

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**September 24, 2020**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 24, 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  
Charlie White

**MEMBERS ABSENT**

Matthew Clarke  
Michael Cole

**EX-OFFICIO MEMBERS PRESENT**

Steve Moore, 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

**JOINT IDA STAFF ABSENT**

None

## 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, Mayor, Town of Wytheville, Steve Moore, Town Manager, Town of Wytheville, Jennifer Atwell, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, Mark Bloomfield, Wytheville Town Council, 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—August 2020

Chairman Kause asked if there were any questions or concerns regarding the minutes from August 2020. There being none, Chairman Kause asked for a motion to approve as corrected. Mr. Mabe made a motion, seconded by Mr. Morgan, 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. 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  
September 1, 2020 through September 30, 2020**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	9-24-20	Appalachian Power Company	107.62
EFT	9-24-20	CenturyLink	164.30
EFT	9-24-20	Robert G. Moore	1,100.00
EFT	9-24-20	Xerox Corporation	40.89
EFT	9-24-20	First Bank – Mastercard	446.41
7724	9-24-20	Town of Wytheville	18,917.90
7725	9-24-20	Virginia Crockett-Reimbursement	44.00
7726	9-24-20	Virginia Fire Protection	152.00
<b>Total</b>			<b>\$ 20,973.12</b>

## **STAFF REPORT – ASSOCIATE DIRECTOR**

### **Meetings**

Enterprise Zone Boundary Amendment

Project Bow

Project Groove

Project Honeybee

Project KP2020

Project Skyscraper

Properties - Commercial Real Estate Agents

Property Owners

Property Search Project

Revolving Loan Fund Recipients & Sustainability Loan Recipients

Small Business Assistance

VEDA Virtual Site Visit

VEDP Business Retention and Expansion Committee

Wythe County Grant - CARES Act and Community Development Block Grant (CDBG) funding

## **STAFF REPORTS – DIRECTOR**

### **Executive Director’s Activity Highlights for period ending September 24, 2020**

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

- **Responded to inquiries from**
  - VEDP
  - Prospects
  - VIAA
  - Small businesses
  
- **Business Contacts and Meetings**
  - Stephen Bear, County Administrator
  - Josh Lewis, 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
  - John Kilgore, Scott County EDA
  - Connie Long, VEDA
  - Stephen Spangler, Marathon Realty
  - Jeff Dunnack, Somic America
  - Matt Weaver, DHCD

- Jason Childers, Rural Retreat Town Manager
- Steve Moore, Wytheville Town Manager
- Jennifer Atwell, WWB Chamber
- Brian Freeman, Wytheville Asst. Town Manager
- Didi Caldwell, Global Location Strategies
- John Longshore, Global Location Strategies
- Jane Orlin, Cushman & Wakefield
- Tommy Turner, Newmark Knight Frank
- **Others...**

### **Noteworthy or Other Activities**

- VEDA professional development presentation with Global Location Strategies
- Incentive negotiation, ROI analysis
- Exploring CARES \$ business support programs
- Exploration of DHCD grant for small business support w/ Downtown, ToW, Chamber, CVB
- WC BOS board meeting, closed session
- Millwald Theatre Board of Directors
- Reviewed and edited minutes
- Reviewed financial reports
- Credit card reconciliation
- VEDA Fall Conference (virtual)
- Project financing discussions
- Project related research
- Webinars, web conferences
- Website work
- Among much more

### **UPCOMING:**

- Next board meeting: October 22, 2020
- Project related research
- Webinars, web conferences
- COVID-19 updates, information sharing
- Webinar on Virginia's incentive portfolio
- Selected for case study w/ VEDP
- Website work
- Among much more

### **UPCOMING:**

- Next board meeting: September 24, 2020

## **OLD OR UNFINISHED BUSINESS**

### **LOAN UPDATES**

Mr. Manley stated that on October 15, for everyone who has not paid, we will begin collecting late fees on monthly payments again. He noted that correspondence has gone out to the borrowers affected. Mr. Manley spoke with the attorney about proceeding with the litigation we discussed during the Board meeting in August. The Attorney has it on the calendar to proceed sometime in October. Mr. Manley noted that the Board had discussed adding other loans to the litigation. That information will need to be discussed during closed session.

Mr. Manley noted that there was one borrower late on its sustainability loan payment and that has been notified. They agreed to remedy the situation. He added that some borrowers had paid an extra payment and some have paid their loan off completely.

Mr. Manley also discussed the Revolving Loan Fund Payments.

### **SMALL BUSINESS GRANT PROGRAM**

Discussed during staff reports. Applications and other pertinent information will be released soon. There will be a press release.

