

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
December 7, 2023

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its November/December meeting on Thursday, December 7, at 3:00 PM, in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Michael Cole, Chairman
Jeff Lucas, Vice Chairman
Sherri Case, Treasurer
David Kause
David Carpenter
Matt Clarke
Dennis Manuel

MEMBERS ABSENT

None

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

JOINT IDA STAFF ABSENT

Jessica DeHart, Administrative Assistant

DETERMINATION OF QUORUM

Chairman Cole 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 Cole welcomed Brian Freeman, Town Manager, Town of Wytheville, Cathy Pattison, Vice-Mayor, Town of Wytheville, Alison Pollard, Wytheville-Wythe-Bland Chamber of Commerce Executive Director, and Vicki Parks, newly appointed Joint IDA board member. Chairman Cole asked if anyone would like to address the Board. There being none, Chairman Cole continued with the meeting.

APPROVAL OF MINUTES – OCTOBER 26, 2023

Chairman Cole asked if there were any questions or concerns regarding the minutes from October 26, 2023. There being none, he asked for a motion to approve the minutes as presented. Mr. Clarke made the motion, which was seconded by Ms. Case. With no further discussion, the motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Cole entertained a motion to approve the financial statements for October 27, 2023, through December 7, 2023, as presented. Mr. Lucas 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
October 27, 2023, through December 7, 2023**

Check #	Date	Payee	Amount
8104	11/03/23	Beyond Catering SWVA, LLC	\$ 976.64
EFT	12/07/23	Xerox Corporation	\$ 230.36
EFT	12/07/23	Robert G. Moore	\$ 1,100.00
EFT	12/07/23	Brightspeed	\$ 165.44
EFT	12/07/23	Verizon	\$ 80.01
EFT	12/07/23	Appalachian Power Company	\$ 101.75
EFT	12/07/23	First Bank- Mastercard	\$ 4,184.73
EFT	12/07/23	Verizon	\$ 80.01
EFT	12/07/23	Xerox Corporation	\$ 111.76
EFT	12/07/23	Brightspeed	\$ 165.84
EFT	12/07/23	Robert G. Moore	\$ 1,100.00
EFT	12/07/23	Appalachian Power Company	\$ 145.54
8102	12/07/23	Robinson Farmer Cox Associates, PLLC	\$ 3,250.00
8103	12/07/23	Town of Wytheville	\$ 24,157.90
8105	12/07/23	CowanPerry PC	\$ 200.00
8106	12/07/23	Wytheville Meeting Center	\$ 260.60
8107	12/07/23	Town of Wytheville	\$ 28,384.80

8108	12/07/23	Blue Ridge EcoLogical Services	\$ 1,750.00
8109	12/04/23	Jessica DeHart- Reimbursement	\$ 27.93
8110	12/07/23	CowanPerry PC	\$ 200.00
8111	12/07/23	David Manley- Reimbursement	\$ 1,286.99
8112	12/07/23	John Matthews- Reimbursement	\$ 333.40
8113	12/07/23	FORCEFIELD Web Development	\$ 400.00
Total			\$ 68,693.70

REVOLVING LOAN FUND REPORT

Mr. Manley reported that Thirty Forty-Four, LLC paid off their line of credit bringing their balance to zero. He added that Robin Sheffey of Movin' Dogs has only made one payment since negotiating a new payment plan after her judgement. He also noted that Lakes to Florida has not many any payments. Mr. Clarke asked if there were new ways to advertise the revolving loan fund program as we had not issued any loans in over a year. Mr. Manley mentioned there have not been many recent inquiries, and there was a deliberate scale back in marketing the program when there were some collection challenges with some of the borrowers. A conversation ensued about the need for small business assistance in Wythe County similar to that offered by the Small Business Development Center in Galax, VA.

Ms. Pollard asked to give an update about the Wytheville Wythe Bland Chamber of Commerce's Small Business Owner's Roundtable which is a new program that began in March meeting the fourth Tuesday of each month to learn how to better assist and support small businesses in the area. She noted April Collins, the new Director of the Small Business Development Center, has been attending these meetings to develop a better small business assistance presence in the area. Ms. Pollard added that once a month on the day of the meeting, April Collins will spend time in Wytheville scheduling appointments to assist with small businesses. Ms. Pollard said the committee also plans to have frequent educational training opportunities.

STAFF REPORTS

STAFF REPORT- DEPUTY DIRECTOR

Activity

140 S 1st Street Development Work- Grant Compliance, Applications, and Planning
 Business Solutions Unit- Chair
 Business Resource Conference- Debrief and Survey
 Combined BSU and Partner Meeting
 2024 BSU Planning Call
 Department of Housing and Community Development (DHCD)
 Enterprise Zone
 Industrial Revitalization Fund: Calls with DHCD Staff, Planning, Application
 Facility Visits- AQ
 Performance Agreements (existing)- Compliance and Reporting- Vitality Farms
 Placer Demo- Data and demographics platform
 Projects- Five Site Visits
 Properties- Database Update
 Property Owners

Real Estate Agents
Town of Wytheville- Board of Zoning Appeals- Elected Vice-Chair
Incentives Review Committee
Virginia Department of Agriculture and Consumer Services- Michele Bridges
Virginia Economic Developers Association (VEDA)-
Winter Membership Meeting- Elected to State Board of Directors
Board Meeting
ImpactED- Monthly resource webinar
Public Policy Network
Business Retention and Expansion (BRE) Special Interest Group (SIG)
Rural Special Interest Group (SIG)
Workforce Special Interest Group (SIG)
Website- Site Developer
Review
Interactive Mapping Calls
Training
Wythe County Economic Development Committee

STAFF REPORT – EXECUTIVE DIRECTOR

Mr. Manley reported he presented on a panel at the Virginia Governor’s Housing Conference in mid-November with Jarrod Elwell from the Federal Reserve Bank of Richmond and AJ Jackson, an officer with DC-based housing developer JBG Smith. The panel was a discussion on housing and economic development. He noted housing has been a key issue for economic development recently here and beyond.

Mr. Manley said he attended his last meeting as a member of the Executive Committee for the Virginia Economic Developers Association at the end of November. He wanted to thank the board for their continued support in his participation as leadership with VEDA over the years mentioning it was one of the most valuable professional experiences he’s had in making contacts in Richmond and all over in the economic development community. Mr. Manley added that Mr. Matthews is now on the VEDA Board of Directors as the western-most representative in the Commonwealth.

Mr. Manley reported he had an orientation meeting with Mr. Dicky Morgan, the newly appointed Speedwell seat of the Wythe County Board of Supervisors, who most recently served on the Joint IDA Board.

Mr. Manley mentioned there has been no new RFI activity since the last meeting. He added there have been some requests for considerably large tracts of land in our area.

Mr. Manley said he’s submitted the pre-application for Virginia Business Ready Sites on November 20 which was accepted. The application was for funding to develop Lot 10 in Progress Park which is a 60-acre Tier 2 site. He added that if the funding were granted Lot 10 would move to a Tier 5 in the readiness scale with a 3:1 match because of our double-distressed status. This means the local responsibility in the whole development cost would be only 25% and amounts to a rare opportunity for funding of this scale. Mr. Manley said Lot 10 will be adjacent to the VDOT Connector Road which would make this site very appealing to development.

Mr. Manley reported Mr. Corbin Stone of Robinson Farmer Cox & Associates will be presenting the audit at the next board meeting in January.

PROJECT BRIEFINGS

Mr. Manley briefed the board on the Blue Star project where he noted there have been more national media stories as well as a concerted effort where a group of federal elected representatives are working toward a financial solution with the administration which would help propel the project. He added a reporter from the Washington Post was in town for a few days and a reporter from Politico called yesterday with both working on the Blue Star story.

OLD OR ONGOING BUSINESS

WEBSITE

Mr. Matthews reported that the new website was live at wytheida.org and that staff had a website training session this morning. He noted the site is easier to navigate and easier to update.

HOLIDAY OPEN HOUSE- DECEMBER 14

Mr. Manley invited the board and partners to the Holiday Open House at the Joint IDA office on December 14 where food and beverages will be available.

OTHER

None

NEW BUSINESS

NEW BOARD APPOINTMENT

Mr. Manley welcomed and introduced Vicki Parks to the board, the newly appointed by the Town of Wytheville to fill Mr. Kause’s seat which ends December 31. Ms. Parks, who will officially take her seat at the January meeting, is CEO of Lifepoint Wythe County Community Hospital.

