

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
July 23, 2026

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held its regular meeting on Thursday, July 23, 2026, at 3:00 PM, in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Jeff Lucas, Chairman
Sherri Case, Vice Chairman
Mark Bloomfield, Treasurer
Michael Cole
Aaron Robinson
Dennis Manuel
Bobby Angles
Mark Bloomfield

MEMBERS ABSENT

None.

EX-OFFICIO MEMBERS PRESENT

Stephen Bear, County Administrator, Wythe County
Chris Slep, Interim Town Manager, Town of Wytheville

EX-OFFICIO MEMBERS ABSENT

Jason Childers, Town Manager, Town of Rural Retreat

JOINT IDA STAFF PRESENT

John Matthews, Interim Executive 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 26-27

Chairman Cole opened the floor for nominations for the Joint IDA board officers for FY 2026-2027. Vice Chairman Lucas made a motion, seconded by Ms. Case, to nominate Mr. Bloomfield for Treasurer. The motion passed unanimously. Chairman Cole then asked for further officer nominations. Mr. Lucas made the motion to nominate Ms. Case for Joint IDA Vice Chairman, which was seconded by Mr. Manuel. With no discussion, the motion passed unanimously. Mr. Lucas made a motion, seconded by Ms. Case, to nominate Ms. DeHart for Secretary. The motion passed unanimously. Ms. Case then made the motion, seconded by Mr. Manuel, to nominate Mr. Lucas for Joint IDA Chairman. With no discussion, the motion passed.

CITIZENS' TIME

Chairman Lucas welcomed Dicky Morgan, Board of Supervisors Vice Chairman, Wythe County, Matt Hankins, Deputy County Administrator, Wythe County, Dr. Beth Taylor, Mayor, Town of Wytheville, Cathy Pattison, Council Member, Town of Wytheville, and Chris Slemple, Interim Town Manager, Town of Wytheville. Mr. Morgan addressed the Joint IDA board informing them of the upcoming Wythe County Board of Supervisors visit to Richmond, VA on August 12 to the Virginia Association of Counties. He added that he is on the industrial development steering committee, and Board of Supervisors Chairman Smith is on the budget committee. Mr. Morgan asked the Joint IDA Board if they had any concerns or comments for the state at this time, as he could address those while at the Voice of the Commonwealth's Counties County Officials' (VACO) Summit. Chairman Lucas thanked Mr. Morgan for attending and speaking briefly to the board.

APPROVAL OF MINUTES – June 25, 2026

Chairman Lucas asked the board to take a minute to review the draft minutes from the June 25, 2026, meeting. There were no comments or questions. Ms. Case made the motion to accept minutes as presented, which was seconded by Mr. Robinson. The motion passed unanimously.

FINANCIAL REPORTS AND APPROVAL OF INVOICES

Chairman Lucas asked if there were any questions about the financial statements from June 26, 2026, to July 23, 2026, sent out earlier via email. Ms. Case pointed out that there are increased expenses for FY 25-26 for approval in this financial packet. Ms. Case asked if there were any indication on what the plans are for Solace Hospice going forward due to federal Centers for Medicare and Medicaid Services announcing a six-month nationwide moratorium on new Medicare enrollments for hospice and home health agencies. Mr. Matthews mentioned that Solace Hospice is on the agenda for later in the meeting and stated that Ms. Western is continuing to make payments on the line of credit with the Joint IDA personally as there is a personal guaranty attached to the loan. Mr. Bloomfield made a motion to approve the financial statements as presented, which was seconded by Mr. Angles. The motion passed unanimously.

**Joint IDA of Wythe County
Check Register
June 26, 2026 – July 23, 2026**

Type	Date	Payee	Amount
EFT	06/30/2026	Xerox Corporation	\$40.34
EFT	06/30/2026	Verizon	\$97.32
EFT	06/30/2026	First Bank-Master Card	\$1,579.60
EFT	06/30/2026	Town of Wytheville	\$39.91
EFT	06/30/2026	New Peoples Bank-Wytheville	\$1,253.13
EFT	07/23/2026	Appalachian Power Company	\$166.08
EFT	07/23/2026	Brightspeed	\$155.99
EFT	07/23/2026	Brightspeed	\$152.97
8391	06/30/2026	Dewberry Engineers Inc.	\$1,466.75
8392	06/30/2026	Town of Wytheville	\$31,515.51
8393	06/25/2026	Cowan Perry PC	\$1,000.00
8394	07/23/2026	Joshua Neal-Brook Hill Lawncare	\$285.00
8395	06/30/2026	Dewberry Engineers Inc.	\$3,000.00
8396	06/30/2026	Dewberry Engineers Inc.	\$15,000.00
Total			\$55,752.60

STAFF REPORT

STAFF REPORT- INTERIM EXECUTIVE DIRECTOR

Activity

140 S 1st Street Development Work –Grant reporting, Quarterly reporting (2), Brownfield Grant Final Report and Remittance

Roof, Windows

Blue Star-VEDP Update, Pandey Brazeau

Business Solutions Unit-Chair

Business Success Symposium Planning (weekly) – September 22: administration, sponsorship, presenters

Enterprise Zone Annual Report

FOIA Officer, FOIA Training

GO Virginia Meeting

Lot 10 Site Development – Updates

GO Virginia

- Quarterly Report
- Extension Request

Dewberry
Mount Rogers Regional Partnership –
Business Retention and Expansion (BRE) Outreach
New River Mount Rogers Workforce Development Board – John Bebbler
Opportunity Zone Survey
Projects – 4
Properties – Property Owners
Real Estate Database Update
Rural Investment Collaborative, VA State Caucus Member
Small Business Assistance – 2
South Central Virginia Business Alliance, Energy Right – Beth Simms
Tobacco Commission – Stephen Versen, Acting Director
Virginia Economic Development Partnership (VEDP)-
Business Retention and Expansion (BRE) Outreach, Jessi Fritz
International Trade, Mike Downey
Protocol Updates and Review
Supply Chain Program, John Sauls
Virginia Rural Leadership Institute, Mentor
Wythe County Economic Development Committee

Mr. Matthews reported that over the past month, Joint IDA staff has been working to understand performance agreements, contracts, and grant awards associated with the Lot 10 site development and 140 South 1st Street building renovation projects, as well as switching over subscriptions and bank accounts with the resignation of the previous director.

Mr. Matthews stated that the Enterprise Zone report was submitted, which is a comprehensive look at any incentives utilized and job creation within the Enterprise Zone during 2025.

Mr. Matthews said he made the change to be the FOIA officer for the Joint IDA as well as getting in contact with Cowan Perry to conduct FOIA training for the staff and board.

Chairman Lucas asked Mr. Matthews if staff can keep up with the same amount of work after 33% of the staff is now gone. Mr. Matthews said that due to the end of the fiscal year, grant reporting activity has increased drastically, adding to the already existing workload. He added work is being prioritized at this time and that staff is still getting settled on new responsibilities.

PROJECT UPDATE

PROGRESS PARK SITE DEVELOPMENT-LOT 10

Mr. Matthews commented the Lot 10 site development was not a project he had been working on, so staff has spent some time setting up calls, reading through contracts and performance agreements, as well as

understanding next steps. He mentioned GO Virginia had reached out about making an extension request. Mr. Matthews said a lot of time was spent negotiating the initial contract with Virginia Economic Development Partnership (VEDP) than was expected whenever the timeline was first constructed, so the GO Virginia performance agreement date of October 2026 may not be achievable as construction has not occurred yet on Lot 10. He said the Joint IDA will be submitting an extension request for the GO Virginia grant. After speaking with Dewberry Engineers, they believe that after the bidding process, construction can be completed in seven months.

140 S 1ST STREET

Mr. Matthews reported the Brownfields grant request has been submitted to VEDP for the asbestos abatement on the roof conducted by Modern Day Roofing. He added a quote has been received for the storefront windows which can be reimbursed through the Stabilization grant with Virginia Housing since the roof came in under what was budgeted for. Mr. Matthews answered all questions from the board.

NEW BUSINESS

FY 25-26 AUDIT – AUGUST 13, 2026

Ms. DeHart informed the board that Robinson Farmer Cox Associates has scheduled the Joint IDA audit for August 13, 2026.

FOIA TRAINING

Mr. Matthews mentioned that Joint IDA board members are currently out of compliance with FOIA training and asked whether they would like to have an in-person or online training. Consensus of the board was for an in-person training session prior to the September board meeting if possible.

REVOLVING LOAN FUND CONSIDERATION

Mr. Matthews reminded everyone of the earlier conversation about Solace Hospice and the six-month moratorium. Mr. Matthews asked if the board would be interested in proposing Solace Hospice's line of credit be turned into a term loan. He commented that Solace Hospice has not asked for this at this time and has continued to make on-time, monthly interest payments, but the full amount of \$24,928.35 will be due on December 31, 2026, per agreement. Two sample amortization schedules were included in the board packet for reference. After a brief conversation, Mr. Cole made the motion to offer the remaining balance on Solace Hospice's line of credit as a term loan of five years at 2.5%. Ms. Case seconded the motion, which passed unanimously.

OTHER

None.

CLOSED SESSION

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

- §2.2-3711(A)(1): Personnel
- §2.2-3711(A)(1): Actual or probable litigation

The motion was seconded by Mr. Cole.

Roll Call Vote:

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

Nay – None

Absent during vote: None

The board entered a closed session discussion at 3:43 PM.

At 4:38 PM, Mr. Bloomfield 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. Cole.

Roll Call Vote:

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

Nay – None

Absent during vote: None

ADJOURNMENT

Chairman Lucas adjourned the meeting at 4:38 PM.

Jeff Lucas, Chairman

Attest:

Jessica E. DeHart, Secretary