

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
December 3, 2020

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 24, 2020, 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
David Carpenter, Treasurer
Wes Mabe, Vice Chairman
Dicky Morgan
Michael Cole

MEMBERS ABSENT

Matthew Clarke
Charlie White

EX-OFFICIO MEMBERS PRESENT

Steve Moore, 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

JOINT IDA STAFF ABSENT

None

DETERMINATION OF QUORUM

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

CITIZENS' TIME

Chairman Kause welcomed Steve Moore, Town Manager, Town of Wytheville, Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, and Mark Bloomfield, Wytheville Town Council to the meeting. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

SPECIAL PRESENTATION

Mr. Manley read a Resolution to the Board recognizing the retirement of Virginia Crockett. Chairman Kause asked for a motion to accept. Mr. Mabe made a motion, seconded by Mr. Morgan to accept the Resolution for Virginia Crockett's retirement. With no further discussion, the motion passed unanimously. The Resolution was presented to Virginia Crockett by Chairman David Kause along with a gift reflecting the esteem of the Board and staff.

APPROVAL OF MINUTES—October 2020

Chairman Kause asked if there were any questions or concerns regarding the minutes from October 2020. Mr. Carpenter mentioned an error at the bottom of page 304, where "the" should have been "they". The correction will be made by staff. Chairman Kause asked for a motion to approve as corrected. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the minutes as corrected. With no further discussion, the motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or concerns regarding the financial statements for October 23, 2020 through December 3, 2020 and asked if there was a motion to approve as presented. Mr. Carpenter asked about the negative \$80,000 under the WC Cares Act. Mr. Manley explained that the checks for the next round of the WC Cares Act checks have been printed, but the funds to cover that amount have not been received. The checks are being held until the remainder of the funds are received from Wythe County. Mr. Carpenter asked if a spreadsheet showing the checks for the WC Cares Act could be provided to the board. Mr. Matthews answered that he would provide that for the next meeting. With no further questions, Mr. Mabe made a motion, seconded by Mr. Morgan, to approve the financial statements as presented. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
November 1 through November 30, 2020**

Check #	Date	Payee	Amount
EFT	11-20-20	Appalachian Power Company	64.66
EFT	11-20-20	First Bank – Mastercard	1,339.43
EFT	11-20-20	Xerox Corporation	46.55
EFT	11-20-20	Robert G. Moore	1,100.00
EFT	11-20-20	CenturyLink	164.60
7733	10-28-20	Raga Corp – WC Cares Act	10,000.00
7734	10-28-20	DEVLAN – WC Cares Act	10,000.00
7734	10-28-20	DEVLAN – WC Cares Act	10,000.00
7735	10-28-20	Amisha LLC/Days Inn – WC Cares Act	10,000.00
7736	10-28-20	Accounting Etc LLC – WC Cares Act	10,000.00
7737	10-28-20	West Wind Farm – WC Cares Act	10,000.00
7738	10-28-20	Seven Sisters Brewery – WC Cares Act	5,000.00
7739	10-28-20	Astrid Environmental – WC Cares Act	10,000.00
7740	10-28-20	Wythe-Bland Pediatrics – WC Cares Act	10,000.00
7741	10-28-20	Isan Companies – WC Cares Act	7,500.00
7742	10-28-20	Lisa’s School of Dance – WC Cares Act	7,500.00
7743	10-28-20	Richdale Farm – WC Cares Act	10,000.00
7744	10-28-20	Chau’s Corner Bakery – WC Cares Act	7,500.00
7745	10-28-20	Studio 40 – WC Cares Act	2,500.00
7746	10-28-20	Skeeter’s World Famous – WC Cares Act	7,500.00
7747	10-28-20	Sales Edge of Virginia – WC Cares Act	10,000.00
7748	10-28-20	BoJango Enterprises – WC Cares Act	VOID
7749	10-28-20	FRETOM LLC – WC Cares Act	10,000.00
7750	10-28-20	Dog Gone Beautiful – WC Cares Act	5,000.00
7751	10-28-20	M & K Enterprises – WC Cares Act	7,500.00
7752	10-28-20	Chrissy’s Primitives – WC Cares Act	7,500.00
7753	10-28-20	Wohlfahrt Haus Dinner – WC Cares Act	10,000.00
7754	10-28-20	Curves Wytheville – WC Cares Act	10,000.00
7755	10-28-20	Saltworks, LLC – WC Cares Act	5,000.00
7756	10-28-20	Bristol Restaurant – WC Cares Act	VOID
7757	10-28-20	Glitz and Glam – WC Cares Act	7,500.00
7758	10-28-20	Bristol Restaurant – WC Cares Act	
7759	10-28-20	KC Property Maintenance – WC Cares Act	2,500.00
7760	10-28-20	BoJango Enterprises – WC Cares Act	5,000.00
7761	11-16-20	A-Z Professional – WC Cares Act	7,500.00
7762	11-16-20	Naber Subway, Inc. – WC Cares Act	VOID
7763	11-16-20	Vickie Lynns Place – WC Cares Act	VOID
7764	11-16-20	Creative K-9 Design – WC Cares Act	VOID
7765	11-16-20	F.I.G. Tree Promotions – WC Cares Act	2,500.00
7766	11-16-20	Scot Farthing Law – WC Cares Act	10,000.00
7767	11-16-20	Trinkle Mansion, LLC – WC Cares Act	7,500.00
7768	11-16-20	Three River Media – WC Cares Act	10,000.00

7769	11-16-20	Anytime Fitness – WC Cares Act	7,500.00
7770	11-16-20	Virginia Heights Rest. – WC Cares Act	10,000.00
7771	11-16-20	Petals of Wytheville – WC Cares Act	10,000.00
7772	11-16-20	Simply Sun – WC Cares Act	7,500.00
7773	11-16-20	Beggin’ Fur a Cuttin’ – WC Cares Act	2,500.00
7774	11-16-20	Fox Mountain Inn – WC Cares Act	7,500.00
7775	11-16-20	276 Express, LLC – WC Cares Act	10,000.00
7776	11-16-20	Coleman’s Landscaping – WC Cares Act	10,000.00
7777	11-16-20	Lacy, Campbell – WC Cares Act	10,000.00
7778	11-16-20	NP Wytheville Hotel – WC Cares Act	10,000.00
7779	11-16-20	United Investors – WC Cares Act	10,000.00
7780	11-16-20	MBJM Corporation – WC Cares Act	10,000.00
7781	11-16-20	Hariaum Corporation – WC Cares Act	10,000.00
7782	11-16-20	Naber Subway, Inc. – WC Cares Act	VOID
7783	11-16-20	Vickie Lynns Place – WC Cares Act	2,500.00
7784	11-16-20	Creative K-9 Designs – WC Cares Act	7,500.00
7785	11-16-20	Naber Subway, Inc. – WC Cares Act	10,000.00
7786	11-20-20	Town of Wytheville	26,272.56
7787	11-20-20	Virginia Crockett	44.00
7788	11-20-20	Wytheville Office Supply	7.50
Total			\$ 409,039.30

STAFF REPORT – ASSOCIATE DIRECTOR

Meetings

Enterprise Zone Boundary Amendment submitted to the Dept. of Housing and Community Development
Project Bow
Project Fiddle
Project KP2020
Project Panel
Properties - Property Owners
Property Search Projects
Revolving Loan Fund Recipients & Applicants
Small Business Assistance
VEDA Leadership Retreat – Legislative Day Co-Chair
VEDA Winter Membership Meeting
Wytheville Board of Zoning Appeals meeting - Member
Wythe County Economic Development Committee
Wythe County Grant - CARES Act and Community Development Block Grant (CDBG) funding

