

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
June 27, 2024

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, June 27, 2024, 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
Dennis Manuel

MEMBERS ABSENT

Matt Clarke
Vicki Parks
Aaron Robinson

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 Brian Freeman, Town Manager, Town of Wytheville. Chairman Cole asked if he would like to address the Board. Mr. Freeman said he had nothing to report at this time. Chairman Cole continued with the meeting.

APPROVAL OF MINUTES – May 23, 2024

Chairman Cole asked if there were any questions or concerns regarding the minutes from May 23, 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 May 24, 2024, through June 27, 2024, as presented. Mr. Lucas made a motion to approve the financial statements as presented, which was seconded by Mr. Manuel. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register May 24, 2024, through June 27, 2024

Check #	Date	Payee	Amount
EFT	06/27/24	Xerox Corporation	\$ 121.41
EFT	06/27/24	Brightspeed	\$ 164.72
EFT	06/27/24	Robert G. Moore	\$ 1,100.00
EFT	06/27/24	Verizon	\$ 79.98
EFT	06/27/24	Xerox Corporation	\$ 137.64
EFT	06/27/24	Appalachian Power Company	\$ 137.16
EFT	06/27/24	Brightspeed	\$ 164.72
EFT	06/27/24	First Bank-Mastercard	\$ 3,780.58
8224	06/27/24	Cowan Perry PC	\$ 200.00
8225	06/27/24	BrookHill Lawncare-Joshua Neal	\$ 125.00
8226	06/27/24	Town of Wytheville	\$ 24,016.05
8227	07/01/24	VRSA	\$ 4,152.00
8228	06/27/24	FORCEFIELD Web Development	\$ 500.00
8229	06/27/24	Wytheville Office Supply	\$ 218.54
8230	06/27/24	SVAM	\$ 250.00
8231	06/27/24	David Manley-Reimbursement	\$ 275.22
8232	06/27/24	Xerox Corporation	\$ 4,468.00
Total			\$ 39,891.02

REVOLVING LOAN FUND REPORT

Dr. Beth Taylor entered the meeting at 3:04 PM.

Mr. Manley reported that the active loans are up to date. Chairman Cole asked if the loans that are not paying could be removed from the books. Mr. Manley said the Joint IDA has a judgement against those individuals, they will always owe that debt, but those loans can be removed from the reports at the board's discretion.

Stephen Bear entered the meeting at 3:06 PM.

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

Regular Meeting

Business Symposium Planning – September 17

Mentor Virginia – presenter call

Department of Housing and Community Development (DHCD) – Enterprise Zone Reporting Training

James Madison University – Stakeholder engagement and conference discussion

Mt Rogers Regional Partnership- BRE meetings

Performance Agreements (existing)- Compliance and Reporting: Department of Agriculture and Consumer Services, Tobacco Commission

Projects- 7

Properties-

Database Update

Real Estate Professionals

Property Owners

Property Research

Revolving Loan Fund

SEGRA – internet utility

Small Business Assistance

Town of Wytheville – Zoning focus group

Virginia Economic Developers Association (VEDA)-

Summer Membership Meeting – Danville, VA, presented on Housing Summit

Board of Directors Meeting

Virginia Rural Center – The Governor's Summit on Rural Prosperity – October 28-30, Wytheville Meeting Center Planning Committee

STAFF REPORT – EXECUTIVE DIRECTOR

Mr. Manley reported on prospect activity noting he has had some discussions around commercial business, data centers, and energy companies other than solar projects.

Mr. Manley mentioned conversations are being had about the need to develop larger acreage sites in Progress Park. He added the decisions on the Virginia Business Ready Sites Program, where he applied for grant funding for grading on Lot 10, have not been announced yet. He is hoping the Governor's office will make the announcement in early July.

Mr. Manley said Mount Rogers Regional Partnership has engaged with Timmons Group to do work evaluating potential sites in the whole Mount Rogers Regional Partnership footprint. He added they've completed a first round of surveys where they asked about priorities and desired outcomes for the report.

