

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
August 26th, 2021

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, August 26th, 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
David Carpenter, Treasurer
Matt Clarke
Michael Cole
Jeff Lucas
Dicky Morgan

MEMBERS ABSENT

None

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
Jessica DeHart, Administrative Assistant

JOINT IDA STAFF ABSENT

John Matthews, Deputy Director

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, Matt Hankins, Assistant County Administrator, Wythe County, Brian Freeman, Town Manager, Town of Wytheville, Cathy Pattison, Vice-Mayor, Town of Wytheville, and Mark Bloomfield, Wytheville Town Council member. Chairman Kause asked if anyone would like to address the Board. Matt Hankins spoke about the expansion of broadband service and that the County has had a request for proposals out since March with several interested parties. The goal is to provide the greatest number of Wythe County residents and businesses as possible with broadband. The next step in the process is to apply for grant funding through Virginia Telecommunications Initiative (VATI) next month with the awards for that grant expected in January. All questions asked by the Board were answered by Mr. Hankins. Chairman Kause asked if anyone else would like to address the Board. There being none, the meeting continued.

APPROVAL OF MINUTES— July 29th, 2021

Chairman Kause asked if there were any questions or concerns regarding the minutes from July 29th, 2021. There being none, he asked for a motion to approve the minutes as presented. Mr. Mabe made the motion, which was seconded by Mr. Morgan. With no further discussion, the motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Mr. Manley answered questions from the Board about the financial reports and invoices. Chairman Kause entertained a motion to approve the financial statements for July 30th, 2021, through August 26th, 2021, as presented. Mr. Cole made the motion to approve the financial statements as presented, which was seconded by Mr. Clarke. Upon no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register July 30, 2021, through August 26, 2021

Check #	Date	Payee	Amount
EFT	8/26/21	Xerox Corporation	\$ 232.44
EFT	8/26/21	Robert G Moore	\$ 1,100.00
EFT	8/26/21	Appalachian Power Company	\$ 130.56
EFT	8/26/21	CenturyLink	\$ 172.44
EFT	8/26/21	First Bank Master Card	\$ 3,057.51
7900	8/26/21	Joshua Neal	\$ 60.00
7901	8/26/21	Wytheville Meeting Center	\$ 98.45
7902	8/26/21	Town of Wytheville	\$ 19,918.30
7903	8/26/21	Southwest Signs	\$ 50.00
7904	8/26/21	Open Door Café	\$ 150.00
7905	8/26/21	Wytheville Meeting Center	\$ 315.90

7906	8/26/21	Erica Sprott	\$ 250.00
Total			\$ 25,535.60

STAFF ACTIVITY REPORTS

STAFF REPORT – DEPUTY DIRECTOR

Activity

Board of Zoning Appeals – Member
 Business Continuity Program with GENEDGE – JIDA is a Program Partner
 Business Solutions Unit – Chair
 Employer Legal Compliance Update – 29 participants
 Entrepreneurial & Small Business Development Strategies - Webinar
 Project Bow
 Project Flow
 Project Palm
 Project Panel
 Properties - Property Search
 Property Owners
 Database Update
 Small Business Assistance
 Southern Economic Development Council Annual Conference – Tampa, FL
 Strategic Planning
 Virginia Economic Development Association’s (VEDA) Public Policy Network – Co-Chair
 Virginia Statewide Business District Resurgence Grant Fund – Applied
 Website
 Wytheville-Wythe-Bland Chamber of Commerce – Real Estate Search, Newsletter, Education Committee

Upcoming

Business Continuity Program with GENEDGE – September 14, 2021, at the Wytheville Meeting Center – two sessions
 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

STAFF REPORTS – DIRECTOR

Executive Director’s Activity Highlights for period ending August 26, 2021

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - Prospects

- **Business Contacts and Meetings**

- Stephen Bear, County Administrator
- Brian Freeman, Wytheville Town Manager
- Jim Cowan, CowanPerry
- Pandy Brazeau, VEDP
- Michaela Martin, VEDP
- Andy Sorrell, Virginia TRRC (Tobacco Commission)
- Andy Wade, Louisa County economic development
- Whitney Czelusniak, Appalachian Power
- John Griffith, Appalachian Power
- Connie Long, VEDA
- Chris Lloyd, McGuireWoods
- Jordan Snelling, VEDP VP of Incentives
- Katherine Goodwin, VEDP AVP of Business Investment
- Aileen Martz, VEDP Research
- 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
- Richard Blackwell, Agracel
- Scott Bortz, Peed & Bortz
- Elvan Peed, Peed & Bortz
- Eric Chapman, CowanPerry
- Jeff Cline, Norfolk Southern

Noteworthy or Other Activities

- Strategic planning work
- Appointed to review committee for Virginia Business Ready Sites program with VEDP
- Center for Manufacturing Excellence Board of Directors board meeting, strategic planning session
- Numerous meetings for Project Palm
- Meeting with Hill Studios team (new Wythe County Comprehensive Plan)
- SEDC annual meeting
- Economic Development Committee, presentation to closed session for Wythe County Board of Supervisors
- Prepare and submit RFI(s)
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation

UPCOMING:

- Joint IDA Board- September 30, 2021 (5th Thursday – moved meeting)

OLD OR UNFINISHED BUSINESS

GOLF TOURNAMENT

Mr. Manley stated that the registration form for the Industry Appreciation Golf Tournament scheduled for October 14th had been developed and would be distributed shortly. The JIDA Golf Tournament will begin with lunch at 11:00 am, shotgun starting at 12:00 pm, and the reception with prizes and food directly after with a sponsored beverage cart throughout the day. Mr. Manley mentioned that sponsorships would be solicited and that if anyone would be interested in sponsoring the Industry Appreciation Golf Tournament to contact the Joint IDA office.

LOAN UPDATES

Mr. Manley said that all active borrowers for the Revolving Loan Fund are up to date. He stated that the JIDA won a judgement against Vivian Womble for the Coffee and Crumbs loan and that Ms. Womble made a \$25.00 payment. The JIDA's legal representative is currently developing a strategy to collect on judgements.

Mr. Manley mentioned all Sustainability Loan borrowers are current or ahead on their payment schedule with several being paid off completely in advance.

Mr. Carpenter mentioned that in the future the Revolving Loan Fund accounting should be kept separate from loans funded by outside parties such as the Sustainability Loans to make the bookkeeping easier and to alleviate confusion in reporting. The Joint IDA staff will investigate adopting a different method when appropriate.

STRATEGIC PLANNING UPDATE

Mr. Manley mentioned the Board was briefed by project consultants on the Phase I findings in the strategic planning process on August 9th, and Phase II will begin in September once interviews have been set up for the strategic planners with the Joint IDA partners and stakeholders.

OTHER

Ms. DeHart circulated a form for Board members to check and update their contact information if necessary. Mr. Manley mentioned that Chairman Kause's contact information has changed and that he wanted to congratulate Chairman Kause on his retirement this month from Gatorade. The board joined in the well wishes.

NEW BUSINESS

COMP TIME POLICY

Mr. Manley mentioned that an unintended consequence of changing legislation meant that public sector employees were no longer eligible for comp time. This went into effect on July 1st, 2021. As of today, August 26th, a memo was received from Wytheville Town Manager Brian Freeman noting that local government employees were once again eligible for compensatory time. The legislation was amended during a recent General Assembly special session.

Closed Session as permitted by Code of Virginia §2.2-3711(A)(5) [unannounced prospective business- Project Palm], §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 Palm], 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
Matt Clarke
Michael Cole
Jeff Lucas
Dicky Morgan

Nay – None

Absent during vote: None

The board entered a closed session discussion at 3:30 PM.

At 4:45 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
Matt Clarke
Michael Cole
Jeff Lucas

Dicky Morgan

Nay – None

Absent during vote: None

ADJOURN

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

David Kause, Chairman

Attest:

Jessica E. DeHart, Secretary