



## Industrial Development Authority Meeting Agenda

12:00PM ▪ Monday, July 23, 2018  
300 Lee Street ▪ Bristol, VA 24201



12:00 P.M.  
Call to Order

- I. Welcome Chair and Member Comments
- II. Approve Minutes: June 11, 2018
- III. New Member Introductions
- IV. Election of Officers for Fiscal Year 2019
- IV. Closed Session pursuant to §2.2-3711.A7, Code of Virginia, 1950, as amended. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel (legal matter).
  - a. Motion and Second
  - b. Roll CallCertify Closed Session
  - a. Roll Call
- V. Old Business:
  1. Update on policy and procedure drafts – City Manager
  2. Update Vacancy – Economic Development Director
  3. Update:
    - a) Hobby Lobby
    - b) Road Construction, Exit 5
    - c) New Downtown Hotels
    - d) Euclid Avenue Plaza Construction
  4. Business Retention Visit: Virginia Premier
- VI. New Business:
  1. Annual Report Draft
  2. Web Site Review
  3. Review Incentives for Businesses
  4. Review Vacant Building Inventory
  5. Business Retention Visit:
    - a) Bristol Herald Courier, July 26, 2018 at 8:30 am
    - b) Ground Breaking for Sessions Hotel, July 26, 2018 at 10:00 am

### Adjournment

Next Meeting: Possible Joint Meeting – August 27, 2018 at 12:00 p.m.

# BRISTOL VIRGINIA INDUSTRIAL DEVELOPMENT AUTHORITY

Monday, June 11, 2018  
12:00 p.m.

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A meeting of the Bristol Virginia Industrial Development Authority was held at 12:00 p.m. on Monday, June 11, 2018 at 300 Lee Street, Bristol, Virginia.

Industrial Development Authority: Dr. Paul Conco, IDA Chair  
Ms. Kelly Robinson, IDA Vice-Chair  
Mr. Don Ashley, IDA Member  
Mr. Ted Ellis, IDA Member  
Mr. William Lester, IDA Member  
Ms. Diana Oxendine, IDA Member  
Mr. Dean Tillison, IDA Member

Staff: Mr. Randall Eads, Interim City Manager and City Attorney  
Ms. Tamrya Spradlin, CFO  
Ms. Amy Thompson, IDA Secretary  
Mr. Gene Christian, AV Specialist  
Mr. Bart Poe, Intern Economic Director

Others: Mr. Brent Buchanan, The Cameo Theatre  
Mr. David McGee, Bristol Herald Courier

Absent: Mr. Don Ashley  
Ms. Kelly Robinson

## Call to Order

Chairman, Dr. Conco, called the meeting to order at 12:00 p.m.

### I. IDA Chair and Member Comments

Dr. Conco noted the positive activity occurring in Bristol: the progress of the construction of The Bristol Hotel and Sessions Hotel, the construction on Euclid Avenue and State Street Brewery.

### II. Approval of Meeting Minutes - May 21, 2018

Mr. Ellis made a motion to approve the meeting minutes from May 21, 2018 as presented. Motion was seconded by Mr. Lester and carried by the following votes:

AYES: Ellis, Lester, Oxendine, Tillison and Conco.

### III. Discussion on the Cameo Theatre

Brent Buchanan, owner of The Cameo Theatre, reported he plans on opening the theatre for Rhythm and Roots 2018. Mr. Buchanan stated he intends to maintain the original style of the theatre and that although the façade of the theatre will not be complete, Phase I (inside) will be complete by Rhythm and Roots and will be a venue for the festival. He stated the theatre has a capacity of 550 and does not intend to increase the capacity. Mr. Buchanan stated that he would like to have 3-4 shows per week and reiterated a quote stated in the 1925 Cameo Theatre policy that sums up mission for the Cameo Theatre: "Friends will meet friends there, families will meet

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families, and together they will rub elbows and enjoys the shows, laugh and be revived.” Mr. Lester asked Mr. Buchanan for his overall vision of the theatre. Mr. Buchanan stated that he desires to provide a venue for versatility and that limiting the theatre to locals instead of extending outside of the area will be a downfall for the theatre. He desires to be a destination for local and outside of the local area. Mr. Buchanan extended an invitation to IDA members and staff members for a walk through to see the progress of the construction. Dr. Conco asked the City Manager about a crosswalk sign on the corner of State Street and Piedmont. City Manager, Mr. Randall Eads, stated that he will speak with the city staff regarding the crosswalk. Dr. Conco asked Mr. Buchanan if the theatre will be for profit or for 501-C3. Mr. Buchanan stated the theatre will be for profit. Mr. Lester asked if the theatre will be open seven (7) days a week. Mr. Buchanan replied that the theatre will only be open when an event is scheduled.

- IV. Closed Session pursuant to §2.2-3711.A5, Code of Virginia, 1950, as amended. Discussion concerning a prospective business or industry or the expansion of a business’ or industry’s interest in locating or expanding its facilities in the community (unannounced business prospect).

Mr. Tillison made a motion to enter into a closed session pursuant to §2.2-3711.A5, Code of Virginia, 1950, as amended. Discussion concerning a prospective business or industry or the expansion of a business’ or industry’s interest in locating or expanding its facilities in the community (unannounced business prospect). Motion was seconded by Ms. Oxendine and carried by the following votes:

AYES: Ellis, Lester, Oxendine, Tillison and Conco

### Certification of Closed Session

Upon returning to open meeting, Chairman Conco certified that the Industrial Development Authority members discussed only business matters lawfully exempted from open meeting requirements by roll call.

A motion to enter into a closed session to discuss legal matters was made and withdrawn due to procedural issues.

- V. Old Business

#### 1. BVU Policy regarding TVA Funds

City Manager, Mr. Randall Eads, reported that he and Mr. Bowman, BVU Director, have met and discussed the BVU Policy in relation to the \$500,000 set aside for economic development purposes within the City. The draft of the policy was presented to the BVU board members and had been revised. Mr. Eads stated the policy will be sent to the TVA board members to verify the policy is compliant with TVA.

Dr. Conco asked for confirmation that the policy is an agreement between BVU and TVA and therefore, the City’s only responsibility in the matter is the transitioning of the agreement. Mr. Eads stated that TVA’s approval process is approximately 60 days and therefore, giving BVU the capability to use the funds for economic development purposes.

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### 2. IDA Draft Incentive Policies under review by City Manager

City Manager, Mr. Randall Eads, stated the importance of developing policies that are advantageous for the City and for businesses so the City can maintain its current revenue and allow potential businesses to feel incentivized. Mr. Eads encourage staff and IDA members the need to review the no net loss agreements so the city will not lose businesses. He also stated that staff and IDA members need to determine what types of businesses will receive Commonwealth Opportunity Funds and Tobacco Commission incentives. He stated the City needs to have a policy manual containing all the City's policies.

Dr. Conco commented on the procrastination of drafting the final policies.

Ms. Oxendine commented on decisions being made without a policy in place.

Mr. Eads stated that there weren't any issues with the policy and have the draft complete by the next meeting.

### 3. Proposed Joint IDA/IDB meeting In July

Dr. Conco stated that a joint meeting tentative with Industrial Development Authority of Bristol, Tennessee is tentatively scheduled for July 23, 2018.

### 4. Recent Business Retention Visit – Atlas Honda

Ms. Thompson reported that Atlas Honda has been in business since 1961 and is within easy driving distance from North Carolina, South Carolina, Tennessee, West Virginia and Kentucky. She reported that Atlas Honda offers financing and services for new and used motorcycles and ATVs. She also stated that Atlas Honda is the stopping point for riders to purchase passes to ride the Spearhead Trails.

## VI. New Business

### 1. Discussion Regarding New Mall Ownership – Par Ventures, LLC and City Council endorsement of Dharma Pharmaceuticals

Dr. Conco commented about the new ownership of the Mall and the possibility of a cannabis oil business taking place inside the mall. He spoke of the education forum at the Train Station with City Council, Par Ventures, LLC and Dharma Pharmaceuticals. He noted the positive reaction of the community and City Council and stated there were very few concerns about the potential business.

### 2. Discussion IDA Members – Expiring Terms and Procedures to Re-Apply

Dr. Conco stated that three terms are expiring on June 30, 2018 and those three members with expired terms will need to re-apply.

### 3. Tentative Business Retention Visit – June 14, 2018 Norfolk and Southern Railyard (*cancelled and replaced with tour of Cameo Theatre*). June 28, 2018 Planters and Designers

**BRISTOL VIRGINIA INDUSTRIAL DEVELOPMENT AUTHORITY**

Adjournment

Meeting was adjourned at 1:23 p.m.

Next Meeting: July 23, 2018

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Chairman

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Secretary



CITY OF BRISTOL, VIRGINIA  
 INDUSTRIAL DEVELOPMENT AUTHORITY  
 2018 ANNUAL REPORT  
 REPORTING PERIOD JULY 1, 2017 - JUNE 30, 2018

**1) Introduction**

Code of Virginia § 15.2-4903 Creation of industrial development authorities.

“A. The governing body of any locality in the Commonwealth is hereby authorized to create by ordinance a political subdivision of the Commonwealth, with such public and corporate powers as are set forth in this chapter. Any such ordinance may limit the type and number of facilities that the authority may otherwise finance under this chapter, which ordinance of limitation may, from time to time, be amended... In the absence of any such limitation, an authority shall have all powers granted under this chapter.

B. The name of the authority shall be the Industrial Development Authority of (the blank spaces to be filled in with the name of the locality which created the authority, including the proper designation thereof as a county, city or town).

C. Notwithstanding subsection B, for any authority authorized by this section, the name of the authority may be the Economic Development Authority of (the blank space to be filled in with the name of the locality that created the authority), if the governing body of such locality so chooses...”

**2) Personnel**

The Industrial Development Authority consists of seven (7) members. They are appointed by the City Council for a term not to exceed four (4) years. The Industrial Development Authority members during 2017-2018 were:

Member	Position	Date Appointed	Notes	Term Expiration	Meetings Attended
Don Ashley	IDA Member	6/24/2014		6/30/2018	10
R. Dean Tillison	IDA Member	7/14/2015	Replaced Douglas Weberling	6/30/2019	7
Paul Conco	IDA Chair	8/9/2016	Filled unexpired term of Jim Clifton	6/30/2018	10
Ted Ellis	IDA Member	6/14/2016	Filled unexpired term of Harry Williams	6/30/2018	8

William Lester	IDA Member	7/12/2016	Replaced John Sanslow	6/30/2020	10
Diana Oxendine	IDA Member	7/12/2016	Replaced Deborah Wagner	6/30/2020	9
Kelly Robinson	IDA Vice Chair	7/26/2016	Replaced David Fletcher	6/30/2020	8

### 3) Operating Procedures

Regular meetings of the Industrial Development Authority are held the second Monday of each month at 12:00 pm. Special called meetings may be held at the Chairman's request.

### 4) Expenses

The Industrial Development Authority is not a paid body. The City does not reimburse travel to and from meetings but does provide refreshments for the meeting. Costs incurred by the City are minimal and consist of soft costs associated with printing of agenda packets and staff time. The City staffs this board with two (2) fulltime employees of the Community Development and Planning & Economic Development Departments. The Director of Economic Development serves as the IDA's Executive Director, oversees the preparation of the agenda packet, serves as the staff liaison for the IDA, and presents each agenda item. The Administrative Assistant for Community & Economic Development serves as IDA Secretary and takes the minutes for each meeting. The IDA employs an attorney. Meetings averaged one hour and thirty minutes during this reporting period.

### 5) Action Summary

During the 2017-18 reporting year, the Industrial Development Authority held eleven (11) meetings. The Commission considered seven (7) agenda items requiring action. The following table provides a summary of action for this reporting year:

*Note: Approval of meeting minutes, swearing in of new members, entering into and certifying Executive Session, and other routine business not included in this summary.*

Meeting Date	Agenda Item	Action
07/05/17	Election of Officers	The Authority elected Dr. Conco as Chairman, Ms. Robinson as Vice Chairman, Ms. Fleenor as Secretary, Mr. Poe as Executive Director of IDA.
07/05/17	Consider Appointment of Legal Counsel	The Authority determined to table the item and schedule a closed session.
07/18/17	Consider Appointment of Legal Counsel	. The Authority appointed Mr. Randall Eads as the IDA's legal counsel for the fiscal year of July 1, 2017 to June 30, 2018

09/11/17	Consider Authorizing IDA Chairman to Execute Subordination Agreement with J.J. Gillenwater and Blair Jones regarding the Oakmont Project.	The Authority approved authorization of the IDA Chairman to execute the subordination agreement.
04/09/18	Consider Bank Requested Revision of the Amended and Restated Performance Agreement Related to CBH Bristol, LLC. (Sessions Hotel Project)	The Authority approved the revision of the amended and restated performance agreement related to CHB Bristol, LLC. (Sessions Hotel Project)
04/09/18	Consider Approval on Subordination Agreement related to 401 Gordon Avenue, LLC and Albatross Group, LLC.	The Authority approved the subordination agreement related to 401 Gordon Avenue, LLC and Albatross Group, LLC.
05/21/18	Consider Abolishment of Subordination Agreement related to 401 Gordon Avenue, LLC and Albatross Group, LLC.	The Authority approved to abolish the subordination agreement related to 401 Gordon Avenue, LLC and Albatross Group, LLC.

**6) Information Summary**

During the 2017-18 reporting year, the Industrial Development Authority fourteen (14) agenda items which did not require action, but were informational items. The following table provides a summary of reviewed items for this reporting year.

*Note: The table below serves as a summary of informational activity and discussion rather than a comprehensive list.*

Meeting Date	Agenda Item	Information or Action (If Applicable)
07/18/17	Discussion of action plan specifying how IDA will work with City Council concerning regional economic development.	The Authority discussed strategies, assets, and the need for an economic development strategic plan.
08/14/17	Update on Landscaping at the Falls	Interim Economic Director, Mr. Bart Poe, discussed the funds for the landscaping were part of the original contract and landscaping is replacing the waterfall project.
08/14/17	Update on Road Construction through the Falls	The Interim Executive Director reported the widening of Lee Highway is progressing, the roundabout is in place and detour will be utilized in November 2017.
08/14/17	Discussion of Applications for Requesting Incentives from IDA/City	The Authority discussed posting incentives on the City's website. Don Bowman discussed the potential benefits of a joint BVU/City of Bristol application for TVA incentive funds.



