

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**July 27, 2023**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, July 27, at 3:00 PM, in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

David Kause, Chairman  
Michael Cole  
Jeff Lucas  
Sherri Case  
Dennis Manuel

**MEMBERS ABSENT**

David Carpenter, Treasurer  
Matt Clarke

**EX-OFFICIO MEMBERS PRESENT**

Brian Freeman, Wytheville Town Manager

**EX-OFFICIO MEMBERS ABSENT**

Stephen Bear, Wythe County Administrator  
Jason Childers, Rural Retreat Town Manager

**JOINT IDA STAFF PRESENT**

David Manley, Executive Director  
John Matthews, Deputy Director  
Jessica DeHart, 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.

## ELECTION OF OFFICERS FOR FY 23-24

Mr. Lucas made the motion to retain existing officers until the end of the calendar year, which was seconded by Mr. Manuel. The board determined they would wait to fill the Vice Chair position at the August meeting. Ms. Case asked for the bylaws to be sent to the board members to see what the responsibilities are for the Joint IDA officers. Chairman Kause mentioned the Joint IDA chair position automatically becomes a board member for the Mount Rogers Regional Partnership.

## CITIZENS' TIME

Chairman Kause welcomed Dr. Beth Taylor, Mayor, Town of Wytheville, Brian Freeman, Town Manager, Town of Wytheville, and Alison Pollard, Wytheville-Wythe-Bland Chamber of Commerce Executive Director. Chairman Kause asked if anyone would like to address the Board. There being none, Chairman Kause continued with the meeting.

## APPROVAL OF MINUTES - JUNE 22, 2023

Chairman Kause asked if there were any questions or concerns regarding the minutes from June 22, 2023. There being none, he asked for a motion to approve the minutes as presented. Ms. Case made the motion, which was seconded by Mr. Lucas. With no further discussion, the motion passed unanimously.

## FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Kause entertained a motion to approve the financial statements for June 23, 2023, through July 27, 2023, as presented. Mr. Cole made the motion to approve the financial statements as presented, which was seconded by Mr. Manuel. Upon no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
June 23, 2023, through July 27, 2023**

Check #	Date	Payee	Amount
EFT	06/30/23	Verizon	\$ 79.80
EFT	06/30/23	First Bank - Master Card	\$ 1,498.18
EFT	07/27/23	Xerox Corporation	\$ 135.60
EFT	07/27/23	Appalachian Power Company	\$ 110.78
EFT	07/27/23	Brightspeed	\$ 163.18
EFT	07/27/23	Robert G. Moore	\$ 1,100.00
8074	07/27/23	VRSA	\$ 3,924.00
8075	06/30/23	Rentopia	\$ 110.57

8076	06/30/23	Musser Lumber Company, Inc	\$	845.93
8077	06/30/23	Town of Wytheville	\$	27,375.15
8078	07/27/23	CowanPerry PC	\$	312.50
8079	07/27/23	Joshua Neal	\$	100.00
8080	06/30/23	David Manley - Reimbursement	\$	775.50
8081	07/27/23	VIAA Regional Economic Dev- MRRP	\$	14,145.00
8082	07/27/23	John Matthews - Reimbursement	\$	261.35
<b>Total</b>			<b>\$</b>	<b>50,937.54</b>

## REVOLVING LOAN FUND

Mr. Manley pointed out to the board that the Lakes to Florida loan balance has been adjusted due to a new promissory note after the judgement against Tammy and Robert Primm and negotiated repayment terms.

## STAFF REPORTS

### STAFF REPORT – DEPUTY DIRECTOR

#### Activity

140 S 1<sup>st</sup> Street Development- Grant Compliance, Applications, and Planning  
AECOM, Hill Studio, DHCD, Virginia Housing, Fahe

Blue Star

Business Resource Conference Planning- September 27, 2023

Department of Housing and Community Development (DHCD)

Rebecca Rowe, Tory McGowan, Courtney Mailey

Enterprise Zone

GO Virginia Joint Subcommittee

Musser Biomass and Wood Products Announcement & Planning

Properties- Database Update

Property Owners

Real Estate Agents

Site Visits- Austinville Limestone Company

Hutchinson

Salem Stone

Small Business Assistance and Referrals

Town of Wytheville- Incentives Review Committee

Virginia American Planning Association Conference in Roanoke, VA- Presenter

Virginia Department of Agriculture and Consumer Services (VDACS)- Michelle Bridges

Virginia Economic Developers Association (VEDA) –

Leadership Retreat in Danville, VA

Board of Directors Meeting

Public Policy Network

ImpactED Webinar- Brownfields Restoration

Virginia Housing- Virginia Housing Community Impact Session in Wytheville, VA

## **STAFF REPORT – EXECUTIVE DIRECTOR**

Mr. Manley summarized highlights including the VEDP Leadership Retreat was in Danville on July 21<sup>st</sup> and 22<sup>nd</sup> where he was in attendance. Major topics included the coming year's public policy platform, the VEDP restructuring, among others. He mentioned a conversation with GO Virginia about funding opportunities for site preparation. He stated there were two extensive RFIs submitted for sizeable projects and that a significant amount of time had been spent on budget preparation in the last month. A discussion ensued between Chairman Kause and Mr. Manley about Virginia Business Ready Sites and a future application for funding for Lot 1 site preparedness.

