



# AGENDA

## WYTHEVILLE ECONOMIC DEVELOPMENT AUTHORITY

WEDNESDAY, APRIL 19, 2023 AT 9:00 AM  
COUNCIL CHAMBERS, 150 EAST MONROE STREET,  
WYTHEVILLE, VA 24382

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1. **CALL TO ORDER** - VICE-CHAIRMAN DAVID KAUSE
2. **ESTABLISHMENT OF QUORUM** - VICE-CHAIRMAN DAVID KAUSE
3. **CONSENT AGENDA** - (requires motion and vote)
  - A. Minutes of the annual meeting of May 18, 2022
4. **ELECTION OF OFFICERS**
  - A. Chairperson (requires motion and vote)
  - B. Vice-Chairperson (requires motion and vote)
  - C. Secretary and Treasurer (requires motion and vote)
5. **OTHER BUSINESS**
  - A. Review of activities of the Joint Industrial Development Authority (JIDA)
  - B. Discussion regarding the Unified Development Ordinance (UDO)
  - C. Virginia Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) Training
6. **ADJOURNMENT**

**3-A**

**MINUTES OF THE MEETING OF THE WYTHEVILLE INDUSTRIAL DEVELOPMENT AUTHORITY HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, MAY 18, 2022, AT 9:00 A.M.**

Members present: Zachary Cooley (electronically), Bobby Angles, Linda Nye, Melissa Crockett, Jeffrey Lucas

Members absent: David Kause, Kathleen Laster

Others present: Assistant Town Manager Elaine R. Holeyton, Town Clerk Sharon G. Corvin, Town Attorney Michelle Workman Clayton, Town Treasurer Michael G. Stephens, Deputy Clerk Lauren E. Bedwell, Millwald Theatre, Incorporated Chairman Mark J. Bloomfield, Millwald Theatre Executive Director Jeff Potts, Joint Industrial Development Authority of Wythe County Executive Director David Manley, Joint Industrial Development Authority of Wythe County Deputy Director John Matthews

**RE: CALL TO ORDER, QUORUM**

In the absence of Chairman Cooley, Vice-Chairman Bobby Angles called the meeting to order. He noted that Chairman Zachary Cooley desired to join the meeting electronically from his home due to a medical condition that prevents his physical attendance, and this required a motion and approval by the Authority members. A motion was made by Ms. Crockett and seconded by Ms. Nye to allow Chairman Cooley to attend the Wytheville Industrial Development Authority meeting electronically. Vice-Chairman Angles inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Bobby Angles, Linda Nye, Melissa Crockett, Jeffrey Lucas. Against: None. Vice-Chairman Angles handed the meeting over to Chairman Cooley and established that a quorum of members was present.

**RE: CONSENT AGENDA**

Chairman Cooley presented the consent agenda consisting of the minutes of the annual meeting of April 8, 2021. A motion was made by Ms. Nye and seconded by Ms. Crockett to approve the consent agenda consisting of the minutes of the annual meeting of April 8, 2021, as presented. Chairman Cooley inquired if there was any discussion on the motion to approve the consent agenda, as presented. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Zachary Cooley, Bobby Angles, Melissa Crockett, Linda Nye, Jeffrey Lucas. Against: None.

**RE: ELECTION OF OFFICERS - CHAIRPERSON**

Town Clerk Corvin advised that it would now be necessary to elect the position of Chairperson. A motion was made by Ms. Crockett and seconded by Ms. Nye to close the nominations and elect Mr. Bobby Angles as the Wytheville Industrial Development Authority Chairperson. Town Clerk Corvin inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition, by roll call vote: For: Zachary Cooley, Bobby Angles, Melissa Crockett, Linda Nye, Jeffrey Lucas. Against: None.

**RE: ELECTION OF OFFICERS – VICE-CHAIRPERSON**

Town Clerk Corvin advised that it would now be necessary for the Authority to elect a Vice-Chairperson for 2022. A motion was made by Ms. Crockett and seconded by Mr. Angles to close the nominations and elect Mr. David Kause as the Vice-Chairperson of the Wytheville Industrial Development Authority. Town Clerk Corvin inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition, by roll call vote: For: Zachary Cooley, Bobby Angles, Melissa Crockett, Linda Nye, Jeffrey Lucas. Against: None.

**RE: ELECTION OF OFFICERS – SECRETARY/TREASURER**

Town Clerk Corvin advised that the Authority would need to elect the Secretary and Treasurer for the upcoming year. A motion was made by Ms. Nye and seconded by Ms. Crockett to elect Deputy Clerk Lauren E. Bedwell to serve as Secretary, and to reelect Town Treasurer Michael G. Stephens as Treasurer for the Authority. Town Clerk Corvin inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition, by roll call vote: For: Zachary Cooley, Bobby Angles, Melissa Crockett, Linda Nye, Jeffrey Lucas. Against: None.

Chairman Cooley thanked the members for allowing him to serve as Chairman, and he handed the meeting over to newly elected Chairman Angles.

**RE: JOINT INDUSTRIAL DEVELOPMENT AUTHORITY OF WYTHE COUNTY REVIEW OF ACTIVITIES**

Chairman Angles advised that the next agenda item is the review of the activities by Executive Director David Manley of the Joint Industrial Development Authority of Wythe County. Executive Director Manley stated that the JIDA has distributed various types of COVID-19 funding, including Wythe County’s Open for Business Grant, Wythe County CARES grant and the 2020 Fund. He noted that the County has made five significant announcements, with a projected investment of \$807 million and around 2,600 new jobs within the community. Executive Director Manley commented that Wythe County makes up 91 percent of the regional capital investment and 73 percent of the regional job creation. He briefly discussed the numerous activities of the JIDA. Ms. Nye inquired of Mr. Manley how many lots are unoccupied in Progress Park. Executive Director Manley advised that about 12 lots are unoccupied, however, only a few of those lots are ready to be developed. Mr. Manley thanked the WIDA for allowing him to provide an update on the JIDA activities.

**RE: MILLWALD THEATRE, INCORPORATED UPDATE**

Chairman Angles advised that the next agenda item is the update from Chairman Mark Bloomfield of the Millwald Theatre, Incorporated. Chairman Bloomfield discussed the progress of the Millwald Theatre with the Authority members and introduced Millwald Theatre, Incorporated Executive Director Jeff Potts. Director Potts stated that this is his fourth time working with a historic theatre, and his third time being a part of a theatre restoration. He noted that he brings a business approach to these types of projects. Director Potts advised the Authority members that this project has created five full time jobs in the community, thus far. He noted that the project is set to be complete by the end of July, therefore, events are to be expected by fall 2022. A brief discussion was held regarding the projects at the Millwald Theatre. Ms. Nye inquired if the total renovation will be completed by the end of July. Director Potts stated that their contractor has assured them the renovation will be completed by then. Mr. Lucas inquired if movies will be played at the Millwald daily. Director Potts advised that, at first, movies will be played regularly, and then they

will move into other events and only play movies occasionally. Chairman Angles thanked Mr. Potts for attending the meeting.

**RE: DISCUSSION OF HOUSING INCENTIVE GRANT PROJECT**

Chairman Angles advised that the next agenda item is the discussion regarding the Housing Incentive Grant Project. Ms. Crockett stated that she will be abstaining from the discussion and vote concerning the Build It 2025 Grant due to a possible conflict of interest. Assistant Town Manager Holeton introduced herself and advised that she will be leading the discussion regarding the Housing Incentive Grant Project. She stated that the Housing Committee has been discussing possible housing incentives since Blue Star is developing, and workforce housing is a need within the community. Assistant Town Manager Holeton advised that the Committee has been actively meeting with Staff to come up with a reimbursement program. She stated that the Build It 2025 Housing Incentive Grant will reimburse development fees and utility connection fees for those who are building new housing units in town. Assistant Town Manager Holeton advised the members of the Authority that the assistance of the WIDA is needed to move forward with the project. She noted that the WIDA will administer the grant funds. Assistant Town Manager Holeton commented that the expectations for individuals applying for the grant is to have the new housing units constructed within 18 months. Mr. Lucas inquired if the grant will be available for multiple housing units and single housing units. Assistant Town Manager Holeton stated that is correct. Town Treasurer Stephens noted that he has contacted the auditors on a few items regarding the project, and they would be back in touch within a few days. Assistant Town Manager Holeton explained that the Town would transfer the grant funds into the WIDA's financial account, and the actual reimbursement would come from the WIDA. She advised the Authority members that the Town Council has reviewed the project and agree with proceeding if the WIDA approves. A motion was made by Mr. Lucas and seconded by Ms. Nye for the Wytheville Industrial Development Authority to enter into a Memorandum of Agreement with the Town of Wytheville to administer the 2025 Housing Incentive Grant Project. Chairman Angles inquired if there was any discussion on the motion. There being none, was approved with the following voting in favor and there being no opposition, by roll call vote: For: Zachary Cooley, Bobby Angles, Linda Nye, Jeffrey Lucas. Against: None. Abstentions: Melissa Crockett.

**RE: PROPOSED NAME CHANGE TO THE WYTHEVILLE INDUSTRIAL DEVELOPMENT AUTHORITY**

Chairman Angles advised that the next item on the agenda is to discuss the proposed name change for the Wytheville Industrial Development Authority. Town Attorney Clayton explained the concept of the Industrial Development Authority. She stated that within recent years, the General Assembly has made it possible for localities to change the name from an Industrial Development Authority to an Economic Development Authority. Town Attorney Clayton advised that an Economic Development Authority is more practicable for smaller localities that are not in a position for major industries. She stated that it will be the decision of the Town Council to change the name of the Wytheville Industrial Development Authority to the Wytheville Economic Development Authority, however, she wanted to receive input from the Authority members. Town Attorney Clayton inquired if there was any discussion regarding the proposed name change. Mr. Cooley stated that he believes the Committee needs to move forward and become more involved as an Economic Development Authority. Town Attorney Clayton advised that the name change would help recognize the different actions the Authority can carry out, as well as reduce the confusion between the Wytheville Industrial Development Authority and the Joint Industrial Development Authority. A motion was made by Mr. Cooley and seconded by Chairman Angles to approve the proposed name change from the Wytheville Industrial Development Authority to the Economic

Development Authority. Chairman Angles inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Zachary Cooley, Bobby Angles, Melissa Crockett, Linda Nye, Jeffrey Lucas. Against: None.

**RE: VIRGINIA FREEDOM OF INFORMATION ACT (FOIA) TRAINING**

Town Attorney Clayton conducted Virginia Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) training with the Authority and Town staff members.

**RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (9:58 a.m.).

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Bobby Angles, Chairman

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Sharon G. Corvin, CMC, Town Clerk

**4-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	April 19, 2023
<b>Subject:</b>	Election of Chairperson

**SUMMARY:**

It will be necessary for the WEDA to elect a Chairperson. Mr. Bobby Angles currently serves in in this position.

**Recommended Action**

A motion and vote will be required to elect a Chairperson.



**4-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	April 19, 2023
<b>Subject:</b>	Election of Vice-Chairperson

**SUMMARY:**

It will be necessary for the WEDA to elect a Vice-Chairperson, and Mr. David Kause currently serves in this position.

**Recommended Action**

A motion and vote will be required to elect a Vice-Chairperson.

**4-C**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	April 19, 2023
<b>Subject:</b>	Election of Secretary and Treasurer

**SUMMARY:**

It will be necessary for the WEDA to elect a Secretary and a Treasurer. Customarily, these positions are held by Town staff. Currently, Deputy Clerk Lauren Bedwell serves as the Secretary, and Town Treasurer Michael Stephens serves as the Treasurer.

**Recommended Action**

A motion and vote will be required to elect a Secretary and Treasurer.

**5-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	April 19, 2023
<b>Subject:</b>	Review of Joint Industrial Development Authority (JIDA) Activities

**SUMMARY:**

JIDA Executive Director David Manley will attend the meeting to provide an overview of the activities of the Joint Industrial Development Authority.

**Recommended Action**

No action is necessary at this time.

**5-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	April 19, 2023
<b>Subject:</b>	Unified Development Ordinance (UDO)

**SUMMARY:**

Planning Director John Woods will be attending the meeting to discuss the Town’s proposed Unified Development Ordinance with the Authority members.

**Recommended Action**

No action is necessary at this time.



**5-C**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	April 19, 2023
<b>Subject:</b>	Freedom of Information Act (FOIA) and Conflict of Interest Act (COIA) Training

**SUMMARY:**

Town Attorney Michelle Clayton will provide training to the Authority members regarding the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA).

**Recommended Action**

No action is necessary at this time.