

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
June 22, 2023

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, June 22, at 3:00 PM, in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

David Kause, Chairman
David Carpenter, Treasurer
Matt Clarke
Michael Cole
Jeff Lucas
Sherri Case
Dennis Manuel

MEMBERS ABSENT

None

EX-OFFICIO MEMBERS PRESENT

Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

Brian Freeman, Wytheville Town Manager
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.

CITIZENS' TIME

Chairman Kause welcomed Stephen Bear, County Administrator, Wythe County, Dr. Beth Taylor, Mayor, Town of Wytheville, and Alison Pollard, 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.

APPROVAL OF MINUTES- MAY 25, 2023

Chairman Kause asked if there were any questions or concerns regarding the minutes from May 25, 2023. There being none, he asked for a motion to approve the minutes as presented. Mr. Cole made the motion, which was seconded by Mr. Carpenter. 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 May 26, 2023, through June 22, 2023, as presented. Mr. Cole made the motion to approve the financial statements as presented, which was seconded by Mr. Lucas. Upon no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
May 26, 2023, through June 22, 2023**

Check #	Date	Payee	Amount
EFT	06/22/23	Xerox Corporation	\$ 87.63
EFT	06/22/23	Verizon	\$ 79.80
EFT	06/22/23	Robert G Moore	\$ 1,100.00
EFT	06/22/23	Brightspeed	\$ 162.90
EFT	06/22/23	Appalachian Power Company	\$ 89.98
EFT	06/22/23	First Bank-Master Card	\$ 4,221.48
8065	06/22/23	Town of Wytheville	\$ 22,889.60
8066	06/22/23	CowanPerry PC	\$ 285.00
8067	06/22/23	Wytheville Golf Club	\$ 6,775.24
8068	06/22/23	Joshua Neal	\$ 60.00
8069	06/22/23	Whittington Consulting	\$ 7,066.67
8070	06/22/23	David Manley- Reimbursement	\$ 414.31
8071	06/22/23	Joshua Neal	\$ 20.00
8072	06/22/23	John Matthews- Reimbursement	\$ 237.11
8073	06/22/23	Forcefield Web Development	\$ 500.00
Total			\$ 43,989.72

REVOLVING LOAN FUND

Mr. Manley stated that all active borrowers are up to date. He also stated there is now a lien on property attached to the Movin' Dogs loan and that Lakes to Florida made their first payment since borrowing in 2019.

STAFF REPORTS

WEBSITE REFRESH

Mr. Manley said the Joint IDA staff received the first look of the new website design which is scheduled to be launched in the fall.

STAFF REPORT – DEPUTY DIRECTOR

Activity

140 S 1st Street Development

AECOM, Hill Studio, Virginia Community Capital

Department of Housing and Community Development (DHCD)

Rebecca Rowe, Tory McGowan, Courtney Mailey

Enterprise Zone

Properties- Database Update

Property Owners

Real Estate Agents

Town of Wytheville- Incentives Review Committee

USDA Grant Exploration- Troy Morris, Marcus Taylor

Virginia Department of Agriculture and Consumer Services (VDACS)- Michelle Bridges

Virginia Economic Developers Association (VEDA) –

Board of Directors Meeting

Summer Membership Meeting- Harrisonburg

Public Policy Network

Virginia Economic Development Partnership- Mount Rogers Regional Partnership Sites Tour

Virginia Housing

Website Refresh

Wytheville-Wythe-Bland Chamber of Commerce – Planning Meeting, Community Connections Day

Mr. Carpenter asked if there was a way to search on the Joint IDA website for existing buildings and properties in our area. Mr. Manley and Mr. Matthews pointed out on the website where that is located which is updated regularly by Mr. Matthews to the VEDP database every six months and then populated on the Joint IDA site.

STAFF REPORT – EXECUTIVE DIRECTOR

Mr. Manley mentioned there have been some light to moderate project activity. He also said the Joint IDA closed on the 140 South 1st Street property on June 16th and have been meeting regularly with various partners to formulate a plan for the building and property.

PROJECT BRIEFINGS

FEASIBILITY STUDY DISCUSSION

A feasibility study for the property of 140 South 1st Street created by AECOM and Hill Studio was circulated to the board which covered three elements to start which was the feasibility/financial aspect, the engineering and structural component, and survey and title work. Mr. Manley also mentioned environmental work was conducted by another firm which will be covered by a grant applied for by the planning district commission. The board and staff discussed the feasibility study, funding scenarios, and timeline for the project in depth and all questions by the board were answered by Mr. Manley and Mr. Matthews.

OLD OR ONGOING BUSINESS

OTHER

None

NEW BUSINESS

FY 23-24 MEETING SCHEDULE TO ADOPT

A proposed meeting schedule FY 23-24 was given to the board for approval. Mr. Cole made the motion to approve the schedule, which was seconded by Mr. Clarke. With no further discussion, the motion passed unanimously.

FY 22-23 AUDIT PREPARATION

Mr. Manley noted the audit conducted by Robinson Farmer Cox and Associates has been scheduled for August 17.

FY 22-23 BUDGET AMENDMENT

An amended budget was circulated to the board for approval mentioning some changes in website and travel/mileage expenses and moving some previously unused funds consisting of an administrative fee and an Appalachian Power marketing grant into the operating account to balance the budget. Mr. Clarke made the motion to adopt the amended FY 22-23 budget which was seconded by Mr. Manuel. With no further discussion, the motion passed unanimously.

FY 23-24 BUDGET ADOPTION

Mr. Manley stated we would have to table the budget adoption FY 23-24 for July as budget appropriations were yet pending, as was the state budget.

OTHER

Mr. Clarke gave an update on the quarterly GENEDGE board meeting he attended in Richmond the previous week hosted by Secretary Slater where workforce development initiatives were a central topic. Mr. Manley added a part of the workforce initiative is to consolidate and reorganize all the workforce agencies, which will be largely beneficial.

Closed Session as permitted by Code of Virginia sections: §2.2-3711 (A)(5) [Discussion of prospective industry (Albatross, Appalachian)], §2.2-3711 (A)(6) [Discussion of contracting with public funds], and §2.2-3711 (A)(39) [Discussion of proprietary business information related to the interest of this public body].

Mr. Carpenter moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA sections: §2.2-3711 (A)(5) [Discussion of prospective industry (Albatross, Appalachian)], §2.2-3711 (A)(6) [Discussion of contracting with public funds], and §2.2-3711 (A)(39) [Discussion of proprietary business information related to the interest of this public body].

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter, Treasurer
Matt Clarke
Michael Cole
Jeff Lucas
Sherri Case
Dennis Manuel

Nay – None

Absent during vote: None

The board entered a closed session discussion at 3:58 PM.

At 4:45 PM, Mr. Carpenter 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 by law and properly identified.

The motion was seconded by Mr. Clarke.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter, Treasurer
Matt Clarke
Michael Cole
Jeff Lucas
Sherri Case
Dennis Manuel

Nay – None

Absent during vote: None

ADJOURNMENT

There being no other business, Chairman Kause adjourned the meeting at 4:46 PM.

David Kause, Chairman

Attest:

Jessica E. DeHart, Secretary