

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
April 25, 2024

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, April 25, at 3:00 PM, at the Wytheville Meeting Center at 333 Community Blvd, Wytheville, Virginia.

Prior to the meeting Mr. Joe Underwood, Senior Attorney for the Virginia Freedom of Information Advisory Council, presented to the board their FOIA training required by law to be completed every two years by the board and staff.

MEMBERS PRESENT

Michael Cole, Chairman
Jeff Lucas, Vice Chairman
Sherri Case, Treasurer
Matt Clarke
Aaron Robinson

MEMBERS ABSENT

Dennis Manuel
Vicki Parks

EX-OFFICIO MEMBERS PRESENT

Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

Brian Freeman, Wytheville Town Manager
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 Stephen Bear, County Administrator, Wythe County, and Alison Pollard, Wytheville-Wythe-Bland Chamber of Commerce Executive Director. Chairman Cole asked if anyone would like to address the Board. There being none, Chairman Cole continued with the meeting.

APPROVAL OF MINUTES – MARCH 28, 2024

Chairman Cole asked if there were any questions or concerns regarding the minutes from March 28, 2024. 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 Cole entertained a motion to approve the financial statements March 29, 2024, through April 25, 2024, as presented. Ms. Case mentioned she had gone by the Joint IDA office to sign checks to move the operating account and the Revolving Loan Fund account to First Bank & Trust. Mr. Lucas made a motion to approve the financial statements as presented, which was seconded by Mr. Clarke. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register March 29, 2024, through April 25, 2024

Check #	Date	Payee	Amount
EFT	04/01/24	Verizon	\$ 95.02
EFT	04/09/24	Brightspeed	\$ 165.48
EFT	04/17/24	Xerox Corporation	\$ 71.04
EFT	04/18/24	Robert G. Moore	\$ 1,100.00
8200	04/25/24	Beyond Catering SWVA, LLC	\$ 899.60
8201	04/25/24	Cowan Perry PC	\$ 200.00
8202	04/25/24	Brook Hill Lawncare- Joshua Neal	\$ 175.00
8203	04/25/24	Mt Rogers Regional Partnership (MRRP)	\$ 14,145.00
8204	04/25/24	Town of Wytheville	\$ 33,608.40
8205	04/25/24	Wytheville Convention & Visitors Bureau	\$ 950.00
8206	04/25/24	Wytheville Meeting Center	\$ 1,064.61
8207	04/25/24	Wytheville Office Supply	\$ 360.65
8208	04/25/24	Wythe County	\$ 25,000.00
8209	04/25/24	VOID	\$ 0.00
8210	04/25/24	VOID	\$ 0.00

8211	04/25/24	VOID	\$	0.00
8212	04/25/24	VOID	\$	0.00
8213	04/25/24	VOID	\$	0.00
8214	04/25/24	Virginia Economic Developers Association	\$	600.00
8215	04/25/24	Wytheville Meeting Center	\$	450.00
Total			\$	78,884.80

REVOLVING LOAN FUND REPORT

Mr. Manley noted that borrowers were up to date on RLF payments. It was also noted that there were pending applications coming up.

STAFF REPORTS

STAFF REPORT- DEPUTY DIRECTOR

Activity

140 S 1st Street Development Work – Department of Historic Resources, Grant Applications, Grant Onboarding calls, Historic Tax Credits, Project Updates
 Business Solutions Unit- Chair
 Career Fair April 10
 Business Symposium Planning – September 17
 Business Update Event April 16 – 28 registered
 Department of Housing and Community Development (DHCD)
 Enterprise Zone
 GenEdge – Lean 102 May 8 – Planning & Marketing
 Industry Appreciation Tenure Awards
 Mt Rogers Regional Partnership- BRE meetings
 Opportunity Appalachia – Project Applications Submitted
 Performance Agreements (existing)- Project Clawback Received, Compliance and Reporting: Department of Agriculture and Consumer Services, Tobacco Commission
 Projects- 6
 Properties- Database Update
 Real Estate Professionals
 Property Owners
 Property Research
 Revolving Loan Fund – 2 applicants
 Site Visit – Bottomley, Somic America, Joey’s/Moey’s Country Kitchen
 Small Business Assistance
 Virginia Department of Agriculture and Consumer Services- Michele Bridges
 Virginia Economic Developers Association (VEDA)-
 Board of Directors Meeting
 Public Policy Network – Co-chair

STAFF REPORT – EXECUTIVE DIRECTOR

Mr. Manley reported the Joint IDA hosted a HR/Employer Legal Update at the Wytheville Meeting Center on April 16th. He noted CowanPerry PC, Dominion Risk Advisors, and OpX Solutions, Inc. provided the presenters for the afternoon. He added there were close to 30 attendees from the Southwest Virginia area, and feedback was very positive. Mr. Manley said the Joint IDA will continue to provide these types of services for the employers in the future.

Mr. Manley said he submitted the first-round grant application for congressionally directed spending for the 140 South 1st Street project. It is a long shot but worth the time and energy to apply.

Mr. Manley reported there was success with the \$25,000 claw back from Appalachian Biomass/Vitality Farms. A check reflecting that amount will be sent to Wythe County.

He also said on April 9th, there was a visit to Lot 10 from the consultants and team from VEDP concerning the Business Ready Sites program application. He noted the visit was positive but with few questions. In addition, he said the Lot 10 development project has prompted some discussions with GO Virginia on the possibilities for additional funding which would reduce the financial burden on Wythe County if granted. He noted those grant applications are due in late May. Mr. Manley mentioned GO Virginia has a new regional director, Ms. Jenny Nichols, and he gave her a tour around town as well as in Progress Park on April 23, 2024.

Mr. Manley reported he presented to the Wytheville EDA on April 19, 2024, along with Charlie Jones from Downtown Wytheville, John Woods, the Town of Wytheville Planning Director, Elaine HOLETON, Assistant Town Manager, Town of Wytheville, among others.

Mr. Manley said he attended the National Signing Day at Wytheville Community College on April 20, 2024, which is an annual event for Career & Technical Education to underscore the viability and reduce any stigma surrounding these careers. He noted it was a ceremony and celebration where 90 students were signing up for certain technical career paths at Wytheville Community College.

He said there was a Joint IDA, Mount Rogers Regional Partnership (MRRP), & VEDP luncheon a few weeks ago where VEDP's new Food & Beverage Director, Chris Burger, attended.

He noted next week is Southern Economic Development Council's (SEDC) Meet the Consultants event in Atlanta, Georgia. Mr. Manley added the Joint IDA hasn't attended since 2019 and that he was looking forward to learning from peer communities and competitor states.

PROJECT BRIEFINGS

None

OLD OR ONGOING BUSINESS

TENURE AWARDS

Mr. Manley briefed everyone on the Joint IDA 2024 Tenure Awards where seven Wythe County businesses were recognized for their years in service. Chair Cole mentioned it was a pleasure to recognize the investments of industries that have stayed in our area and succeeded. Mr. Manley agreed and noted the tenure of Southern States Carroll County – Co-op was 75 years which was the longest running company awarded this year.

GOLF TOURNAMENT

Mrs. DeHart said there are 17 teams signed up for the Industry Appreciation Golf Tournament on April 16, 2024, currently six hole sponsors, and five other level sponsorships.

OTHER

None.

NEW BUSINESS

RLF LOAN COMMITTEE ACTIVITY

Mr. Matthews reported there are 2 loan applications the board will be looking at today, O'Dell's Landscaping & Lawncare and the Millwald Theatre. Mr. Matthews handed out a packet with O'Dell's Landscaping & Lawncare's financial statements, application, and other documents of importance. Mr. Lucas mentioned to the board that Mr. O'Dell is an insurance client of his and that Mr. O'Dell employs the services of an independent small business management service owned and run by Mr. Lucas' wife, Audra Lucas. Mr. Manley noted at the consensus of the board that it is not likely a direct conflict for Mr. Lucas, but if the board preferred he abstain from any decision making, it was up to the board to decide. The board took no action regarding Mr. Lucas's participation. Chairman Cole, who is on the Revolving Loan Fund Loan Committee, as well as Mr. Matthews answered any questions about O'Dell's Landscaping's application from the board. Chairman Cole mentioned the RLF Loan Committee membership includes a tax preparer and a banker. He felt they brought up good questions and concisely reviewed all the financials submitted by O'Dell's Landscaping.

