

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**December 4, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 4, 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  
Tom Jones  
Charlie White

Linda DiYorio  
Jennifer Atwell  
Foy Patton

**MEMBERS ABSENT**

Dana Pack

**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—October 23, 2014**

Chairman Kause asked if there were any corrections, additions, or questions regarding the minutes of the October 23 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 December 2014 and if there was a motion to approve the invoices as presented. There being none, Mr. Jones made a motion, seconded by Ms. DiYorio, to approve the invoices for December 2014. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
For the Period from November 1, 2014 through December 4, 2014**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
11-20-14	EFT	First Bank – Master Card	\$ 979.99
11-20-14	7238	Appalachian Power Company	95.74
11-20-14	7239	CenturyLink	167.51
11-20-14	7240	Mt. Rogers Development Partnership	7,308.75
11-20-14	7241	Pinchy's Lawn Service	80.00
11-20-14	7242	Robert G. Moore	1,100.00
11-20-14	7243	Robinson Farmer Cox	6,690.00
11-20-14	7244	TC's Care and Repair	60.00
11-20-14	7245	Town of Wytheville	10,932.86
11-20-14	7246	Tri-Cities/SW Virginia Enterprise	54.30
11-20-14	7247	W-W-B Chamber of Commerce	500.00
11-20-14	7248	Wordsprint	60.00
11-20-14	7249	Wytheville Office Supply	42.99
11-20-14	7250	Xerox Corporation	35.48
11-20-14	7251	David Manley	166.88
<b>Total</b>			<b>\$ 27,394.58</b>

## STAFF REPORT

### Activity Highlights for period ending December 4, 2014

#### New or Expanding Business Activity

- Responded to inquiries from
  - VEDP
  - @Corridor
  - Commercial landowner based in AZ
  - Local developer
- Four continuing projects for local expansion

#### Contacts

- Jeanne Stosser, SAS Builders, other interests
- Deborah Flippo, Draper Aden Associates
- Mark Bloomfield, Bloomfield Partners
- Tad DeRiso, Mid-Atlantic Broadband

- Joy Gardner, Citizens
- Kevin Good, Commonwealth Composting and Recycling
- Chuck Johnson
- Alex Berry, VA. Dept. of Housing and Community Development
- Barry Barnes, Lawrence Transportation
- Doug Graham, Lane Enterprises
- Michelle Jenkins, Office of Congressman Morgan Griffith
- Melinda Leland, WCC/VHCC workforce VP
- Mariya Hurwitz, Pepsico
- Bill O'Connor, the O'Connor Group
- John Smolak, AEP
- Jim Cowan, Eric Champan, CowanPerry PC
- Adam Barnes, Wells Fargo
- Drew Lumpkin, Sen. Mark Warner's office
- Craig Barbrow, USDA/RD
- Bernie Meacham, Bank of America Commercial Bank

### **Ongoing projects**

- New correspondence cards revised, received, in use
- Social media promotion and outreach for various projects
- Helping current grantee come into compliance with Tobacco Grant, VEC, other agencies
- Associate director search
  - Reviewed applications extensively, candidate research
  - Questionnaire development
  - Arranged interviews
- New Website
  - Researched, developed proper RFP
  - Issued RFP, responded to numerous inquiries and questions
  - Received and reviewed proposals
  - Collecting new photos for website
- Revolving loan fund
  - Developed new brochure/handout
  - Developed new loan application
  - Submitted application to USDA/RD for comment/approval (received last week)
- DRIVE Tourism with VTC (part 3 or 4)
- Budget evaluation and planning
  - Continued streamlining
- Investigating educational opportunities for CECD certification

### **Meetings**

- Wythe-Bland Young Professionals
- Downtown Wytheville Economic Restructuring Committee
- Cellell Dalton, Wythe County Administrator
- Deanna Mabe, WCC workforce development
- RR Depot Foundation Committee, Tobacco Commission Rep.
- RR Depot/Town Meeting on plans w/architect ad engineer
- Marketing coordination with Tommy Hundley, Jennifer Atwell, John Woods

- JIDA Hiring Committee
- YP/Small business Saturday Coordination
- Ellen Reynolds, Chair – Wythe County Tourism Committee
- Rosa Lee Jude, Wytheville CVB

#### **Etc.**

- VEDA/AEP webinar on business retention strategies
- Social media maintenance, responding to citizen inquiries, etc.
- Revising job descriptions
- Streamlining financial reporting
- Attended WCC/VHCC legislative reception in Abingdon with state legislative delegations from service region
- WWB Chamber Annual dinner/awards
  - Prepared bio for David Carpenter/SW Specialty Heat Treat
- Attended ribbon cutting for Edith Bolling Wilson Birthplace Museum entryway
- Bolling Wilson Hotel
  - Ribbon cutting
  - Opening evening reception
  - Stayed on grand opening night

#### **Upcoming**

- Appointed to Southwest Virginia Cultural Heritage Commission Marketing committee (one of two Wythe County representatives) – quarterly meetings, branding effort for whole region, coordinated marketing, planning, execution
- Winter trip to visit site consultants in crescent between Charlotte and Atlanta
- Richmond trip to meet with project managers at VEDP and Port of Virginia economic developers
- CECD classes as available, convenient, suitable

#### **OLD BUSINESS**

#### **HIRING PROCESS**

Ms. DiYorio reported that interview for three applicants will be held on Friday, December 5 and two more will be done on Monday, December 8. The outcome will be reported to the Board as soon as possible.

#### **WEBSITE**

Mr. Manley reported that the RFP for the new website construction has been sent out and that there is a two week deadline for response. He noted that there have been several inquiries and he has received 12 to 15 proposals. He added that one of the proposals did come within the Joint IDA budget range. Mr. Manley is currently working with two of the lowest bidders. Ms. DiYorio asked if the current website could be updated to carry the Joint IDA through until the new one is designed. Mr. Manley answered that it could. Ms. DiYorio suggested that the website be updated as soon as possible.

## CHAMBER OF COMMERCE ANNUAL MEMBERSHIP AND AWARDS BANQUET – SUMMARY

Chairman Kause reported that the W-W-B Chamber of Commerce membership and awards banquet seemed to be a success and that he felt that Mr. Carpenter from Southwest Specialty Heat Treat was totally surprised with receiving the Joint IDA's Special Recognition award for 2014. He thanked Ms. Atwell for a job well done on the event.

## TENURE AWARDS LUNCHEON – VENUE CHOICE

Chairman Kause noted that the date for the annual Tenure Awards Luncheon is the fourth Thursday of February prior to the regular Board meeting. He suggested that the Joint IDA staff collect quotes from several different restaurants and places with banquet facilities prior to the venue selection. The Joint IDA staff will get the necessary quotes.

## REVOLVING LOAN FUND

Mr. Manley explained that many years ago a revolving loan fund was seeded with USDA Rural Development funds and now the Revolving Loan Fund totals over 700K. The original target of the fund was manufacturers needing a small loan to improve or start their business. Mr. Manley explained that he had been working with the USDA-RD and Craig Barbrow to expand the loan requirements to include small businesses, as well as large manufacturers. Mr. Manley stated that he will be working on a new application for the loan. He added that program will be more new and flexible using the same funds. A loan committee is in place and applications will be accepted soon.

## BYLAWS AMENDMENT – FORMALIZING BOARD MEMBER TERM DATES

Mr. Manley discussed the following proposed by-laws change.

**Proposed By-laws Change**  
**Drafted 12/1/2014 for adoption 12/4/2014 at regular board meeting**

Historically, new board members have been appointed to serve terms that begin January 1 of a given year through December 31 of the end of the term. Although it is tradition and practice of the Joint IDA of Wythe County, it is not formalized in the by-laws. To avoid future confusion and to continue with longstanding practice and tradition and the JIDA's normal course of business, an amendment to the by-laws is appropriate to insert language.

### CURRENT LANGUAGE:

Appointments shall be for terms of four years, except appointment to fill vacancies which shall be for unexpired terms.

### PROPOSED LANGUAGE OF AMENDMENT:

Appointments shall be for terms of four years ***beginning on January 1 and ending December 31***, except appointments to fill vacancies which shall be for the unexpired terms.

Note: [***emphasis added***]

Chairman Kause asked if there were any questions or concerns regarding the proposed by-laws change and if there was a motion to accept the changes as presented. Ms. Atwell made a motion, seconded by Ms. DiYorio to accept the proposed by-laws change as presented regarding Board member term dates. With no further discussion, the motion pass unanimously.

#### **BOARD MEMBERS ADDED TO TOWN OF WYTHEVILLE PAYROLL**

Mr. Manley stated that at the beginning of the 2015 all Board members will be paid through the Town of Wytheville's payroll. With no further discussion or questions, the meeting continued.

#### **OTHER**

None

#### **NEW BUSINESS**

##### **2015 ACTIVITIES CALENDAR DISCUSSION/APPROVAL**

The 2015 Activities Calendar was presented to the Board. A suggestion was made to meet in Rural Retreat for one of the regular Board meetings. The Joint IDA staff will check with the Town of Rural Retreat to see if there is a date open in 2015 to meet in their Council Chambers.

##### **FINANCIAL DISCLOSURE STATEMENTS – DUE DECEMBER 15, 2014**

Mr. Manley reminded the Board members that their Financial Disclosure Statement was due to their respective jurisdiction by December 25, 2014.

#### **PROJECT UPDATES**

Mr. Manley reported that he has been working on a project that has been active since before his start with the JIDA. He noted that he had to provide some information, letters of credit, and change wording on some of the documents. Mr. Manley stated that he is awaiting a final announcement soon.

#### **OTHER**

Habitat House – Ms. Atwell asked Mr. Manley if he knew if the Habitat House has been sold. Mr. Manley stated that it had not.

Outgoing Board members – Mr. Manley thanked the outgoing Board members for their respective service to the Joint IDA Board. He mentioned that their presence, knowledge, and devotion to the Joint IDA Board will be truly missed.

#### **ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 3:45 p.m.

---

David Kause, Chairman

Attest:

---

Virginia M. Goodwin, Secretary