

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
August 23, 2018

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, August 23, 2018, at 3:00 p.m. in Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

David Kause, Chairman
David Carpenter
Dicky Morgan
Matthew Clarke

MEMBERS ABSENT

Charlie White
Wes Mabe, Vice Chairman

VACANCY

Representative from Town of Rural Retreat

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager
Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

Jason Childers, Rural Retreat Town Manager

JOINT IDA STAFF PRESENT

David Manley, Executive Director
John Matthews, Associate Director
Virginia Crockett, Administrative Assistant

DETERMINATION OF QUORUM

Chairman Kause called the meeting to order and determined a quorum to be present. Chairman Kause offered the invocation and led the Pledge of Allegiance. Chairman Tim Reeves of the Wythe County Board of Supervisors called their Board's meeting to order and determined a quorum to be present.

CITIZENS' TIME

Chairman Kause welcomed Wythe County Board of Supervisors members Tim Reeves, Chairman, Coy McRoberts, Charlie Lester, Gene Horney, County Administrator Stephen Bear, and Martha Collins, Administrative Assistant to the County Administrator. Other attendees included Dr. Beth Taylor, Mayor of the Town of Wytheville, Mark Bloomfield, Wytheville Town Council Member, Wayne Sutherland, Wytheville Town Manager, Lori Cox, Wytheville-Wythe-Bland Chamber of Commerce, Patricia Bevel, Virginia Employment Commission, Dan Tolley, President of Branch Botanicals, and Tom Burns, CEO of Branch Botanicals. Chairman Kause asked that everyone in attendance to please introduce themselves and then opened citizens' time. Ms. Bevel from VEC wanted to let the JIDA Board now that the VEC Employers Conference was that same day and that it had sold out. There were 150 attendees. with 150 in attendance. Chairman Kause thanked her for her information and asked if anyone else would like to address the Board. There being no further comments, the meeting continued.

APPROVAL OF MINUTES—August 23, 2018

Chairman Kause asked if there were any questions or discussion regarding the minutes from July 2018 and he asked for a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Clarke, to approve the August 2018 minutes as presented. With no further discussion, the motion passed unanimously.

PRESENTATION BY BRANCH BOTANICALS

Mr. Manley introduced Dan Tolley, President, and Tom Burns, CEO, of Branch Botanicals. He mentioned that they were here to make a presentation on the status of the where the company is and where is it going, and where production and other activities stand now.

Mr. Tolley and Mr. Burns presented information on the history of Branch Botanicals and what has been accomplished. They updated the Board and guests on recent corporate restructuring and the path forward. All permits are in place and they intend for construction to begin this fall. They mentioned that everything looks to be on a positive track. Chairman Kause opened the floor to questions for Mr. Tolley and Mr. Burns and several Joint IDA board members asked for more information and had their questions answered.

Mr. Tolley and Mr. Burns emphasized that they have made significant investments in Wythe County already and have no intention of being anywhere else.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or concerns regarding the invoices or reports for August 2018. Mr. Carpenter made a motion, seconded by Mr. Clarke, to approve the invoices for August 2018. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
August 1, 2018 through August 31, 2018**

Check #	Date	Payee	Amount
EFT	8-23-18	Appalachian Power Co.	119.97
EFT	8-23-18	CenturyLink	162.68
EFT	8-23-18	First Bank – Mastercard	2,779.87
EFT	8-23-18	Robert G Moore	1,100.00
EFT	8-23-18	Xerox Corporation	56.14
7579	8-23-18	David Manley – Mileage Reimbursement	425.26
7580	8-23-18	John Matthews	196.75
7581	8-23-18	VIAA Regional Economic Dev.	9,136.00
7582	8-23-18	Town of Wytheville	17,445.90
Total			\$ 31,422.57

STAFF REPORT – ASSOCIATE DIRECTOR

Conferences/Workshops

Southern Economic Development Council Annual Meeting – July 29-31, Mobile, Alabama
 Work Ready Communities Training (NCRC) – August 15, Abingdon, VA
 Workforce Development Roundtable with Sarah Dunnigan – August 16, Abingdon, VA