Mr. Clarke made the motion to accept the recommendation from the loan committee for a line of credit loan up to \$15,000 to O'Dell's Landscaping & Lawncare at a 4.5% interest rate, with the borrower repaying the line of credit balance at the end of each calendar year, and the line of credit is renewable for up to 5 years, with annual evaluation of collateral. The motion was seconded by Ms. Case. With no further discussion, the motion passed unanimously. The line of credit will give O'Dell's Landscaping & Lawncare working capital to help with equipment maintenance that may arise during the season.

Before the board began to look at the Millwald Theatre loan application packet, Mr. Manley read a letter to the board that was also included in their packets in which he identified a potential conflict of interest. The letter written by Mr. Manley explained he would was making both the Millwald board and the Joint IDA board aware that had served as executive director of the Joint IDA since 2014 and joined the newly established Millwald board in 2017 as a founding director. In the letter he offered to refrain from advising either board regarding the

matter or from taking a position on same, to recuse from any vote, deliberation, or discussion of the matter when in front of either board, if either board finds these measures inadequate, he will resign from his position on the Millwald Theatre board of directors, and should the parties ever become adverse regarding this matter, he will resign his position on the Millwald Theatre board of directors.

Mr. Manley left the board meeting.

Mr. Matthews answered any questions from the board. Mr. Bear asked if the Revolving Loan Fund had ever been used to loan to a non-profit organization before. Mr. Matthews said that it has not, and the board went into a lengthy conversation about this topic. Mr. Clarke said he feels that if we have a non-profit organization submit an application for the Revolving Loan Fund, they should submit a statement of economic impact with the application.

At this time, Mr. Manley re-entered the meeting with the Honorable Morgan Griffith, member of the US House of Representatives for the 9th District of Virginia. Congressman Griffith addressed the board saying that just today they received the requirements for the Congressionally Directed Spending proposals this year, and that they must have the proposals back in by May 1, 2024. He asked if anyone has any proposals, to throw them together, and submit them to his office. Mr. Manley thanked Congressman Griffith for stopping by and reported that the Joint IDA would be making application.

Mr. Manley and Congressman Griffith left the meeting.

Mr. Clarke asked it to be known the reason the board is considering this non-profit organization, the Millwald Theatre, for the Revolving Loan is the known economic impact that it creates. Mr. Lucas made the motion to accept the recommendation from the loan committee for a line of credit loan up to \$50,000 to the Millwald Theatre at a 5% interest rate, with the borrower repaying the line of credit balance at the end of each calendar year, where the line of credit is renewable for up to 5 years, with the option to increase available credit, and with the option for the JIDA to convert the line of credit to a term loan. The motion was seconded by Mr. Clarke. With no further discussion, the motion passed unanimously. Mr. Clarke asked that Mr. Jones, the Millwald Theatre Treasurer submit a statement of economic impact to the Joint IDA board.

Mr. Manley rejoined the meeting.

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, other unnamed projects].

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – Michael Cole, Chairman
Jeff Lucas, Vice Chairman
Sherri Case, Treasurer
Matt Clarke
Aaron Robinson

Nay – None

Absent during vote: Dennis Manuel
Vicki Parks

The board entered a closed session discussion at 4:15PM.

At 4:29 PM, Mr. Lucas then moved that the Board of Directors of the Joint IDA of Wythe County re-enter open session pursuant to the previously announced expectations of Virginia’s open meeting law and further will certify that only identified matters were discussed in closed session.

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – Michael Cole, Chairman
Jeff Lucas, Vice Chairman
Sherri Case, Treasurer
Matt Clarke
Aaron Robinson

Nay – None

Absent during vote: Dennis Manuel
Vicki Parks

ADJOURNMENT

There being no other business, Chairman Cole adjourned the meeting 4:29 PM.

Michael Cole, Chairman

Attest:

Jessica E. DeHart, Secretary