

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**September 26, 2019**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 26, 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  
Matthew Clarke

**MEMBERS ABSENT**

None

**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; Chris Menerick, Wytheville Town Attorney; Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce; and Wayne Sutherland, Wytheville Town Manager to the meeting. Chairman Kause asked if there was anyone who would like to address the Board. There being none, the meeting continued.

## APPROVAL OF MINUTES—August 2019

Chairman Kause asked if there was any discussion or changes to the minutes of August 2019. There being no discussion or changes Chairman Kause asked if there was a motion to approve. Mr. Carpenter made a motion, seconded by Dr. White, 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 September of 2019. Mr. Carpenter asked if there a report containing bad or written debts available. Mr. Manley Mentioned that they are generally just written off and journal entries are made after the fiscal year audit. Chairman Kause asked if there was any further discussion. There being none, Chairman Kause asked for a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Matthews, to approve the financial statements as presented. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
September 1, 2019 through September 30, 2019**

Check #	Date	Payee	Amount
EFT	9-26-19	Appalachian Power Company	100.69
EFT	9-26-19	CenturyLink	177.50
EFT	9-26-19	First Bank – MasterCard	4,075.01
EFT	9-26-19	Robert G. Moore	1,100.00
EFT	9-26-19	Xerox Corporation	34.79
7658	9-26-19	John Matthews	327.70
7659	9-26-19	Town of Wytheville	18,540.02
7660	9-26-19	VACORP	1,855.00
<b>Total</b>			<b>\$ 26,210.71</b>

## STAFF REPORT – ASSOCIATE DIRECTOR

### Meetings

Business Services Unit Meetings – Planning learning sessions for workforce services  
Chamber Education Committee  
Local Economic Development Organization Meeting – Led by VEDP

Project Arrow  
Project Red  
Properties - Commercial Real Estate Agents  
Property Owners  
Property Search Projects  
Revolving Loan Fund Applicants  
Virginia Economic Development Association – Fall Meeting  
VEDP Business Retention & Expansion (BRE) Committee  
Website Update  
Workforce Exchange – Employer Panel Discussion  
Wythe-Bland young Professionals  
Wythe Manufacturing Roundtable

### **Upcoming Events**

Workforce Resource Series:

- October 2 – Work Opportunity Tax Credit (WOTC)
- October 23 – Bonding Program
- November 15 – Generations in the Workplace

### **STAFF REPORTS – DIRECTOR**

#### **New or Expanding Business Activity**

- **Responded to inquiries from**
  - VIAA
  - Local Entrepreneurs
  - VEDP
  - Multiple Prospects
  - Local Industry
- **Business Contacts and Meetings**
  - Stephen Bear, County Administrator
  - Scott Bortz, Peed & Bortz
  - Josh Lewis, VIAA
  - David Clark, Seven Sisters Brewery
  - Chris Menerick, Town Attorney
  - Stephen Versen, Va. Dept. of Ag. & Forestry
  - Mariya Hurwitz, Pepsico
  - John Smolak, AEP
  - Wayne Sutherland, Town Manager – Wytheville
  - Andy Sorrell, Tobacco Region Revitalization Commission
  - Eric Chapman, CowanPerry
  - Joy Gardner, Citizens Coop
  - Stephen Moret, VEDP CEO
  - Aileen Martz, VEDP
  - Pandy Brazeau, VEDP
  - Dan Tolley, Branch Botanicals

- Glenn Dyke, CBRE
  - Jeff Cline, Norfolk Southern
  - Connie Long, VEDA
  - Mary Rae Carter, VCEDA
  - Vince Barnett, VEDP
  - Katherine Goodwin, VEDP
  - Randy Shelton, Shelton Management
  - Jamie Smith, Pepsico
  - Ben Craig, Penn State U.
  - Scott Tate, Virginia Tech Office of Ec. Dev.
  - Matt Temple, Wiffle Pops
  - Scott Jefferies, Wythe County Public Schools
  - Seth Tamme, Gray Construction
  - Nelson Teed, MTC
- **Noteworthy or Other Activities**
    - Site characterization webinar with KPMG and VEDP
    - Project Arrow ongoing
    - Chamber Key Strategic Partners meeting
    - Visit to Pepsico
    - Research from VA Tech OED and Penn State grad Student – interviews
    - VTC Tourism celebration/seminar
    - VEDA fall conference
    - Ongoing discussion with TROF and VDACS for AID for Project Emerald
    - WC BOS Ec. Dev. Committee
    - Negotiation for Project Beagle TROF award w/Town, County, TRRC
    - Website updates ongoing
    - Developed new ppt slide deck for Project Red
    - Project Red site visit
    - Manufacturing Roundtable Reviewed and edited minutes
    - Reviewed financial reports
    - Drafter RLF Letters
    - SVAM CoE Board of directors
    - Credit card reconciliation
    - Among much more

**UPCOMING:**

- Board Meeting at Apex Center – October 24, 2019, with special guest Dr. Scott Jefferies of Wythe County Public Schools
- Consolidated Nov.– Dec. meetings

## **OLD OR UNFINISHED BUSINESS**

### **REVOLVING LOAN FUND UPDATE**

Mr. Manley reported that Sara Yelton has been making payments on a regular basis. Everyone is generally up to date except Lakes to Florida and Movin' Dogs. He mentioned that letters were sent out to them asking for a written plan prior to this meeting, by noon, but there was not one received from Movin' Dogs, but Lakes to Florida's letter was returned today. Mr. Manley added that another letter was immediately prepared and was hand delivered to them and they have 10 days to respond to the written plan. He stated he did not know what they plan to. However, the JIDA staff has the attorney ready to file the paperwork as soon as the next Board meeting when that action is approved if they do not come back with what they are supposed to do. All the loan agreements have confessions for judgment in them which means it will not even require a hearing. Mr. Manley mentioned that this could be as simple as agreeing that there is a judgment against them, and we will be ready to proceed with that at the next regular Board meeting. It is easier to do two or three at one time instead of one and then one. Collecting the judgment is the next thing, but that will be taken care of once the judgment is in place.

Chairman Kause asked if Mr. Manley had any information on what is happening with Movin' Dogs. Mr. Manley stated he had no information or any contact. He has seen them out, but Ms. Sheffey did mention that her mother was either sick or passing away, so they have not been out very much, and that was a month to six weeks ago.

Mr. Carpenter asked about Rogers Enterprises. Mr. Manley stated that is one that will have a judgment on them also. Letters have been sent and telephone calls have been made without response. Mr. Manley mentioned that when Movin' Dogs and Lakes to Florida are prepared next month, Rogers Enterprises will be included with serving a judgment also. Everything will be prepared for judgments by the next monthly meeting. If the JIDA staff can handle the work that is how it will be done.

Mr. Matthews mentioned that there was an applicant that has had the same application that they submitted during their first application process. The Loan Committee denied the loan with the contingency that they bring it back after being reviewed by the Small Business Development Center. They did that and Mandy Archer felt that it was a good business plan. Mr. Matthews stated that upon reviewing the financials the committee did not feel that the ability to repay was as strong as it needed to be, and they were obviously frustrated. However, they have come back with another format with a second lender at a low rate. The JIDA staff will setup another Loan Committee meeting in the next week or two and he stated that he would like to invite other Board members who might be interested in joining the committee for that when it is scheduled. Mr. Carpenter asked if this loan had been presented to the Board of the JIDA. Mr. Matthew stated that it has not been, that it was refused by the committee. Mr. Manley asked Mr. Matthews to mention if the Board would agree to have the applicants to come to the meeting to answer questions. Mr. Matthews added that he believes that is what needs to happen rather than the JIDA being the liaison, allow the borrower to present their case, rather than the staff do it for them. It will allow the Loan Committee the chance to ask them questions and get the answers directly from them. The Board agreed with asking them to attend. Chairman Kause believes that the JIDA needs to expand the loan committee involvement and find some additional people to participate. Mr. Manley asked for suggestions from the Board members of anyone they think would be a good asset to the committee.

### **AUDIT – JIDA AND CRIFA**

Mr. Manley reported that due to the busy schedule of the JIDA staff the audit was moved to Monday, October 7.

## **BRANCH BOTANICAL UPDATE**

Mr. Manley distributed information regarding the update on Branch Botanicals, there was some discussion about the building, start dates, etc.

## **OTHER**

Mr. Manley mentioned that the Joint Governing Bodies meeting will be on Monday, September 30. All Board members are welcome to attend.

## **NEW BUSINESS**

### **FUTURE MEETING DATES**

Mr. Manley mentioned that the October 24, 2019, Board meeting will be held at the Expo Center and that Dr. Jeffries from Wythe County Public Schools would be speaking at the meeting.

Mr. Manley added that, just as each year, the November meeting will fall on Thanksgiving Day. He suggested that the meeting be held on Thursday, December 5, combining the November and December meetings. Chairman Kause asked for a motion to combine the November and December meetings on Thursday, December 5, 2019. Mr. Carpenter made a motion, seconded by Mr. Clarke, to combine the November and December meeting on Thursday, December 5, 2019. With no further discussion, the motion passed unanimously.

Mr. Manley noted that the Joint IDA Annual Open House is scheduled for Thursday, December 12, from 3:00 P. M. until 6:00 P. M.

## **PROJECT UPDATES**

Closed session.

## **OTHER**

Mr. Matthews – Mr. Manley thanked Mr. Matthews for his diligence and hard work getting everything completed for the site visit for Project Red.

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

Vice Chairman Mabe 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. Carpenter.

Roll Call Vote:

Yea – Dicky Morgan  
Chairman David Kause  
David Carpenter  
Michael Cole

Wes Mabe  
Matthew Clarke  
Dr. Charlie White

Nay – None

Absent during vote: None

Mr. 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. Morgan.

Roll Call Vote:

Yea – Dicky Morgan  
Chairman David Kause  
David Carpenter  
Michael Cole  
Wes Mabe  
Matthew Clarke  
Dr. Charlie White

Nay – None

Absent during vote: None

## **ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 3:50 p.m.

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David Kause, Vice Chairman

Attest:

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Virginia M. Crockett, Secretary