

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
July 29, 2021

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, July 29th, 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
Jeff Lucas
Dicky Morgan

MEMBERS ABSENT

David Carpenter, Treasurer
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.

ELECTION OF OFFICERS for FY 2021-2022

Chairman Kause opened the floor for nomination of officers. Mr. Morgan made a motion, seconded by Mr. Lucas to re-elect the same officers that are presently serving: David Kause, Chairman; Wes Mabe, Vice Chairman; and David Carpenter, Treasurer. There being no discussion, the motion passed unanimously.

Mr. Manley noted that it has been tradition to appoint the Administrative Assistant as Secretary. Mr. Mabe made a motion to nominate Jessica DeHart as Secretary which was seconded by Mr. Lucas. There being no further discussion, the motion passed unanimously.

CITIZENS’ TIME

Chairman Kause welcomed Stephen Bear, County Administrator, Wythe County, Brian Freeman, Town Manager, 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.

APPROVAL OF MINUTES— June 24th, 2021

Chairman Kause asked if there were any questions or concerns regarding the minutes from June 24th, 2021. There being none, he asked for a motion to approve the minutes as presented. Mr. Morgan made the motion, which was seconded by Mr. Lucas. 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 June 25th, 2021, through July 29th, 2021, as presented. Mr. Manley stated that according to our financial agreement with STS, the Joint IDA will be reimbursed for legal expenses associated with the project. Mr. Manley also pointed out the Profit & Loss vs Actual Expenses report for FY 20-21 to the Board, showing the amended final budget. Mr. Morgan 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
June 25th, 2021 through July 29th, 2021**

Check #	Date	Payee	Amount
EFT	7/29/21	Robert G. Moore	\$ 1,100.00
EFT	7/29/21	First Bank- Master Card	\$ 5,028.76
EFT	7/29/21	Appalachian Power Company	\$ 109.47
EFT	7/29/21	CenturyLink	\$ 167.26
EFT	7/29/21	Xerox Corporation	\$ 55.47
7892	7/29/21	Joshua Neal	\$ 60.00

7893	7/29/21	VIAA Regional Economic Development	\$ 14,617.50
7894	6/28/21	Cowan Perry PC	\$ 21,485.00
7895	7/29/21	Town of Wytheville	\$ 18,102.44
7896	7/29/21	John Matthews	\$ 222.97
7897	7/29/21	David Manley	\$ 204.96
7898	7/29/21	Wytheville Meeting Center	\$ 487.96
7899	7/29/21	Cowan Perry PC	\$ 7,606.50
Total			\$ 69,248.29

JointIDA of Wythe County, Wytheville, and Rural Retreat

Profit & Loss Budget vs. Actual Expenses

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary				
Income				
Appropriations				
Appropriation - Rural Retreat	16,021.00	16,021.00	0.00	100.0%
Appropriation - Wythe County	259,171.00	259,171.00	0.00	100.0%
Appropriation - Wytheville	106,717.00	106,717.00	0.00	100.0%
Total Appropriations	381,909.00	381,909.00	0.00	100.0%
CRIFA	2,500.00	2,500.00	0.00	100.0%
Total Income	384,409.00	384,409.00	0.00	100.0%
Gross Profit	384,409.00	384,409.00	0.00	100.0%
Expense				
Board Expenses	7,971.37	9,000.00	-1,028.63	88.6%
Business Dev. & Marketing	4,718.81	8,000.00	-3,281.19	59.0%
Dues and Subscriptions	2,098.99	2,750.00	-651.01	76.3%
Insurance	2,950.00	2,950.00	0.00	100.0%
Maintenance and Repairs	1,416.77	5,000.00	-3,583.23	28.3%
Office Expenses	6,655.98	8,500.00	-1,844.02	78.3%
Printing and Copying	841.55	2,000.00	-1,158.45	42.1%
Prof. Development	1,195.00	2,500.00	-1,305.00	47.8%
Professional Services				
Accounting	5,700.00	6,000.00	-300.00	95.0%
Consulting/Legal	18,057.50	18,000.00	57.50	100.3%
Engineering	0.00	4,000.00	-4,000.00	0.0%
Total Professional Services	23,757.50	28,000.00	-4,242.50	84.8%
Regional Marketing (VIAA)	51,162.00	51,162.00	0.00	100.0%
Rent-190 S.1st St. Office	13,200.00	13,200.00	0.00	100.0%
Staff Benefits	56,230.72	63,679.00	-7,448.28	88.3%
Staff Salaries	160,709.20	173,891.00	-13,181.80	92.4%
Travel and Mileage	5,017.43	6,000.00	-982.57	83.6%
Utilities				
Electricity	1,668.38	2,000.00	-331.62	83.4%
Telecommunications	2,952.30	3,500.00	-547.70	84.4%
Total Utilities	4,620.68	5,500.00	-879.32	84.0%
Website Expenses	2,248.95	2,277.00	-28.05	98.8%
Total Expense	344,794.95	384,409.00	-39,614.05	89.7%

Net Ordinary Income	39,614.05	0.00	39,614.05	100.0%
Other Income/Expense				
Other Income				
Interest Income Checking Acct.	140.55			
Total Other Income	140.55			
Net Other Income	140.55	0.00	140.55	100.0%
Net Income	39,754.60	0.00	39,754.60	100.0%

STAFF ACTIVITY REPORTS

STAFF REPORT – DEPUTY DIRECTOR

Activity

Board of Zoning Appeals – Member

Business Solutions Unit – Chair

CRIFA

Interns

Project Bow

Project Flow

Project Glove

Project Panel

Properties - Property Search
 Property Owners
 Database Update

Small Business Assistance

Strategic Planning

USDA – Craig Barbrow

Virginia Economic Development Association’s (VEDA) Summer Membership Meeting – Host, Special Interest Group – BRE, Leadership Retreat, Board of Directors Meeting – Committee Chair

Virginia Housing Discussions

Virginia Maritime Association Mixer SWVA Chapter - Wytheville

Virginia Statewide Business District Resurgence Grant Fund – Planning and Application

Website

Workforce Development Board – Partner Meeting

Workshop Planning – GenEdge, CowanPerry, SBDC

Workforce Transportation Survey

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

Upcoming

Employer Legal Compliance Update: 2020 & Beyond! with Cowan Perry – August 25, 2021

Wytheville Job Fair – September 16, 2021, at the Wytheville Meeting Center from 9am-12pm

Industry Appreciation Golf Tournament – October 14 at the Wytheville Golf Club

OLD OR UNFINISHED BUSINESS

GOLF TOURNAMENT

Mr. Mabe mentioned that he and the Joint IDA should meet with the Restaurant Manager at the Wytheville Golf Club possibly around September to discuss the JIDA Golf Tournament scheduled for October 14th. Mr. Manley stated that the tournament should be marketed 6-8 weeks prior to the event and that activity on that front would commence soon. Mr. Matthews mentioned that there was an adjustment on the time scheduled due to the sun setting earlier than the date the tournament is usually scheduled.

LOAN UPDATES

Mr. Manley stated that all borrowers on all active Revolving Loan Fund loans are current and that the next scheduled payment for the Sustainability Loan Fund will be in August.

STRATEGIC PLANNING UPDATE

Mr. Manley mentioned the strategic planning team is planning a virtual briefing for the JIDA team for the second week of August.

FY 20-21 AUDIT

Mr. Manley stated that the audit with Robinson, Farmer, Cox Associates is scheduled for August 2nd and 3rd and that many documents have been prepared in response to the firm's requests for the audit. He also mentioned that the JIDA is now subject to a different type of audit in response to the amount of federal dollars handled by the authority. Mr. Manley said the JIDA has requested additional funding from the CARES Act funds handled by Wythe County to cover the expenses of the new type of audit.

INTERNS

Mr. Matthews explained that through an internship program with UVA, the JIDA has had two interns over the summer. One of the interns, Erica Sprott, created two documents that were distributed to the Board. Mr. Matthews goes on to state that one document was an infographic showing a community profile of Wythe County while the other document was an interpretation of the data collected from CARES Act grant funding showing the pandemic impact on local businesses. Mr. Manley commented that he was incredibly pleased with Erica's performance throughout the internship. He continued that the cost to the JIDA was originally \$1000 per intern, but the expense was fully covered by UVA once the second intern was taken on. Mr. Manley added that Tristan Williams came to the VEDA Leadership Retreat last week, but that Erica was not able to participate. Mr. Manley asks the Board for permission to increase Erica Sprott's stipend based on the work that she did for the JIDA which exceeded expectations. After minimal discussion, the Board agreed that the JIDA proceed.

OTHER

NEW BUSINESS

FY 21-22 MEETING SCHEDULE

Mr. Manley distributed a proposed Board meeting schedule for FY 2021-2022 mentioning that the November and December meetings in the past have been merged as they typically fall on holidays. It was also proposed to move the September Board meeting to the last Thursday as it interferes with the VEDA Fall Conference as well as it being easier to obtain the full month's invoices by the end of the month. With the Board in agreement Mr. Manley also asks that the JIDA once again consider changing locations for the board meetings occasionally. In the past, board meetings have occurred in different parts of the county to allow for additional citizen participation. Chairman Kause entertained a motion to approve the Board meeting schedule for FY 2021-2022. Mr. Mabe made a motion, which was seconded by Mr. Morgan. With no further discussion, the motion passed unanimously.

OTHER

Mr. Manley mentioned that he and the Chairman attended the public information session that VDOT hosted for the Progress Park Connector Road and Exit 41 construction where both projects are moving forward. He added that some intense discussions occurred with some property owners affected by the project(s).

Closed Session as permitted by Code of Virginia §2.2-3711(A)(5) [unannounced prospective business- Project Glove], §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 §2.2-3711(A)(5) [unannounced prospective business- Project Glove], and §2.2-3711(A)(7) [actual or probable litigation].

The motion was seconded by Mr. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman
Wes Mabe
Jeff Lucas
Dicky Morgan

Nay – None

Absent during meeting: David Carpenter
Matt Clarke
Michael Cole

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

At 4:40 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. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman
Wes Mabe
Jeff Lucas
Dicky Morgan

Nay – None

Absent during vote: David Carpenter
Matt Clarke
Michael Cole

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:41 PM.

David Kause, Chairman

Attest:

Jessica E. DeHart, Secretary