

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**October 23, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, October 23, 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	Linda DiYorio
Dana Pack	Tom Jones
Jennifer Atwell	Charlie White
Foy Patton	

**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.

**APPROVAL OF MINUTES—September 25, 2014**

Chairman Kause asked if there were any corrections, additions, or questions regarding the minutes of the September 25, 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 October 2014 and if there was a motion to approve the invoices as presented. Ms. Atwell asked why the Board members were not paid through the Town of Wytheville payroll. Ms. DiYorio stated that the Board approved to continuing paying the Board members through the Joint IDA to eliminate having such a small check issued every two weeks. Mr. Kause asked if there were any further questions or concerns. There being none, Ms. Atwell made a motion, seconded by Mr. Jones, to approve the invoices for October 2014. With no further discussion, the motion passed unanimously.

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

Check #	Date	Payee	Amount
EFT	10-10-14	Department of the Treasury	\$ 229.50
EFT	10-17-14	First Bank – Master Card	825.98
EFT	10-07-14	Virginia Department of Taxation	20.00
7229	10-23-14	Appalachian Power Company	126.42
7230	10-23-14	CenturyLink	167.51
7231	10-23-14	David Manley	292.88
7232V	10-23-14	First Bank- Master Card	0.00
7233	10-23-14	Southwest Signs	275.00
7234	10-23-14	Town of Wytheville	11,007.54
7235V	10-23-14	Virginia Department of Taxation	0.00
7236	10-23-14	Xerox	90.06
<b>Total</b>			<b>\$ 13,034.89</b>

## STAFF REPORT

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

### Activity Highlights for month ending October 22, 2014

#### New or Expanding Business Activity

- Responded to inquiries from
  - VEDP
  - @Corridor
  - Commercial Real Estate Brokerage
  - Major regional contractor
  - Accounting firm

- Prepared and submitted RFI response for a food processing facility
- Prepared and submitted RFI response for an agribusiness facility
- Met with a developer and attorneys regarding downtown revitalization
- Downtown business owner regarding expansion, new venture
- Downtown business ownership group regarding viability of new venture
- Continued work with automotive component manufacturer to secure expansion locally
- Continued work with local manufacturer to secure expansion locally

### **Business Contacts**

- Vicki Horton, SC&H Group (Atlanta site consultant)\*\*
- David Denny, Rocky Lane, Sanford Holshouser Economic Development Consulting
- Deborah Flippo, Draper Aden Associates
- Keith Boyd, Anderson and Associates
- Mark Bloomfield, Bloomfield Partners
- Terry Truett, Gatorade Blue Ridge
- Ned Stevenson, Va. Tobacco Commission
- Alex Berry, Va. Dept. of Housing and Community Development
- Carolyn Bringman, Va. Tobacco Commission
- Jonathan Everett, First Bank and Trust
- Michelle Jenkins, Office of Congressman Morgan Griffith
- Carol Boone, Boone Tractor
- Carl Lambert, Interstate Contractors
- Zach Cochrane, Cochrane Industries

### **Conferences/Events attended**

- VEDA Annual Conference / Governor's Economic Development Conference *"Increasing the Odds: Deal-Making in the New Economy"*
  - New member / YP social and networking reception
  - Dinner treated by Anderson & Associates + Sanders Holshouser Consultants
  - Economics of labor availability and deal flow
  - Important components of an effective deal-making toolkit
  - New Markets tax credits
  - Networking lunch – downtown revitalization
  - Site selection consultants and strategies
  - Effective and appropriate metrics for measuring economic development organizations and their success
  - Community-benefitting incentives
  - Speeches from Gov. McAuliffe (on Virginia's Economic Development plan), Todd Haymore (Secretary of Agriculture and Forestry), and Maurice Jones (Secretary of Commerce and Trade)

### **Ongoing projects**

- Bolling Wilson Hotel loan application, tourism development plan
- Helping current grantee come into compliance with Tobacco Grant, VEC, other agencies

- Tobacco Commission reporting, negotiation
- Website development, research, RFP preparation – spec development
- Developing new correspondence cards
- Signage – approved, installed

### **Meetings**

- Blake Edwards, CFO of Grayson Nat'l Bank and Jonathan Kruckow bank's chief commercial lending officer and New River Valley executive
- Richmond Trade Mission
  - Secretary of Commerce Maurice Jones
  - Director of Virginia DHCD Bill Shelton
  - Special Advisor for Rural Partnerships Mary Rae Carter
  - Virginia Tourism Corp. CEO Rita McClenny and Director of Partnerships Wirt Confroy
  - Interim Director of the Virginia Tobacco Commission Tim Pfohl
  - VEDP VP Liz Povar
- Wythe-Bland Young Professionals
- Downtown Wytheville Economic Restructuring Committee
- Regional commercial developer
- Joe Gillespie, VEDP
- Tom Elliott, aCorridor