STAFF REPORTS – DIRECTOR

Executive Director’s Activity Highlights for period ending December 3, 2020

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - Prospects
 - VIAA
 - Small businesses
 - Developers
 - Prospective RLF borrowers
- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Josh Lewis, VIAA
 - Jake Tabor, VIAA
 - Stephen Versen, VDACS
 - Emily Flippo, VDACS
 - Michaela Martin, VEDP
 - Jeff Cline, Norfolk Southern
 - Jonathan Simmons, Impact Solutions
 - Jim Cowan, CowanPerry
 - Pandy Brazeau, VEDP
 - Andrew Larsen, VEDP
 - Vince Barnett, VEDP
 - Scott Kuehn, Appalachian Power
 - John Griffith, Appalachian Power
 - Andy Sorrell, Tobacco Commission
 - Connie Long, VEDA
 - Jeff Dunnack, Somic America
 - Jason Childers, Rural Retreat Town Manager
 - Steve Moore, Wytheville Town Manager
 - Jennifer Atwell, WWB Chamber
 - Jane Orlin, Cushman & Wakefield
 - Ed Blevins, First Bank and Trust
 - Cindy Snider, Virginia Community Capital
 - Rosa Lee Jude, Wytheville CVB
 - Shane Terry, Wytheville CVB
 - Sheri Shelton, Human Resource Manager Town of Wytheville
 - Others...
- **Noteworthy or Other Activities**
 - Klockner Pentaplast announcement
 - Job posted for administrative assistant
 - VEDA Annual Meeting – elected VP for 2021
 - VEDA media relations workshop
 - RFI submissions (multiple)
 - Drafting performance agreements

- Incentive negotiation on multiple projects
- Support work for grant programs
- WC BOS board meeting, closed session
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Project financing discussions
- Project related research
- Various web conferences
- Referred additional loans for litigation/collection
- Among much more

OLD OR UNFINISHED BUSINESS

LOAN UPDATES

Mr. Manley reported that per the board’s instructions the three RLF loans discussed were referred to our attorney for collections. He reported that he had spoken with Dan Tolley with Branch Botanicals and they had asked for their payoff of their RLF loan. Mr. Tolley told Mr. Manley that Branch Botanicals will be paying off the balance of their \$210,000+ loan at the end of the year.

Mr. Carpenter asked if everything else has been settled with Branch Botanicals. Mr. Manley stated that the matters were in the process of closing with the County and that this would wrap up any Joint IDA business.

Mr. Carpenter asked if the names of the business going under litigation for RLF loans could be noted. Mr. Manley answered: Tammy and Bobby Primm/Lakes to Florida Grill, Sarah Yelton/Root’d Threads, Wanda Rogers/Rogers Enterprises, Tracey Holliday/Farmer’s Daughter, Robin Sheffey/Movin’ Dogs, and Vivian Womble/Coffee and Crumbs.

SMALL BUSINESS GRANT PROGRAM

Mr. Matthews noted that he had put together a quick overview of the Open for Business Recovery Assistance Grants.

MEMORANDUM OF UNDERSTANDING

BETWEEN:

TOWN OF WYTHEVILLE (GRANT RECIPIENT/PARTNER 1)

DOWNTOWN WYTHEVILLE INCORPORATED (PARTNER 2)

WYTHE COUNTY JOINT INDUSTRIAL DEVELOPMENT AUTHORITY (PARTNER 3)

WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMERCE (PARTNER 4)

WHEREAS, the partners named above shall be hereinafter referred to as the **Management Team**; and

WHEREAS, **TOWN OF WYTHEVILLE** on behalf of itself applied for and received a grant from the Virginia Department of Housing and Community Development's Community Development Block Grant program in the amount of \$800,000 for a SMALL BUSINESS RECOVERY ASSISTANCE PROGRAM; and

WHEREAS, **TOWN OF WYTHEVILLE**, has agrees to act as the Fiscal Agent and Administrator of said grant; and

WHEREAS, **DOWNTOWN WYTHEVILLE INCORPORATED, WYTHE COUNTY JOINT INDUSTRIAL DEVELOPMENT AUTHORITY, WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMERCE**, have agreed to act as Co-Administrators of said grant; and

WHEREAS, \$50,000 of said grant was approved by Virginia Department of Housing & Community Development for administrative costs; and

WHEREAS, the partners identified herein agree to the following distribution of administrative funds, as shown below:

TOWN OF WYTHEVILLE - \$15,000

DOWNTOWN WYTHEVILLE INCORPORATED - \$20,000

WYTHE COUNTY JOINT INDUSTRIAL DEVELOPMENT AUTHORITY (JIDA) \$10,000

WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMERCE \$5,000

WHEREAS, the partners agree to each appoint at least one member to the project management team who will actively support and participate in the project management team and project management plan; and

WHEREAS, the partners will be assigned specific duties and responsibilities listed below:

TOWN OF WYTHEVILLE:

1. Complete all CDBG pre-contract activities
2. Provide final review and approval of all grant application packages recommended for funding by the Management Team
3. Issue checks to grant recipients
4. Complete grant reimbursement remittance requests.

