure. The loan amount is \$25,000 with First Bank and Trust having already approved \$25,000. Extensive collateral information is part of the loan agreement. Term: 10 years at .5% below prevailing WSJ Prime Rate at time of agreement execution.
3. A pawn shop provided an incomplete application with several areas of concern. They were not satisfactorily addressed in subsequent communications.

The JIDA Board of Directors voted separately to approve loans 1 and 2 unanimously based on the recommendation of the Loan Committee.

Mr. Mabe inquired as to the third loan and its resolution. Mr. Manley responded that a letter would be drafted and sent to the applicant with the response of the Committee.

PROJECT UPDATES

Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(5) of the Virginia Freedom of Information Act, Code of Virginia to discuss unannounced projects. The motion was seconded by Mr. Silva, and passed unanimously. Ms. Atwell made a motion, and Mr. Silva seconded, that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion passed unanimously.

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certificate by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat, hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat.

The following roll call vote was required after the motion for certification:

AYES:	David Kause	Wes Mabe
	Dana Pack	John Silva
	Jennifer Atwell	Dicky Morgan
	Charlie White	

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

OTHER

Revolving Loan Fund Loans – Ms. Atwell and Mr. Silva asked when the loans from the Revolving Loan Fund will close. Mr. Manley stated that the loans would close on Friday.

Conference – Mr. Manley stated he would be attending the Southern Economic Development Council conference in the near future.

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 5:10 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary

Joint IDA of Wythe County
 Final Budget Revision
 FY 2014-2015

23-Apr-15

Expenses	Current Budget	Suggested Budget	Change	Explanation
Employee Salaries and Benefits	\$ 190,494.77	\$ 187,999.77	\$ (2,495.00)	Vacancy
Regional Economic Development - aCorri	\$ 29,900.00	\$ 29,300.00	\$ (600.00)	Based on real billing
Rent - 190 S 1st Street	\$ 13,200.00	\$ 13,200.00	\$ -	
Website	\$ 10,000.00	\$ 12,500.00	\$ 2,500.00	Revised based on quotes
Professional Services - Audit	\$ 9,500.00	\$ 7,500.00	\$ (2,000.00)	Less cost than projected
Director Compensation and Taxes	\$ 9,342.60	\$ 9,342.60	\$ -	
Mileage	\$ 8,000.00	\$ 6,500.00	\$ (1,500.00)	Staff vacancy, less travel
Continuing Ed. and Conferences	\$ 5,000.00	\$ 4,500.00	\$ (500.00)	Staff vacancy
Travel, Lodging, Meals	\$ 4,150.00	\$ 4,150.00	\$ -	
Utilities - APCo	\$ 4,000.00	\$ 4,000.00	\$ -	
Telecommunications	\$ 3,600.00	\$ 3,600.00	\$ -	
Liability Insurance	\$ 3,210.00	\$ 2,210.00	\$ (1,000.00)	Decreased premium
Office Equipment and Technology	\$ 3,000.00	\$ 3,000.00	\$ -	
Industry Recognition	\$ 3,000.00	\$ 3,000.00	\$ -	
Professional Services - Engineering	\$ 3,000.00	\$ 3,000.00	\$ -	
Professional Services - Consulting	\$ 2,940.00	\$ 2,940.00	\$ -	
Repairs and Maintenance	\$ 1,800.00	\$ 1,800.00	\$ -	
Office Supplies	\$ 1,100.00	\$ 1,900.00	\$ 800.00	Significant supply deficit
Furniture and Fixtures	\$ 1,000.00	\$ 1,000.00	\$ -	
Printing	\$ 605.00	\$ 1,500.00	\$ 895.00	Significant supply deficit
Meeting Expenses	\$ 500.00	\$ 500.00	\$ -	
Copier Expense	\$ 300.00	\$ 1,200.00	\$ 900.00	Significant increase in use
Publications	\$ 300.00	\$ 300.00	\$ -	
Postage and Shipping	\$ 300.00	\$ 600.00	\$ 300.00	Increased mailing activity, overnight
Marketing	\$ -	\$ 1,500.00	\$ 1,500.00	Non-existent in previous budget
Membership Dues - Professional	\$ -	\$ 1,200.00	\$ 1,200.00	Associate director + additional association participation
TOTAL EXPENDITURES	\$ 308,242.37	\$ 308,242.37	\$ -	