Meetings

Business Services Unit
 Downtown Wytheville Strategic Planning
 Enterprise Zone – Boundary Amendment
 Industry Wages and Benefits Survey Follow up
 iVS (VEDP Property Database) Training
 Manufacturers Expo
 Properties - Commercial Real Estate Agents
 Property Owners
 Retail Coach
 Reed Creek Mill
 Revolving Loan Fund Recipients
 Schaffner – Judy Cox
 Small Business Assistance
 Wythe-Bland Young Professionals and Steering Committee
 Wytheville-Wythe-Bland Chamber of Commerce – Tourism Committee

Upcoming Events

STAFF REPORTS – DIRECTOR

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - VIAA
 - Local Entrepreneurs
 - Developer
 - Landowners

- **Business Contacts and Meetings**
 - Wythe County Board of Supervisors
 - Wytheville Town Council work session
 - Stephen Bear, County Administrator
 - Dan Tolley, Branch Botanicals
 - Scott Bortz, Peed & Bortz
 - Josh Lewis, VIAA
 - John Smolak, AEP
 - Millwald Theatre committee
 - Kara Hart, VEDP Asst. General Counsel
 - Joe Gillespie, VEDP BRE
 - Pandy Brazeau, VEDP Project Manager
 - Sandy McNinch, VEDP General Counsel
 - Aaron Farmer, The Retail Coach
 - Mariya Hurwitz, PepsiCo
 - Katherine Goodwin, VEDP
 - Carter Pennington, Helheim
 - Michaela Martin, VEDP Project Manager
 - Randy Rose, VEDP Workforce
 - Telly Tucker, City of Danville
 - John Kilgore, Scott County
 - John Loftus, VEDP Sites and Buildings Manager
 - Jay Langston, VEDP BRE
 - Barb Sewell, Three Rivers Media
 - Lorie Cox, WWB Chamber
 - Pat Gottschalk, Williams Mullen

Noteworthy or Other Activities

- Met with Wythe County BOS in closed session
- Met with Bob Downey at Reed Creek Mill with task force
- Lunch meeting with Stephen Bear and Chairman Kause
- Met with Wytheville Town Council in work session – work plan, recap of projects, retail

- SVAM COE Board of Directors meeting
- VEDA Leadership retreat – appointed Communications Vice Chair
- Manufacturers Expo – first time in Wytheville
- SEDC annual conference – Mobile, Alabama – tax workshop
- Review 2018 FOIA updates
- Drafted letter of support for Millwald
- Drafting electronic meeting policy
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Revolving loan fund work, committee meeting, work with delinquent borrower
- Project updates with VEDP
- Drafted loan documents, loan closings with Wiffle Pops, Helheim

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley stated that after the last regular meeting the staff sent out a letter to borrowers that were in arrears. Two borrowers made payments with one catching up entirely. The third borrower was non-responsive. Mr. Manley recommended additional collection efforts for the non-responsive borrower. The current amount due with late fees is approximately \$8,300.

Mr. Bear asked Mr. Manley to describe the RLF loans and what it has done to help local businesses. Mr. Manley informed all present how the Revolving Loan Fund operates and how it was seeded. He added that over two dozen jobs were supported and/or created due to the loan fund assistance and that several loans have been paid off. Chairman Kause expounded further on the benefits of the RLF in our community.

OTHER

None

NEW BUSINESS

FY 2017-2018 AUDIT – SEPTEMBER 6-7

Mr. Manley mentioned to the Board for informational purposes, the audit for FY 2017-18 will be performed on September 6 and 7.

FOIA UPDATES

Mr. Manley stated that it was the JIDA's duty to annually update the Board members of any Freedom of Information Act updates. A copy of the FOIA updates were distributed to the Board and Mr. Manley read and explained the changes to them.

WEB ANALYTICS

Postponed until September monthly meeting.

OTHER

None

PROJECT UPDATES

Mr. Manley stated that there has only been one project close and that no new major project activity had occurred. There were requests for information on existing buildings. He added that all available structures are being marketed vigorously and that ability has been enhanced with the new iVS property database.

CLOSED SESSION AS PERMITTED BY CODE OF VIRGINIA §2.2-3711(A)(5)

None

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:15 p.m. Tim Reeves, Chairman of the Wythe County Board of Supervisors recessed their Board meeting at 4:15 p.m. and will reconvene at 4:30 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary