

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**May 25, 2017**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, May 25, 2017, at 3:00 p.m. in the Rural Retreat Depot located at 105 Railroad Avenue, Rural Retreat, Virginia.

**MEMBERS PRESENT**

David Kause, Chairman  
Wes Mabe, Vice Chairman  
David Carpenter  
Dicky Morgan  
Matthew Clarke  
John Silva  
Charlie White

**MEMBERS ABSENT**

None

**EX-OFFICIO MEMBERS PRESENT**

Jason Childers, Rural Retreat Town Manager

**EX-OFFICIO MEMBERS ABSENT**

C. Wayne Sutherland, Jr., Wytheville 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 Jason Childers, Rural Retreat Town Manager, Brian Vaught, Rural Retreat Town Council, Jerry Hurt, Rural Retreat Depot Foundation President, and Tim Reeves, Wythe County Board of Supervisors Chairman.

Chairman Kause asked that each visitor introduce themselves.

Brian Vaught, Rural Retreat Town Council Member, introduced himself. He thanked the Joint IDA for coming to Rural Retreat to hold our monthly meeting. He mentioned that this is the first meeting of the JIDA that he has attended. However, he has kept up with the activities over the years and he mentioned that he will be running for a seat on the Wythe County Board of Supervisors. Mr. Vaught added, that no matter the outcome, he will continue to support the work of the JIDA. He thanked Mr. Manley and staff for their accomplishments and the work done for Wythe County. In addition, he thanked Mr. Manley for attending the Rural Retreat Town Council meetings.

Jason Childers, Manger for the Town of Rural Retreat, stated that he was impressed with the work that the Joint IDA does and mentioned that he and Mr. Manley grew up together and have been friends for a while. Mr. Childers added that Mr. Manley does an excellent job and he appreciates everything that the Joint IDA does. Mr. Childers offered his services for anything the JIDA may need in the future, he is just a telephone call away.

Jerry Hurt, President of the Rural Retreat Depot Foundation, welcomed the Joint IDA Board to the Rural Retreat Depot. He explained how the depot restoration came about, when it will be finished, and the activities that are planned for the depot. Mr. Hurt thanked the Joint IDA for all the work they do for the communities and he looked forward to hosting the group again soon.

Tim Reeves, Chairman of the Wythe County Board of Supervisors, commended the work that the Joint IDA has done for the County. He looks forward to attending additional board meetings as time allows. He said he appreciates the work done at the depot and by Mr. Hurt. He is optimistic for additional growth. He said that the Board of Supervisors has a lot of confidence in the board and with David and encouraged us to keep up the good work. He mentioned that things are looking up and that hopefully manufacturers will be making investments and expansions. Mr. Reeves stated that he looks forward to possible new industry coming to Wythe County in the future. Mr. Reeves again stated that he appreciated everything that the Joint IDA does and that he has received several compliments for the job that Mr. Manley has done. He thanked everyone for their service and offered his assistance anytime it is needed.

Chairman Kause thanked the distinguished guests an asked if there was anyone who would like to speak during citizens' time. There being none, he continued with the meeting.

## **VIDEO AND PRESENTATION ON RURAL RETREAT DEPOT BY MR. JERRY HURT**

Mr. Jerry Hurt, President of the Rural Retreat Depot Foundation, gave a presentation and the JIDA Board watched an informational documentary film highlighting the history of both the Town of Rural Retreat and the Rural Retreat Depot. Mr. Hurt was asked several questions regarding the depot foundation and the activities being held during the coming year.

Chairman Kause and the Board thanked and showed their appreciation to Mr. Hurt for his excellent presentation which was informative and educational.

**APPROVAL OF MINUTES—March 23, 2017 and April 27, 2017**

Chairman Kause asked if there were any questions or discussion regarding the March 2017 and April 2017, meeting minutes. There being none, he asked for a motion to approve March minutes. Mr. Clarke made a motion, seconded by Mr. Morgan, to approve the March 2017 minutes as presented. With no further discussion, the March minutes were approved.

Chairman Kause asked if there was a motion to approve the minutes for April 2017. Mr. Morgan made a motion, seconded by Dr. White, to approve the April 2017 minutes as presented. With no further discussion, the minutes for April 2017 were approved.

