

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
May 23, 2019

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, May 23, 2019, 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
Wes Mabe, Vice Chairman
Dicky Morgan
David Carpenter
Michael Cole
Charlie White

MEMBERS ABSENT

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

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 Dr. Beth Taylor, Wytheville Mayor; Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce; Wayne Sutherland, Wytheville Town Manager; and Patricia Bevil, Virginia Employment Commission, to the meeting. Chairman Kause thanked the Wytheville Town Council for extending his tenure on the JIDA Board for four more years. He asked if there was anyone who would like to address the Board. There being none, the meeting continued.

APPROVAL OF MINUTES—April 23, 2019

Chairman Kause asked if there was any discussion or changes to the minutes of April 23, 2019. With there being no questions, Chairman Kause asked for a motion to approve as presented. Dr. White made a motion, seconded by Mr. Morgan, to approve the minutes as presented. 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 May of 2019. There being none, Chairman Kause asked for a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Mabe, to approve the financial statements as presented. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
May 1, 2019 through May 31, 2019**

Check #	Date	Payee	Amount
EFT	5-06-19	Appalachian Power Company	70.21
EFT	5-23-19	CenturyLink	172.82
EFT	5-23-19	First Bank – Mastercard	1,146.84
EFT	5-23-19	Robert G. Moore	1,100.00
EFT	5-23-19	Xerox Corporation	41.83
7621	5-23-19	David Manley-Reimbursement	493.00
7622	5-23-19	FORCEFIELD	350.00
7623	5-23-19	John Matthews – Reimbursement	67.86
7624	5-23-19	Skyway Outdoor Signs	1,355.07
7625	5-23-19	Town of Wytheville	18,063.24
7626	5-23-19	Virginia Crockett – Reimbursement	25.21
7627	5-23-19	W-W-B Chamber of Commerce	600.00
7628	5-23-19	Yard Barber Landscaping	225.00
Total			\$ 23,711.08

STAFF REPORT – ASSOCIATE DIRECTOR

Meetings

Downtown Wytheville & Chamber – Small Business Workshops
Golf Tournament
GO Virginia - Identifying Creative Workforce Solutions
Patient Family Advisory Council – Wythe County Community Hospital
Project Emerald
Properties - Commercial Real Estate Agents
Property Owners
Property Search Projects
Retail Coach
Revolving Loan Fund Recipients
Schaffner – Grant evaluations
Site Characterization - VEDP
Site Engineering Project
Small Business Assistance
Wythe-Bland Young Professionals

STAFF REPORTS – DIRECTOR

New or Expanding Business Activity

- **Responded to inquiries from**
 - VIAA
 - Local Entrepreneurs
 - Local businesses/industry
 - VEDP
 - Prospect team

- **Business Contacts and Meetings**
 - Katherine Goodwin, VEDP AVP of Investment
 - Stephen Bear, County Administrator
 - Scott Bortz, Peed & Bortz
 - Josh Lewis, VIAA
 - David Clark, Seven Sisters Brewery
 - Stephen Versen, Va. Dept. of Ag. & Forestry
 - Pandi Brazeau, VEDP
 - Matt Clarke, CPM
 - Mariya Hurwitz, Pepsico
 - Aaron Farmer, The Retail Coach
 - John Smolak, AEP
 - John Griffith, AEP
 - Joy Gardner, Citizens
 - Wayne Sutherland, Town Manager – Wytheville
 - Deborah Flippo, Draper Aden Assoc.

- Dennis Jarvis, Vance Co. NC Ec. Dev.
- Dan Tolley, Branch Botanicals
- Kim Ellett, VEDP
- Andy Sorrell, Tobacco Region Revitalization Commission
- Jim Grubbs, Skyline National Bank
- John Loftus, VEDP Sites and Buildings Manager

Noteworthy or Other Activities

- SWVA Economic Forum @ UVa-Wise
- Presentation to WWB Chamber Board @ Expo Center
- RFI responses
- WC BOS Ec. Dev. committee
- Project Emerald meeting w/ VDACS
- Consultant visit VEDP
- Updated website economic info
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- RLF meetings
- Loan committee
- SVAM CoE Board of Directors conference call
- Small business class w/ WWB Chamber and Downtown Wytheville
- Millwald Theatre Board of Directors
- Brownfields discussion
- Loan closing with Jock Songer and Carter Pennington
- Commerzbank letter of credit discussion for Schaffner
- VEDA comms and membership committees
- Site characterization program work
- Review of sites on Virginia Scan

UPCOMING

- VEDA Summer Meeting June 3-5
- VEDP Local EDO meeting June 3

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley discussed the new report that had been produced to show the payments of each loan. He mentioned that letters and telephone calls have been made to those in arrears.

GOLF TOURNAMENT

Mr. Matthews gave a recap of the golf tournament during his report. However, he thanked everyone involved and noted that all the participants seemed pleased with the tournament.

OTHER

Retail Coach – The update will come later. (Daughter in hospital)

Branch Botanicals update – Mr. Manley read an email from Mr. Tolley regarding a projected tentative timeline.

NEW BUSINESS

SITE CHARACTERIZATION WORK

Discussed during Associate Director’s report.

PROJECT UPDATES

None

OTHER

None

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

Vice Chairman Carpenter moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the Code of Virginia section 2.2-3711(a)(5): Prospective Business Discussion, and Code of Virginia section 2.2-3705(a)(6): Proprietary Information Related to an Economic Development Prospect.

The motion was seconded by Mr. Mabe.

Roll Call Vote:

- Yea – Dickie Morgan
- Dr. Charlie White
- Chairman David Kause
- David Carpenter
- Michael Cole
- Wes Mabe

Nay – None

Absent during vote: 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. Mabe.

Roll Call Vote:

Yea – Dickie Morgan
Dr. Charlie White
Chairman David Kause
David Carpenter
Michael Cole
Wes Mabe

Nay – None

Absent during vote: Matthew Clarke

ADJOURN

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

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary