

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**September 25, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 25, 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  
Foy Patton

Linda DiYorio  
Tom Jones  
Charlie White

**MEMBERS ABSENT**

None

**EX-OFFICIO MEMBERS PRESENT**

C. Wayne Sutherland, Jr., Wytheville Town Manager

**EX-OFFICIO MEMBERS ABSENT**

R. Cellell Dalton, Wythe County Administrator  
Michael S. James, Rural Retreat Town Manager

**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 Wayne Sutherland, Wytheville Town Manager to the meeting and asked if there was anyone who would like to address the Board at this time. There being none, the meeting continued.

**INTRODUCTION OF NEW BOARD MEMBER**

Chairman Kause introduced Mr. Charlie White to the Joint IDA Board and welcomed him to the Board. Mr. White stated that he appreciated the chance to serve on the Board and looked forward to helping in any way possible.

## **APPROVAL OF MINUTES—August 28, 2014**

Chairman Kause asked if there were any corrections, additions, or questions regarding the minutes of the August 24, 2014, meeting and if there was a motion to approve the minutes as presented. There being none, Ms. DiYorio 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. There being none, Ms. DiYorio made a motion, seconded by Mr. Jones, to approve the invoices for September 2014. With no further discussion, the motion passed unanimously.

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	9-8-2014	U. S. Cellular	\$ 384.23
EFT	9-10-14	First Bank-Master Card	451.49
7214	9-25-14	CenturyLink	167.43
7215	9-25-14	Charlie White	138.52
7216	9-25-14	Dana R. Pack	207.79
7217	9-25-14	David A. Kause	207.79
7218	9-25-14	David Manley	421.12
7219	9-25-14	Foy W. Patton	207.79
7220	9-25-14	Jennifer W. Atwell	207.79
7221	9-25-14	Linda P. DiYorio	207.79
7222	9-25-14	Robert G. Moore	1,100.00
7223	9-25-14	Tom W. Jones	207.79
7224	9-25-14	Wytheville Office Supply	102.30
7225	9-25-14	Xerox Corporation	72.77
7226	9-25-14	Appalachian Power Company	124.11
7227	9-25-14	TC's Care and Repair	120.00
7228	9-25-14	Virginia Economic Development Partnership	350.00
<b>Total</b>			<b>\$ 4,886.50</b>

## **STAFF REPORT**

Mr. Manley distributed a copy of the Joint IDA's staff activities report for the month of September 2014 and it is had been added to the minutes as follows:

## **Activity Highlights for month ending Sept. 24, 2014**

### **New or Expanding Business Activity**

- Responded to inquiries from
  - Local industry
  - VEDP
  - @Corridor
  - Appalachian Power
  - Utility contractor
- Prepared and submitted RFP for a data center with all-new marketing material
- Prepared package for an aerospace company
- Attorney for developer
- Downtown entrepreneur brainstorming session
- TROF application
- Continued work with automotive component manufacturer to secure expansion locally

### **Business Contacts**

- Randy Lund, Hutchinson
- Mariya Hurwitz, Pepsico
- Nathan Richards, Evatran
- Mick Musser, Musser Lumber
- Rob Blanton and Jennifer Midkiff, Enterprise Rent-a-car
- Jim Harris, Virginia Trucking Assoc.
- Kevin and Shauna Good, Commonwealth Recycling and Composting
- Carolyn Bringman, Va. Tobacco Commission
- Drew Lumpkin, Office of Sen. Mark Warner
- Justin Doss, L&L Storage Buildings
- Blake Edwards, Grayson Nat'l Bank
- Craig Barbrow, USDA Rural Development

### **Conferences/Events attended**

- VEDP Orientation
- VirginiaSCAN class

### **Ongoing projects**

- Bolling Wilson Hotel loan application, tourism development plan
- Tobacco Commission reporting
- Website development
- Revamping printed materials, logo redevelopment
- Signage – proof supplied, quote pending

### **Meetings**

- Wirt Confroy – Virginia Tourism Corp.
- Steve Galyean – Virginia Tourism Corp.
- Tom Elliott - aCorridor

- Joint IDA Hiring Committee
- Joint IDA Loan Committee
- Wythe-Bland Young Professionals Steering Committee
- Downtown Wytheville Economic Restructuring Committee
- Downtown Rural Retreat Revitalization preliminary plan unveiling
- WWB Chamber Tourism Committee – JIDA update
- Wythe County Board of Supervisors (exclusion from closed session)
- Mt. Rogers PDC / Southwest 2020 update meeting

**Etc.**

- Tobacco Commission reception at Birthplace of Country Music Museum
- Further editing, development on procedure for prospect visits
- Revise and update existing industry list
- Worked with auditors during audit, answering inquiries, following up
- Reviewed audit
- Reviewed deeds as submitted by Wythe County for Ivanhoe and Fairview properties
- Social media maintenance, responding to citizen inquiries, etc.
- Worked Chamber golf tournament – industry and business outreach
- Spoke to gathering of Wytheville Rotary Club – talked about economic development, methods, history and plans (approx. 40 people)
- Revising job descriptions
- Developing loan programs, procedures for JIDA RLF

**Upcoming:**

- Richmond Ec. Dev. Trip (Oct. 1)
- Governor’s Economic Development Conference, Richmond (Oct. 7-9)
- Personal day (Oct. 10)
- International Trade Conference (Oct. 29-30) [pending]

Ms. Atwell asked about the website procurement requirements and asked about the web hosting/domain name status. Mr. Manley mentioned that he had only received one response back about the website development and that he was not sure about the domain status, but staff would check on the date due and amount and report back to the Board. Mr. Manley added that with the Board’s consent that he would put out a request for bids on the website reconstruction before the end of 2014. Ms. DiYorio asked if there were funds available in the budget to cover the cost of the website. Mr. Manley stated that the Joint IDA had saved approximately \$17,000 in wages due to not employing an Associate Director and that the website would more than likely be one-half of that amount. He added that his estimate was based only on what he was given by the one company who had responded regarding the website development. Ms. Atwell asked if Mr. Manley would be asking for additional bids or would the previous bid be taken. Mr. Manley stated that he would prefer additional bids. Ms. Atwell stated that she would like to discuss the budget again and asked if the hosting for the website budget could be amended and then reallocate \$9,000 from salaries and wages and \$1000 from printing and place it under website development.

Ms. Atwell made a motion, seconded by Mr. Pack, to amend the current budget and reallocate funds in the amount of \$9,000 from the payroll budget and \$1000 from the printing budget to a website

development category. Mr. Kause stated that there was a motion on the floor to amend and change the budget and asked if there were any questions or discussion. With there being none, the motion passed unanimously.

## **OLD BUSINESS**

### **PROPERTY DEED UPDATES**

Mr. Manley reported that he had received the deeds for the Ivanhoe and Fairview properties from Wythe County. The Ivanhoe property is valued at \$100,000 and the Fairview at \$300,000. The Joint IDA Board must determine or decide how to proceed with the Fairview property. Chairman Kause asked if there was any consideration from the County that the Joint IDA be compensated in any amount for either property. Mr. Manley stated that there had not been. Chairman Kause added that he did know that the Joint IDA, several years ago, had already agreed to sign the Ivanhoe property over to the County to sell at auction. Mr. Manley reported that the property deeds were straight forward. Ms. DiYorio wanted to make it clear that when the Joint IDA worked in good faith in the procedure to transfer the Ivanhoe property to the County. She noted that, if the Board recalled, when the subject came up the Board had first discussed putting the land up for sale themselves. However, the property would not even sell at the low price of \$1500. Ms. DiYorio added that the Joint IDA had spoken with Andy Kegley and tried to donate the property to Habitat for Humanity and were told the land was not suitable for a residence. The Joint IDA was thinking of auctioning the property also, research was performed by Kimber Simmons, Associate Director, at the time, but the Board decided to incorporate the property with some of the County property to be auctioned at the same time. Ms. DiYorio mentioned that at no time did the Joint IDA have any intent to hold onto the property and had done everything that they were supposed to do and the County was to follow through on the sale. Chairman Kause stated that since the action on the Ivanhoe property had been voted on approximately two years ago that all the Joint IDA needed to do was to sign and execute the deed and return it back to Wythe County. Mr. Patton said that is what he understands since it was voted on two years ago. The deed for the Ivanhoe property will be executed and returned to the County as soon as possible.

Ms. DiYorio spoke about the status of the Fairview property. She noted that she did not think that the Joint IDA would have a voice in the matter regarding signing the Fairview property over to Wythe County. Ms. DiYorio added that it is made clear in the present deed that Mr. Ager willed the property to the Joint IDA with the intention of creating jobs for Wytheville and Wythe County. She mentioned that the house will be there until the death of the present occupants. Mr. Patton suggested that the matter be further investigated. Mr. Manley state that someone could be hired to search the deed and look for any contradicting information. Mr. White asked if the Joint IDA was at an advantage or a disadvantage. He did not feel that creating disaccord with the jurisdictions would be to the advantage of the Joint IDA. Mr. Patton asked if it was fair for the other two jurisdictions to just return the property to Wythe County. He wanted to know if the other two jurisdictions had any investment in the property. Mr. Sutherland, Wytheville Town Manager, stated that the deed indicated the Wythe County purchased the property and then deeded it to the Joint IDA. He added that Wythe County does seem to rightfully own the property and it does not involve the other two jurisdictions. Mr. Pack asked, if the property is in the Joint IDA's name as owner then what would or what could the Joint IDA do with the property. Mr. Manley stated that an RFP could be done and the property could be sold. He added that Wythe County is going to include the property in with other properties that they have to sell at absolute auction. He mentioned that the land will more than likely be subdivided and auctioned. Ms. DiYorio stated, that for the sake of harmony, she feels that the Joint IDA should sign the deed and turn the land back over to Wythe County. Mr. Patton made a motion, seconded by Mr. Pack, to side the deed for the Fairview property over to the County, pending proof of payment for the land by the County. Chairman Kause asked if there were any questions or concerns. There being none, the motion passed unanimously.

## **UPDATED BOARD MEMBER INFORMATION HANDOUT**

The updated Board and Staff address and email information was passed out to all Board members. It was noted that Vice Chairman needed to Dana Pack's information. The staff will correct the list and email a copy to each Board member.

## **REVOLVING LOAN FUND COMMITTEE UPDATE**

Mr. Manley stated that he did receive confirmation from the USDA to reapprove the grant money in the Revolving Loan Funds (RLF). He noted that the Joint IDA will now be able to start a micro loan program will have various loan amounts available, depending on the size of the amount needed. The loans will be in the amounts of \$5,000, \$10,000 to \$25,000, and higher depending on size of business and need. When an application is received a summary from the company/potential company will need to be completed, as well as a business plan. The information will then be presented to the Joint IDA Loan Committee for discussion and review. Ms. DiYorio stated that she had met with the Downtown Wytheville Committee and she suggested that the Joint IDA RLF funding would be an excellent opportunity for someone looking to open a business in the downtown area and needed funding to do so. Mr. Manley mentioned that the Loan Committee would have to work together to figure out how the payments, etc., would have to be handled, such as balloon payments or straight-line. He added that the interest rate would be prime plus one.

## **HIRING COMMITTEE UPDATES**

Ms. DiYorio reported on the Hiring Committee meeting. She stated that the committee took the previous job description and compared it with the new strategic plan. The committee also discussed with Mr. Manley about where he would be stronger and what the associate director would be responsible for. Ms. DiYorio stated that the job description is rather daunting. She added that the committee's plan was to hopefully have someone hired by January 1, 2015. Chairman Kause stated that he thought that would be an excellent idea. Ms. DiYorio added that the Joint IDA will do Internet advertising, buy some newspaper ads, and work with the Virginia Employment Commission to advertise the position. Ms. DiYorio mentioned that she is still concerned about the funding for the position or the Joint IDA and is worried about the hiring for the position if the funding is not stable. She feels confident about the Town of Rural Retreat and Wytheville, but a bit worried about the county funding. Chairman Kause stated that he too was confident with the two towns, but felt the Joint IDA should continue with their plans of hiring an associate director. Mr. Pack made a motion, seconded by Mr. Jones, to proceed with the hiring of an associate director. Chairman Kause asked if there were any questions or concerns. Mr. Manley stated that the application process will be handled by the Human Resources Department for the Town of Wytheville. Mr. Jones asked if the pay level will be entry level. Mr. Manley responded that salary had not been discussed yet with any level of detail. With no further discussion, the motion passed unanimously.

## **JOINT GOVERNING BODIES RESOLUTION**

Mr. Manley distributed a copy of the Wythe County, Town of Wytheville, and Town of Rural Retreat's resolution that he had updated regarding what was expected in information, activities, and assistance from the Joint IDA staff. Mr. Manley stated that he had summarized all of the changes during the past month and has cataloged the differences from the previous resolutions and compiled another resolution to be presented to the joint governing bodies. He stated that the Joint IDA staff will do what is needed to fulfill and meet all of the expectations as well as they can give staffing and budget constraints. Mr. Manley will be presenting the resolution at the Joint Governing Bodies meeting being held in Rural Retreat Council Chambers on September 29.

## **JOINT IDA SIGN**

Mr. Manley spoke with Stan from Southwest Signs regarding a new sign for the Joint IDA office. He noted that the new sign will be made from new material, but will be the same color and design. The only difference is that the sign will be made from aluminum. The cost of the sign is \$250.

Ms. Atwell asked about placing a sign on the side of the building. Ms. DiYorio mentioned that Bob Kirby with the SREC located in the Joint IDA office would also like to erect a sign for the SREC. Mr. Sutherland, Wytheville Town Manager, mentioned that the Joint IDA and the SREC would have to go through approval for additional signage due to the historical recognition of the building. Mr. Manley stated that he would apply for grant funds to assist in payment of additional signage.

## **OTHER**

Joint IDA By-laws – Ms. DiYorio stated that she had been asked by Chairman Kause to look over the Joint IDA By-Laws and make suggestions for changes and updates. She noted that there were only a few items that needed updating such as the address and just a few other minor changes. Ms. DiYorio noted that this was only the first draft and if the Board saw any additional information that needed changing to please let her know. Chairman Kause thanked Ms. DiYorio for her hard work on the By-Laws and asked the Board members to contact her if they saw anything further that needed updating.

## **NEW BUSINESS**

### **JOINT IDA MD&A REPORT**

Mr. Manley stated that both the Joint IDA MD&A report and the Auditors Preliminary Audit Report topics could be consolidated together. He noted that there was a clean audit this year and the audit committee agreed. Mr. Manley has to update the narratives and the summary of what the projects are and the audit will be complete. No further action or discussion was needed at this time.

### **AUDITORS – JOINT IDA PRELIMINARY AUDIT REPORT**

Combined with “Joint IDA MD&A Report” topic.

### **JOINT IDA INDUSTRY APPRECIATION GOLF TOURNAMENT**

The Board members voted to continue with the annual Joint IDA Industry Appreciation Golf Tournament. The date of the tournament has been set for May 21, 2015. Joint IDA staff will contact the Wytheville Golf Club to reserve the date.

## **WYVE RESOLUTION**

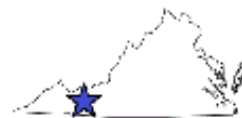
Mr. Manley spoke briefly about presenting a resolution to WYVE in recognition of their 65 years of service to the community. Mr. Manley read the resolution. Chairman Kause asked if there was a motion to present the

resolution to WYVE Radio in recognition of their service. Mr. Jones made a motion, seconded by Ms. DiYorio, to present the resolution to WYVE. With no further questions, the motion passed unanimously.



**Joint Industrial Development Authority**  
of Wythe County, Wytheville, and Rural Retreat

**AT THE CENTER OF PROGRESS**



**Board of Directors**

David Kause  
Chairman

Dana "Dickie" Pack  
Vice-Chairman

Jennifer Atwell  
Treasurer

Linda DiYorio  
Tom Jones  
Foy Patton  
Charlie White

**Staff**

David Manley  
Executive Director

Vacant  
Associate Director

Virginia Goodwin  
Administrative Assistant

**A RESOLUTION**

**IN HONOR OF WYVE's 65<sup>th</sup> Anniversary**

WHEREAS, WYVE began broadcasting over 65 years ago on Sept. 21, 1949,

WHEREAS, WYVE operates still from Wytheville, Virginia,

WHEREAS, even WYVE's call letters themselves are a tribute to its home community,

WHEREAS, WYVE highlights news, sports, and community news on a daily basis,

WHEREAS, WYVE and its owner THREE RIVERS MEDIA provide an important outlet for news, music, and entertainment to our region,

WHEREAS, WYVE has a history of award-winning journalism and programming,

WHEREAS, countless hours of airtime have been donated to organizations and those in need in our area to raise money and awareness,

AND WHEREAS, a strong spirit of community support and participation has always been evident through WYVE's activities and those of its employees,

BE IT THEREFORE RESOLVED, that today, September 25, 2014, the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat hereby recognizes with appreciation WYVE 1280 AM for its 65 years of devoted community service.

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David Kause, Chairman

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David Manley, Executive Director



## **BOLLING-WILSON HOTEL OPENING**

Mr. Manley stated that the activities for the opening of the Bolling-Wilson Hotel will be consolidated to October 23, 2014. Schedule is the dedication of the sidewalk and ribbon cutting at 2:00 P.M. and a private, by invitation only, reception at 7:00 P.M.

## **NOVEMBER/DECEMBER 2014 BOARD MEETING**

Mr. Manley mentioned that since Thanksgiving Day would be the day of the November 2014 Board meeting, with Board approval, he suggested that the November and December meetings be combined. Ms. Atwell made a motion, seconded by Mr. Patton, to combine the November and December meetings. Chairman Kause asked if there were any questions or discussion. There being none, the motion passed unanimously.

## **PROJECT UPDATES**

Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(5) of the Virginia Freedom of Information Act, Code of Virginia to discuss unannounced projects. The motion was seconded by Mr. Patton, and passed unanimously. Ms. Atwell made a motion, and Mr. Patton seconded, that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion was seconded by Mr. Jones, and passed.

### **CERTIFICATION OF CLOSED SESSION**

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certificate by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat, hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat.

Motion was passed with the following roll call vote:

The following roll call vote was required after the motion for certification:

AYES:	Linda DiYorio	Tom Jones
	Dana Pack	David Kause
	Jennifer Atwell	Foy Patton
	Charlie White	

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

**OTHER**

None

**ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 4:45 p.m.

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David Kause, Chairman

Attest:

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Virginia M. Goodwin, Secretary