

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
June 27, 2019

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, June 27, 2019, 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
David Carpenter
Michael Cole
Charlie White

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 M. 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; Mark Bloomfield, Wytheville Town Council; Chris Menerick, Wytheville Town Attorney; Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce; and Wayne Sutherland, Wytheville Town Manager to the meeting. Vice Chairman Mabe asked if there was anyone who would like to address the Board. There being none, the meeting continued.

ELECTION OF OFFICERS FOR 2019-2020

A motion was made by Mr. Morgan, seconded by Mr. Cole, to nominate and elect the current officers for an additional one-year term: David Kause – Chairman; Wes Mabe – Vice Chairman; David Carpenter – Treasurer; and Virginia Crockett – Secretary, for 2019-2020 fiscal year. With no further discussion the motion passed and the leadership was re-elected by acclamation unanimously.

APPROVAL OF MINUTES—May 23, 2019

Vice Chairman Mabe asked if there was any discussion or changes to the minutes of May 23, 2019. Mr. Carpenter mentioned that there was an error in stating his office in the closed session section. Virginia Crockett stated that it had been corrected prior to the meeting. Vice Chairman Mabe asked if there were any other changes. With there being none, 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

Vice Chairman Mabe asked if there were any questions or concerns regarding the financial statements for June of 2019. Mr. Manley mentioned that there were two checks issued after the financial reports were sent to the Board, but there are corrected copies of the reports presented to the Board today. There being none, Vice Chairman Mabe asked for a motion to approve. Mr. Carpenter 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 June 1, 2019 through June 30, 2019

Check #	Date	Payee	Amount
EFT	6-27-19	Appalachian Power Co.	97.45
EFT	6-27-19	CenturyLink	172.82
EFT	6-27-19	Robert G. Moore	1,100.00
EFT	6-27-19	Xerox Corporation	62.11
EFT	6-27-19	First Bank Mastercard	2,746.68
7629		VOID	
7630		VOID	
7631		VOID	
7632		VOID	
7633	6-01-19	Wytheville Golf Club	3,558.85
7634	6-27-19	Peed & Bortz	5,000.00

7635	6-27-19	The O'Connor Group	1,350.00
7636	6-27-19	Town of Wytheville	25,334.36
7637	6-27-19	Wytheville Office Supply	139.67
7638	6-27-19	Yard Barber Landscaping	100.00
7639	6-27-19	Virginia Business Publications	1,125.00
7640	6-27-19	Virginia Business Publications	1,125.00

Total **\$ 41,911.94**

STAFF REPORT – ASSOCIATE DIRECTOR

Meetings

Business Services Unit Meetings – Planning learning sessions for workforce services
 B2B Engage Webinar – Project Management Software
 CRIFA
 Properties - Commercial Real Estate Agents
 Property Owners
 Property Search Projects
 Revolving Loan Fund Recipients
 Schaffner – Grant evaluations – TROF
 Site Characterization - VEDP
 Site Engineering Project
 VEDA Summer Meeting
 Website Update
 Wythe-Bland Young Professionals

STAFF REPORTS – DIRECTOR

New or Expanding Business Activity

- **Responded to inquiries from**
 - VIAA
 - Local Entrepreneurs
 - VEDP
 - Multiple Prospects
 - Real estate broker(s)
 - Local industry
 - Car dealership prospect

- **Business Contacts and Meetings**
 - Katherine Goodwin, VEDP AVP of Investment
 - Stephen Bear, County Administrator
 - Bill Smith, Smith Enterprises
 - Elvan Peed, Peed & Bortz
 - Scott Bortz, Peed & Bortz
 - Josh Lewis, VIAA