09/11/17	Update on the Falls Finances	CFO, Tamyra Spradlin, provided the Authority a power point presentation on the Falls financing, covering revenues, expenses, revenue bonds, and debt services.
10/02/17	Update on Road Construction and Landscaping at the Falls	The Authority received updates on the road construction and landscaping at the Falls from City Engineer, Wallace McCulloch: the signal at Lee Highway and Cabela Drive extension in front of Aldi would be operational by the end of January 2018 and Aldi's is scheduled to open in November.
10/02/17	Presentation of BVU	Mr. Don Bowman, President and CEO of Bristol Virginia Utilities, provided an overview of BVU's economic development procedures, incentive funds available, and previous incentive recipients.
11/02/17	Economic Strategic Plan for Bristol, Virginia	The Authority discussed developing and IDA mission statement and the need for a strategic plan and vision.
12/11/17	City Council Public Hearing Announcement – EDC and EDA	Interim City Manager, Randall Eads, reported the name change of the EDA and dissolve the EDC and give the responsibilities of the EDC to the EDA. He announced the first public reading of the name change will be on December 12, 2017.
03/12/18	Financial Review	CFO, Tamrya Spradlin, gave a report on the IDA FY18-19 budget. .
04/09/18	Discussion of GO Virginia	The Authority was informed of the creation of the GO Virginia Regional Council for Southwest Virginia and potential increased tax dollars for the City from the state.
04/09/18	Review Incentives	A spreadsheet documenting the City's local businesses and the incentives awarded to each business. Awards are funded based on capital investments, job creation and salary.
05/12/18	Discussion on Believe in Bristol	Executive Director, Maggie Bishop, gave a presentation on the Believe in Bristol organization.
05/12/18	Update on the Falls Construction	Public Works Director, Wallace McCulloch, reported that August 1, 2018 is the deadline to eliminate the detour and the City has extended their contract with W&L Construction to create sidewalks at the Falls.

## 7) Business Retention Tours

During the 2017-18 fiscal year, Industrial Development Authority members, along with City staff and members of City Council, visited eleven (11) Bristol businesses, some more than once, as part of a business retention initiative. The following table summarizes the businesses toured and those in attendance.

Business	Date Visited	Company Representative	Tour Attendees
<b>Bristol Hotel</b>	07/05/17	Shari Brown	Paul Conco, William Lester, Kelly Robinson, Bart Poe, Melanie Fleenor
<b>64 Commonwealth</b>	08/08/17	David Myers, Vision LLC	Paul Conco, Sally Morgan, Melanie Fleenor
<b>Associated Asphalt</b>	02/20/18	James Byerly, Terminal Manager	Paul Conco, Sally Morgan, Bart Poe, Kelly Robinson, Joe Gillespie
<b>Settlers Life</b>	04/12/18	Kristy Epperson, Human Resource Michael Lowe, President	Sally Morgan, Ellen Tolton, Diana Oxendine, Amy Thompson, Paul Conco, Don Ashley, Bill Hartley
<b>Ferguson Supply</b>	04/26/18	Brad Stiltner, Branch Manager	Paul Conco, Sally Morgan, Bart Poe, Amy Thompson, Ellen Tolton, Joe Gillespie
<b>The Bristol Hotel</b>	05/09/2018	Kevin Kruse, General Manager	Paul Conco, Bill Hartley, Archie Hubbard, Sally Morgan, Ellen Tolton, Amy Thompson
<b>Cinemark Tinseltown</b>	05/10/18	Brent Caldwell, General Manager	Bill Hartley, Sally Morgan, Ellen Tolton, Amy Thompson
<b>Atlas Honda</b>	05/24/18	Dwayne Leonard, General Manager	Sally Morgan, Amy Thompson, Paul Conco, Bill Hartley
<b>The Cameo Theatre</b>	06/14/2018	Brent Buchanan, Owner	Sally Morgan, Bill Hartley, Paul Conco, Joe Gillespie, Ted Ellis
<b>Planters and Designers</b>	06/28/18	Frankie Smith, Owner and Manager	Bart Poe, Sally Morgan, Ellen Tolton, Amy Thompson
<b>Virginia Premier</b>	07/12/18	Stacey Poff, Spencer Huddleston, Matthew Perryman	Bill Hartley, Sally Morgan, Amy Thompson, Paul Conco, Joe Gillespie