

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
April 23, 2026

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, April 23, 2026, 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
Dennis Manuel
Aaron Robinson
Bobby Angles
Mark Bloomfield

MEMBERS ABSENT

Jeff Lucas, Vice Chairman

EX-OFFICIO MEMBERS PRESENT

Chris Slep, Interim Town Manager, Town of Wytheville

EX-OFFICIO MEMBERS ABSENT

Stephen Bear, County Administrator, Wythe County
Jason Childers, Town Manager, Town of Rural Retreat

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 Matt Hankins, Deputy County Administrator, Wythe County, Dr. Beth Taylor, Mayor, Town of Wytheville, and Chris Slem, Interim Town Manager, Town of Wytheville. No citizens spoke at this time.

APPROVAL OF MINUTES – February 26, 2026 & March 30, 2026

Chairman Cole asked if there were any comments or questions about the draft minutes from the February 26, 2026, meeting and the minutes for March 30, 2026. There were none. Ms. Case made the motion to accept February 26, 2026, and March 30, 2026, minutes as presented. The motion was seconded by Mr. Angles and passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Cole asked if there were any questions about the financial statements from February 27, 2026, to April 23, 2026. Ms. Case mentioned she reviewed the financial statements prior to the meeting and had a question about a loan payment in our revolving loan fund program. Mr. Manley explained that it is common for that payor to come in a little late but always with the correct late fee. With no further discussion, Mr. Bloomfield made a motion to approve the financial statements as presented, which was seconded by Mr. Manuel. The motion passed unanimously.

Joint IDA of Wythe County Check Register February 27, 2026 - March 30, 2026

Type	Date	Payee	Amount
EFT	03/30/2026	Appalachian Power Company	\$285.26
EFT	03/30/2026	Verizon	\$78.01
EFT	03/30/2026	Xerox Corporation	\$43.18
EFT	03/30/2026	First Bank-Master Card	\$1,990.72
EFT	03/30/2026	New Peoples Bank-Wytheville	\$1,253.13
EFT	03/30/2026	Brightspeed	\$155.99
EFT	03/30/2026	Town of Wytheville	\$40.08
EFT	03/30/2026	Brightspeed	\$132.93
8360	03/30/2026	Town of Wytheville	\$31,516.72
8361	03/30/2026	Dewberry Engineers Inc.	\$15,000.00
8362	03/30/2026	Duchess Dairy Products-reissued check	\$25,000.00
8363	03/30/2026	John Matthews-Reimbursement	\$440.80

8364	03/30/2026	David Manley-Reimbursement	\$1,368.45
Total			\$77,305.27

**Joint IDA of Wythe County
Check Register
March 31, 2026 - April 23, 2026**

Type	Date	Payee	Amount
EFT	04/23/2026	Xerox Corporation	\$103.76
EFT	04/23/2026	Verizon	\$78.01
EFT	04/23/2026	Appalachian Power Company	\$132.45
EFT	04/23/2026	New Peoples Bank-Wytheville	\$1,253.13
EFT	04/23/2026	Brightspeed	\$155.99
EFT	04/23/2026	Brightspeed	\$135.82
EFT	04/23/2026	Town of Wytheville	\$39.03
EFT	04/23/2026	First Bank-Master Card	\$4,311.72
8365	04/23/2026	UVA Wise Foundation	\$500.00
8366	04/23/2026	Cowan Perry PC	\$511.90
8367	04/23/2026	Joshua Neal-Brook Hill Lawncare	\$125.00
8368	04/23/2026	Town of Wytheville	\$31,515.51
8369	04/23/2026	Wytheville Meeting Center	\$180.00
8370	04/23/2026	John Matthews-Reimbursement	\$99.33
Total			\$39,141.65

STAFF REPORTS

STAFF REPORT- DEPUTY DIRECTOR

Activity

140 S 1st Street Development Work – Grant application, Grant reporting, Vendor meetings, Financing Meetings, Roof Installation

Business Solutions Unit-Chair
Regular Meeting
Career Fair Planning-April 28

Manufacturer Meetings – Atsumi, JST Power, Klockner Pentaplast

Mount Rogers Regional Partnership –
Business Retention and Expansion (BRE)
Wythe Manufacturer Roundtable Planning-April 9

Projects – 2
Projects – Property Owners
Real Estate Database Update

Revolving Loan Fund -

1 Application

Loan Committee

Tenure Awards Lunch and Planning-April 23

Wythe-Bland Manufacturer Roundtable, Wytheville Meeting Center

Internships Virginia-Stephanie Byers

VEDP Job Programs-Jessi Fritz

Small Business Assistance

Virginia Economic Developers Association (VEDA) Board Member

VEDA Board Meeting

Spring Membership Meeting-Williamsburg, VA

Weekly public policy calls

Virginia Economic Development Partnership (VEDP)-

Business Retention and Expansion (BRE)

Property Owner Calls with Real Estate Team

Mr. Matthews reported the roof is currently being replaced on the 140 S. 1st Street building by Modern Day Roofing.

He also mentioned that he has taken on more responsibility than normal with the career fair planning as Ms. Kimber Simmons with Virginia Career Works has been out on medical leave for the last three weeks. He works closely with her on many events and always appreciates the work she does. The Wythe-Bland Career Fair will be at the Wytheville Meeting Center on Tuesday, April 28, 2026, and the Crossroads Career Fair will be Thursday, April 20, 2026, at the Crossroads Institute in Galax, Virginia. Mr. Matthews said they had 50 businesses signed up and registration was closed yesterday, but many businesses have already reached out to the office to see if they can still participate. He added that it is a bigger turnout than expected and will try to accommodate the businesses still wanting to join. He commented that it is encouraging that with the participation of the career fair that regional businesses still feel the need to continue adding staff to their facilities. Mr. Matthews said the workforce partners will be helping with set-up that morning and clean-up in the afternoon. He noted that most of the work is prep work with organizing, printing, layouts, and materials ready to go. Feedback is usually very positive from the companies about professionalism and how well the event is run.

Mr. Matthews, along with Ms. Rebecca Fisher from Mount Rogers Regional Partnership hosted the Wythe Manufacturer's Roundtable on Thursday, April 9, 2026, at the Wytheville Meeting Center where 16 local manufacturers met to discuss issues they might be having. He said that Stephanie Byers, the Regional Internships Manager from InternshipsVA with Virginia Economic Development Partnership (VEDP) participated and shared information about that program with the companies. Jessi Fritz, Senior Business Manager, at VEDP shared information about state workforce programs including adding jobs and retraining employees. Format for the event included presentations, lunch, and a roundtable discussion with potential topics to get the conversations going. Good feedback was given about the event to help with future planning. Ms. Case asked about what topics stood out. Mr. Matthews said AI and real estate/building inventory seemed to be standout topics.

Mr. Cole commented that he thought the Tenure Awards Luncheon was a nice event and thanked the staff for their work. Mr. Manley said the Joint IDA has already received some positive feedback from one of the companies and thanked the board for their participation in the event.

Lastly, Mr. Matthews shared he has been working closely with VEDP's real estate team on a few specific properties that are either available or will be shortly. They are gathering as much information as possible to help market those properties. He appreciates the relationship with VEDP's real estate team to help advertise what is available.

STAFF REPORT- EXECUTIVE DIRECTOR

Mr. Manley reported the Joint IDA continues to be engaged by various parties on potential expansions and growth. There are two long-running expansion projects that are due to have responses back very soon.

Since last meeting, he has made multiple presentations including Wytheville Town Council and Wytheville Economic Development Authority. He included a review of the past year, distributed JIDA's annual report to attendees, and shared updated economic indicators. He also made a budget presentation to the Wythe County Board of Supervisors.

Mr. Manley said he co-authored an op-ed piece with five colleagues from all over Virginia that appeared in Cardinal News where a lot of positive feedback was received. The topic was the sales and use tax exemption for data centers.

He attended a regional data center summit in Blacksburg where he heard from industry, utility, and other economic development partners.

Next, he mentioned the Joint IDA has supported for the past several years a girls' STEM event hosted by the AAUW local chapter at Wytheville Community College. Mr. Manley stopped by the event a couple of Saturdays ago and saw many young women engaging in various science, math, engineering, and technology pursuits and hands-on activities, commenting that it is encouraging to see that event return each year with great interest.

The Virginia Economic Developers Association spring conference was held in Williamsburg this year, where he and Mr. Matthews attended. There were 300 or so economic developers from the public and private sector across the Commonwealth in attendance.

Mr. Manley said he had a meeting with a team from UVA Wise, Mr. Matt Hankins, and Mr. Todd Wolford of Downtown Wytheville. They are looking into what sort of substantive support that may be able to be provided in communities to support leadership development especially in younger generations.

He added the Joint IDA has been pursuing additional grant applications with our member of Congress and our US Senators as well as a pending Tobacco Region Revitalization Commission grant application to support the 140 S. 1st Street project.

Lastly, he mentioned he is working with our regional economic development organization on planning an upcoming learning opportunity for their investors, leadership, and our region's economic developers.

PROJECT UPDATE

PROGRESS PARK SITE DEVELOPMENT-LOT 10

Mr. Manley reported phase one of the site development project will wrap up with the issuance of a permit from the Virginia Department of Environmental Quality. The submission was sent to that agency about two weeks ago. He added that comments came back yesterday, and the engineers indicated they are responding to those quickly. The permit application is being considered under the streamlined review process, which enables a much speedier turnaround than normal.

He said that Dewberry Engineering is putting together a bid package for the actual grading work. The Joint IDA contracted with them for that part of the process and construction management.

Mr. Manley noted the submission to the county for approval of the erosion and sediment control has been submitted and its issuance is possible after the issuance of the stormwater management permit from DEQ.

The Joint IDA has applied to VEDP for the second reimbursement which should be processed soon. He said the quarterly report for GO Virginia funding was filed last week, adding that none of that money has been spent yet as it is all going to hard construction/earthwork costs.

Mr. Manley anticipates the Joint IDA should be able to solicit proposals starting next month according to the consultants if all the permits align properly. Mr. Manley answered all questions from the board about the Lot 10 site development project reminding the board that this is the project that was 77% grant-funded from non-local funds.

140 S 1ST STREET

Mr. Matthews reported on this project in his staff report above.

NEW BUSINESS

RLF – LOAN APPLICATION

Mr. Matthews directed everyone's attention to a loan application in the board packet. The project is the lead investory in Wytheville's The Grind working on a new concept. He said the loan committee met yesterday and made a recommendation. The initial ask in the application was \$50,000 at 1% over 10 years. The loan committee did not feel comfortable with those terms for a food service operation adding that the Joint IDA has never been close to 1% loan with the Revolving Loan Fund program. Mr. Matthews said the last loan from The Grind was for \$15,000 at 2.25% over 3 years which was paid back promptly and on time. The loan committee felt comfortable offering \$30,000 at 4% over 5 years. Mr. O'Donnell then proposed a four-year term with a lower rate. The loan

committee recommended discussion of that option. Mr. Matthews mentioned there is a closed meeting item on the agenda just in case the board wanted to look further at the business plan and financials to protect their financial and proprietary business information.

Mr. Cole asked the board if anyone would like to make a motion based on the loan committee recommendation. Mr. Bloomfield made a motion to accept the recommendation from the loan committee. Ms. Case said she would like to look further into the financial reports provided by Mr. O'Donnell in closed session. Mr. Bloomfield withdrew his motion.

CLOSED SESSION

Mr. Angles moved that the Joint IDA Board of Directors convene in closed session pursuant to the Code of Virginia sections:

- §2.2-3711(A)(5): Discussion of prospective or expanding business or industry (Project Arlo)
- §2.2-3711(A)(39): Discussion of proprietary information provided by a business and revolving loan fund applicant pursuant to §2.2-3705.6(3) of the Code of Virginia
- §2.2-3711(A)(8): Consultation with legal counsel and briefings by staff regarding a pending Freedom of Information Act request and the board's legal obligations and exposure in responding thereto, where discussion in open session would adversely affect the legal posture of the Authority.

The motion was seconded by Mr. Robinson.

Roll Call Vote:

Yea – Dennis Manuel
Aaron Robinson
Sherri Case
Michael Cole
Bobby Angles
Mark Bloomfield

Nay – None

Absent during vote: Jeff Lucas

The board entered a closed session discussion at 3:24 PM.

At 4:27 PM, Mr. Angles 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 identified matters were discussed in closed session.

The motion was seconded by Mr. Manuel.

Roll Call Vote:

Yea – Dennis Manuel
Aaron Robinson
Sherri Case
Michael Cole
Bobby Angles
Mark Bloomfield

Nay – None

Absent during vote: Jeff Lucas

OTHER

Mr. Case made the motion that the staff on behalf of the Joint IDA Board of Directors send a letter of loan proposal terms to the loan applicant in accordance with the proposal letter drafted by Joint IDA staff offering the 4-year term with 2.5% interest rate for \$30,000 with the first payment being due in September 2026 and for Joint IDA staff to execute any documents to close the loan. The motion was seconded by Mr. Robinson. With no further discussion, the motion passed unanimously.

Mr. Bloomfield made the motion that the Joint IDA board and staff comply with Virginia state law relative to the FOIA request—in consultation with our legal counsel—and identify the requesting party, attempt to focus the scope of the request, then make a good faith effort to estimate time and cost in fulfilling the request. Ms. Case amended the motion by adding that any correspondence going to the current requesting party be co-signed by both the Executive Director and Board Chair as this is how the Joint IDA Board of Directors has decided this request should be handled. The motion was seconded by Mr. Angles. The motion passed unanimously.

ADJOURNMENT

There being no other business, Chairman Cole adjourned the meeting at approximately 4:30 PM.

Michael Cole, Chairman

Attest:

Jessica E. DeHart, Secretary