- Jamie Smith, Pepsico
- David Clark, Seven Sisters Brewery
- Rebecca Rice, O'Connor Group
- David Denny, Sanford Holshouser Ec. Dev. Consulting
- Chris Menerick, Town Atty.
- Dale Clark, Skeeter's
- Stephen Versen, Va. Dept. of Ag. & Forestry
- Mariya Hurwitz, Pepsico
- Aaron Farmer, The Retail Coach
- Robin Sheffey, Movin' Dogs
- John Smolak, AEP
- John Griffith, AEP
- Wayne Sutherland, Town Manager – Wytheville
- Andy Sorrell, Tobacco Region Revitalization Commission
- Faye Baker, Commissioner of Revenue
- Eric Chapman, CowanPerry, PC
- Jim Stallard, Stallard Studios
- Hunter Bendall, Virginia Business
- Mark Bloomfield, Wytheville Town Council
- Charlie Lester, Wythe County BOS
- Mayor Beth Taylor, Wytheville
- Gary Reedy, Citizens Coop
- Tommy Miller, VEDP
- Sandy Ratliff, Virginia Community Capital
- Stephen Moret, VEDP CEO
- Aileen Martz, VEDP
- Steve Willis, Camrett Logistics
- Bruce Sobczak, Consultant
- Debbie Melvin, VEDP
- Harold Pennington, Jr., Property owner of 135 Golf Club Lane

Noteworthy or Other Activities

- RFI responses
- ECN Meeting and Presentation, Radford
- Project update w/ Scott Bortz
- Updated site listings in site selector database
- Drafting loan delinquency letters w/ Eric Chapman
- Negotiation w/ TROF, County, and VDACS for AFID for Project Emerald
- WC BOS Ec. Dev. committee
- Negotiation for Project Beagle TROF award w/ Town, County, TRRC
- Consultant visit VEDP
- Website updates ongoing
- O'Connor Group website update meeting
- Reviewed and edited minutes

- Reviewed financial reports
- Reviewed Town Zoning ordinance for prospect
- Ad buy with Virginia Business, Wytheville Visitors' Guide
- Credit card reconciliation
- Millwald Theatre Board of Directors
- Site characterization program work
- Review of sites on Virginia Scan
- Reached out to restaurant re: Wytheville location
- Prepared CRIFA incentive payments
- CRIFA board meeting
- And more...

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley turned the Board's attention to a letter that was sent to two select borrowers from the attorney's office earlier this week. The letter lays out terms that the JIDA Board discussed during the May meeting about acting on the delinquencies. Mr. Manley noted that the letter was sent to Rogers Enterprises and to Root'd Threads. One of the borrowers has contacted Mr. Manley regarding payments.

SITE CHARACTERIZATION WORK

Mr. Manley stated that there are two parallel activities going on with site engineering and characterization. He reminded the board that the cost of the work with Peed & Bortz was being shared with the County for grading estimates and site prep projections. VEDP is paying for independent engineering assessments of certain industrial sites across the state and Wythe County has multiple locations being evaluated. Reports will be shared late summer/early fall.

OTHER

NEW BUSINESS

FY 19/20 PROPOSED BUDGET FOR ADOPTION

Mr. Manley noted that the Board members were e-mailed and handed a proposed fiscal year 2019-2020 budget that includes expected appropriations from the three localities. It was submitted for consideration at this board meeting. He noted that Wythe County did not approve the requested increase. However, the County did pass through a line item increasing by approximately \$10,000 the payment to VIAA, the regional economic development organization. Due to additional duties and time spent managing CRIFA, the CRIFA board increased the Joint IDA management fee from \$1,000 to \$2,500 for the coming fiscal year. Mr. Manley added that he and the treasurer, Mr. Carpenter, had discussed the budget at length and agreed on some streamlining of budget categories for the sake of clarity and simplicity. Vice Chairman Mabe asked if there were any further questions regarding the FY 2019-2020 budget. There being none, Mr. Carpenter made a motion, seconded by Mr. Cole to approve and adopt the budget as presented.

WEBSITE UPDATE

Mr. Manley reported that he and Mr. Matthews have been working with the O'Connor Group on the site overhaul and refresh and that work was progressing nicely.

PROJECT UPDATES

Mr. Manley noted that there are four or five new prospects that were not ripe for discussion at this time. Work is in progress on each of those and the JIDA Staff has been much busier than usual with activity. He added that he anticipated an announcement this summer on a project that has been pending for some time.

OTHER

None

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

None

ADJOURN

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

Wes Mabe, Vice Chairman

Attest:

Virginia M. Crockett, Secretary