

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**October 24, 2024**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, October 24, 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  
Sherri Case, Treasurer  
Matt Clarke  
Dennis Manuel  
Vicki Parks  
Aaron Robinson

**MEMBERS ABSENT**

Jeff Lucas, Vice Chairman

**EX-OFFICIO MEMBERS PRESENT**

None.

**EX-OFFICIO MEMBERS ABSENT**

Stephen Bear, Wythe County Administrator  
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 an invocation and led the Pledge of Allegiance.

## CITIZENS' TIME

Chairman Cole welcomed Alison Pollard, Wytheville-Wythe-Bland Chamber of Commerce, Executive Director. Chairman Cole asked if she would like to address the Board. Ms. Pollard declined, and Chairman Cole continued with the meeting.

## APPROVAL OF MINUTES – September 19, 2024

Chairman Cole asked if there were any questions or concerns about the minutes from September 19, 2024. Chairman Cole asked for a motion to approve the minutes as presented. Mr. Manuel made the motion to accept the minutes as presented, 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 September 20, 2024, through October 24, 2024. Mr. Manuel 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 September 20, 2024, through October 24, 2024

Check #	Date	Payee	Amount
EFT	10/24/24	Verizon	\$ 80.05
EFT	10/24/24	Robert G. Moore	\$ 1,100.00
EFT	10/24/24	Appalachian Power Company	\$ 91.80
EFT	10/24/24	Xerox Corporation	\$ 56.36
EFT	10/24/24	Brightspeed	\$ 175.96
EFT	10/24/24	First Bank- Master Card	\$ 2,739.18
8248	10/24/24	Town of Wytheville	\$ 25,644.44
8249	10/24/24	Joshua Neal-Brook Hill Landscaping	\$ 125.00
8250	10/24/24	Virginia Rural Center	\$ 2,500.00
8251	10/24/24	Cowan Perry PC	\$ 200.00
8252	10/24/24	Robinson Farmer Cox Associates, PLLC	\$ 3,500.00
8253	10/24/24	Charles Nate Montgomery	\$ 200.00
<b>Total</b>			<b>\$ 36,412.79</b>

## REVOLVING LOAN FUND REPORT

No matters required attention.

## STAFF REPORTS

### STAFF REPORT- DEPUTY DIRECTOR

#### Activity

140 S 1<sup>st</sup> Street Development Work – Department of Historic Resources, Historic Tax Credits, Project Updates  
Business Solutions Unit- Chair

Job fair planning

Department of Housing and Community Development (DHCD) –

Enterprise Zone renewal application

Enterprise Zone boundary amendment

Mt Rogers Regional Partnership - BRE meetings

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

Projects - 3

Properties - Property Owners

Property Research

Regional economic developers lunch planning - Host

Site Visit – AQ, Wythe Animal Wellness Community Veterinary Care

Small Business Assistance

Virginia Agricultural Development Officers – Fall Conference - Cancelled

Virginia Department of Agriculture and Consumer Services – Michele Bridges, Rachel Meyers

Virginia Economic Developers Association (VEDA)-

Board of Directors meeting

Fall Conference – Roanoke, VA

ImpactED webinar – state policy and budget discussions, legislator engagement

Public Policy Network (Co-Chair) – virtual General Assembly and legislator engagement training

Virginia Economic Development Partnership – Business Retention and Expansion (BRE) team calls

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

Planning Committee Meeting

Town of Wytheville Board of Zoning Appeals - Chair

### STAFF REPORT – EXECUTIVE DIRECTOR

Mr. Manley mentioned the Joint IDA has been sharing information from the County and other partners on relief efforts from Hurricane Helene. He mentioned many colleagues from all over the state have reached out with support or assistance if any is needed. Mr. Manley mentioned there were concerns about damage to the Town of Wytheville’s wastewater facility, but the temporary system in place has seemingly remedied the problems that arose in the immediate term.

Mr. Manley said there has been no project activity at this time. He added he will discuss Lot 10 site development contracts during closed session.

Mr. Manley added the Virginia Economic Developers Association fall conference was held in Roanoke at the Hotel Roanoke and that it was heavily attended (despite the hurricane's arrival). He mentioned the advocacy work they will be engaging with to promote and encourage the longevity of the Virginia Business Ready Sites program as a state organization. Mr. Matthews also noted the organization's efforts in providing training on best practices with how to engage with legislators during and outside of the General Assembly to keep Virginia one of the best states to do business.

## **PROJECT BRIEFINGS**

None.

## **OLD OR ONGOING BUSINESS**

None.

## **NEW BUSINESS**

### **OTHER**

Mr. Manley asked Chairman Cole if he'd like to update the board on the most recent annual meeting of Mount Rogers Regional Partnership. Chairman Cole mentioned that MRRP presented goals for the coming year including connectivity with schools, business tours, and business attraction. A discussion ensued amongst the board and staff about available sites in the Mount Rogers region and what the sites have to offer as far as grading, acreage, and infrastructure.

Mr. Manley mentioned a regional economic developers' luncheon that Mr. Matthews is planning soon for our regional partners to engage with each other.

**Closed Session as permitted by Code of Virginia sections: §2.2-3711 (A)(3) [Discussion of the acquisition of real property for a public purpose], §2.2-3711 (A)(5) [Discussion of prospective or expanding business or industry], and §2.2-3711 (A)(29) [Discussion of contracting with public funds].**

Ms. Case 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)(3): Discussion of the acquisition of real property for a public purpose, §2.2-3711 (A)(5): Discussion of prospective or expanding business or industry, and §2.2-3711 (A)(29): Discussion of contracting with public funds.

The motion was seconded by Mr. Manuel.

Roll Call Vote:

Yea – Michael Cole, Chairman  
Sherry Case, Treasurer  
Matt Clarke  
Dennis Manuel  
Vicki Parks  
Aaron Robinson

Nay – None

Absent during vote: Jeff Lucas, Vice-Chair

The board entered a closed session discussion at 3:36 PM.

At 4:21 PM, Ms. Case 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 would certify that only named matters were discussed in closed session.

The motion was seconded by Ms. Parks.

Roll Call Vote:

Yea – Michael Cole, Chairman  
Sherry Case, Treasurer  
Matt Clarke  
Dennis Manuel  
Vicki Parks  
Aaron Robinson

Nay – None

Absent during vote: Jeff Lucas, Vice-Chairman

Mr. Clarke made the motion to authorize the Joint Industrial Development Authority’s Executive Director and Deputy Director to enter a contract to purchase 190 South 1<sup>st</sup> Street, Wytheville, the current JIDA office building, contingent upon a 60-day study period with a \$5,000 deposit of earnest money. The motion was seconded by Ms. Case. With no further discussion, the motion passed unanimously.

**ADJOURNMENT**

There being no other business, Chairman Cole adjourned the 4:23 PM.

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Michael Cole, Chairman

Attest:

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Jessica E. DeHart, Secretary