

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**August 28, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, August 28, 2014, 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  
Dana Pack  
Jennifer Atwell

Linda DiYorio  
Foy Patton  
Tom Jones

**MEMBERS ABSENT**

Charlie White

**EX-OFFICIO MEMBERS PRESENT**

C. Wayne Sutherland, Jr., Wytheville Town Manager (arrived later in meeting)  
R. Cellell Dalton, Wythe County Administrator (arrived later in meeting)  
Michael S. James, Rural Retreat Town Manager

**EX-OFFICIO MEMBERS ABSENT**

None

**DETERMINDATION OF QUORUM**

Chairman Kause called the meeting to order and determined a quorum to be present. Chairman Kause offered the invocation and Mr. Jones led the Pledge of Allegiance.

**CITIZENS' TIME**

Chairman Kause welcomed Pat Bevil, from the Virginia Employment Commission (VEC) and Michael James, Rural Retreat Town Manager to the meeting and asked if there was anyone present who would like to address the Board. Ms. Bevil introduced herself and noted that she worked in the outreach program at the Virginia Employment Commission. She noted that the Wytheville office represents Wytheville, Pulaski, Hiwassee, Radford, Bland, and Wythe County. They assist employers with job openings, tax credits, on-the-job training, wage sharing, and other responsibilities. The VEC office also helps job seekers and veterans looking for employment, resumes and applications, employer/employee matchups, and helping them get ready for positions. With no other comments, the meeting continued.

Mr. Kause mentioned that Mr. White had been called out of town due to a family emergency. Mr. Manley noted that Mr. White called and apologized to the Board, but that he looked forward to working with them.

Wayne Sutherland, Wytheville Town Manager, Cellell Dalton, Wythe County Administrator arrived at approximately 4:25 p.m. the meeting.

#### **APPROVAL OF MINUTES—July 24, 2014**

Chairman Kause asked if there were any corrections, additions, or questions regarding the minutes of the July 24, 2014, meeting and if there was a motion to approve the minutes as presented. Ms. Atwell asked if the Executive Director’s Activity Report would added to the minutes. Mr. Manley stated that the report had not been attached to this copy as it is updated up until the last day before the board meets, but would be included in the official copy for the files. Mr. Kause asked if there was any further discussion. There being none, Mr. Pack made a motion, seconded by Mr. Jones to approve the minutes as presented. With no further discussion, the motion passed unanimously.

#### **APPROVAL OF INVOICES**

Chairman Kause asked if there were any questions or discussion regarding the invoices for August 2014 and if there was a motion to approve the invoices as presented. Mr. Manley explained that the Board had received a more detailed check register that gives more information regarding the breakdown of each check. Ms. Atwell asked that the check register be included with the Board package. Mr. Manley stated that this particular report had been exported to Excel. Ms. Atwell explained that the report could be produced from the QuickBooks program and would be glad to show how it can be done. Mr. Manley that he was familiar with the report and would be changed at the next meeting. Ms. Atwell asked if the accounting system was still being handled on an accrual basis or if it had been switched to cash. Mr. Manley explained that the Joint IDA is still using the accrual basis, but planned on changing. Mr. Jones asked about the numerous charges to Appalachian Power Company. Mr. Manley explained that the Joint IDA currently has two bills for the central office, Units A and B, and that the expenses for electricity of the Habitat House have been added to the Joint IDA expenses. There are four charges, two for units A and B of the office and one for the actual bill at Habitat House and a charge for a deposit, which will be refunded. Chairman Kause asked if there were any other questions and if there was a motion to approve the invoices as presented. There being none, Ms. DiYorio made a motion, seconded by Mr. Patton, to approve the invoices for August 2014. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
For the Period from August 1, 2014 through August 30, 2014**

| <b>Check #</b> | <b>Date</b> | <b>Payee</b>              | <b>Amount</b> |
|----------------|-------------|---------------------------|---------------|
| EFT            | 08-14-14    | Appalachian Power Company | 69.37         |
| EFT            | 08-14-14    | Appalachian Power Company | 59.63         |
| EFT            | 08-14-14    | Appalachian Power Company | 55.91         |
| EFT            | 08-14-14    | Appalachian Power Company | 64.00         |
| 7201           | 8-28-14     | Alan Hawthorne Consulting | 660.00        |
| 7202           | 8-28-14     | CenturyLink               | 250.17        |

