

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
October 25, 2018

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, October 25, 2018, at 3:00 p.m. in the Meeting Room of the Rural Retreat Depot in Rural Retreat, Virginia.

MEMBERS PRESENT

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

MEMBERS ABSENT

David Kause, Chairman

VACANCY

Representative from Town of Rural Retreat

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager
Jason Childers, Rural Retreat Town Manager
Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

None

JOINT IDA STAFF PRESENT

David Manley, Executive Director
John Matthews, Associate Director
Virginia Crockett, Administrative Assistant

DETERMINATION OF QUORUM

Vice Chairman Mabe called the meeting to order and determined a quorum to be present. Vice Chairman Mabe offered the invocation and led the Pledge of Allegiance.

CITIZENS’ TIME

Vice Chairman Mabe welcomed Dr. Beth Taylor, Mayor, Town of Wytheville Mayor, Wayne Sutherland, Wytheville Town Manager, Jason Childers, Rural Retreat Town Manager, Monica Patton, Rural Retreat Town Clerk/Treasurer, Stephen Bear, Wythe County Administrator, Peggy Hash, Rural Retreat Town Council Member, Michael Cole, Rural Retreat Depot Foundation. Vice Chairman Mabe asked if anyone would like to address the Board, there being none, the meeting continued.

APPROVAL OF MINUTES—September 27, 2018

Vice Chairman Mabe asked if there were any questions or discussion regarding the minutes from August 2018 and he asked for a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Mabe, to approve the August 2018 minutes as presented. 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 invoices or reports for October 2018. Mr. Morgan made a motion, seconded by Dr. White, to approve the invoices for October 2018. With no further discussion, the motion passed unanimously.

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

Check #	Date	Payee	Amount
EFT	10-25-18	Appalachian Power Company	101.03
EFT	10-25-18	CenturyLink	162.82
EFT	10-25-18	First Bank MasterCard	829.36
EFT	10-25-18	Robert G. Moore	1,100.00
EFT	10-25-18	Xerox Corporation	57.71
7589	10-25-18	David Manley	1,167.66
7590	10-25-18	Robinson Farmer Cox	5,200.00
7591	10-25-18	Town of Wytheville	17,437.51
7592	10-25-18	W-W-B Chamber of Commerce	375.00
7593	10-25-18	Wytheville Office Supply	89.59
Total			\$ 26,520.68

STAFF REPORT – ASSOCIATE DIRECTOR

Meetings

Apprenticeships/Internships

Business Services Unit

Enterprise Zone – Boundary Amendment

Properties - Commercial Real Estate Agents

Property Owners

Retail Coach

Ribbon Cuttings – About Face, Helheim Haunted Attraction, Leonard’s Accounting & Tax Services

Senator Warner’s Staff visits Wythe County and APEX Center

Small Business Assistance

Small Business Saturday Planning

Wythe-Bland Young Professionals and Steering Committee

Upcoming

Salem Stone Group Tour – November 6

Supervisor Training for Manufacturers – November 7

STAFF REPORTS – DIRECTOR

New or Expanding Business Activity

- **Responded to inquiries from**
 - VEDP
 - VIAA
 - Local Entrepreneurs
 - Commercial real estate broker

- **Business Contacts and Meetings**
 - Stephen Bear, County Administrator
 - Scott Bortz, Peed & Bortz
 - Josh Lewis, VIAA
 - John Smolak, AEP
 - Green Faircloth, Atmos Energy
 - Millwald Theatre committee
 - John Loftus, VEDP
 - Mariya Hurwitz, PepsiCo
 - Jay Langston, VEDP
 - Barb Sewell, Three Rivers Media
 - Mark Bloomfield, Millwald Theatre Board and Wytheville Town Council
 - Connie Long, VEDA Executive Director
 - Matt Clarke, Clarke Precision Machine
 - Robin Sheffey and Adam Sheffey, Movin’ Dogs
 - Travis Staton, United Way of Southwest Virginia

- Mary Ann Holbrook, United Way of Southwest Virginia
- Brian Wishneff, Brian Wishneff and Assoc.
- Erik Johnston, DHCD Director
- Mac Dabah, HDS Capital
- Brian Broughman, NAI Broughman
- Shane Clem, Office of Sen. Mark Warner
- Micah Barbour, Office of Sen. Mark Warner
- Stephanie Surrect, SVAM-COE
- Stephen Versen, Va. Dept. of Agriculture and Forestry
- Scot Farthing, Wythe County attorney
- David Clark, Seven Sisters Brewery
- Corbin Stone, Robinson Farmer Cox
- Dan Tolley, Branch Botanicals
- Randy Rose, VEDP workforce
- Brandi Welcher, Comfort Inn of Wytheville
- Kelly Spraker, VEDP
- Christy Morton, VP @ VEDP
- Judy Cox, Schaffner North America

Noteworthy or Other Activities

- Respond to Project Franklin RFI
- Reviewed draft audit from Robinson Farmer Cox for Joint IDA and CRIFA
- Revised electronic meeting policy
- CRIFA – continuing negotiations for PepsiCo grant
- Enterprise Zone discussions/meeting
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- RLF closing
- SVAM COE board of directors
- Millwald Theatre board of directors
- Reviewed grant guidelines for Business Ready Sites and brownfields program from DEQ and VEDP.
- Working with ATMOS to develop natural gas line improvement estimate in Progress Park
- Reviewing scope of work proposal for grading timelines/estimates/etc. for Progress Park
- VEDA Board of Directors meeting
- Attended GO Virginia Region I Council meeting including economic development committee
- Attended GO Virginia state board meeting
- Met with DHCD Director and briefed on county assets, discussed collaboration opportunities
- SWVA wedding group
- Governor’s Conference on Rural Prosperity
- Josh Riddle, Norfolk Southern
- Progress Park entrance discussions
- Ribbon cuttings @ Helheim, Leonard’s Accounting, and About Face
- EZ boundary discussions

UPCOMING

- Joint Governing Bodies scheduled for Monday, Oct. 29, is cancelled
- Chamber Annual Dinner Nov. 1 @ 6pm
- Office closed Nov. 12 in observation of Veterans Day
- Combined Nov. Dec. meetings on **December 6**
- Joint IDA holiday reception **December 13**

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley reported that most clients are paying on time, but there are still the three loans that are not being paid. The ones who are in arrears are Rogers Enterprises, Sarah Yelton, and Vivian Womble. Mr. Manley mentioned that Ms. Womble was supposed to have sent a letter explaining herself by this meeting, but it has not been received. Ms. Yelton did call and said she would write a letter, but she has not. Scott Martin is only slightly late from time to time, but he always pays, and includes an extra payment, plus late fees. Ms. Crockett noted that Mr. Martin did pay after the reports were prepared this month. Mr. Manley mentioned that there will be another round of letters sent out to encourage prompt payment. Mr. Carpenter asked if there are any thank you notes sent out to past loan recipients after they have paid in full, or early. Mr. Manley stated that the JIDA usually pays them a personal visit and does a handshake. Mr. Carpenter mentioned that he hoped that we show how grateful we are to the ones who have done as promised. Mr. Manley stated that after the loan is over, they are asked if the loan was helpful to the customer, mostly in person and not in a formal letter. He noted that past customers have inevitably talked about what an impact it makes and how helpful the loans were to them, they have been extremely appreciative. Mr. Mabe asked when the new loan will have its first payment. Mr. Manley stated in November.

ELECTRONIC MEETING PARTICIPATION POLICY

Mr. Manley discussed the Electronic Meeting Participation Policy and noted that he had emailed a revised copy to all Board members. He mentioned that the wording was revised to fit Joint IDA specifications and that a speaker phone would be used for any member who could not attend the meeting according for approved reasons. Vice Chairman Mabe asked if there were any questions or further discussion regarding the policy. With there being none, he asked for a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Morgan, to accept the policy as revised. With no further discussion the motion passed unanimously.

OTHER

None

NEW BUSINESS

PROGRESS PARK ENTRANCE ENHANCEMENT DISCUSSION

Mr. Manley mentioned that he was going to invite Mr. Bear, Wythe County Administrator, into this discussion too. Mr. Manley noted that he and Mr. Bear had received an email from the JIDA Board Chairman, David Kause, who was one of the hosts of approximately 15 individuals from Pepsi's corporate office. They were commenting on the Progress Park entrance and how it is difficult for trucks to turn out of the park a certain direction. They

noted that some trucks run over the curb, which is not good for their products. Mr. Manley noted that Pepsi would like for the entrance to be redesigned. He mentioned that there are ways for that to be done without a great expense. He wanted to bring this information to the Board's attention, so if they heard mention of it they would know what it involved. Mr. Manley again, stated that it was something mentioned by the Pepsi Corporate office and not someone from the Gatorade or other plant located in Progress Park. Mr. Bear added that the subject did come up several years ago and he had been in touch with Peed and Bortz Engineering who designed the entrance. It mentioned that there may be some options of pulling the curbing back a bit or making it a rolling curb to alleviate the issues. Mr. Carpenter asked if the sign was an issue. Mr. Bear answered that it was just the curbing that was being discussed, where the trucks run up on it. Mr. Carpenter asked if the JIDA has received any feedback or ideas about the entrance from any of the other companies in Progress Park. Mr. Manley answered that there were none that he was aware of. Mr. Carpenter asked if they should be approached. Mr. Manley mentioned that he did not think that anyone would complain or fight the update on the entrance. He added that the Joint IDA has purchased new American and State flags for the flag poles at the entrance, with lights once any reconstruction is done.

ENGINEERING PRELIMINARY WORK IN PROGRESS PARK

A memo was distributed to each Board member regarding a proposed budget amendment for engineering preliminary services needed in Progress Park.

The memo written on October 25, 2015 from Mr. Manley to the Joint IDA Board read as follows:

I request a budget amendment to allow for engineering services performed by Peed & Bortz to develop grading timelines and estimates for available lots in Progress Park. This work will be used to enhance marketing materials and provide us with reasonable, timely estimates to use as we develop RFI responses and proposals to those interested in locating within.

I propose moving \$7,000 from the restricted Reserve to Engineering Services for the project which is estimated at \$8,000. That would leave a \$1,500 cushion in engineering for incidental needs. The reserve would be replenished out of any surplus from the year's budget.

After discussion regarding the necessary work for Progress Park and the budget amendment, Vice Chairman Mabe asked if there was a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Clarke, to approve the budget amendment. With no further discussion, the motion passed unanimously.

OTHER

Reminder: Joint Governing Bodies meeting has been canceled.
 W-W-B Chamber of Commerce dinner on Thursday, November 1.
 Joint IDA Christmas Open House – Thursday, December 13.
 Joint IDA November/December combined meeting – Thursday, December 6.

PROJECT UPDATES

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 4:00 p.m.

Wes Mabe, Vice Chairman

Attest:

Virginia M. Crockett, Secretary