## **WEBSITE REFRESH**

Mr. Manley reported that the website rebuild is on schedule for completion in September. Mr. Matthews said he is currently working with local GIS contractors to connect with someone who will be able to help incorporate GIS maps on the new Joint IDA site.

## **PROJECT BRIEFINGS**

Mr. Manley reported that by completing construction on the NBR facility (AKA Phase 1), Blue Star met the terms of its initial contract on May 31<sup>st</sup>. A team from the US Department of Health and Human Services inspected the plant and signed off on contract completion. Federal funding to continue with project goals is currently being pursued. He asked that any inquiries made about the project be directed to him at the Joint IDA.

## **OLD OR ONGOING BUSINESS**

### **FY 23-24 BUDGET ADOPTION**

A draft budget was circulated to the board for review via email prior to the meeting and included within their packet which was developed by Mr. Manley in consultation with the Treasurer, Mr. Carpenter. All questions from the board were answered by Mr. Manley. Mr. Manley also noted a shift in website expenses from last year citing that we have one payment left to Whittington Consulting for the website. Chairman Kause asked for a motion to approve the final budget FY 23-24. Ms. Case made a motion which was seconded by Mr. Manuel. With no further discussion, the motion passed unanimously.

## **OTHER**

Mr. Manley reminded the board about the audit scheduled for August 17<sup>th</sup> by Robinson Farmer Cox and Associates. Chairman Kause asked when the Fraud Questionnaire is due to the auditors. Mrs. DeHart said it is due by July 31<sup>st</sup> and that she would send out a reminder to those required to fill one out.

## **NEW BUSINESS**

### **DEED OF TRUST RELEASE RATIFICATION**

Mr. Manley said he had emailed the board previously explaining the need for a partial deed of trust release to VDOT from Blue Star concerning the road being built for Progress Park. Board action was required to formally ratify this release at this time. Mr. Cole made the motion to adopt the certificate of partial satisfaction on the deed of trust for Lot 24 to benefit the construction of Route 9999 by VDOT, State Project 9999-098-840. Ms. Case seconded the motion. With no further discussion, the motion passed unanimously.

### **OTHER**

None

### **Closed Session as permitted by Code of Virginia sections: §2.2-3711 (A)(5) [Discussion of prospective industry] and §2.2-3711 (A)(6) [Discussion of contracting with public funds].**

Mr. Lucas moved that the Board of Directors of the Joint IDA of Wythe County enter closed session as permitted by the CODE OF VIRGINIA sections: §2.2-3711 (A)(5) [Discussion of prospective industry] and §2.2-3711 (A)(6) [Discussion of contracting with public funds].

The motion was seconded by Mr. Cole.

#### Roll Call Vote:

Yea – David Kause, Chairman  
Michael Cole  
Jeff Lucas  
Sherri Case  
Dennis Manuel

Nay – None

Absent during vote: David Carpenter, Treasurer  
Matt Clarke

The board entered a closed session discussion at 3:39 PM.

At 4:07 PM, Mr. Lucas then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session and that the board further certifies that the only matters discussed in closed session were matters permitted by law and properly identified.

The motion was seconded by Mr. Cole.

Roll Call Vote:

Yea – David Kause, Chairman  
Michael Cole  
Jeff Lucas  
Sherri Case  
Dennis Manuel

Nay – None

Absent during vote: Mr. Carpenter, Treasurer  
Matt Clarke

Mr. Manley drew the board’s attention to an invitation that was circulated for WCC’s 60<sup>th</sup> anniversary gala and added that the Joint IDA would purchase a table if board members were interested in attending.

Chairman Kause appointed Mr. Manuel and Mr. Carpenter to a Building & Construction Advisory Committee to advise the Joint IDA staff on decisions concerning the 140 South 1<sup>st</sup> Street property.

**ADJOURNMENT**

There being no other business, Chairman Kause adjourned the meeting at 4:10 PM.

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David Kause, Chairman

Attest:

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Jessica E. DeHart, Secretary