

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**January 23, 2020**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, January 23, 2020, at 3:00 p.m., in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Wes Mabe, Vice Chairman  
Dicky Morgan  
Charlie White  
David Carpenter  
Michael Cole

**MEMBERS ABSENT**

David Kause, Chairman  
Matthew Clarke

**EX-OFFICIO MEMBERS PRESENT**

C. Wayne Sutherland, Jr., Wytheville Town Manager

**EX-OFFICIO MEMBERS ABSENT**

Jason Childers, Rural Retreat Town Manager  
Stephen Bear, Wythe County Administrator

**JOINT IDA STAFF PRESENT**

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

**DETERMINATION OF QUORUM**

Vice Chairman Mabe 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

Vice Chairman Mabe welcomed Dr. Beth Taylor, Wytheville Mayor; Wayne Sutherland, Wytheville Town Manager; Jennifer Atwell, Executive Director - Wytheville-Wythe-Bland Chamber of Commerce; and Chris Menerick, Wytheville Town Attorney.

Vice Chairman Mabe asked if there was anyone who would like to address the Board. There being none, the meeting continued.

## APPROVAL OF MINUTES—November/December 2019

Vice Chairman Mabe asked if there were any questions or concerns regarding the minutes from November/December 2019. There being none, Vice Chairman Mabe asked for a motion to approve. Mr. Carpenter made a motion, seconded by Dr. White, to approve the minutes as presented. With no further discussion, the motion passed unanimously.

## FINANCIAL REPORTS AND APPROVAL OF INVOICES

Vice Chairman Mabe asked if there were any questions or concerns regarding the financial statements for November through December 6 of 2019 through January 31, 2020. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the financial statements as presented.

**Joint IDA of Wythe County  
Check Register  
December 6, 2019 through January 31, 2019**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	12-23-19	Appalachian Power Co.	137.17
EFT	12-23-19	CenturyLink	178.94
EFT	12-23-19	First Bank – Mastercard	1,066.00
EFT	1-23-20	Appalachian Power Co.	168.57
EFT	1-23-20	CenturyLink	177.36
EFT	1-23-20	First Bank – Mastercard	2,766.98
EFT	1-23-20	Robert G. Moore	1,100.00
EFT	1-23-20	Xerox Corporation	20.09
7673	1-23-20	W-W-B Chamber of Commerce	250.00
7674	1-23-20	Cowan Perry PC	3,840.50
7675	1-23-20	David Manley – Mileage Reimb.	1,256.23
7676	1-23-20	John Matthews – Mileage Reimb.	294.40
7677	1-23-20	SEDC	250.00
7678	1-23-20	Susan Moore	480.40
7679	1-23-20	SVAM	50.00
7680	1-23-20	Town of Wytheville	18,688.38
7681	1-23-20	W-W-B Chamber of Commerce	140.00
<b>Total</b>			<b>\$ 30,865.02</b>

## STAFF REPORT – ASSOCIATE DIRECTOR

### Meetings

Annual Reporting Updates  
Business Services Unit - Spring Planning  
Child Care Facility Research  
Holiday Open House  
Industry Appreciation Golf Tournament  
Hospital Patient Family Advisory Council  
Made Wythe Pride campaign  
Musser Lumber Visit  
Project APE  
Project Panel  
Properties - Commercial Real Estate Agents  
Property Owners  
Property Search Project  
Revolving Loan Fund Recipients  
Tenure Awards  
Virginia Economic Development Association (VEDA) Lobby Day at the Capitol  
VEDA Policy Update Webinar

## STAFF REPORTS – DIRECTOR

### New or Expanding Business Activity

- Responded to inquiries from
  - VEDP
  - Multiple Prospects
  - VIAA
  
- Business Contacts and Meetings
  - Stephen Bear, County Administrator
  - Scott Bortz, Peed & Bortz
  - Josh Lewis, VIAA
  - Stephen Versen, Va. Dept. of Ag. & Forestry
  - Emily Flippo, VDACS
  - Michaela Martin, VEDP
  - Wayne Sutherland, Town Manager – Wytheville
  - Eric Chapman, CowanPerry
  - Pandy Brazeau, VEDP
  - Dan Tolley, Branch Botanicals
  - Pat Gottschalk, Williams Mullen
  - Sandi McNinch, VEDP
  - Rosa Lee Jude, Wytheville CVB
  - Ed Blevins, First Bank & Trust
  - Cindy Green Snider, Virginia Community Capital
  - Jim Cowan, CowanPerry PC
  - Jonathan Simmons, Impact Solutions
  - Terrance Rephann, Weldon Cooper Center @ UVA
  - John Loftus, VEDP