### **Etc.**

- VEDA/VEDP Webinar on Site Preparation: Uncovering the Unknowns
- Social media maintenance, responding to citizen inquiries, etc.
- Revising job descriptions
- Developing loan programs, procedures for JIDA RLF
- Press release re: Richmond trip (published 10/22/14 in Enterprise)
- Website maintenance / update

### **Upcoming:**

- Richmond - Virginia International Trade Conference (Oct. 29-30)
- Roanoke – Summit on Rural Prosperity (Center for Rural Virginia) (Nov. 11-12)
- Appointed to New River / Mt. Rogers Workforce Investment Board
- \*\* Winter trip to visit site consultants in crescent between Charlotte and Atlanta

### **OTHER**

None

### **OLD BUSINESS**

### **JOINT GOVERNING BODIES RESOLUTION**

Mr. Manley reported that the Joint Governing Bodies resolution concerning the requirements of the Joint IDA was passed at the joint meeting held in Rural Retreat on Monday, October 20.



## RESOLUTION

**WHEREAS**, Wythe County, the Town of Wytheville, and the Town of Rural Retreat have participated in creating and funding the Joint Industrial Development Authority of Wythe County; and,

**WHEREAS**, Wythe County, Wytheville, and Rural Retreat support continued economic development efforts in our communities; and


**WHEREAS**, Wythe County, Wytheville, and Rural Retreat are committed to the continued success of the Joint Industrial Development Authority of Wythe County; and,

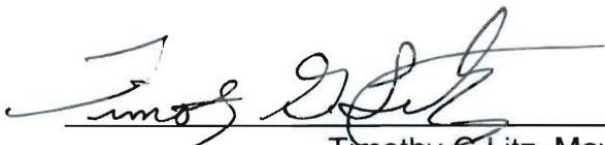
**NOW, THEREFORE, BE IT RESOLVED**, the governing bodies of Wythe County and the Towns of Wytheville and Rural Retreat recommend the following:


1. Broaden the focus of economic development efforts to include areas outside Progress Park.
2. Develop, publish and maintain a database of available commercial and industrial buildings and properties in the Towns and County.
3. Effectively utilize the Revolving Loan Fund for the benefit of the local economy.
4. Participate in efforts to maintain a low level of unemployment while increasing job growth with special focus on quantity, quality, and diversity of jobs.
5. Make efforts to increase the visibility and transparency of Joint IDA activities.
6. Provide regular reports to local governing bodies to include:
  - a. Monthly activity report
  - b. Monthly minutes of JIDA Board meetings
  - c. Economic development committee meetings for each jurisdiction
  - d. Joint Governing Bodies meetings
7. Visit existing business and industry semi-annually (or more if needed).
8. Average 5 new contacts per month with outside prospects for economic development.
9. Identify target industry/businesses based on demographic information of the towns and county.

10. Work with each locality to set appropriate goals on commercial and industrial investment.
11. Coordinate with localities on appropriate media activity to include press releases and other public relations tools including social media. All press releases of new or expansion of industries/businesses shall be released by the host locality.
12. Make every effort to educate the public of the Joint IDA of its mission, resources, and staff availability.
13. Interact with community groups (such as civic organizations and Downtown groups) to maximize economic activity in Wythe County, Wytheville, and Rural Retreat.

**Adopted this 29th day of September 2014.**

  
\_\_\_\_\_  
Trenton G. Crewe, Jr., Mayor  
Town of Wytheville

  
\_\_\_\_\_  
Timothy G. Litz, Mayor  
Town of Rural Retreat

  
\_\_\_\_\_  
Timothy A. Reeves, Sr., Chair  
Wythe County Board of Supervisors

## **JOINT IDA OUTDOOR SIGN**

Mr. Manley reported that there has been a new sign installed over the door at the Joint IDA office. He noted that the sign is now aluminum and more visible than the previous one. He added that the sign was installed free of charge by Mr. Scott.

## **AUDIT**

Mr. Manley reported that the audit had been completed and there were no errors or problems found. He added that hard copies would be distributed once received.