|              |         |                                    |                    |
|--------------|---------|------------------------------------|--------------------|
| 7203         | 8-28-14 | David Manley                       | 362.38             |
| 7204         | 8-28-14 | Mt. Rogers                         | Void               |
| 7205         | 8-28-14 | Robert G. Moore                    | 1,100.00           |
| 7206         | 8-28-14 | SVAM                               | 10.00              |
| 7207         | 8-28-14 | U. S. Cellular                     | 283.83             |
| 7208         | 8-28-14 | Virginia Goodwin – Reimbursement   | 59.51              |
| 7209         | 8-28-14 | Wytheville Office Supply           | 6.98               |
| 7210         | 8-28-14 | Xerox Corporation                  | 130.38             |
| 7211         | 8-28-14 | Mt. Rogers Development Partnership | 7,308.75           |
| 7212         | 8-28-14 | First Bank – Master Card           | 296.25             |
| 7213         | 8-28-14 | Town of Wytheville                 | 15,156.78          |
| <b>Total</b> |         |                                    | <b>\$25,873.94</b> |

## STAFF REPORT

Mr. Manley gave his activity report for the month ending August 28, 2014. The report shows that there were several inquiries, industry contacts, ongoing projects, meetings attended, and that he had also attended the UNC School of Government Basic Economic Development Course. Other items reported were the development of an organizational chart, updating of handouts, marketing material and lists, editing of the Joint Governing Bodies proposal, estimates for website updates, and other pertinent research and outreach projects.

## OLD BUSINESS

### HABITAT FOR HUMANITY HOUSE UPDATE

Mr. Manley stated that on recent visits to the Habitat House he has noticed activity of removal of Mr. VanAtwerp's personal belongings. He added that since there has been activity that he feels it is best to allow them time to continue their cleaning before addressing them with any issues. Mr. Manley state that since the Joint IDA is not on any set deadline to remove the items he thought it best to allow them time and not cause any upsets. Ms. Atwell added that she has noticed items being left on the porch which indicates they are removing items from the house. Mr. Manley stated that he has checked often on the property and will continue to check periodically. Mr. Jones stated that he passed the house one night and noticed that the lights had been left on, on the porch and suggested that it be watched and if there was another occurrence that it should be addressed. He noted that it may just have been a one-time thing.

### IVANHOE PROPERTY

Mr. Manley noted that there has been no activity with the deed on the Ivanhoe property from Wythe County. Mr. Jones asked if the County is responding to providing a deed to be signed. Mr. Manley responded that he is waiting on the deed and as soon as it is received it will be presented to the Board. Chairman Kause stated that there has already been a motion for the Board to sign the deed as soon as it is received. Mr. Manley added that the deed will be presented to the Board when received for its discussion and consideration.

## **JOINT GOVERNING BODIES RESOLUTION**

Mr. Manley distributed an updated version of the Joint Governing Bodies Resolution that he had edited according to the Joint IDA's Strategic Plan and discussion with board members. He asked that the Board look over the resolution and make suggestions and comments regarding the changes. Ms. Atwell asked what the timeline was to return the document to the Governing Bodies. Mr. Manley stated that he would forward them to the jurisdictions on the approval of the Joint IDA Board. He stated that he had added an addition, #10, stating "work with the localities to set appropriate goals on commercial and industrial investment." Mr. Manley asked Mr. James, Rural Retreat Town Manager, if he had any thoughts or comments regarding resolution #10. Mr. James did not. Chairman Kause asked if there were any further questions or concerns regarding the Joint Governing Bodies Resolution and if it was approved to be sent to the Governing Bodies. Ms. Atwell asked if the resolutions would be sent to the jurisdictions and then returned to the Joint IDA Board to be approved or declined. Mr. Manley stated that it would be. With there being no more discussion, Chairman Kause instructed Mr. Manley to forward the resolutions to the jurisdictions.

