

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
December 6, 2018

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 6, 2018, 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
David Carpenter
Dicky Morgan
Michael Cole

MEMBERS ABSENT

Charlie White
Matthew Clarke

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager
Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

Jason Childers, Rural Retreat Town Manager

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, Virginia Employment Commission, Jennifer Atwell, Wytheville-Wythe-Bland Chamber Commerce, Stephen Bear, Wythe County Administrator, Wayne Sutherland, Wytheville Town Manager, and Dr. Beth Taylor, Mayor for the Town of Wytheville. Chairman Kause asked if there was anyone present who would like to address the Board. There being none, the meeting continued.

APPROVAL OF MINUTES—October 25, 2018

Chairman Kause asked if there were any questions or discussion regarding the minutes from October 2018 and he asked for a motion to approve. Mr. Carpenter noted that there was a correction made on page 6 where the date was put down as October 2015 and should have been October 2018. He added that the mistake had been corrected. Chairman Kause asked if there were any other discussion. There being none, Mr. Carpenter made a motion, seconded by Mr. Morgan, to accept the minutes as amended. 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 for November/December 2018. There being none, Mr. Morgan made a motion, seconded by Mr. Mabe, to approve the financial reports as presented. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register November 1, 2018 through December 6, 2018

Check #	Date	Payee	Amount
EFT	11-22-18	Robert G. Moore	1,100.00
EFT	12-06-18	Appalachian Power	80.84
EFT	12-06-18	CenturyLink	326.12
EFT	12-06-18	First Bank – MasterCard	1,068.20
EFT	12-06-18	Robert G. Moore	1,100.00
EFT	12-06-18	Xerox	62.52
7594	12-06-18	Kathy's Kustom Catering	298.63
7595	12-06-18	SEDC	250.00
7596	12-06-18	Town of Wytheville	43,470.88
7597	12-06-18	Virginia Crockett – Reimbursement	30.49
7598	12-06-18	Wytheville Meeting Center	182.95
Total			\$ 47,970.63

INTRODUCTION OF MICHAEL COLE, JIDA BOARD REPRESENTATIVE, RURAL RETREAT, VIRGINIA

Mr. Manley introduced the newest Board member who will be representing the Town of Rural Retreat. Mr. Cole has an extensive background in finance.

STAFF REPORT – ASSOCIATE DIRECTOR

Workshops

Supervisor Training with GenEdge – December 6, 2016, Wytheville (JIDA sponsored)

Meetings

Apprenticeships/Internships

Enterprise Zone – Boundary Amendment

GO Virginia

Properties - Commercial Real Estate Agents
Property Owners
Retail Coach

Revolving Loan Fund - Applicant

Salem Stone Tour

Small Business Assistance

VEDP Visit

STAFF REPORTS – DIRECTOR

New or Expanding Business Activity

- **Responded to inquiries from**
 - VIAA
 - Local Entrepreneurs
 - Utility

- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Scott Bortz, Peed & Bortz
 - Josh Lewis, VIAA
 - John Smolak, AEP
 - John Loftus, VEDP
 - Barb Sewell, Three Rivers Media
 - Mark Bloomfield, Millwald Theatre Board and Wytheville Town Council
 - Connie Long, VEDA Executive Director
 - Robin Sheffey and Adam Sheffey, Movin' Dogs
 - Stephanie Surrect, SVAM-COE
 - Stephen Versen, Va. Dept. of Agriculture and Forestry
 - Scot Farthing, Wythe County attorney
 - David Clark, Seven Sisters Brewery

- Dan Tolley, Branch Botanicals
- Randy Rose, VEDP workforce
- Christy Morton, VP @ VEDP
- Stephen Moret, CEO @ VEDP
- Nathalie Molliet Ribet, VP @ VEDP
- Jason El Koubi, EVP @ VEDP
- Jay Langston, Shenandoah Valley Partnership
- Courtland Robinson, VEDP
- John Kilgore, Scott County EDA
- Steve Harrison, VA Beach Ec. Dev.
- Ryan Touhill, Alexandria EDC
- Stephanie Landrum, Alexandria EDC
- Liz Povar, Riverlink Group
- Bill Cole, Sigrid Russell
- Mariya Hurwitz, Pepsico

