

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

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, July 25, 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  
Vicki Parks  
Aaron Robinson

**MEMBERS ABSENT**

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 Cole called the meeting to order and determined a quorum to be present. He then offered an invocation and led the Pledge of Allegiance.

**ELECTION OF OFFICERS FOR FY 24-25**

A motion was made by Mr. Manuel, seconded by Ms. Parks, to nominate and elect the current officers for an additional one-year term: Mr. Cole – Chairman; Mr. Lucas – Vice Chairman; Ms. Case – Treasurer; and Jessica DeHart – Secretary for 2024-2025 fiscal year. With no further discussion the motion passed unanimously.

**CITIZENS’ TIME**

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

**SPECIAL PRESENTATION**

**MILLWALD THEATRE EXECUTIVE DIRECTOR DONNIE BALES**

Mr. Bales rescheduled for the August meeting due to illness.

**APPROVAL OF MINUTES – June 27, 2024**

Chairman Cole asked if there were any questions or concerns regarding the minutes from June 27, 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. Manuel. With no further discussion, the motion passed unanimously.

**FINANCIAL REPORTS AND APPROVAL OF INVOICES**

Chairman Cole entertained a motion to approve the financial statements June 28, 2024, through July 25, 2024, as presented. Mr. Manuel made a motion to approve the financial statements as presented, then it was seconded by Mr. Robinson. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County  
Check Register  
June 28, 2024, through July 25, 2024**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
EFT	06/30/24	Verizon	\$ 79.98
EFT	06/30/24	First Bank-Mastercard	\$ 2,106.61
EFT	07/25/24	Robert G. Moore	\$ 1,100.00
EFT	07/25/24	Appalachian Power Company	\$ 174.68

EFT	07/25/24	Brightspeed	\$	165.36
8233	06/30/24	Town of Wytheville	\$	26,937.25
8234	07/25/24	BrookHill Lawncare-Joshua Neal	\$	125.00
8235	07/25/24	Charles Nate Montgomery	\$	100.00
8236	07/25/24	Cowan Perry PC	\$	950.00
8237	07/25/24	Virginia Economic Developers Association	\$	950.00
<b>Total</b>			<b>\$</b>	<b>32,688.88</b>

## REVOLVING LOAN FUND REPORT

None.

## STAFF REPORTS

### STAFF REPORT- DEPUTY DIRECTOR

#### Activity

140 S 1<sup>st</sup> Street Development Work – Department of Historic Resources, Grant Applications, Grant Onboarding calls, Historic Tax Credits, Project Updates

Business Solutions Unit- Chair

Business Symposium Planning – September 17

Presenter calls

Department of Housing and Community Development (DHCD) – Enterprise Zone Annual Report

Prep for EZ boundary and incentive amendment application

GO TEC – Bethany Meyers

Mt Rogers Regional Partnership - BRE meetings

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

Projects - 5

Properties - Database Update  
Real Estate Professionals  
Property Owners  
Property Research

Regional Housing Summit – Advisory meeting

Regional Site Selection Process

Site Visit – Lane Enterprises

Small Business Assistance

Virginia Economic Developers Association (VEDA)-

Leadership Retreat – Waynesboro, VA

ImpactED Webinar – Workforce Organization Consolidation

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

**STAFF REPORT – EXECUTIVE DIRECTOR**

Mr. Manley reported new prospect activity is low at this time. He mentioned he has spent some significant time on site development work and grant negotiations. He also commented on the regional site study being conducted by Mount Rogers Regional Partnership who has engaged with Timmons Group, an engineering, design, and technology firm. Mr. Manley said he was encouraged by the data driven approach they will use in analyzing 125,000 pieces of property in the region with 1 billion data points used in their analysis. He added the ultimate outcome will be a list of ten highly developable properties in the Mount Rogers Regional Partnership footprint.

**PROJECT BRIEFINGS**

Mr. Manley briefed the board on the Blue Star project saying there currently are multiple conversations discussing equity partnerships and potential investment. There has been no movement with any public funding.

**OLD OR ONGOING BUSINESS**

**FY 24-25 MEETING SCHEDULE**

A proposed meeting schedule for FY 2024-2025 was included in the board packet. Mr. Manley suggested some alternative dates for two conflicts on the fourth Thursday of the month. Ms. Parks made the motion to approve the following Joint IDA meeting schedule for FY 2024-2025, which was seconded by Mr. Manuel. With no further discussion the motion passed unanimously.

- July 25, 2024
- August 22, 2024
- September 19, 2024
- October 24, 2024
- December 3, 2024
- January 23, 2025
- February 27, 2025
- March 27, 2025
- April 24, 2025
- May 22, 2025
- June 26, 2025

**OTHER**

None.

**NEW BUSINESS**

## SITE DEVELOPMENT GRANTS

Mr. Manley mentioned there have been no announcements yet for the Virginia Business Ready Sites Program but that he is optimistic. He said he presented recently to the GO Virginia Region 1 council about site development and showed the board the slides from his presentation. The project was endorsed for funding by the state organization.

## OTHER

None.

### **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 unannounced prospective industry (Project Champion, Project Gradient, Project Bronze Sky) and §2.2-3711 (A)(29): Contracting expending public funds.

The motion was seconded by Ms. Case.

#### Roll Call Vote:

Yea – Michael Cole, Chairman  
Jeff Lucas, Vice-Chairman  
Sherri Case, Treasurer  
Dennis Manuel  
Vicki Parks  
Aaron Robinson

Nay – None

Absent during vote: Matt Clarke

The board entered a closed session discussion at 3:31 PM.

At 4:02 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  
Sherri Case, Treasurer  
Dennis Manuel  
Vicki Parks  
Aaron Robinson

Nay – None

Absent during vote: Matt Clarke

Mr. Lucas moved that the Joint IDA proceed with the Progress Park Lot 10 site development project and further authorize Joint IDA of Wythe County staff to take all necessary steps to execute the required work including but not limited to signing appropriate contract documents. The motion was seconded by Mr. Manuel. With no further discussion the motion passed unanimously.

**ADJOURNMENT**

There being no other business, Chairman Cole adjourned the 4:03 PM.

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Michael Cole, Chairman

Attest:

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Jessica E. DeHart, Secretary