## **AUDIT COMMITTEE MEETING UPDATE**

Ms. Atwell reported that the Audit Committee received the audit documents prepared by Dr. Alan Hawthorne and Mr. Manley and had a meeting to discuss the reports. Mr. Manley stated that the auditor's appointment had been setup for the second or third week of September and that the Audit Committee approved to address all questions regarding the audit with the auditor's when they arrive.

## **OCTOBER TRIP TO RICHMOND**

Ms. DiYorio reported that during the July meeting she had mentioned that Mary Rae Carter had contacted her to invite the Joint IDA Board to visit Richmond and meet with the Secretary of Commerce and Trade and other pertinent organizations that could be of service to the Joint IDA. She noted that one organization would be Tourism where the Board can be informed on what information they have on Wythe County and to add any information they fill the group's needs. Ms. DiYorio and Mr. Manley have spoken and have identified three particular agencies they feel the Board should meet with. She noted that the meetings will begin on October 1 at noon with the first meeting being with the Secretary of Commerce and Trade. Ms. DiYorio asked Mr. Patton, Mr. Jones, and Mr. Pack if they would be able to attend, but unfortunately they have other commitments that will prevent them from attending. Mr. Pack stated that he would have to check to see if he was available and asked if it would be a one day trip. Ms. DiYorio stated that it would and that one vehicle would accommodate the group. Chairman Kause stated that it will be an interesting trip and he looked forward to speaking with the Secretary of Commerce and Trade after his visit to Wytheville today.

## **VICE CHAIR**

Chairman Kause stated that he had re-thought his motion to not hire a Vice Chairman at the present time and feels that the Joint IDA is in need of elected someone to the position. Chairman Kause opened the floor for nominations of Vice Chairman. Mr. Jones nominated Mr. Pack to fill the position. Ms. DiYorio seconded the motion and asked that the nominations be closed and Mr. Pack be accepted by acclamation. Mr. Pack asked for a vote. Chairman Kause asked if there were any questions and for a vote. Mr. Pack was chosen as Vice Chairman on a unanimous vote.

## **OTHER**

None

## **NEW BUSINESS**

### **ELECTRONIC FUNDS TRANSFER**

Mr. Manley mentioned that during the transferring of the power bill for the Habitat House to the Joint IDA he found that there would need to be a deposit made because the Joint IDA had a history of late payments on their account. The reason for the late payments was due to the date the bill was due and the date that the Board meeting would fall on, so the bill would be late at times. Mr. Manley asked the permission of the Board to begin making Electronic Funds Transfer (EFT) payments for certain bills like the electric bills, credit card bills, or anything where payments may fall before the regular board meeting to eliminate any late fees that may be incurred. He stated the Joint IDA does not need to have bills that are continuously late. Mr. Pack asked what the downfall or disadvantage would be to having EFT payments. Mr. Manley stated that he could find no downfalls and that all payment backup information and invoices will be available for the review of the Treasurer and the Board just as the checks are. Ms. DiYorio made a motion, seconded by Mr. Pack, to start EFT payments for any bills that need to be paid prior to their payment date. Chairman Kause asked if there were any further questions or concerns. With there being none, the motion passed unanimously.

### **REVOLVING LOAN FUND COMMITTEE APPOINTMENTS**

Mr. Manley mentioned that he is still waiting on a response regarding the Revolving Loan Funds grant from the USDA Rural Business Director. He added that in the meantime he feels that a committee should be formed to talk about and set guidelines for the borrowing of the funds. Mr. Manley stated he had some good prototypes. Ms. Atwell stated that she would volunteer to be on the committee as did Mr. Patton, Chairman Kause will also serve. The Joint IDA staff will set a meeting date for the committee and advise everyone as to the date.

### **ORGANIZATION CHART**

Mr. Manley stated that the Town of Rural Retreat and Mayor Tim Litz asked that the Joint IDA provide an organizational chart to the jurisdictions. He explained that the chart is fairly simple and asked the Board to look over the chart and make suggestions or any changes that may be needed. Mr. James mentioned that the chart was just needed to see how things are handled and what the flow of operation actually was. Chairman Kause asked if there were any questions regarding the organizational chart. Ms. Atwell asked if the date and time of the appointments be listed on the chart. Questions arose regarding appointment dates which the JIDA staff will research. Ms. DiYorio stated that appointment dates were not mentioned in the By-Laws, that each jurisdiction sets their own dates. Ms. Atwell asked that the Administrative Assistant add her office email address to the list of Board/Staff members address list and Mr. Patton asked that his email address be corrected. Ms. Atwell asked that the two sheets be incorporated together. With no further discussion, the meeting continued.

### **ASSOCIATE DIRECTOR HIRING PROCESS**

Mr. Manley stated that he would like to have a Hiring Committee formed to go over the job description and he has some other information that may help in the hiring process. However, he would like to ask for assistance in the process. Ms. DiYorio, Ms. Atwell, Mr. Manley, and Chairman Kause will be on the committee with Ms. DiYorio serving as Chairman. Chairman Kause asked if there would need to be a working session setup. Mr. Manley stated that after the committee meets he will line up everything and should have it ready to present to the Board at the September meeting.

Ms. Bevil stated that the VEC website can assist in the hiring process by listing it on their website and that they do advertise on two television and radio stations, and the Trade Times. Chairman Kause thanked Ms. Bevil for the helpful information.

### **MARKETING MATERIAL DEVELOPMENT, PRINTING**

Mr. Manley has been working on improving the marketing material and what is sent out for the Joint IDA. He noted that he found an outdated information folder when a prospect was visiting that had the old 703 area code on it. Mr. Manley stated that he is not suggesting that a lot of money be spent, but he would like to check into replacing the outdated folders and purchasing note cards to be sent to visitors to the office and to visitors whom the staff have visited. He noted that funds are budgeted for the printing of materials and that some of them can be produced in office. Ms. Atwell suggested that the Joint IDA and the Chamber of Commerce partner together with a generic folder that could be used by both organizations. Mr. Manley suggested both personalized and generic materials and will be developing an additional tri-fold brochure. He asked if this direction was acceptable for the Board and if they approved of the changes. Chairman Kause stated that he liked the direction that the Mr. Manley was heading in with improving the marketing material. Ms. Atwell asked if dates could be placed by the statistics so that there would be something to refer back to. Mr. Manley agreed with the suggestion nothing that these handouts were merely prototypes.

Chairman Kause asked about unemployment versus underemployment. Ms. Bevil from the VEC stated that unemployment is the number of applicants in the system receiving unemployment benefits. Once an applicant goes off of unemployment they go out of the system and it is considered underemployment. She stated that when you look at unemployment it is not an exact figure, the person who went out of the system off of unemployment may have found a position. Chairman Kause clarified that unemployment rates are the number of people collecting and underemployment is the ones that go off of unemployment. With no further discussion Chairman Kause continued with the meeting.

### **WEB SITE DEVELOPMENT**

Mr. Manley reported that he had reached out to four or five different website development companies and had talk with one so far. The estimated cost from the O'Connor Group, out of Roanoke, was from \$8,500 to \$9,500. Mr. Manley will proceed with collecting further estimates for the new website development.

### **UPCOMING EDUCATION PROGRAMS AND CONFERENCES**

Mr. Manley noted that there were several economic development programs and conferences coming up and that he would like to attend. The first would be the Virginia Economic Development Partnership orientation and work session being held the first week of September. The second is the Governors Economic Development Conference being held in October which he or someone on the Board should attend. This conference coincides with the Virginia Economic Development Assoc. annual meeting. Least of the priorities was the Virginia Economic Development Institute two day conference being held in Staunton that will go along with the certifications program. Mr. Manley stated that he would like to wait until spring to attend the next conference and see if a scholarship could be obtain to cover the costs. Another conference is the marketing conference being held in Arizona. He was contacted by Appalachian Power Company to ask if he would like to attend the conference and use the education/marketing funds provided by APCO to the Joint IDA for expenses. Mr. Manley stated that he would like to put the money to better use because the conference in Arizona is very expensive and he feels the funds could be utilized better elsewhere. The last conference is the International Trade Conference being held in Richmond, Virginia. Mr. Manley met with

Dianne Thomas, Virginia International Trade Manager, and she has offered to pay for the conference fees for is attendance, but travel expenses would be paid by the Joint IDA.