An income vs expense report for the Joint IDA Industry Appreciation Golf Tournament was given to the board noting an anticipated major sponsor had fallen through for the tournament due to an unintentional oversight by the sponsor. The tournament was close to break-even, which is the goal for this non-fundraiser industry appreciation event.

PROJECT BRIEFINGS

None.

OLD OR ONGOING BUSINESS

OTHER

None.

NEW BUSINESS

FY 23-24 BUDGET AMENDMENT

An amended budget for FY 23-24 was included in the board's packet for approval. Mr. Manley highlighted changes in travel and supplemental funding lines. Ms. Case made the motion to adopt the amended FY 23-24 budget, which was seconded by Mr. Lucas. With no further discussion, the motion passed unanimously.

FY 24-25 BUDGET ADOPTION

A draft budget FY 24-25 was in the board's packet for review. Mr. Manley answered all questions from the board. It was noted there was an increase in travel and mileage due to higher costs and a reduction in funding that was equal to the per capita Mount Rogers Regional Partnership marketing funds contributed from the three localities. Mr. Bear explained that at times the relationship between the two organizations has been strained and that it was decided to pay directly from the locality to reduce confusion. He added that the offerings from the regional organization will remain the same. Mr. Bear circulated Mount Rogers Regional Partnership's budget to the Joint IDA board to explain what each locality pays per capita. Mr. Manley answered all questions from the board about the proposed budget. Ms. Case made the motion to adopt the FY 24-25 budget as proposed, which was seconded by Mr. Lucas. With no further discussion, the motion passed unanimously.

FY 24-25 MEETING SCHEDULE

Mr. Manley mentioned that with the regular scheduling for meetings for the upcoming fiscal year, there is a conflict for the September and December meetings. He gave options for different meeting times, but with only four board members present, the item was tabled for the next meeting.

OTHER

Mr. Manley mentioned he developed a tentative work plan for the coming fiscal year for the Joint IDA. Below are organizational goals for FY 2024-2025 he presented to the board.

1. Develop mission and vision statements
2. Develop updated marketing plan
3. Engage in more regular interactions with our state and regional EDOs and partner organizations (Virginia Economic Development Partnership, Mt. Rogers Regional Partnership, utilities, etc.)
4. Investigate and/or pursue accreditation through the International Economic Development Council
5. Undertake organizational benchmarking

Closed Session as permitted by Code of Virginia sections: §2.2-3711 (A)(5) [Project Champion, Project Gradient, Project Bronze Sky].

Mr. Lucas moved that the Board of Directors of the Joint IDA of Wythe County enter closed session pursuant to CODE OF VIRGINIA sections: §2.2-3711 (A)(5) [Discussion of Prospective Industry - Project Champion, Project Gradient, Project Bronze Sky].

The motion was seconded by Mr. Manuel.

Roll Call Vote:

Yea – Michael Cole, Chairman
Jeff Lucas, Vice-Chairman
Sherri Case, Treasurer
Dennis Manuel

Nay – None

Absent during vote: Matt Clarke
Aaron Robinson
Vicki Parks

The board entered a closed session discussion at 3:48 PM.

At 4:31 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 named matters were discussed in closed session.

The motion was seconded by Ms. Case.

Roll Call Vote:

Yea – Michael Cole, Chairman
Jeff Lucas, Vice-Chairman
Sherry Case, Treasurer
Dennis Manuel

Nay – None

Absent during vote: Matt Clarke
Aaron Robinson
Vicki Parks

ADJOURNMENT

There being no other business, Chairman Cole adjourned the meeting 4:39 PM.

Mr. Lucas had expressed interest in an update on the Apex Center as it has been renamed Hitachi Energy Arena. Mr. Bear said he thought the first year for the Blue Ridge Bobcats went very well, and that many companies have renewed their sponsorship. He added the purchase order for new bleachers has been issued where close to 3600 attendees will be able to be seated. Mr. Bear answered all questions from the board. Chairman Cole thanked Mr. Bear for the update.

Michael Cole, Chairman

Attest:

Jessica E. DeHart, Secretary