## **HIRING PROCESS**

Ms. DiYorio reported that she, Jennifer Atwell, David Manley, and Chairman Kause were on the hiring committee for the hiring of a new Associate Director. She reported that the committee took the recent vision statement and developed a job description for the position. Ms. DiYorio stated that the advertisement for the position had been placed on numerous websites and would remain posted until the position is filled. She added that once applications are received the committee will start looking at them. Mr. Manley stated that the committee did a good job on the job description and that the hiring process has now begun. The wage range for the position is from \$38,000 to \$48,000. Chairman Kause thanked Ms. DiYorio for her hard work on the job description and hiring process.

## **WEBSITE**

Mr. Manley reported that he was not able to get the RFP out for the website development, but stated that he would have it out by the end of next week. He added that he will be following normal state guidelines regarding the RFP and that he should hear from more designers once the RFP begins circulation.

## **HABITAT HOUSE UTILITIES, MAINTENANCE**

Mr. Manley reported that the deed for the Habitat House has been signed and given to Wythe County. He stated that the utilities have been disconnected and all maintenance will be taken care of by Wythe County.

Mr. Pack stated that he had thought that the proceeds from the sale of the Ivanhoe property would be returned to the Joint IDA. Mr. Manley stated that they will be turned over to Wythe County.

## **ADOPTION OF BYLAWS**

Ms. DiYorio mentioned that the Board was given a copy of the amended Joint IDA Bylaws and were asked to look over them and suggest any changes needed. Mr. Kause asked if there were any questions or concerns regarding the bylaws. There being none, Mr. Kause asked if there was a motion to approve the bylaws as amended. Ms. DiYorio made a motion, seconded by Ms. Atwell, to accept the bylaws as amended. With no further discussion, the motion passed unanimously.

## **OTHER**

Joint IDA Richmond visit – Chairman Kause mentioned that the Richmond visit was informational and relevant for the Joint IDA. He noted that it was important for the Board members and the Executive Director to meet and associate with various State officials in a one on one capacity. Mr. Kause thanked Ms. DiYorio and Mary Rae Carter for setting up the meeting for the group.

Enterprise Zone – Mr. Manley explained that the director of the Enterprise Zone had resigned from their position and the job had been reassigned to another individual. He noted that the DHCD Enterprise Zone Expansion application for Wythe County, Wytheville, and Rural Retreat had been approved.

## **NEW BUSINESS**

### **W-W-B CHAMBER OF COMMERCE ANNUAL MEMBERSHIP AND AWARDS BANQUET – NOVEMBER 17**

Chairman Kause asked the Board if they would like to sponsor a table for the Joint IDA at the annual Wytheville-Wythe-Bland Chamber of Commerce Membership Dinner. Ms. DiYorio made a motion, seconded by Mr. Patton, to sponsor a table of either at the awards banquet.

### **JOINT IDA SPECIAL RECOGNITION AWARD NOMINATION**

Vice Chairman Pack made a motion, seconded by Mr. White, to choose Southwest Specialty Heat Treat, Inc. as the recipient for the 2014 Joint IDA Special Recognition Award. The motions passed unanimously.

### **TENURE AWARDS LUNCHEON DATE**

The date of February 26, 2015 was chosen to hold the annual Tenure Awards luncheon. Chairman Kause suggested that the staff ask for quotes from various places for the luncheon such as the Boling Wilson Hotel, the Wytheville Golf Club, and the Wytheville Meeting Center. The Joint IDA staff will gather quotes from each facility.

## **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**

2014-2015 Budget Amendments – Mr. Manley presented the following budget amendments to the 2014-2015 Budget. The amendments will be in effective immediately, with Board approval.

### **Proposed Budget Amendments**

**October 23, 2014**

- 1.) Merge Capital Equipment with Computer Software to create Office Equipment and Technology
- 2.) Merge Copier Lease funds into Copier – we own the copier
- 3.) Eliminate Property Insurance category, merging \$150 budget into Liability insurance
  - a. Amend the Liability Insurance – add \$60 from consulting budget
- 4.) Change Conventions/Training/Professional to Continuing Education and Conferences
- 5.) Change Travel and Entertainment – Business Expense to Travel, Lodging, and Meals (More accurate, less objectionable)
- 6.) Move \$1000 from Consulting to Maintenance and Repair (sign, higher mowing cost than budgeted)
- 7.) Move \$500 from Consulting to Office Supplies
- 8.) Remove surety bond, move \$105 to Printing

Chairman Kause asked if there were any questions and if there was a motion to approve the proposed budget amendments. Mr. White made a motion, seconded by Mr. Patton, to accept the proposed budget amendments to be effective immediately. Mr. Kause asked if there was any discussion. There being none, the motion passed unanimously.

**ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 3:55 p.m.

---

David Kause, Chairman

Attest:

---

Virginia M. Goodwin, Secretary