

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**October 22, 2020**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, October 22, 2020, 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  
David Carpenter, Treasurer  
Wes Mabe, Vice Chairman  
Dicky Morgan  
Matthew Clarke  
Michael Cole

**MEMBERS ABSENT**

Charlie White

**EX-OFFICIO MEMBERS PRESENT**

Steve Moore, 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

**JOINT IDA STAFF ABSENT**

Virginia 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.

## **INTRODUCTION OF MATTHEW HANKINS, ASSISTANT WYTHE COUNT ADMINISTRATOR**

Mr. Stephen Bear, Administrator for Wythe County introduced the new Assistant Wythe County Administrator, Matthew Hankins. Mr. Hankins spoke before the Board and introduced himself. He mentioned his experience to the Board and said he looked forward to working with the JIDA Board.

The JIDA Board welcomed Mr. Hankins and noted that they also looked forward to working with him in the future.

## **CITIZENS' TIME**

Chairman Kause welcomed Dr. Beth Taylor, Mayor, Town of Wytheville, Stephen Bear, Administrator, Wythe County, Matthew Hankins, Assistant County Administrator, Wythe County, Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, and Cathy Pattison, Vice Mayor, Town of Wytheville. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

## **APPROVAL OF MINUTES—September 2020**

Chairman Kause asked if there were any questions or concerns regarding the minutes from September 2020. Mr. Carpenter mentioned that he had spoken with John Matthews about an error. Mr. Matthews noted that it had been corrected and all Board members had a new copy of the correct minutes. There being no other changes, Chairman Kause asked for a motion to approve as corrected. Mr. Carpenter made a motion, seconded by Mr. Mabe, to approve the minutes as corrected. 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 September 2020 and asked if there was a motion to approve as presented. Mr. Morgan asked about the Cares Act funds will be handled if all the funds are not used. Mr. Manley noted that he has a report to show the Board that shows how the funds have been used and that at the end of the year any unused would be returned to the jurisdictions and ultimately to the federal government. Chairman Kause asked about the funds in the Golf Tournament restricted fund. Mr. Manley answered that it was carried over year-to-year and used as needed each golf tournament. Chairman Kause asked about the Retail Coach remaining funds. Mr. Manley noted that he had gone back through all the invoices several months ago and according to his records we were never billed for the full amount that was due. He added that the funds had been held onto in anticipation of them billing the JIDA. Mr. Carpenter and Mr. Manley discussed negative money that was passed through and how it impacts the books.

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

**Joint IDA of Wythe County  
Check Register  
October 1, 2020 through October 27, 2020**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	10-22-20	Appalachian Power	85.12
EFT	10-22-20	CenturyLink	164.60
EFT	10-22-20	First Bank – MasterCard	627.48
EFT	10-22-20	Robert G. Moore	1,100.00
EFT	10-22-20	Xerox	30.57
7727	10-22-20	Musser Lumber, Co	75,000.00
7728	10-22-20	Vitality Farms, LLC	25,000.00
7729	10-22-20	Robinson Farmer Cox	2,575.00
7730	10-22-20	Town of Wytheville	19,020.35
7731	10-22-20	Virginia Crockett – Reimbursement	44.00
7732	10-22-20	Yard Barber Landscaping	240.00
<b>Total</b>			<b>\$ 123,887.12</b>

**STAFF REPORT – ASSOCIATE DIRECTOR**

**Meetings**

- Chamber Tourism Committee
- Enterprise Zone Boundary Amendment
- Outdoor Job Fair Prep
- Project Bow
- Project Fresh
- Project Groove
- Project KP2020
- Project Panel
- Properties - Commercial Real Estate Agents
- Property Owners
- Property Search Project
- Revolving Loan Fund Recipients & Applicants
- Senior Home Share Ribbon Cutting
- Small Business Assistance
- Wythe County Grant - CARES Act and Community Development Block Grant (CDBG) funding

**STAFF REPORTS – DIRECTOR**

**Executive Director’s Activity Highlights for period ending October 22, 2020**

**New or Expanding Business Activity**

- **Responded to inquiries from**
  - VEDP
  - Prospects
  - VIAA
  - Small businesses
  - Real estate brokers
  
- **Business Contacts and Meetings**
  - Stephen Bear, County Administrator
  - Stephen Moret, VEDP
  - Glenn Youngkin, The Carlyle Group
  - Kalen Hunter, GO Virginia Region 1
  - Matt Hankins, Asst. County Administrator
  - Josh Lewis, VIAA
  - Jake Tabor, VIAA
  - Stephen Versen, VDACS
  - Emily Flippo, VDACS
  - Michaela Martin, VEDP
  - Steve Moore, Town Manager - Wytheville
  - Eric Chapman, CowanPerry
  - Pandy Brazeau, VEDP
  - Scott Kuehn, Appalachian Power
  - John Griffith, Appalachian Power
  - Andy Sorrell, Tobacco Commission
  - Connie Long, VEDA
  - Stephen Spangler, Marathon Realty
  - Jeff Dunnack, Somic America
  - Jason Childers, Rural Retreat Town Manager
  - Steve Moore, Wytheville Town Manager
  - Jennifer Atwell, WWB Chamber
  - Jane Orlin, Cushman & Wakefield
  - Ed Blevins, First Bank and Trust
  - Cindy Snider, Virginia Community Capital
  - Linda Tackett, Virginia Small Business Financing Authority
  - Morgan Herbert, Edith Bolling Wilson Birthplace Museum
  - Blake Edwards, Skyline National Bank
  - Jonathan Kruckow, Skyline National Bank
  - Rosa Lee Jude, Wytheville CVB
  - Shane Terry, Wytheville CVB
  - Ryan Anderson, contracted videographer – Wytheville CVB
  - Others...

### **Noteworthy or Other Activities**

- Hosted VEDA professional ImpactED session with Glenn Youngkin and Stephen Moret
- Drafted job description for admin. assistant

- Governor's Summit on Rural Virginia
- Drafting performance agreements
- Developed video itinerary for videography project
- Incentive negotiation, ROI analysis
- Support work for grant programs
- WC BOS board meeting, closed session
- Millwald Theatre Board of Directors
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Project financing discussions
- Project related research
- Various web conferences
- Website work incl. content revamp
- New Progress Park and other video footage
- Among much more

#### **UPCOMING:**

- Next board meeting: December 3, 2020

#### **OLD OR UNFINISHED BUSINESS**

#### **LOAN UPDATES**

Mr. Manley gave an update on the Revolving Loan Fund. He noted that last month the JIDA Board ended the previously granted forbearances to borrowers. In turn, they should all have been making a payment this month. Mr. Manley added that as the reports shows there were two borrowers that made a payment in October. Those borrowers who did pay were Newhouse Enterprises and Scott Martin. Mr. Manley noted that the delinquent borrowers have gotten a letter that was sent out this week. He was not sure if they knew the forbearance had lapsed but they have had another notice to that effect

Mr. Mabe asked about Thirty-Forty-Four and asked if they were able to do this this year. Mr. Manley noted that they were open this year and had a national writeup on MSN's website. The did well for 2020 according to what he had heard from Mr. and Mrs. Pennington.

#### **SMALL BUSINESS GRANT PROGRAM**

Mr. Matthews noted that there have been two review sessions so far and added that each Board member should have a copy of the approved applications for the CARES Act money provided by Wythe County. Review of Rural Retreat applications would be taking place shortly. He asked that they review and look over the information. Jennifer Atwell from the Chamber of Commerce, Rosa Jude from the Wytheville Convention and Visitors Bureau, and Todd Wolford and Jeremy Miller both of Downtown Wytheville Incorporated, assisted with reviewing and approving the applications. Mr. Matthews mentioned that all applications were reviewed closely to make sure all information that was asked for was included with their applications. He added that based on

the guidelines that have been set up the Board has a list of the businesses who have been recommended for awarding of grant funding. Mr. Matthews stated that it was hoped that the checks will go out within the next week to those eligible and approved for the grants.

Mr. Matthews explained the breakdown. The first column is rent/mortgage which is the CDBG (Community Development Block Grant) money that the Town of Wytheville applied for and was awarded. That is paying back rent and mortgage as a reimbursement award, so they must have made the payment before we can award the money. The Wythe County Cares Act and the Rural Retreat Cares Act funding that are the next two columns are based on the revenue from 2019 and if they were not open in 2019 they need to have a tax return for review, their sales are being reviewed. The awards are broken down into four tiers \$10,000, \$7,500, \$5,000, and a \$2,500 award based on their revenues. The Cares Act funding that came from Wythe County was \$300,000 and we are quickly approaching that with the applications that have been received. Some information is missing on a few of the applications but based on what we have now this next round of review there will most likely be \$275,000 in awards just from the Cares portion. He added that the rent/mortgage portion has a long way to go, there are only \$174,000 committed, but there are applications for \$231,691.

Mr. Manley added that he believed that this will be in front of the Wythe County Board of Supervisors meeting on Tuesday for their approval. He mentioned that it is his intention to put in a request for some additional Cares Act money because the current funds will be soon depleted and that there is still quite a bit of demand. Mr. Carpenter asked what the payback method would be for these funds. Mr. Manley answered that there was not a payback as these are all grants. However, they do have a performance agreement executed with each to make sure they are using the funds as required. Mr. Carpenter asked what the application method was on the grants. Mr. Matthews answered that there was a universal application that covers all the programs. The application is submitted to the JIDA office and then they are reviewed. The application is on [madewythepride.org](http://madewythepride.org) which is the website that was developed to use for COVID resources earlier in the Spring. Applications have also been printed and emailed as needed. Mr. Carpenter asked if they needed to provide financial reports. Mr. Matthews answered that the need to provide a Profit and Loss and Balance Sheet for the first the first two quarters of 2020. He added that they are also to provide tax returns from 2019 which would illustrate the relevant revenue upon which the grant award is based. Mr. Manley stated that they must articulate the impact of COVID on their business and then state how they will be using the grant funds.

Mr. Manley noted that there has been a lot of work done by the committee and a lot of work especially done by Mr. Matthews. He wanted to make sure that everyone knows how much time Mr. Matthews has been putting into this program.

#### **ONLINE ETHICS TRAINING**

Mr. Manley reminded everyone on the Board that they are required to do the online ethics training that is required by statute. He knows that a few of the Board members have completed the training and he asked that they share their experience.

#### **OTHER**

None

## NEW BUSINESS

### WEBSITE TRAFFIC UPDATE

Mr. Manley explained and reviewed the website traffic report with the JIDA Board. Duration of time spent on the site, visits, new visits, and where the traffic was coming from was discussed.

### BOARD MEMBER TIME

Mr. Carpenter stated that he is seeing a significant decline in business at this time.

Mr. Carpenter also stated that he has heard of a number of workforce challenges from other local employers. Mr. Manley stated that he heard that a lot of challenges have arisen for families with children being out of school and at home.

Mr. Cole reported that Rural Retreat is doing well.

Mr. Carpenter asked about MRC Global that moved into the older building beside Clarke Precision Machine. Mr. Matthews answered that he had spoken with a real estate agent about when the transaction had taken place but that is as much information that he knows. Mr. Carpenter noted that they do have a sign up and have material there. Mr. Manley noted that it is a global construction materials company. Mr. Carpenter noted that their product line includes construction supplies, piping, valves, and similar.

### OTHER

None

### **Closed Session as permitted by Code of Virginia 2.2-37119(A)(1) [personnel]; §2.2-3711(A)(5) [prospective business including Skyscraper, Fresh, Repeat, Panel and Honeybee; and/or §2.2-3711(A)(7) [litigation]**

Vice Chairman Mabe moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by Code of Virginia 2.2-37119(A)(1) [personnel]; §2.2-3711(A)(5) [prospective business including Skyscraper, Fresh, Repeat, Panel and Honeybee]; and/or §2.2-3711(A)(7) [litigation]

The motion was seconded by David Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman  
David Carpenter  
Wes Mabe  
Dicky Morgan  
Matthew Clarke  
Michael Cole

Nay – None

Absent during meeting: Charlie White

At the conclusion of closed session, Vice Chairman Wes Mabe 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. Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman  
David Carpenter  
Wes Mabe  
Dicky Morgan  
Michael Cole  
Matthew Clarke

Nay – None

Absent during vote: Charlie White

#### **ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 4:05 p.m.

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David Kause, Chairman

Attest:

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Virginia M. Crockett, Secretary