**FINANCIAL REPORTS AND APPROVAL OF INVOICES**

Chairman Kause asked if there were any questions or concerns regarding the financial statements for May 2017. Mr. Manley explained that there was an error on the Revolving Loan Fund reports that was corrected prior to the meeting. However, new copies of the report were not printed, but the error was noted during the meeting. Mr. Manley explained that one of the Revolving Loan Fund applicants was in arrears on their payment for April and May. He mentioned that they have been contacted numerous times and that a letter has been mailed. Additional action was being considered. There being no further discussion, Chairman Kause asked if there was a motion to approve the financial statements as presented. Mr. Carpenter made a motion, seconded by Mr. Mabe, to approve the financial reports as presented. With no further discussion, the motion pass unanimously.

**Joint IDA of Wythe County  
Check Register  
May 1, 2017 through May 31, 2017**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	5-26-17	Appalachian Power Company	85.63
EFT	5-26-17	CenturyLink	177.36
EFT	5-26-17	First Bank – Master Card	3,432.15
EFT	5-26-17	Robert G. Moore	1,100.00
EFT	5-26-17	XEROX	99.75
7482	5-26-17	David Manley	109.14
7483	5-26-17	Fire Protection Services	50.00
7484	5-26-17	John Matthews	69.99
7485	5-26-17	Shane Crockett	70.00
7486	5-26-17	The Restaurant @ Wytheville Golf Club	1,644.53
7487	5-26-17	The Retail Coach	15,000.00
7488	5-26-17	Town of Wytheville	16,102.31
7489	5-26-17	Virginia Crockett – Reimbursement	49.48
7490	5-26-17	W-W-B Chamber of Commerce	600.00
7491	5-26-17	Wytheville Golf Club	2,016.00
7492	5-26-17	Wytheville Office Supply	10.99
<b>Total</b>			<b>\$ 40,617.33</b>

**STAFF REPORT – ASSOCIATE DIRECTOR**

## **Meetings**

Coperion site visit  
Economic Vitality Committee  
Enterprise Zone – Annual Report Due July 17  
Golf Tournament  
John Smolak (AEP) – Lunch  
Katherine Goodwin – VEDP  
Properties -  
Commercial Real Estate Agents  
Property Owners

Retail Coach  
Revolving Loan Fund Recipients & Applicant  
Southern Pharmacy Site Visit  
Wythe-Bland Your Professionals and Steering Committee

## **Golf Tournament**

The golf tournament turned out to be a success. We had 18 teams, 11 hole sponsors, 10 reception sponsors, one beverage and snack sponsor, and one lunch sponsor.

## **STAFF REPORT – EXECUTIVE DIRECTOR**

### **New or Expanding Business Activity**

- **Responded to inquiries from**
  - VIAA
  - Property owners
  - VEDP
  - Real estate brokers
  - Va. Tobacco Region Revitalization Commission
  - VEDP
  - Brewery prospect
  - Entrepreneurs
  
- **Business Contacts and Meetings**
  - Katherine Goodwin, VEDP
  - Stephen Versen, VDACS AFID
  - John Loftus, VEDP
  - Joe Blevins, DHCD
  - Deborah Flippo, Draper Aden Assoc.
  - Kimber Simmons, NR/MR Workforce Investment Area
  - Josh Lewis, Virginia's Industrial Advancement Alliance
  - Downtown Wytheville Economic Vitality Committee
  - Stephen Bear, County Administrator

- John Smolak, Ec. Dev. Director – AEP
  - Dan Tolley, Branch Botanicals
  - Stephanie Surrect, SVAM CoE
  - Pandy Brazeau, VEDP
  - Todd Wolford, Downtown Wytheville, Inc.
  - Connie Long, VEDA
  - Stacey Richardson, Va. TRRC
  - Jim Grubbs, First Community Bank
  - Ann Blair Miller, VDACS (now VEDP)
- **Noteworthy or Other Activities**
    - Site visit – Project HG East
    - Two other RFI projects
    - SWVA Economic Forum @ UVA Wise
    - Visit/meetings with The Retail Coach consultants
    - Southern Pharmacy site visit
    - Branch Botanicals update with Dan Tolley and Stephen Bear
    - CDBG working group re: pre-contract activities for PP wastewater project
    - Drafting documents for DCBG activities re: above project
    - Business Ready Sites grant funding opportunities discussions with Draper Aden staff
    - Budget planning for FY 17-18
    - Reviewed and edited minutes
    - Reviewed financial reports
    - Credit card reconciliation
- **Retail Consulting**
    - Next step: Kickoff meetings took place May 11 with focus groups and local elected officials and administrators. More site visits to come.
- **Upcoming**
    - Office closed for Memorial Day holiday May 29
    - Budget adoption in June
    - Ongoing: CDBG working group
    - GO Virginia economic developer advisory group June 1 in Wise
    - Tobacco Commission Economic Development grant seminar June 1 in Abingdon

## **OLD BUSINESS**

### **WYTHE COUNTY TECHNOLOGY CENTER TOUR REPORT**

Mr. Manley reported on the Wythe County Technology Center tour that was taken in April. He mentioned that it was a positive, informative visit. He added that the teachers and staff were pleased to have the Joint IDA and guests visit. He added that productive, timely conversations were held between WCTC staff, industry, school board office staff, and Joint IDA staff. Mr. Manley explained that the dialog with the center is just beginning and have been something that the JIDA Staff has been working on for years. He added that he felt that the group is moving forward toward an ongoing dialog.

Chairman Kause stated that he was impressed with the center. He mentioned that the auto shop and robotics group were fantastic, and that he was excited by the size of the welding building and the number of welding bays that they had that they could do work from and train people. He added that he had no idea that there was a culinary class and that he was well impressed all the way around. Chairman Kause continued that he was glad that he could attend the tour. Mr. Manley mentioned that the culinary group did provide breakfast to the tour group, doing a fine job. He added that, although they would not bill the JIDA though requested to, a thank you in the way of compensation of \$150 for providing breakfast was sent to the Culinary Arts program at the school. Chairman Kause asked if the culinary group would hire out their services. Mr. Manley answered that they would do it on a small scale for certain events.

## **GOLF TOURNAMENT REPORT**

Discussed during staff reports.

## **OTHER**

None

## **NEW BUSINESS**

### **RETAILING CONSULTING UPDATE**

Mr. Manley reported that The Retail Coach consultants were in Wytheville a couple of weeks ago. There were three different focus groups invited to speak with them separately. He mentioned that the JIDA Staff met with them first, then the three local government administrators gathered for a meeting and finally, the work group established by the three local governments to work with the Joint IDA on the project. After those three meetings took place, a group of selected local stakeholders gathered for a discussion with the consultants. Mr. Manley stated that he believed that the discussions were productive. He mentioned that they were in Las Vegas this week and that they have already been marketing Wythe County at the International Shopping Center Conference. The Retail Coach group will be developing collateral marketing material that we will be able to use on the website and for physical handouts. He added that they have decades of experience and have developed contacts deep within the industry, working with the developers from various companies for years. Mr. Manley stated that is expertise that no one in our organization or community possesses. He added that if the area gets one or two projects from The Retail Coach the expense will more than pay for itself in short order. Mr. Manley feels confident thus far in their work and their work will be evaluated after the first phase.

### **WYTHE MANUFACTURING COUNCIL APPOINTMENT (S)**

Mr. Manley stated that there was a brief discussion held during the last meeting and Vice Chairman Carpenter agreed to take on the responsibility of Wythe Manufacturing Council Chairman. He also mentioned that in conversations with the Chairman it was thought that a supportive individual might be in order, as well, and Mr. Matthew Clarke was asked to fill the Vice-Chair position. Mr. Clarke accepted the appointment by Chairman Kause as did Mr. Carpenter as the group's Chairman.

### **DRAFT BUDGET**

Mr. Manley explained that each Board member should have a copy of the 2017-2018 Budget Draft that was submitted to the local governments when the JIDA made the budget request back early in the Spring. He

mentioned that it will not be time to approve it until June once it is approved by each jurisdiction and if there will be any changes needed. Mr. Manley added that if there are any alterations they will be made prior to the presentation to the Board before June. He discussed any changes that were made compared to the 2016-2017 budget.

Mr. Manley did point out that there was a question answered regarding staff salaries. Staff salaries jumped as they did because the 2016-2017 budget was based on an estimate dating from when the JIDA was not fully staffed. The figures for 2017-2018 are based on actual costs from 2016-2017. He added that he was proud of how costs were controlled this year and that it is an ongoing priority.

Mr. Morgan asked if the localities appropriated the amounts asked. Mr. Manley explained that Wythe County had their public hearing on Tuesday and the Town of Wytheville is scheduled soon, and he is not sure about the Town of Rural Retreat. He noted that there will be official notification prior to the June meeting.

**WEB ANALYSIS**

Mr. Manley stated that each Board member received a detailed year-to-day report of various webpage analytics and discussed information regarding traffic, visitors, connection times, and other information regarding the JIDA Website.

Mr. Manley answered several questions regarding the information.

**OTHER**

None

**PROJECT UPDATES**

Mr. Manley stated that he will present an update on projects during the June meeting.

***IF NEEDED: 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 4:25 p.m.

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David Kause, Chairman

Attest:

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Virginia M. Crockett, Secretary