Ms. DiYorio mentioned that Mr. Manley has made several suggestions and asked him to explain to the Board which ones would be more beneficial for him and the Joint IDA.

Mr. Manley stated number one would be the Governor's Economic Development Conference with a registration cost of \$300 which would be held on October 7, 8, and 9. He felt this was an important conference for him to attend. The second conference for his VEDP orientation was an inexpensive trip that he needed to attend for his orientation. The third would be the Staunton, VEDI certification programs, which could be done in the spring. The fourth, which was the Arizona trip, was completely off the table. The fifth would be the International Trade Conference where payment has been offered for Mr. Manley to attend. Ms. DiYorio stated that she felt Mr. Manley should attend as many as possible and ask for scholarships to cover the cost to as many as possible. Chairman Kause stated that when Mr. Manley was hired he was asked to try to get as much education as possible and if he could find means to help fund the conferences and meetings that he was encourage to attend as many as possible.

#### **PROJECT UPDATES**

None at this time.

#### **OTHER**

Jackson Ferry Power Line - Mr. Jones asked Mr. Manley if he had heard anything regarding the power line at Jackson Ferry. Mr. Manley stated that a contractor from Charles City, located near Richmond, is the company doing the pillars and he heard that activity would begin in October.

Joint IDA Office sign – Ms. Atwell asked about the new signage for the Joint IDA office. Mr. Manley has spoken to the proper individuals for approval for a different sign above the office door and he has begun the process to have it replaced. He is also looking to have a sign placed on the ground to improve location problems. He noted that the sign over the door would be substantially like the old one.

#### **ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 4:31 p.m.

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David Kause, Chairman

Attest:

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Virginia M. Goodwin, Secretary

## **Activity Highlights for month ending August 28, 2014**

### **Inquiries:**

- Responded to inquiries from
  - Real estate developer
  - Site consultants
  - Local industry
  - @Corridor
  - Appalachian Power

### **Industry contacts**

- Randy Lund, Hutchinson
- Mariya Hurwitz, Pepsico
- Terry Truett, Gatorade
- Nathan Richards, Evatran
- Zach Cochran, Cochran Industries
- Kevin and Shauna Good, Commonwealth Recycling
- Dale Clark, Wythe County Community Hospital

### **Conferences/Events attended**

- UNC School of Government Basic Economic Development Course (certification applicable)
- Webinars: AEP, VEDA on site readiness, dealing with prospects

### **Ongoing projects**

- Habitat House
- Bolling Wilson Hotel loan application and execution - VTC

### **Meetings**

- John Woods - Downtown Wytheville
- Secretary of Commerce and Trade Maurice Jones, Spec. Advisor Mary Rae Carter
- Melinda Leland, WCC VP of Workforce
- Bill Smith - Bolling Wilson Hotel
- Wirt Confroy – Virginia Tourism Corp.
- Wythe County Board of Supervisors, Economic Development Committee
- Tom Elliott - @Corridor and local industry representative re: expansion
- Alan Hawthorne – re: prospect visit
- Local tourism business leaders
- Cellel Dalton
- Site Selection Committee
- Joint IDA Audit Committee
- Diane Thomas, Virginia Economic Development Partnership (VEDP) Int'l Trade Office
- Wythe-Bland Young Professionals Steering Committee
- Downtown Wytheville Economic Restructuring Committee
- Wythe County Community Hospital Executives + Downtown Wytheville representatives

**(OVER)**



**Etc.**

- Developed organizational chart per request of Rural Retreat Town Council, Michael James, and Mayor Litz
- Freshened Joint IDA branding, logo, print standards
- Revamped Progress Park handouts
- Site photos, especially Progress Park, Fairview Park
- Continued research on revolving loan programs
- Further editing, development on procedure for prospect visits
- Edit Joint Governing Bodies proposal
- Sought input, cost ballpark figures for web development
- Revise and update existing industry list
- Review annual audit materials
- Social media maintenance, responding to citizen inquiries, etc.
- Continued budget work
- Scholarship reimbursement request from Appalachian Power
- Ongoing outreach to trucking industry contacts re: trucking capacity expansion
- Prepared and sent press release to numerous outlets w/ photos