### **OTHER**

Millwald Theatre Update – Mark Bloomfield, Chairman of the Millwald Board and member of Wytheville Town Council, gave an update on the activities of the Millwald Theatre restoration project. He reported that the theatre has just completed the last week of asbestos removal and the air quality test was positive, so that part of the remodel is done which was funded by a grant from DEQ. Mr. Bloomfield noted that design work is nearly complete and should be out for bid sometime later this year. He added that additional tax credit work was underway as was the pursuit of additional grant funds. He added that the group has Part I and Part II of the approval process through Virginia Dept. of Historic Resources and the U. S. Park Service. They are currently trying to arrange with a lending institution a \$3.5 million bridge loan. Mr. Bloomfield and Mr. Manley met with bank representatives on Tuesday and are hopeful for a workable solution.

Website – Mr. Manley discussed the update of the Website and Mr. Matthews showed some of the changes that are going to be made soon.

### **NEW BUSINESS**

#### **APPROVAL OF GRANTS FOR VITALITY FARMS LLC AND MUSSER LUMBER INC.**

Mr. Manley explained that today the JIDA Board needed to take the action to approve the grants for Vitality Farms LLC and Musser Lumber, Inc. which are the two most recent projects in Wythe County. Funds have started circulating on those from AFID Grants run by the Virginia Department of Agriculture and Consumer Services and it has a 100 percent match from Wythe County. Vitality Farms was a total of \$50K, \$25K from the Commonwealth of Virginia and \$25K local. Musser Lumber, Inc. received \$150K, \$75K from the Commonwealth and \$75K from Wythe County.

Mr. Manley asked that today he would like to ask the Board to approve receiving and issuing the funds for these two projects and to authorize the signing of any required documents.

Chairman Kause asked if there was a motion to approve. Mr. Carpenter made a motion, seconded by Mr. Morgan, to approve the receiving and issuing of the funds for the Vitality Farms LLC and Musser Lumber Inc. projects as well as the signing of necessary documents by staff. With no further discussion, the motion passed unanimously.

Chairman Kause asked for information regarding Vitality Farms. Mr. Manley noted that there has been correspondence, but there has not been a visit lately. He knows that VDACS has been in touch with them and he understands that now is harvest time. He added that the JIDA is due a formal update at the end of the year.

## **MEETING CALENDAR**

Mr. Manley noted that the November 2020 meeting will be on Thanksgiving Day and that the December meeting will fall on Christmas Eve. He added that what has typically been done in the past is to merge the November/December meetings into the first week of December. The merge would make the next meeting date Thursday, December 3, 2020. Mr. Manley mentioned that it can be moved to that date if there are no conflicts, but that would be his initial recommendation. Chairman Kause noted that he did not see an issue with December 3 and asked the other Board members if they did. Chairman Kause asked if there was a motion to approve. Mr. Carpenter, seconded by Dr. White, to merge the November and December 2020 meetings to December 3, 2020. With no further discussion, the motion passed unanimously.

## **OTHER**

Solar project – Mr. Morgan asked Mr. Manley about an update regarding the solar project. Mr. Manley noted that it was approved by the Wythe County Board of Supervisors acknowledging that it conformed with the Comprehensive Plan. He said he did not have a timetable, but he knows it is approved and should get underway relatively soon.

Food City – Mr. Manley was in touch with Mr. Spangler over the last two weeks and that site prep was underway. Mr. Carpenter asked what the plans were for the old Pizza Hut building, that it was now up for lease. Mr. Manley stated that he was not sure. Further discussion on the area took place.

Administrative Assistant Replacement – Mr. Manley mentioned that he is working with the Town of Wytheville HR Manager on a job description. He intends to present it to the board in short order. Mr. Manley asked that if any of the Board members had suggestions or input to add to the job description to please let him know. He added that the position will be advertised soon.

Chairman Kause asked about the interviews. Mr. Manley noted that a structure for moving forward with the hiring process was being formulated.

**Closed Session as permitted by Code of Virginia 2.2-3711(A)(1) [personnel]; §2.2-3711(A)(5) [prospective business including Projects Panel and Honeybee; and/or §2.2-3711(A)(7) [actual or probable litigation including performance agreement]**

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 §2.2-3711(A)(5) [prospective business including Projects Panel and Honeybee]; and/or §2.2-3711(A)(7)[actual or probable litigation including performance agreements].

The motion was seconded by David Carpenter.

Roll Call Vote:

Yea – David Kause, Chairman  
David Carpenter  
Charlie White  
Wes Mabe  
Dicky Morgan

Nay – None

Absent during meeting: Matthew Clarke  
Michael Cole

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  
Charlie White  
Wes Mabe  
Dicky Morgan

Nay – None

Absent during vote: Michael Cole  
Matthew Clarke

## **ADJOURN**

There being no other business, Chairman Kause adjourned the meeting at 4:15 p.m.

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David Kause, Chairman

Attest:

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Virginia M. Crockett, Secretary