Noteworthy or Other Activities

- Add'l Info for Project Franklin RFI
- Project Husky RFI
- Enterprise Zone discussions
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- RLF conference call
- VEDA Board of Directors meeting
- Progress Park entrance discussions
- VEDA Winter Meeting in Charlottesville
- VEDP Local EDO Update
- WWB Chamber Dinner
- WC BOS Ec. Dev. Committee
- VEDA Day @ General Assembly conference call
- SWVA Legislative and Manufacturing Council
- The Retail Coach update
- Seven Dogs soft opening lunch
- VEDP new staff visit

UPCOMING

- Joint IDA holiday reception **December 13**
- Meeting with VEDP staff in Richmond **December 17**

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley noted that there is a sizable RLF packet today due to some of the Board members wanting to see the amortization schedule for each loan. He added that there have been a couple of loans paid off during the fall. Mr. Manley mentioned that he is pleased to report that Vivian Womble has been paying \$50.00 per week on her loans as a sign of good faith. Wanda Rogers and Rogers Enterprises is the current significantly delinquent lender. Mr. Matthews has been in touch with her regarding catching up payments. Mr. Manley reported that Sarah Yelton/Root'd Threads is behind and that he has spoken to her. He did ask her to write a letter to the Board explaining what her payment plan is, but that has not been received yet.

Chairman Kause asked if there were any final numbers on Carter Pennington's project. Mr. Manley stated he did not know any personally, but he stated he would ask him to come in and brief the staff when he gets time. He noted that he knew they were pleased.

Mr. Carpenter asked about the Scott Martin business. Mr. Manley noted that it was Fire Protection Services. Mr. Carpenter asked how Wiffle Pops business was with Virginia Tech. Mr. Manley stated they did well according to his understanding.

Mr. Carpenter asked that Ms. Robin Sheffey be added to the reports. Mr. Manley added that she would once her first payment was made in January.

Chairman Kause asked if there were any further questions. There being none, the meeting continued.

ENTERPRISE ZONE AMENDMENT

Mr. Manley noted that Mr. Matthews covered the amendment in his report and that a public hearing would be held at the next Wythe County BOS meeting on Tuesday. Chairman Kause asked if the zone was almost out of space in the existing area. Mr. Matthews report that there were 419 acres available prior to the amendment that adds approximately 28 acres. Mr. Manley explained that the Expo Center is not eligible for Enterprise Zone enhancements because it is a public owned building, but all the area around it is still in the EZ. Once the amendment is approved, 391+/- acres are still eligible to be added.

OTHER

None

NEW BUSINESS

APPOINTMENT OF MICHAEL COLE BY TOWN OF RURAL RETREAT TO JIDA BOARD

Introduced earlier in the meeting.

APPALACHIAN POWER EDGE GRANT AWARD AND APPROVAL

Mr. Manley discussed the \$10,000 Edge Grant that was awarded to the Joint IDA for website improvements from Appalachian Power Company (AEP). He noted that the Board would need to vote to accept the grant. Chairman Kause asked if there was a motion to accept the \$10,000 Edge Grant from AEP. Mr. Carpenter made a

motion, seconded by Mr. Morgan, to accept the grant as issued. With no further discussion, the motion passed unanimously.

SPECIAL RECOGNITION AWARD RECIPIENT

Mr. Manley suggested that Southern Pharmacy be discussed as a possible recipient of the Joint IDA Special Recognition Award for 2018. The company’s accomplishments were discussed. The Board agreed unanimously to select Southern Pharmacy for the award. The company will be recognized at the JIDA Tenure Awards luncheon being held on Thursday, February 28, along with the recognition of the Tenure Awards recipients.

TOWN OF WYTHEVILLE PAY INCREASE

Mr. Manley explained that the Wytheville Town Council had approved a 5 percent increase for all Town employees effective on January 1, 2019. Mr. Manley stated that the Board would need to approve whether the Joint IDA employees were to receive the increase or not. There was some discussion regarding the increase and Chairman Kause asked if the budget would be able to cover the increase. Mr. Manley stated that the budget could carry the increase based on savings in previous years. With no further discussion Chairman Kause asked for a motion to approve the increase. Mr. Carpenter made a motion, seconded by Mr. Morgan, to allow the 5 percent increase for the Joint IDA employees. With no further discussion, the motion passed unanimously.

OTHER

Progress Park – Mr. Manley discussed a new digital advertising initiative using Google-owned navigation platform Waze. It had significant activity based on the investment and a report was circulated demonstrating same.

PROJECT UPDATES

None

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 4:45 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary