

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
September 27, 2018

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 27, 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
David Carpenter
Dicky Morgan
Charlie White
Wes Mabe, Vice Chairman

MEMBERS ABSENT

Matthew Clarke

VACANCY

Representative from Town of Rural Retreat

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 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 Dr. Beth Taylor, Wytheville Mayor, Wayne Sutherland, Wytheville Town Manager, Patricia Bevil, Virginia Employment Commission, Joe Wilkins, CEO Wythe County Community Hospital, Sherri Case, Wythe County Community Hospital, and Yvonne Blessing, Wythe County Community Hospital to the meeting. He asked if anyone would like to address the Board. Ms. Bevil gave an activity report for the Virginia Employment Commission. With no further comments Chairman Kause continued with the meeting.

APPROVAL OF MINUTES—August 23, 2018

Chairman Kause 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.

SPECIAL PRESENTATION – WYTHE COUNTY COMMUNITY HOSPITAL

Mr. Manley introduced Joe Wilkins, CEO, Sherri Case, and Yvonne Blessing from Wythe County Community Hospital. Mr. Wilkins spoke about Occupational Health that the JIDA Board had recently been discussing and were concerned about. Mr. Wilkins gave an update on the improvement of the occupational health division of the hospital and told the Board of the services that are now available for residents and patients. He and Ms. Case discussed the names and location of the certified doctor and physician's assistant who can perform the Virginia DOT physicals in Wytheville. Questions from the Board were answered after the presentation.

SPECIAL PRESENTATION – MARK BLOOMFIELD, CHAIRMAN OF MILWALD THEATRE, INC.

Mr. Manley introduced Mr. Mark Bloomfield, Chairman of the Millwald Theatre, Inc., board of directors. Mr. Bloomfield gave a presentation on restoring the Millwald Theatre. In his presentation Mr. Bloomfield discussed the feasibility study results, the proposed renovations, the proposed floor plans, the theatre blade (signage), and the project cost summary. He answered questions regarding the theatre afterwards. The Board looks forward to the progress and completion of the theatre. And the Joint IDA board offered its support to the project.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause asked if there were any questions or concerns regarding the invoices or reports for September 2018. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the invoices for September 2018. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
September 1, 2018 through September 30, 2018**

Check #	Date	Payee	Amount
EFT	9-27-18	Appalachian Power Company	104.38
EFT	9-27-18	CenturyLink	162.02
EFT	9-27-18	First Bank – MasterCard	2,376.17
EFT	9-27-18	Robert G. Moore	1,100.00
EFT	9-27-18	Xerox Corporation	18.76
7583	9-27-18	IEDC	420.00
7584	9-27-18	SVAM	250.00
7585	9-27-18	The O’Connor Group	390.00
7586	9-27-18	The Retail Coach	10,000.00
7587	9-27-18	Town of Wytheville	17,247.11
7588	9-27-18	Yard Barber Landscaping	180.00
Total			\$ 32,248.44

STAFF REPORT – ASSOCIATE DIRECTOR

Conferences/Workshops

Community Startups Need Help! What's Your Strategy? – IEDC Webinar, September 13

Meetings

Business Services Unit
 CRIFA Meeting
 Enterprise Zone – Boundary Amendment
 Manufacturing Career Fair
 Properties - Commercial Real Estate Agents
 Property Owners
 Retail Coach
 Revolving Loan Fund Applicant
 Schaffner – Judy Cox
 Small Business Assistance
 Virginia Tourism Corporation Study Tour
 Wythe-Bland Young Professionals and Steering Committee

STAFF REPORTS – DIRECTOR

New or Expanding Business Activity

- Responded to inquiries from
 - VEDP
 - VIAA
 - Local Entrepreneurs

- The Retail Coach
- Business Contacts and Meetings
 - Stephen Bear, County Administrator
 - Wayne Sutherland, Wytheville Town Manager
 - Dan Tolley, Branch Botanicals
 - Josh Lewis, VIAA
 - John Smolak, AEP
 - Green Faircloth, Atmos Energy
 - Millwald Theatre committee
 - John Loftus, VEDP
 - Kim Ellett, VEDP
 - Aaron Farmer, The Retail Coach
 - Mariya Hurwitz, PepsiCo
 - Michaela Martin, VEDP
 - Jay Langston, VEDP
 - Barb Sewell, Three Rivers Media
 - Crystal Morphis, Creative Ec. Dev. Consulting
 - Mark Bloomfield, Millwald Theatre board and Wytheville Town Council
 - Donna Leonard, Choice Business Services
 - Jeff Dunnack, Somic America
 - Connie Long, VEDA Executive Director
 - Matt Clarke, Clarke Precision Machine
 - Robin Sheffey and Adam Sheffey, Movin' Dogs
 - Scott Bortz, Peed & Bortz engineers
 - Robert Di Marino, Coperion
 - Val Guffey, VTC
 - Jane Lammay, VTC
 - Kelly Spraker, VEDP
 - Meaghan Greer, VEDP
 - Millie Rothrock, The Wytheville Enterprise

Noteworthy or Other Activities

- Held Joint IDA 101 with new Wytheville Town Council members
- Respond to Project Roman RFI
- Audit with Robinson Farmer Cox
- Drafted electronic meeting policy
- CRIFA Board of Directors meeting
- CRIFA – negotiation of PepsiCo grant agreement, drafting
- Worked with Branch Botanicals on written update
- The Retail Coach update/conference call
- Voluntary claw-back discussions
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- Revolving loan fund work, committee meeting, work with delinquent borrowers
- Business plan creation with small business, developed financials, RLF loan application
- Millwald Theatre Board of Directors
- Reviewed grant guidelines for Business Ready Sites and Brownfields program from DEQ and VEDP

- Developing grading/cost/timeline estimates for grant applications, future development GO Virginia, etc.
- Wrote comments for VJIP funding to General Assembly
- Press release quote gathering, drafting for impending expansion announcement
- Participated in VTC study tour to Wythe County – co-hosted reception, attended “dine-around”, met with VTC management personnel
- Staffed Wytheville booth at Rhythm and Roots in SWVA section
- RLF loan committee meeting
- Working with Millie Rothrock on Wytheville Enterprise article

UPCOMING

- Joint IDA meeting in Rural Retreat at Depot on October 25
- Combined November/December meetings
- Office closed November 12 in observation of Veterans Day
- Rural Virginia Conference in Staunton October 21-22
- Chamber Annual Dinner November 1 @ 6 pm

OLD OR UNFINISHED BUSINESS

REVOLVING LOAN FUND UPDATE

Mr. Manley reported that Vivian Womble contacted the office last week and spoke with Mr. Manley and reported a recent illness, the closing of her Radford restaurant, and her relocation to Roanoke. She is attempting to sell her Radford store as a turnkey business. He requested that Mrs. Womble draft a letter outlining her plan to the board which had not yet been received. Mr. Morgan asked about whether her promise would be binding. Mayor Taylor asked if the collateral was something that could be discussed. Mr. Manley answered that there is a list of equipment she used to secure the loan and that considering the current marketplace for used restaurant equipment, the Joint IDA would likely only recover pennies on the dollar. Mr. Morgan asked if there was a written lien. Mr. Manley noted that there was not a lien, but there is a signed personal guarantee that allows the JIDA to pursue any of her assets to satisfy the loan. There was certainly enough evidence to seek a judgment, but as with all civil lawsuits, satisfying that judgment would be the challenge.

Mr. Carpenter discussed revamping the amortization schedules and reporting done for the board on the various loans.

Mr. Manley stated that there is an application for an RLF loan for the Board to review and consider. Robin Sheffey applied for the \$5,000 microloan. Chairman Kause, RLF Loan Committee member, discussed the committee’s review of the application and endorsement of it.

There was discussion and then Chairman Kause asked if there was a motion to approve the loan. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the committee’s choice of approval for \$5,000 loan. Votes: Yes - Mr. Morgan, Dr. White, Mr. Carpenter, Chairman Kause. No - Mr. Mabe. The motion passed by majority.

Mr. Carpenter asked if Root’d Threads was still in business. Mr. Manley answered that she sells on an online site only now but that it is still operating.

FY 2017-2018 AUDIT UPDATE

Mr. Manley reported that the audits for both the Joint IDA and Crossroads Regional Industrial Facilities Authority were “clean” audits and no problems were found. Reports from the auditors are forthcoming and they’ll be shared.

THE RETAIL COACH

Mr. Manley mentioned that he and Mr. Matthews had a conference call with Aaron Farmer from The Retail Coach approximately two weeks ago. He promised a written update that was received last night. He reported that they have attended the Retail Live conference representing Wythe County and returned feeling good about prospects for the coming year. They are going to shows in Chicago and Atlanta in October and they are anticipating getting more leads at the Atlanta show. Current ongoing prospects include multiple retailers and food service operations. The Retail Coach is updating their entire match list with the intelligence they are currently gathering. The JIDA staff will keep the Board posted on any developments and would convene the Retail Working Group at an appropriate time. Mr. Manley added that written updates were requested for now but when a visit comes about, other discussions can take place.

OTHER

None

NEW BUSINESS

ELECTRONIC MEETING PARTICIPATION POLICY

A copy of the Electronic Meeting Policy was distributed to the Board. Mr. Manley discussed the information regarding the policy and noted that it would need to be reviewed and approved by the JIDA Board. Mr. Carpenter had several questions regarding the document. Mr. Manley stated that he would revise the document and asked that approval be tabled until the next meeting once the Board has reviewed the revised document. The Board agreed.

WEB ANALYTICS

Mr. Manley distributed a custom Google Analytics report to the Board members based on traffic for the past year. He discussed contents of the report with the Board and answered all questions pertaining to the information provided.

UPCOMING MEETINGS (RURAL RETREAT, COMBINED NOVEMBER/DECEMBER)

Mr. Manley mentioned that the next Board meeting on October 25 will be held at the Rural Retreat Depot beginning at 3:00 pm. He also asked about the combination of the November and December meetings due to the November meeting date falling on Thanksgiving Day. The consensus for the replacement meeting was December 6 at the Wytheville Council Chambers at 3:00pm.

HOLIDAY OPEN HOUSE

Mr. Manley announced to the Board that the 2018 Holiday Open House would be held on Thursday, December 13 at the Joint IDA office.

WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE ANNUAL DINNER

Mr. Manley mentioned to the Board that the Annual Wytheville-Wythe-Bland Chamber of Commerce dinner would be held on Thursday, November 1, beginning at 6:00 pm at the Wytheville Meeting Center. He asked that everyone please let the staff know if they would like to participate in the dinner so a table could be purchased. Mr. Manley added that last year the manufacturing "Special Recognition" award was presented at the Spring Tenure Awards luncheon. He asked if that would be the Board's pleasure to do again this year or if they would like to present it at the Chamber dinner. The Board opted to present the award at the Tenure Awards luncheon. The staff will be in touch with the Board members about attending the Chamber dinner.

OTHER

None

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 5:00 p.m.

David Kause, Chairman

Attest:

Virginia M. Crockett, Secretary