DOWNTOWN WYTHEVILLE INCORPORATED (PARTNER 2)

1. Market and promote the program to maximize reach and local economic impact.
2. In conjunction with the Management Team, review completed applications, ensuring that program eligibility and documentation requirements have been satisfied.
3. Work directly with applicants to ensure that all CDBG required guidelines are met.
4. In conjunction with the Management Team, make recommendations to the Town of Wytheville for issuance of grant payments.
5. Serve as liaison between Town of Wytheville, Virginia Department of Housing & Community Development (DHCD) and the Management Team
6. Compile grant recommendation letters and supporting documentation for the processing of remittance requests to the Town of Wytheville.

7. Upload all remittance requests and required documentation onto DHCD's grant management portal, CAMS
8. Respond to Inquiries from DHCD relative to remittance requests, required documents, and clarifications ensuring that reimbursements are processed in a timely and efficient manner.
9. Compile reports relative to the status of grant applications, grants awarded, status of reimbursement requests and other program activities and present those reports to Wytheville Town Council when requested.

WYTHE COUNTY JOINT INDUSTRIAL DEVELOPMENT AUTHORITY (PARTNER 3)

1. Market and promote the program to maximize reach and local economic impact.
2. In conjunction with the Management Team review completed applications, ensuring that program eligibility and documentation requirements have been satisfied.
3. Work directly with applicants to ensure that all CDBG required guidelines are met.
4. In conjunction with the Management Team, make recommendations to the Town of Wytheville for issuance of grant payments.

WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMERCE (PARTNER 4)

1. Market and promote the program to maximize reach and local economic impact.
2. In conjunction with the Management Team review completed applications, ensuring that program eligibility and documentation requirements have been satisfied.
3. Work directly with applicants to ensure that all CDBG required guidelines are met.
4. In conjunction with the Management Team, make recommendations to the Town of Wytheville for issuance of grant payments.

IN WITNESS WHEREOF, the parties to this MOU have affixed their signatures below:

PRINTED NAME: STEVEN A. MOORE

TITLE: TOWN MANAGER

SIGNATURE: _____ **DATE:** _____

Authorized Representative of **TOWN OF WYTHEVILLE**
(GRANT RECIPIENT/PARTNER 1)

PRINTED NAME: TODD WOLFORD

TITLE: EXECUTIVE DIRECTOR

SIGNATURE: _____ **DATE:** _____

Authorized Representative of **DOWNTOWN WYTHEVILLE INCORPORATED**
(PARTNER 2)

PRINTED NAME: DAVID MANLEY

TITLE: EXECUTIVE DIRECTOR

SIGNATURE: _____ **DATE:** _____

Authorized Representative of **WYTHE COUNTY JOINT INDUSTRIAL DEVELOPMENT AUTHORITY** (PARTNER 3)

PRINTED NAME: JENNIFER ATWELL

TITLE: EXECUTIVE DIRECTOR

SIGNATURE: _____ **DATE:** _____

Authorized Representative of **WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMERCE**
(PARTNER 4)

Chairman Kause asked for a motion to approve the Memorandum of Understanding. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the partnership mentioned in the above MOU to carry out the CBDG Funds partnership with the Town of Wytheville, Downtown Wytheville Inc., the Wythe County Joint Industrial Development Authority, and the Wytheville-Wythe-Bland Chamber of Commerce. With no further discussion the motion passed unanimously.

Mr. Carpenter asked if these grants would be paid back. Mr. Matthews noted that they are governed by performance agreements and that the funds are granted as opposed to being loaned. No repayment is anticipated.

OTHER

None

NEW BUSINESS

KLÖCKNER PENTAPLAST ANNOUNCEMENT

Mr. Manley presented the announcement from Governor Ralph Northam given on November 17, 2020 regarding the expansion of the Klöckner Pentaplast expansion to the Board. He noted that Klöckner Pentaplast will be investing a combined amount of \$68 million dollars in their two operations, one in Wythe County and the other in Louisa County. Twenty-six new jobs will be created in Wythe County. The bulk of that financial investment will be in Wythe County, with \$48.55 million being planned.

