

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**April 28, 2022**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, April 28, 2022, 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  
Michael Cole

**MEMBERS ABSENT**

Matt Clarke  
Jeff Lucas

**EX-OFFICIO MEMBERS PRESENT**

Stephen Bear, Wythe County Administrator  
Brian Freeman, Wytheville Town Manager

**EX-OFFICIO MEMBERS ABSENT**

Jason Childers, Rural Retreat Town Manager

**JOINT IDA STAFF PRESENT**

David Manley, Executive Director  
John Matthews, Deputy 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.

Vice Chairman Wes Mabe entered the meeting at 3:02 pm.

## CITIZENS' TIME

Chairman Kause welcomed Matt Hankins, Assistant County Administrator, Wythe County, Brian Freeman, Town Manager, Town of Wytheville, Dr. Beth Taylor, Mayor, Town of Wytheville, Cathy Pattison, Vice-Mayor, Town of Wytheville, Mark Bloomfield, Wytheville Town Council member, and Alison Pollard, Wytheville-Wythe-Bland Chamber of Commerce. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

Chairman Kause welcomed Alison Pollard to the meeting as the newly hired Executive Director of Wytheville-Wythe-Bland Chamber of Commerce. She will replace Jennifer Atwell whose retirement is upcoming.

## APPROVAL OF MINUTES— February 24<sup>th</sup>, 2022 & March 10<sup>th</sup>, 2022

Chairman Kause asked if there were any questions or concerns regarding the minutes from February 24<sup>th</sup> & March 10<sup>th</sup>, 2022. There being none, he asked for a motion to approve the minutes as presented. Mr. Morgan made the motion, which was seconded by Mr. Cole. With no further discussion, the motion passed unanimously.

## FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause entertained a motion to approve the financial statements for February 25<sup>th</sup>, 2022, through April 28<sup>th</sup>, 2022, as presented. Mr. Carpenter made the motion to approve the financial statements as presented, which was seconded by Mr. Mabe. Upon no further discussion, the motion passed unanimously.

### Joint IDA of Wythe County Check Register February 25, 2022, through March 31, 2022

Check #	Date	Payee	Amount
EFT	03/31/22	Appalachian Power Company	\$ 163.43
EFT	03/31/22	Robert G. Moore	\$ 1,100.00
EFT	03/31/22	Verizon	\$ 55.65
EFT	03/31/22	Xerox Corporation	\$ 75.04
EFT	03/31/22	CenturyLink	\$ 169.46
EFT	03/31/22	First Bank- Master Card	\$ 1,695.94
7959	03/31/22	Cowan Perry PC	\$ 5,200.00
7960	03/31/22	Impact Solutions, LLC	\$ 1,062.50
7961	03/31/22	Town of Wytheville	\$ 21,513.17
7962	03/31/22	Depot Designs of Rural Retreat, LLC	\$ 32.00
<b>Total</b>			<b>\$ 31,067.19</b>

**Check Register**  
**April 1, 2022, through April 28, 2022**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	04/28/22	Robert G. Moore	\$ 1,100.00
EFT	04/28/22	Xerox Corporation	\$ 132.63
EFT	04/28/22	Verizon	\$ 55.65
EFT	04/28/22	Appalachian Power Company	\$ 125.08
EFT	04/28/22	CenturyLink	\$ 169.46
EFT	04/28/22	First Bank- Master Card	\$ 1,994.84
7963	04/28/22	Albert Newberry	\$ 250.00
7964	04/28/22	Joshua Neal	\$ 60.00
7965	04/28/22	Town of Wytheville	\$ 32,194.99
7966	04/28/22	VIAA Regional Economic Development	\$ 14,617.50
7967	04/28/22	Wytheville Office Supply	\$ 160.16
7968	04/28/22	CowanPerry PC	\$ 8,095.00
7969	04/28/22	Wytheville Meeting Center	\$ 616.00
7970	04/28/22	W-W-B Chamber of Commerce, Inc.	\$ 600.00
7971	04/28/22	Wytheville Meeting Center	\$ 263.25
7972	04/28/22	David Manley	\$ 601.97
7973	04/28/22	John Matthews	\$ 95.47
7974	04/28/22	Jessica DeHart	\$ 26.91
7975	04/28/22	Wytheville Office Supply	\$ 696.47
<b>Total</b>			<b>\$ 61,855.38</b>

**STAFF ACTIVITY REPORTS**

**STAFF REPORT – DEPUTY DIRECTOR**

**Activity**

Business Solutions Unit- (Chair)  
     Job Fair  
     Workforce Marketing  
     Gatorade Frontline Career Development program

Continued work with Blue Star and STS  
 Perkins Advisory Council – Wythe County Technology Center

Projects- Jersey  
     Quarter  
     Unnamed Projects

Properties- Property Search  
     Property Owners  
     Database Update

Revolving Loan fund Applicants  
 Site Visits – Amcor, AQ

Small Business Assistance

Strategic Planning

Tenure Awards

Virginia Economic Development Association's (VEDA) Spring Conference, impactED (training), Public Policy Network – Co-Chair, Board of Directors Meeting, Summer Membership Meeting Planning (to be held in Wytheville – June 6 & 7)

Virginia Economic Development Partnership (VEDP) – Local Economic Development Office (LEDO) Meeting, Business Retention and Expansion (BRE) Focus Group

Virginia Tech Transportation Project – Application Submitted – follow-up interviews, presentations, and meetings are being scheduled. Build Back Better funding to support commercial transportation technology, and develop support system for Southwest Virginia commercial automotive clusters

Website

Wytheville Board of Zoning Appeals – (Member)

Wytheville-Wythe-Bland Chamber of Commerce- Education Committee  
Real Estate Search

Mr. Bear entered the meeting at 3:17 PM

## **STAFF REPORT – EXECUTIVE DIRECTOR**

### **Business Activity**

- Moderate prospect activity. Site visit. Ongoing discussions for Progress Park location.
- Informal investigation of sites to prepare underway.
- Expansions being discussed at an early stage.

### **Noteworthy Activities**

- Planning underway for visit from Secretary of Commerce and Trade Caren Merrick in mid-May. We have a two-hour window. Has requested to meet w/ Blue Star execs, visit Progress Park (specifically Lot 24).
- Performance agreement finalization for both Blue Star and STS. Both are ready for signature.
  - Land transfers ready for execution
- Ongoing leadership and technical meetings w/ Blue Star team
- VEDA activities including leading webinars, planning for June 6-7 Summer Membership Meeting in Wytheville
- Submitted application to Virginia Tobacco Commission for funding for rail extension in Progress Park
- VEDA Spring Conference in Richmond late March. Introduced Sen. Warner, led general sessions.
- VEDP LEDO (local economic development organization) meeting with leadership
- Spoke to Manufacturing Excellence graduates at WCC on April 8
- Met w/ entrepreneurs
- Working w/ VA Talent Accelerator team on quality of life and recruitment videos
- Developed white paper relating to job creation for potential real estate development
- RLF loan committee
- Judged UVa student case competition

- DHCD grant committee for Lots Gap water plant buildout
- Etc.

Mr. Manley mentioned Dr. Dean Sprinkle has invited the Joint IDA staff and board to take a tour of Wytheville Community College's new manufacturing/robotics lab. Mr. Manley asked if the Board was interested in holding the August meeting at WCC followed by the tour of that program. The board agreed and arrangements would be made.

## **PROJECT BRIEFING**

### **STS GROUP**

Mr. Manley stated the performance agreements have been finalized and will be circulated for signature in the next few days.

### **BLUE STAR**

Mr. Manley said frequent weekly meetings with Blue Star have continued. He also stated applications have been submitted to the Tobacco Commission for assistance for Lot 24 rail funding with positive feedback initially on that submission. Mr. Manley mentioned he has been working continually with the VEDP's Talent Accelerator team to develop quality of life and recruitment videos not only for Blue Star/STS, but for use in future recruitment efforts. It was also mentioned a memo had been worked up in response to real estate developers about the job creation that was announced and forecasting what the next five years in development would look like.

Mr. Mabe asked about the grant committee with DHCD for the Lots Gap water plant buildout. Mr. Manley asked if the county or town would like to elaborate on the project. Mr. Bear stated Wythe County has secured land for the water plant buildout and after applying to DHCD with the assistance of Mt. Rogers PDC have secured \$2.5 million in grant funds on a \$5 million project. Due to an extensive list of requirements and with the recommendation from Mt. Rogers PDC, Wythe County Board of Supervisors will adopt multiple resolutions on May 10<sup>th</sup> supporting the project and finalizing the grant process.

Performance agreements were being negotiated and were nearing execution according to Mr. Manley.

## **OLD OR ONGOING BUSINESS**

### **TENURE AWARDS**

Mr. Manley mentioned the Joint IDA Industry Appreciation Tenure Awards were held prior to the meeting awarding businesses with 15-55 years tenure in Wythe County. Attendance for the event was light due to many companies have staffing issues during the day. Chairman Kause thanked Wytheville Office Supply for sponsoring the event providing the industries with lunch at the Bolling Wilson Hotel.

## **LOAN UPDATES**

Mr. Manley stated most borrowers are current and up to date except Seven Sisters who have missed this month's payment. He also mentioned the final payments for the Sustainability Loan will be due for the last four borrowers in May which will conclude that program.

## **STRATEGIC PLANNING UPDATE**

Mr. Manley mentioned that strategic planning interviews with public and private sector should be finished by the end of the month.

## **GOLF TOURNAMENT**

Mrs. DeHart mentioned the tournament to date has seven hole sponsors, seven reception sponsors, and eight registered teams. The tournament will be held on May 19<sup>th</sup> at the Wytheville Golf Club.

## **OTHER**

None

## **NEW BUSINESS**

### **TOBACCO COMMISSION APPLICATION FOR RAIL PROJECT**

Mentioned briefly in the staff report earlier, Mr. Manley stated the Joint IDA submitted an application for the suggested amount of \$800,000 of funding from the Tobacco Commission for the rail project for Lot 24. A proposal was put together with matching county and other state funding to pay for the full buildout of locally owned rail to Lot 24.

A discussion ensued about the need and process for obtaining and grading lots for future industrial development.

### **VISIT BY SECRETARY OF COMMERCE AND TRADE CAREN MERRICK- MAY 13**

Mentioned earlier during the staff reports, Mr. Manley mentioned the Secretary of Commerce & Trade, Caren Merrick will be visiting Wytheville briefly on Friday, May 13<sup>th</sup> specifically requesting to meet with Blue Star executives and visit Progress Park's Lot 24.

**REVOLVING LOAN FUND APPLICATION**

Mr. Manley noted there are two applications for the Revolving Loan Fund to discuss in closed session to be voted on immediately afterwards.

**Closed Session as permitted by Code of Virginia §2.2-3705.63 [Proprietary Business Information], §2.2-3711(A)(3) [Acquisition and Disposition of Real Property], §2.2-3711(A)(5) [Discussion of Unannounced Project] and §2.2-3711(A)(7) [Actual or probable litigation].**

Mr. Mabe moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA §2.2-3705.63 [Proprietary Business Information], §2.2-3711(A)(3) [Acquisition and Disposition of Real Property], §2.2-3711(A)(5) [Discussion of Unannounced Project], and §2.2-3711(A)(7) [Actual or probable litigation].

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

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

Nay – None

Absent during vote: Matt Clarke  
Jeff Lucas

The board entered a closed session discussion at 3:46 PM.

At 4:50 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  
Dicky Morgan

Michael Cole

Nay – None

Absent during vote: Matt Clarke  
Jeff Lucas

Mr. Carpenter made the motion to accept the recommendation from the loan committee for a loan of \$25,000 to Petals of Wytheville for a term of 3 years at an interest rate of 1.25% under the published Prime Rate. The motion was seconded by Mr. Mabe. With no further discussion, the motion passed unanimously. This loan will support the expansion of Petals to incorporate a wine bar and café on Tazewell Street in Wytheville.

Mr. Carpenter made the motion to accept the recommendation from the loan committee for a loan of \$15,000 to The Grind for a term of 3 years at an interest rate of 1.25% under the published Prime Rate. The motion was seconded by Mr. Morgan. With no further discussion, the motion passed unanimously. This loan will support establishment of a new coffee shop and café on Main Street in Wytheville.

#### **ADJOURNMENT**

There being no other business, Chairman Kause adjourned the meeting at 5:03 PM.

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David Kause, Chairman

Attest:

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Jessica E. DeHart, Secretary