SPECIAL PRESENTATION

Mr. Manley read and presented a resolution to Mr. David Carpenter for his service to the public and the Joint IDA on behalf of the Board of Directors and staff of the Joint Industrial Development Authority. Ms. Case made the motion to adopt the following resolution as read by Mr. Manley. Mr. Lucas seconded the motion, which was passed unanimously. The resolution read:

A Resolution Honoring David Carpenter

WHEREAS, David Carpenter has served the people of Wythe County as a member of the Joint Industrial Development Authority board of directors since he was appointed by the Wythe County Board of Supervisors in 2016, and

WHEREAS, Mr. Carpenter vigorously supported economic progress for all Wythe Countians by being an engaged board member of the Joint IDA, by diligently attending board meetings and numerous extra events on behalf of the organization, and by representing this authority well in a variety of settings, and

WHEREAS, Mr. Carpenter brought decades of practical experience in the business world to bear on the work of the Board and Staff of the Joint IDA, and

WHEREAS, his public service included a long stint as the treasurer of the authority, through which he exercised careful financial management and accounting of the funds this organization is entrusted with; and

WHEREAS, the Joint IDA catalyzed significant economic development activities during his tenure leading to a stronger economy in Wythe County and the Towns of Wytheville and Rural Retreat, and

WHEREAS, Mr. Carpenter's distinguished period of service to the authority and to the people of Wythe County is ending after two terms, on December 31, 2023, then

THEREFORE, BE IT RESOLVED by the board of directors and proclaimed by the staff of the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat, that David Carpenter is recognized and honored for his many contributions to the economic vitality of our community, and that we all wish him the best for future success, health, and happiness.

Adopted this 7th day of December 2023.

Michael Cole, Chairman

David Manley, Executive Director

Mr. Manley then read and presented a resolution to Mr. David Kause for his service to the public and the Joint IDA on behalf of the Board of Directors and staff of the Joint Industrial Development Authority. Mr. Lucas made the motion to adopt the following resolution as read by Mr. Manley. Ms. Case seconded the motion, which was passed unanimously. The resolution read:

A Resolution Honoring David Kause

WHEREAS, David Kause has served the people of Wythe County for ten years as a member of the Joint Industrial Development Authority board of directors since his appointment by the Wytheville Town Council in 2013, and

WHEREAS, his public service included a more than nine-year stint as the elected chairman of the authority beginning in July of 2014, through which he exercised diligent oversight and thoughtful leadership of this organization; and

WHEREAS, Mr. Kause vigorously supported economic progress for all Wythe Countians by being an active member of the board, by engaging leaders at the state and local level, and by representing the organization admirably at its work in numerous settings both nearby and distant, and

WHEREAS, Mr. Kause has been a steadfast supporter of and valued advisor to the Joint IDA staff, and

WHEREAS, the Joint IDA catalyzed significant economic development activities during his tenure leading to a stronger economy in Wythe County and the Towns of Wytheville and Rural Retreat, and

WHEREAS, Mr. Kause's distinguished period of service to the authority is ending after serving two and a half terms, on December 31, 2023, then

THEREFORE, BE IT RESOLVED by the board of directors and proclaimed by the staff of the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat, that David Kause is recognized and honored for his many contributions to the economic vitality of our community, and that we all wish him the best for future success, health, and happiness.

Adopted this 7th day of December 2023.

Michael Cole, Chairman

David Manley, Executive Director

OTHER

None

Closed Session as permitted by Code of Virginia sections: §2.2-3711 (A)(5) [Project Artemis].

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- Project Artemis, Project Jersey] and §2.2-3711 (A)(1) [Personnel]

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – Michael Cole, Chairman
Jeff Lucas, Vice Chairman
Sherri Case, Treasurer
David Kause
David Carpenter
Matt Clarke
Dennis Manuel

Nay – None

Absent during vote: None

The board entered a closed session discussion at 4:11 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. Manuel.

Roll Call Vote:

Yea – Michael Cole, Chairman
Jeff Lucas, Vice Chairman
Sherrri Case, Treasurer
David Kause
David Carpenter
Matt Clarke
Dennis Manuel

Nay – None

Absent during vote: None

Mr. Manley read a letter to the board from Brandon Gallimore thanking the Joint IDA for its support of the Wythe Manufacturing Council's Textbook Scholarship. Mr. Gallimore is continuing his education at Wytheville Community College as a machine technology student, focusing on quality control.

ADJOURNMENT

There being no other business, Chairman Cole adjourned the meeting.

Michael Cole, Chairman

Attest:

Jessica E. DeHart, Secretary