

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
March 22, 2018

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, March 22, 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
Wes Mabe, Vice Chairman
Dicky Morgan
David Carpenter
Matthew Clarke

MEMBERS ABSENT

Charlie White
John Silva

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

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.

CITIZENS' TIME

Chairman Kause welcomed Patricia Bevil with the Virginia Employment Commission and Wayne Sutherland, Wytheville Town Manager, to the meeting. Chairman Kause asked if there was anyone who would like to address the Board during citizens' time. There being none, Chairman Kause continued with the meeting.

APPROVAL OF MINUTES—February 22, 2018

Chairman Kause asked if there were any questions or discussion regarding the minutes from February 2018 and he asked for a motion to approve. Mr. Manley noted that there will be a date change above the check register information, it states January 2018 and will be changed to February 2018.

Chairman Kause asked if there were any further questions or concerns and asked if there was a motion to approve the February 2018 minutes as corrected. Mr. Carpenter, seconded by Mr. Clarke, made a motion to approve the minutes with corrections. 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 invoices or reports. Mr. Manley noted that there was something new that he would like to bring to the Board's attention. He noted that several months ago the JIDA, along with the Wedding Group, won a grant from the Virginia Tourism Corporation. The first invoice has been received for the Wedding Group's website and is listed in the payments for the month of March. Mr. Manley noted that the JIDA will be reimbursed by the Virginia Tourism Corporation once the project is complete.

Chairman Kause asked if there were any further questions or concerns and if there was a motion to approve the financial statements. Mr. Carpenter, seconded by Mr. Morgan, made a motion to approve the financial statements as presented. With no further discussion, the motion passed unanimously.

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

Check #	Date	Payee	Amount
EFT	3-22-18	Appalachian Power Company	118.90
EFT	3-22-18	CenturyLink	159.22
EFT	3-22-18	First Bank-Master Card	1,439.79
EFT	3-22-18	Robert G. Moore	1,100.00
EFT	3-22-18	Xerox Corporation	74.61
7549	3-22-18	David Manley-Reimbursement	439.82
7550	3-22-18	FreshySites	2,500.00
7551	3-22-18	John Matthews	177.67
7552	3-22-18	VOID	0.00
7553	3-22-18	VOID	0.00
7554	3-22-18	National Pen Company	153.14

7555	3-22-18	Town of Wytheville	16,890.89
7556	3-22-18	VIAA Regional Economic	9,136.00
Total			\$ 32,190.04

STAFF REPORT – ASSOCIATE DIRECTOR

Workshops

A Blueprint for Prosperity in America’s Local Communities – Webinar – March 1, 2018
 Intermediate Excel Training – WCC Workforce Development – March 19, 2018

Meetings

B2B Engage – Continued Client Management Software Training
 Economic Vitality Committee – Evolution Wytheville
 Enterprise Zone Applicants
 FAM Tour – Quadrant, Coperion, Southwest Specialty Heat Treat, ABB
 GO Virginia Manufacturing Working Team
 Industry Wages and Benefits Survey Planning
 Jay Langston (VEDP) – Workforce
 Perkins’ Advisory Committee
 Properties - Commercial Real Estate Agents
 Pacific Alliance Building Listed
 Property Owners
 Retail Coach
 Revolving Loan Fund Recipients
 Small Business Assistance
 Smart Scale VDOT Discussion
 Wythe-Bland Young Professionals and Steering Committee
 Wythe County Technology Center Tour

Upcoming Events

Manufacturing Round Table - April 11, 8—9:15am at the Wytheville Meeting Center

STAFF REPORT – EXECUTIVE DIRECTOR

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - VIAA
 - Entrepreneurs
 - Evolution Wytheville participants
 - Media

- **Business Contacts and Meetings**
 - Wytheville Town Council work session (re: theater)
 - Wythe County BOS Economic Development Committee

- Stephen Moret, VEDP CEO
- Lesa Williams, SMG Group
- Stephen Bear, County Administrator
- Dan Tolley, Branch Botanicals
- SWVA Wedding group
- Scott Bortz, Peed & Bortz
- Jay Langston, VEDP
- Josh Lewis, VIAA
- John Smolak, AEP
- Downtown Wytheville Economic Vitality Committee
- Donnie Necessary, VDOT
- John Dew, VDOT
- Paul Prideauz, Michael Baker, Intl.
- Kim Ellett, VEDP compliance
- Joe Gillespie, VEDP BRE
- Scot Farthing, Wythe County Attorney
- Beth Taylor, Wytheville Mayoral Candidate
- Crystal Morphis, Creative Economic Development Consulting

Noteworthy or Other Activities

- Rural King ribbon cutting
- Creative Ec. Dev. Consulting assessment review
- Presentation to Wytheville Noon Rotary Club on JIDA/economic development/challenges and opportunities
- VDOT study group
- DHCD economic development priorities survey
- GO Virginia Region 1 council meeting
- GO Virginia Region 1 economic development committee meeting
- VEDA conference calls Re: public policy
- Evolution Wytheville classes
- VEDA board of directors meeting
- VEDA communications committee conference call
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Revolving loan fund work
- Project Sunrise

Upcoming

- Tenure Awards luncheon – 3/29/2018
- April meeting cancellation (if approved) – 4/26/2018
- Golf Tournament - 5/17/2018
- SWVA Economic Forum – 5/17/2018

OLD OR UNFINISHED BUSINESS

TENURE AWARDS LUNCHEON

Mr. Manley reminded the Board that the Tenure Awards Luncheon will be held on Thursday, March 29 at the Boling Wilson Hotel beginning at 12:00 pm.

REVOLVING LOAN FUND UPDATE

Mr. Manley reported that staff has made contact with two of the three delinquent borrowers. There were conversations with them. Mr. Manley spoke with Ms. Womble and his exhortation to her was to make some type of payment to show goodwill or she would more than likely be sued by the next time they spoke. He mentioned that she did make a token \$50.00 payment which he realizes that is not a lot with what she owes, but she has promised to make payments as much as she can, when she can, and then will try to get back on a routine. There has not been any type of agreement signed yet because they are still talking and trying to nail down something that can be ongoing and beyond what is written. She is in litigation that the JIDA is not involved in at all. Mr. Mabe asked if she was still in business. Mr. Manley answered yes. Mr. Carpenter asked if the loans are interest free and interest loans. Mr. Manley answered interest.

Mr. Matthews explained that he has been talking with Ms. Rogers and that she will make a regular payment and then to continue to make \$100.00 every week. He added that she has made a payment of \$200.00 and is working toward getting her loans back on track.

Mr. Manley added that the third delinquent account has not been heard from. He mentioned that Cowan Perry had drafted the JIDA a final legal demand letter and will be enclosing with it the mocked-up warrant in debt. Mr. Manley stated that the litigation can be handled in General District Court, so it will be a much simpler matter that the JIDA staff can handle there own versus taking it to Circuit Court which would definitely need council. Cowan Perry drafted the letter out of a professional courtesy and it will be sent out shortly to Mr. Jensen. It will be a 30-day process before the JIDA would file suit, if that is the way the Board would like to handle the matter.

Mr. Manley stated that, as was discussed before, if the judgements are no good in collecting the loan then something else will need to be done.

Chairman Kause asked about the new loan that was agreed on several months ago. Mr. Manley answered that the lease is still in negotiation and until then they do not want to incur themselves with loans until a deal is complete. He added that once that is complete the loan will be initialized. Mr. Carpenter asked if there was some type of agreement date or would the loan approval just stay open until a lease agreement has been settled. Mr. Manley stated it will be held open until negotiations are complete. However, if no there is no action in six months, it would have to be reviewed.

BUDGET HEARING

Mr. Manley informed the Board that the JIDA budget hearing would be on Wednesday, March 28 at 11:00 am at the Wythe County Offices. He noted that any support would be appreciated.

OTHER

Golf Tournament – Mr. Matthews reported that all team, hole, reception, and door prize sponsor letters will be going out. He added that the golf course and restaurant has been reserved.

NEW BUSINESS

APRIL MEETING

Mr. Manley explained that Chairman Kause and himself would be out of town during the week of the April Board meeting. Mr. Manley will be attending his final IEDC class and will be taking his test in the Fall or Winter. Chairman Kause will be out of town on business. Chairman Kause asked the Board if they were in favor of dispensing with the meeting for April and call one if it is needed or necessary. Mr. Morgan, seconded by Mr. Mabe, to dispense of the April meeting and continue with the meeting in May 2018. With no further discussion, the motion passed unanimously.

SITE SELECTOR REVIEW BY CREATIVE ECONOMIC DEVELOPMENT CONSULTING

Mr. Manley reported on the evaluation that was performed by Creative EDC on how the Joint IDA could enhance its marketing message, materials, and website. The report included ideas on the General Brochure, Marketing Briefs, the Progress Park Map, the Website, and other marketing areas. He noted that the evaluation was informative and gave pertinent information on how the JIDA could improve its footprint of all printed and Internet materials.

WEBSITE ANALYTICS

Mr. Manley discussed the website analysis that was distributed. He explained the information of where traffic is coming from and the clicks from various areas. There being no questions or comments, Chairman Kause continued with the meeting.

OTHER

None

PROJECT UPDATES

Mr. Manley reported that a new RFI has been received and that the staff would be working on getting it out as soon as possible. He noted that everything had been quiet.

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 4:20 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary