

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**January 25, 2024**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, January 25, 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  
Matt Clarke  
Dennis Manuel  
Vicki Parks

**MEMBERS ABSENT**

Sherr Case, Treasurer  
David Carpenter

**EX-OFFICIO MEMBERS PRESENT**

Stephen Bear, Wythe County Administrator  
Brian Freeman, Wytheville Town Manager

**EX-OFFICIO MEMBERS ABSENT**

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 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 Nichole Hair, Executive Director of Mount Rogers Regional Partnership. Chairman Cole asked if anyone would like to address the Board. There being none, Chairman Cole continued with the meeting.

## APPROVAL OF MINUTES – DECEMBER 7, 2023

Chairman Cole asked if there were any questions or concerns regarding the minutes from December 7, 2023. There being none, he asked for a motion to approve the minutes as presented. Mr. Clarke made the motion, which was seconded by Mr. Manuel. With no further discussion, the motion passed unanimously.

Brian Freeman entered the meeting at 3:06 PM.

## FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Cole entertained a motion to approve the financial statements for December 8, 2023, through January 25, 2024, as presented. Mr. Lucas made a motion to approve the financial statements as presented, which was seconded by Mr. Clarke. Upon no further discussion, the motion passed unanimously.

### Joint IDA of Wythe County Check Register December 8, 2023, through January 25, 2024

Check #	Date	Payee	Amount
EFT	12/15/23	First Community Bank	\$ 30.83
EFT	12/26/23	Cowan Perry PC	\$ 463.05
EFT	01/16/24	First Community Bank	\$ 30.83
EFT	01/25/24	Verizon	\$ 80.01
EFT	01/25/24	Robert G. Moore	\$ 1,100.00
EFT	01/25/24	First Bank- Master Card	\$ 1,228.60
EFT	01/25/24	Brightspeed	\$ 165.44
EFT	01/25/24	Xerox Corporation	\$ 36.01
EFT	01/25/24	Appalachian Power Company	\$ 231.86
EFT	01/25/24	First Bank- Master Card	\$ 1,738.37
8115	01/25/24	Robinson Farmer Cox Associates, PLLC	\$ 7,850.00
8116	01/25/24	Town of Wytheville	\$ 24,148.56
8117	01/25/24	W-W-B Chamber of Commerce, Inc.	\$ 161.00
8118	01/25/24	Klockner Pentaplast of America, Inc.	\$ 100,000.00
8119	01/25/24	Mt Rogers Regional Partnership	\$ 14,145.00
8120	01/25/24	Town of Wytheville	\$ 24,156.56
<b>Total</b>			<b>\$ 175,566.12</b>

## **REVOLVING LOAN FUND REPORT**

Mr. Manley asked the board if there were any questions about the payment record for the Revolving Loan Fund. Mr. Matthews noted there are two potential applicants for the program. One applicant would be asking for startup funds and the other would be an expansion to an existing business. Mr. Manley added that the Chair typically appoints a loan committee to review applications for the Revolving Loan Fund and asked the board for any recommendations for those committee members. Mr. Manley also said the Joint IDA will be editing our revolving loan application to make it more streamlined and functional.

## **FY 22-23 AUDIT PRESENTATION- CORBIN STONE OF ROBINSON FARMER COX**

Stephen Bear entered the meeting at 3:10 PM.

Mr. Manley introduced Mr. Corbin Stone of Robinson Farmer Cox Associates, which is the Joint IDA's audit firm, to the Board to present the audit for FY 2022-2023. The audit letter and report were distributed to the board. Mr. Stone noted the audit went very well with no problems, and that there were very few recommended adjusting journal entries. Mr. Stone stated the Joint IDA received an unqualified opinion meaning the financial statements are correct. Mr. Stone summarized the report, noting key numbers, and asked if there were any questions. Mr. Stone answered a question from Chairman Cole and distributed his business card adding that he's available to the board if they were to have any further questions throughout the year. Mr. Stone thanked the staff for its cooperation and complimented Ms. DeHart on her continual improvement and the care with which she does her job. Mr. Manuel made a motion to adopt the audit FY 2022-2023 as presented which was seconded by Mr. Clarke. With no further discussion, the motion passed unanimously.

## **STAFF REPORTS**

### **STAFF REPORT- DEPUTY DIRECTOR**

#### **Activity**

140 S 1<sup>st</sup> Street Development Work- Grant Applications

Business Solutions Unit- Chair

Career Fair April 10- Wythe & Bland County Students and Public

BSU Planning

Department of Housing and Community Development (DHCD)

Enterprise Zone

JIDA Holiday Open House

Mt Rogers Regional Partnership- Regional EcDev Lunch, BRE meetings

Facility Visits- AQ

Performance Agreements (existing)- Compliance and Reporting

Projects- 2

Properties- Database Update

Property Owners

Property Research

Segra- Internet Fiber Provider

Small Business Assistance

Southern Economic Development Council- Leveraging Federal Grant Opportunities Webinar  
Town of Wytheville- Incentives Review Committee  
Virginia Department of Agriculture and Consumer Services- Michele Bridges  
Virginia Economic Developers Association (VEDA)-  
Legislative Reception and VEDA day at the Capitol- Organizing  
Public Policy Network  
ImpactED- Monthly resource webinar  
Wythe County Technology Center- Perkins Advisory Council

**STAFF REPORT – EXECUTIVE DIRECTOR**

Mr. Manley distributed a handout that was submitted with the Virginia Business Ready Sites application which would be a grant to help fund site development for Lot 10. Progress Park’s Lot 10 was identified as the most ready and marketable site. Mr. Manley mentioned he is working with Dewberry Engineering for the site assessment work with Business Ready Sites. Mr. Manley said this grant would ideally pay for environmental work, engineering and design, and construction, noting the money would need to be used in a 2-year period. He stated the total estimated budget for grading Lot 10 would be \$6.8 million with a 3:1 match, as Wythe County is classified as a double distressed community. He noted that the value is tremendous and unusual for any type of grant program. Normally, grant dollars often matched one to one. In this case, for every local dollar spent, the Commonwealth would invest \$3. Mr. Manley added that Lot 10 will be adjacent to the VDOT Connector Road making its strategic location key to marketing it. Mr. Bear added that the Connector Road project has been awarded to Branch Civil.

Mr. Manley reported he conducted an orientation meeting with Councilwoman Johnson of the Town of Wytheville and with newly appointed Joint IDA board member, Ms. Parks. He added the Joint IDA is happy to have Ms. Parks on the board and said he had very productive conversations at both meetings. Mr. Manley said he appreciates the opportunity to speak with any officials as needed.

**PROJECT BRIEFINGS**

None.

**OLD OR ONGOING BUSINESS**

**OTHER**

None.

**NEW BUSINESS**

**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].

The motion was seconded by Mr. Clarke.

Roll Call Vote:

Yea – Michael Cole, Chairman  
Jeff Lucas, Vice Chairman  
Matt Clarke  
Dennis Manuel  
Vicki Parks

Nay – None

Absent during vote: Sherri Case, Treasurer  
David Carpenter

The board entered a closed session discussion at 3:34 PM.

At 4:14 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. Clarke.

Roll Call Vote:

Yea – Michael Cole, Chairman  
Jeff Lucas, Vice Chairman  
Matt Clarke  
Dennis Manuel  
Vicki Parks

Nay – None

Absent during vote: Sherri Case, Treasurer  
David Carpenter

Mr. Manley introduced Nichole Hair, Executive Director of the Mt. Rogers Regional Partnership to the new board members, adding that the Joint IDA has invited her to present next month at the board meeting.

**ADJOURNMENT**

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

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Michael Cole, Chairman

Attest:

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Jessica E. DeHart, Secretary