

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
April 24, 2025

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, April 24, 2025, 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
Dennis Manuel
Vicki Parks
Aaron Robinson
Bobby Angles

MEMBERS ABSENT

Sherri Case, Treasurer

EX-OFFICIO MEMBERS PRESENT

Stephen Bear, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

Steve Moore, Interim Town of Wytheville Town Manager
Jason Childers, Rural Retreat Town Manager

JOINT IDA STAFF PRESENT

David Manley, Executive Director
John Matthews, Deputy Director

JOINT IDA STAFF ABSENT

Jessica DeHart, Administrative Assistant (on leave)

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 everyone. No citizens spoke during this period.

APPROVAL OF MINUTES – March 27, 2025

Chairman Cole asked if there were any questions or concerns about the minutes from the March 27, 2025, meeting. Chairman Cole asked for a motion to approve the minutes as presented. Mr. Lucas made the motion to approve the minutes as presented, which Ms. Parks seconded. With no further discussion, the motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Mr. Manley mentioned he did not receive any comments from Madam Treasurer, Ms. Case, but he wanted to point out a few unusual transactions which included the closing costs on 190 S. 1st Street, the completion of contract for the representation during the General Assembly, and the first payment on Site 10 lot development. Mr. Matthews added that Petals of Wytheville paid off their revolving loan. Mr. Robinson made a motion to approve the financial statements as presented, which was seconded by Mr. Angles. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register March 28, 2025–April 24, 2025

	Date	Payee	Amount
EFT	4/24/2025	Verizon	\$90.76
EFT	4/24/2025	Xerox Corporation	\$17.64
EFT	4/24/2025	Appalachian Power Company	\$142.97
EFT	4/24/2025	First Bank - Master Card	\$2,157.16
EFT	4/24/2025	Brightspeed	\$186.16
8276	4/24/2025	VOID	\$0.00
8277	4/24/2025	Wytheville Meeting Center	\$250.00
8278	4/24/2025	Joshua Neal-Brook Hill Lawn Care	\$270.00
8279	4/24/2025	Two Capitols Consulting, LLC	\$10,200.00
8280	4/24/2025	CowanPerry PC	\$400.00
8281	4/24/2025	Town of Wytheville	\$25,644.45
8282	4/24/2025	Dewberry Engineers, Inc.	\$25,140.00
8283	4/24/2025	Wytheville Meeting Center	\$516.00

Total

\$65,015.14

REVOLVING LOAN FUND REPORT

Revolving loan activity was reported during the approval of the financial statements.

STAFF REPORTS

STAFF REPORT- DEPUTY DIRECTOR

Activity

140 S 1st Street Development Work – Grant reporting, Remittance requests, Vendor meetings
Workforce Housing Grant applications with Virginia Housing and Tobacco Commission
Business Solutions Unit – Chair
Regular Meeting
Wythe-Bland Career Fair – April 16
Department of Housing and Community Development (DHCD) –
Enterprise Zone Real Property Investment Grant Applications
Joint IDA Annual Report, Budget Hearing, Administrative Work
Joint IDA Industry Appreciation –
Tenure Awards
Golf Tournament
Performance Agreements (existing) – Compliance and Reporting: Department of Agriculture and Consumer
Services, Tobacco Commission
Properties - VEDP real estate calls
Property Owners
Property Research
Revolving Loan Fund – application
Small Business Assistance
Virginia Department of Agriculture and Consumer Services – Michele Bridges, Mark Bass
Virginia Economic Developers Association (VEDA) –
Board Meeting – board member
Spring Conference – Newport News, VA
Virginia Economic Development Partnership (VEDP) – Business Retention and Expansion calls

Mr. Matthews updated the board on plans for the 140 South 1st Street building, including two new grant applications for possible funding from Virginia Housing and the Virginia Tobacco Region Revitalization Commission. Mr. Robinson mentioned he would like to see the Feasibility Study that was originally created by AECOM for the property. Mr. Matthews said he would email the study to the board after the meeting. Chairman Cole asked if the board could tour the property, and Mr. Manley suggested a tour after the board meeting in May.

STAFF REPORT – EXECUTIVE DIRECTOR

Mr. Manley reported the closing for the 190 South 1st Street building has been completed. He mentioned the staff is going to create a maintenance list of items needing to be addressed on the building.

Mr. Manley mentioned Ms. DeHart will be back in the office next week returning from leave. He relayed to the board that she was most appreciative of the time she had to spend with her daughter, Margo.

He said he will be attending two different site selection events. The first one is in Atlanta, hosted by the Southern Economic Development Council. Mr. Manley represents Virginia on the Board of Directors for that organization. The second is in Northern Virginia organized by the Virginia Economic Development Partnership, the Virginia Economic Developers Association, and Team Virginia a private organization led by the Virginia Chamber.

OLD OR ONGOING BUSINESS

PROGRESS PARK SITE DEVELOPMENT – LOT 10

Mr. Manley mentioned the due diligence part of the site development project for Lot 10 is underway. Dewberry Engineering has finished the Phase I environmental site visit, all the fieldwork for wetlands delineation, data collection for the cultural resources review, and the threatened and endangered species review. The next step is an aerial and ground-based survey. Mr. Manley continued that after this work is completed, Dewberry will move on to Master Planning where the engineering and site plans will be conducted. Mr. Manley noted the Joint IDA has received the first invoice for the engineering phase of the work with the amount billed being 17% of the total contract. The Virginia Economic Development Partnership will reimburse 75% of the billing and 25% would come from Wythe County. The third-party review in the agreement is not included in the original budget total, but VEDP has agreed to help pay that portion. Phase II of the site development project will be the earthwork and construction of the site. The Go Virginia grant awarded to the Joint IDA included an administrative allowance which the Joint IDA will share with UVA Wise

Mr. Manley recapped the success of the Tenure Awards Luncheon and shared pictures of all the award recipients including Clarke Precision Machine, Southwest Specialty Heat Treat, Camrett Logistics, AQ Transformer Solutions, Coperion Corporation, and Rural Retreat Mills. Mr. Manley mentioned that Wayne Roop and Che Roop of WythevilleOffices.com continued their support of the Tenure Awards as the lunch sponsor. They recently sold Wytheville Office Supply but have started a new business venture leasing office spaces in Downtown Wytheville.

Mr. Bear addressed the board and asked the Joint IDA if there were any ways the engineering work could be sped up on the development of Lot 10. Mr. Bear also asked if there could be some BRE efforts to reach out to businesses to see how they are being affected by the tariffs being instituted as some companies are laying off employees as a measure to keep costs down. He asked if the Joint IDA could report on that during the next meeting.

NEW BUSINESS

OTHER

None.

CLOSED SESSION

Mr. Lucas moved that the Joint IDA Board of Directors enter closed session as permitted by Code of Virginia sections:

- §2.2-3711(A)(5): Discussion of prospective or expanding business or industry (Project Gradient, Project Element),

The motion was seconded by Mr. Robinson.

Roll Call Vote:

Yea – Dennis Manuel
Jeff Lucas
Aaron Robinson
Michael Cole
Bobby Angles
Vicki Parks

Nay – None

Absent during vote: Sherri Case

The board entered a closed session discussion at 3:44 PM.

Mr. Lucas then moved the Board of Directors of the Joint IDA of Wythe County re-enter open session pursuant to the previously announced exceptions of Virginia's open meeting law and further would certify that only named matters were discussed in closed session.

The motion was seconded by Mr. Robinson.

Roll Call Vote:

Yea – Dennis Manuel
Jeff Lucas
Aaron Robinson
Michael Cole
Bobby Angles
Vicki Parks

Nay – None

Absent during vote: Sherri Case

The board re-entered open session at approximately 4:20 PM.

Mr. Manley said there are possibilities for additional financing opportunities for the Blue Star project that are currently being pursued.

Mr. Lucas moved that the Joint IDA board authorized the Joint IDA staff to execute any agreements in relation to Project Element. The motion was seconded by Ms. Parks. With no further discussion, the motion passed unanimously.

ADJOURNMENT

There being no other business, Chairman Cole adjourned the meeting at approximately 4:24 PM.

Michael Cole, Chairman

Attest:

Jessica E. DeHart, Secretary