BOARD OF DIRECTORS PENDING VACANCY

Mr. Manley announced that Dr. Charlie White has decided to end his term serving on the JIDA Board. He was appointed by the Town of Wytheville. Mr. Manley asked the Board members to please let Mr. Moore, Wytheville Town Manager, a member of the Wytheville Town Council, or himself know of anyone whom they feel would be motivated and interested in the position. Mr. Moore stated that a Wytheville Town resident is preferred.

REVOLVING LOAN FUND APPLICATION

Mr. Matthews presented a Revolving Loan Fund application from Curves of Wytheville in the amount of \$30,000. He mentioned that the business will be relocating from their location near the DMV to the building formerly occupied by Family Dollar across the street from the new Food City. She is asking for this loan to assist with construction and general improvements to the building. She plans to add video cameras, a stage, online classes with access to be able to contact other country and location members.

The loan committee, after reviewing the application, felt comfortable offering a loan of \$20,000 with the understanding that additional funding could be considered in a year. The only significant concern leading to the reduction in the loan amount was the ongoing pandemic and related closures. Caroline Simmons is looking to hire three to five new employees and she has continued to continue with her business since the pandemic began with online virtual and limited in-person sessions.

Mr. Matthews noted that there will be a personal guarantee and two vehicles with clear titles.

They will be leasing the building. They will be updating the floor as well as clean the building completely. Chairman Kause noted that she stated the lease for the old building's lease ends 12/31 and the new lease commences 1/1.

Mr. Manley noted that he would give them an unsolicited recommendation. He considers them a good risk and trustworthy. He added that she and her husband are hard workers and are continuously doing things to improve their business.

Mr. Carpenter asked about the difference in the lease. Chairman Kause answered that she was paying \$1,100 per month on the old building and the new building will be \$1,200 per month. Mr. Carpenter asked if there were steps in the lease. Chairman Kause noted that she has signed a lease for 5-years and it will increase \$200 per five years. Chairman Kause noted that they wanted to install a division wall, a new floor, and get additional cleaners. Chairman Kause noted that the committee decided that the collateral of \$22,000 would be sufficient to cover the \$20,000 loan. Mr. Mabe asked about the timeline of completion. Chairman Kause noted that they have been working on the building even prior to their lease and she is in hopes that the building owner will assist with repairs to the air conditioner. He added that if the Governor did announce closings, she would more than likely be included in those closing.

Mr. Morgan asked if the business was profitable. Mr. Matthews, Mr. Carpenter, and Mr. Manley answered that it was.

Mr. Carpenter made a motion to accept the recommendation from the committee for a loan of \$20,000 to Curves of Wytheville. Chairman Kause asked for a second on the motion and asked Mr. Matthews about the payback. Mr. Matthews noted that the loan will be a five-year payback with job creation and an interest rate of one percent below prime. Mr. Mabe seconded the motion. With no further discussion, the motion passed unanimously.

OTHER

None

Closed Session as permitted by Code of Virginia 2.2-3711(A)(1) [personnel]; §2.2-3711(A)(5) [prospective business including Projects Panel and Honeybee; and/or §2.2-3711(A)(7) [litigation]

Vice Chairman Mabe moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA §2.2-3711(A)(5) [prospective business including Projects Panel and Honeybee]; and/or §2.2-3711(A)(7) [actual or probable litigation including performance agreements].

The motion was seconded by Mr. Morgan.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Wes Mabe
Dicky Morgan
Michael Cole

Nay – None

Absent during meeting: Matthew Clarke
Charlie White

Wes Mabe then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and further certify that the only matters discussed in closed session were matters permitted and identified.

The motion was seconded by Mr. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Wes Mabe
Dicky Morgan
Michael Cole

Nay – None

Absent during vote: Charlie White
Matthew Clarke

GRANT FUNDS AND PERFORMANCE AGREEMENTS

Mr. Mabe made a motion, seconded by Mr. Carpenter, to make application for and accept any grant and incentive funds as appropriate for the benefit of unannounced projects including Panel and Honeybee and authorize the executive director to sign documents as necessary.

Roll Call Vote:

Yea – David Kause, Chairman
David Carpenter
Wes Mabe
Dicky Morgan
Michael Cole

Nay – None

Absent during vote: Charlie White
Matthew Clarke

ADJOURN

There being no other business, Chairman Kause adjourned the meeting at 4:30 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary