

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
June 24, 2021

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, June 24th, 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
David Carpenter, Treasurer
Jeff Lucas
Dicky Morgan

MEMBERS ABSENT

Wes Mabe, Vice Chairman
Matt Clarke
Michael Cole

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.

CITIZENS' TIME

Chairman Kause welcomed Dr. Beth Taylor, Mayor, Town of Wytheville, Cathy Pattison, Vice-Mayor, Town of Wytheville, Brian Freeman, Town Manager, Town of Wytheville, Matt Hankins, Assistant County Administrator, Wythe County, Dr. Dean Sprinkle, President of Wytheville Community College, and Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director. Chairman Kause asked if anyone would like to address the Board.

APPROVAL OF MINUTES—May 27th, 2021

Chairman Kause asked if there were any questions or concerns regarding the minutes from May 27th, 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 entertained a motion to approve the financial statements for May 28th, 2021, through June 24th, 2021, as presented. Mr. Carpenter commented that he thought Ms. DeHart was doing a good job keeping the books. Mr. Morgan made the motion to approve the financial statements as presented, which was seconded by Mr. Carpenter. Upon no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
May 28th, 2021 through June 24th, 2021**

Check #	Date	Payee	Amount
EFT	6/24/21	Xerox Corporation	\$ 54.36
EFT	6/24/21	Robert G. Moore	\$ 1,100.00
EFT	6/24/21	Appalachian Power Company	\$ 83.61
EFT	6/24/21	CenturyLink	\$ 167.26
EFT	6/24/21	First Bank- Master Card	\$ 2,026.26
7882	6/24/21	Town of Wytheville	\$18,625.90
7883	6/24/21	Joshua Neal	\$ 60.00
7884	6/24/21	Wytheville Office Supply	\$ 118.42
7885	6/24/21	Shupe's Heat and Air	\$ 141.71
7886	6/24/21	Wytheville Meeting Center	\$ 720.55
7887	7/1/21	VACorp	\$ 3,760.00
7888	6/24/21	RiverLink Group, LLC	\$ 7,500.00
7889	6/24/21	RiverLink Group, LLC	\$ 3,750.00
7890	VOID	VOID	\$ 0.00
7891	6/24/21	Wytheville Office Supply	\$ 3.23
Total			\$ 38,111.30

SPECIAL GUEST: DEAN SPRINKLE, PRESIDENT OF WYTHEVILLE COMMUNITY COLLEGE

Mr. Manley introduced Dean Sprinkle, President of Wytheville Community College, to address the Board on college activities. Mr. Sprinkle stated that as of June 7th most of the buildings on campus are back open since the Covid-19 pandemic with the rest of the campus opening on July 6th. Mr. Sprinkle mentioned that Governor Northam's G3 (Get Skilled, Get a Job, Give Back) initiative will become effective on July 1 which is targeting program areas to provide a talent pipeline for the community. Mr. Sprinkle answered further questions from the Board and added the college was pursuing eligibility for bus driver testing to further serve the community's needs. Chairman Kause thanked Dean Sprinkle for his remarks on current college activities.

Mr. Bear entered the meeting at 3:07.

Dr. Beth Taylor left the meeting at 3:13.

STAFF ACTIVITY REPORTS

STAFF REPORT – DEPUTY DIRECTOR

Activity

Business Solutions Unit - Chair

Interns

Project Bow

Project Flow

Project Glove

Project Panel

Properties - Property Search
 Property Owners
 Database Update

Rural Retreat Non-Profit Grant

Small Business Assistance

Strategic Planning

Virginia Community Capital – Innovative Financing & Job Creation Resources for EDA's and IDA's

Virginia Economic Development Association's (VEDA) impactED Webinar, Public Policy Network – Co-chair,

Summer Meeting Planning – Host/Chair, Board of Directors Meeting – Committee Chair

Virginia Economic Development Partnership's (VEDP) Rural and Small Metro Technology Initiative - Webinar

Virginia Housing Discussions

Virginia Statewide Business District Resurgence Grant Fund - Webinar

Website

Workforce Center Certification Team

Workshop Planning – Genedge, CowanPerry, SBDC

Workforce Transportation Survey

Wytheville-Wythe-Bland Chamber of Commerce Real Estate Search

Business Notebook Revisions

\$183,525.72 awarded to Wythe County Businesses through the Virginia Enterprise Zone program for Grant Year 2020. The DHCD program allows Wythe County to target areas for growth by offering local and state incentives based

on job creation and private investment. These awards are from Virginia's Job Creation Grant (JCG) and the Real Property Investment Grant (RPIG).

STAFF REPORTS – DIRECTOR

Executive Director's Activity Highlights for period ending June 24, 2021

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - Prospects
 - VIAA
 - Engineering Firms
 - Developers

- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Brian Freeman, Wythe Town Manager
 - Josh Lewis, VIAA
 - Jim Cowan, CowanPerry
 - Pandy Brazeau, VEDP
 - Michaela Martin, VEDP
 - Whitney Czelusniak, Appalachian Power
 - John Griffith, Appalachian Power
 - Connie Long, VEDA
 - 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
 - Scott Bortz, Peed & Bortz
 - Elvan Peed, Peed & Bortz
 - Eric Chapman, CowanPerry
 - Perry Hughes, WCC VP of Workforce
 - Jeff Cline, Norfolk Southern
 - Mike Grundmann, Sr. VP of Talent @ VEDP

Noteworthy or Other Activities

- Guest panelist for Virginia Community Capital webinar on creative project financing
- Guest presenter to VEDP board on Wythe County's recent successes, Progress Park, our activities generally
- Extensively quoted in recent Wytheville Enterprise/SWVAToday.com article on unemployment/worker recruitment challenges

- CRIFA meeting planning
- Loan closing with VCC, FB&T
- FY 20-21 budget amendment development
- FY 21-22 budget development
- Personnel and budget meeting with Chairman, Treasurer
- Strategic planning work
- Economic Development Committee- Wythe County Board of Supervisors
- Prepare and submit RFI(s)
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Millwald Theatre board
- VEDA executive committee
- VEDA leadership retreat planning
- Among much more

UPCOMING:

- VEDA Summer Meeting (Mr. Matthews chairing and hosting): June 28
- CRIFA Board: June 29
- VEDA Leadership Retreat: July 22, 23 in Wytheville
- Joint IDA Board- move meeting to July 29th, 2021

OLD OR UNFINISHED BUSINESS

GOLF TOURNAMENT

Mr. Matthews mentioned that the JIDA has reached out to the Wytheville Golf Club looking for dates in October and are waiting for a response on available dates.

LOAN UPDATES

Mr. Manley stated that all active loans are up to date.

STRATEGIC PLANNING

Mr. Manley said that we are in receipt of the final draft of the Phase 1 report from our strategic planners, and once that has been reviewed, there will be a presentation to the Board possibly as soon as the next board meeting. He also mentioned he is pleased with the work that has been done by Liz Povar of RiverLink Group and David Denny of Sanford Holshouser Economic Development Consulting with Phase 1 and that Phase 2 of the process will be even more in depth.

INTERNS

Mr. Manley stated that the JIDA's two interns, Tristan Williams and Erica Sprott, have begun working on projects including creating an infographic of the community and getting a comprehensive look at the CARES Act funding information to create a statistical analysis. Each signed a non-disclosure agreement prior to beginning work.

OTHER

Mr. Manley mentioned that the JIDA is hosting the VEDA Leadership Retreat in Wytheville. There will be around 30-40 past presidents and current leadership of Virginia Economic Development Association in the area on July 22nd-23rd for a planning meeting.

NEW BUSINESS

FY 20-21 AUDIT

Mr. Manley stated that the audit has been scheduled for August 2nd, and that the cost has increased by 10% due to more additional, complex activity undertaken by the Joint IDA.

FY 20-21 BUDGET AMENDMENT

A FY 20-21 proposed amended budget was distributed to the Board. Mr. Manley pointed out that there was not much travel this year and that the professional development opportunities were limited. Some of those funds were moved to pay expenses that were higher like the strategic plan. Mr. Manley mentioned that he is working on finding additional outside funding for the Joint IDA's strategic plan but has not yet had luck. Mr. Manley asked the Board to adopt the proposed budget amendment FY 20-21 to balance the budget for the end of the fiscal year. Chairman Kause entertained a motion to accept the FY 20-21 budget amendment. Mr. Carpenter made a motion which was seconded by Mr. Morgan. With no further discussion, the motion passed unanimously.

FY 21-22 BUDGET ADOPTION

Mr. Manley noted that a draft of the FY 21-22 budget in consultation with the Treasurer, Mr. Carpenter, was sent out in February for review, and that he met earlier this week with Chairman Kause and Treasurer Carpenter for a final discussion. Mr. Manley continued that the Joint IDA received most of what they asked for from their funding partners and the increase in the budget will allow for some limited, additional activity. The line items significantly increased in the budget were professional services for the strategic plan and insurance including the added coverage of Workers' Compensation. Chairman Kause entertained a motion to approve the final proposed budget FY 21-22. Mr. Morgan made a motion which was seconded by Mr. Lucas. With no further discussion, the motion passed unanimously.

OTHER

None

Closed Session as permitted by Code of Virginia §2.2-3711(A)(1) [Personnel], §2.2-3711(A)(5) [unannounced prospective business including Projects Glove, Big Wheel, Juniper, and Jupiter], §2.2-3711(A)(7) [actual or probable litigation]

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 §2.2-3711(A)(1) [Personnel], §2.2-3711(A)(5) [unannounced prospective business including Projects Glove, Big Wheel, Juniper, and Jupiter], and §2.2-3711(A)(7) [actual or probable litigation]

The motion was seconded by Mr. Lucas.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Jeff Lucas
Dicky Morgan

Nay – None

Absent during meeting: Wes Mabe
Matt Clarke
Michael Cole

The board entered a closed session discussion at 3:38 PM.

Dr. Beth Taylor entered the meeting.

At 4:50 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 and identified.

The motion was seconded by Mr. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Jeff Lucas
Dicky Morgan

Nay – None

Absent during vote: Wes Mabe
Matt Clarke

Michael Cole

Mr. Carpenter made the motion to authorize David Manley, the Executive Director, to draft a letter of support from the entire JIDA Board to the Virginia Department of Transportation endorsing the Exit 41/Connector Road Project. The motion was seconded by Mr. Lucas. With no further discussion, the motion passed unanimously.

ADJOURN

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

David Kause, Chairman

Attest:

Jessica E. DeHart, Secretary