- Corbin Stone, RFCA
  - Lauren Stuhldreher, US EDA
  - Laura Blevins, Office of Sen. Kaine
  - John Smolak, APCo
  - Green Faircloth, Atmos
  - Scott Bortz, Peed & Bortz
  - Deborah Flippo, Draper Aden
  - Mark Boenke, Pillar
  - Jason Vaughan, Agracel
  - Tommy Turner, Newmark Knight Frank
  - Jason Childers, Town of RR
  - Aaron Sizemore, Mt. Rogers PDC
  - Kent Hill, OnPoint Development Strategies
  - Suzanne Clarke, VEDP
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- Noteworthy or Other Activities
  - VEDA Economic Development Day at the General Assembly (Co-chair)
  - VEDA legislative reception
  - VEDA Board, Public Policy Committee, Executive Committee
  - WC BOS update
  - Tobacco Commission meeting
  - Grant investigation
  - RFI response
  - VEDP benchmarking survey
  - Reviewed draft audit
  - Reviewed and edited minutes
  - Reviewed financial reports
  - Credit card reconciliation
  - Project announcement
  - Project and financing negotiations
  - ROI, RFI various projects
  - 28<sup>th</sup> Area Development Consultants forum
  - Project related research
  - Among much more

UPCOMING:

- Tenure Awards – March 26
- Next Joint IDA Board meeting – February 27 (unless special meeting called)
- **\*\*Potential announcement\*\*** be on lookout soon

**OLD OR UNFINISHED BUSINESS**

**REVOLVING LOAN FUND UPDATE**

Mr. Manley noted that legal proceedings for the three identified delinquent loans. Letters demanding payment and noticing the borrowers that they have confessed judgment in the agreement were being sent out and that judgments could be in place soon.

The board discussed pursuing Sarah Yelton/Root'd Threads next if she does not follow through with previous promises to pay.

Mr. Carpenter inquired about Tracy Holliday. Mr. Manley stated that he still considers her to be in a personal hardship category and that she has made the JIDA Staff aware that she does not intend to abandon her debt. Mr. Manley used his discretion to not pile on at the current time. Mr. Carpenter noted that August 2019 was her last payment. Mr. Mabe suggested dealing with Ms. Holiday at the same time as Ms. Yelton, once this first round of judgments was obtained.

#### **OTHER**

Mr. Carpenter asked about the discussion regarding the Town of Wytheville donating land to Food City and whether the Joint IDA would still be the conduit. Mr. Menerick answered that at the last council meeting in December, the council did vote to vacate the right-of-way and transfer the ownership of that footprint to the JIDA. He noted that he has the deed ready and waiting because they are waiting to see what Food City will do. Mr. Menerick stated that Food City advised him in the last week or so that they are at a standstill because they want to meet with Wythe County leadership.

#### **NEW BUSINESS**

#### **PROJECT UPDATES**

Mr. Manley noted that there have been two or three come in since the last Board meeting. There is an RFI due tomorrow at lunch time and it was started on early today. The project is a couple hundred employees. He added that there has been some talk of expansions, recently, and those projects are being pursued.

#### **IRS 2020 MILEAGE RATE**

Mr. Manley reported that the new IRS mileage rate for 2020 has changed from \$0.58 to \$0.575.

#### **WYTHE COUNTY APPOINTMENT**

Mr. Manley reported that Mr. Carpenter had been reappointed to the JIDA Board for a second term of four years.

#### **TENURE AWARDS: MARCH 26 – INDUSTRY OF THE YEAR**

Mr. Manley noted, as previously discussed, that the 2020 Tenure Awards and Industry of the Year luncheon and awards ceremony will be held on March 26, 2020, at the Graze on Main.

#### **MADE WYTHE PRIDE CAMPAIGN**

Mr. Matthews explained in his report. Mr. Manley and Mr. Matthews will be working with Wythe County Board of Supervisors Chairman, Brian Vaught on this project.

#### **GENERAL WEBSITE UPDATE**

Mr. Manley distributed and discussed the handouts to the Board regarding Waze and Website activities.

## OTHER

Letter of Thank you – Mr. Manley noted that the JIDA received a thank you letter for a scholarship that is given by the Wythe Manufacturing Council through the Joint IDA each year at Wythe County Community College. Mr. Carpenter mentioned that the gentleman was one of his students and in fact was a good student who works fulltime while attending college.

Enterprise Zone – Mr. Manley recognized and thanked Mr. Matthews for his work on Enterprise Zone reporting and extension application. The Enterprise Zone has been extended for another 5-year period. He noted that it is competitive, and they do not have to extend and that it is based on the activity that was illustrated over the last period.

Financial Disclosure Statements – Mr. Manley mentioned that each Board member received a copy of their required Financial Disclosure Statement to be completed and returned to the Joint IDA Office prior to the next Board meeting.

### **CLOSED SESSION AS PERMITTED BY CODE OF VIRGINIA §2.2-3711(A)(5); and/or §2.2-3711(A)(7)**

Mr. Carpenter moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CLOSED SESSION AS PERMITTED BY CODE OF VIRGINIA §2.2-3711(A)(5) [prospective business]; and/or §2.2-3711(A)(7) [actual or probable litigation]

The motion was seconded by Mr. Morgan.

#### Roll Call Vote:

Yea – Wes Mabe, Vice Chairman  
Dicky Morgan  
Charlie White  
David Carpenter  
Michael Cole  
Nay – None

Absent during meeting: David Kause, Chairman  
Matthew Clarke

Mr. Carpenter 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. Morgan.

#### Roll Call Vote:

Yea – Wes Mabe, Vice Chairman  
Dicky Morgan  
Charlie White  
David Carpenter  
Michael Cole  
Nay – None

Absent during vote: David Kause, Chairman  
Matthew Clarke

**OTHER – Cont'd**

**RESOLUTION**

Mr. Carpenter made a motion, seconded by Mr. Morgan, to accept the resolution authorizing actions for the benefit of Project Panel in Wythe County.

Mr. Manley read the Resolution included on page 244 of the minutes for January 23, 2020.

Vice Chairman asked if there were any further discussions. There being none, the following is the result of the role call vote.

Role Call Vote:

Yea - Wes Mabe, Vice Chairman  
Dicky Morgan  
Charlie White  
David Carpenter  
Michael Cole

Nay - None

Absent during vote: David Kause, Chairman  
Matthew Clarke

The motion passed unanimously.



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**RESOLUTION AUTHORIZING ACTION FOR THE BENEFIT OF  
PROJECT PANEL IN WYTHE COUNTY**

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat ("Joint IDA of Wythe County" or "Authority"), exists to advance the economic development priorities of the named communities, and

WHEREAS, Project Panel has identified Wythe County's Progress Park as its chosen location for a new manufacturing facility, the first in the United States, and

WHEREAS, the Industrial Development and Revenue Bond Act of the Commonwealth of Virginia (Va. Code Section 15.2-4905) empowers this authority to undertake such actions, and,

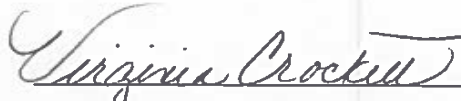
WHEREAS, the recorded, affirmative voice vote was taken in an advertised, regular meeting of the Board of Directors of the Joint IDA of Wythe County, on January 23, 2020, and

WHEREAS, the actions authorized herein are necessary to secure the project for the benefit of the people of Wythe County, then

BE IT RESOLVED, that the Board of Directors of the Joint IDA of Wythe County hereby authorizes and directs the Chairman of the Board of Directors and/or the Executive Director of the Authority to negotiate and execute any necessary agreements, documents, or other items as required to secure Project Panel in Wythe County on behalf of the Authority.

Attest:

  
Wesley Mabe, Vice Chairman

  
Virginia Crockett, Secretary of the Board



**ADJOURN**

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

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Wes Mabe, Vice Chairman

Attest:

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Virginia M. Crockett, Secretary