



LEXINGTON INDUSTRIAL DEVELOPMENT AUTHORITY AGENDA

**Wednesday, September 18, 2024, 5:30 PM
City Hall Second Floor Meeting Room
300 East Washington Street, Lexington, Virginia**

Page

- 1. Call to Order**
- 2. Annual Election of Officers**
 - 2.1. Election of Chair
 - 2.2. Election of Vice Chair
 - 2.3. Election/Appointment of IDA Secretary
 - 2.4. Election/Appointment of IDA Treasurer
- 3. Approval of the Agenda**
- 4. Approval of Minutes**
 - 4.1. IDA/EDA Retreat, Wednesday, May 29, 2024 and Thursday, May 30, 2024
[DRAFT Minutes - Joint EDA-IDA Retreat - May 29-30, 2024](#)
 - 4.2. IDA meeting, Tuesday, August 13, 2024
[DRAFT 2024-0813 IDA Minutes](#)
- 5. Treasurer's Report**
 - 5.1. Discuss Request for October: Permitted Sources of Revenue for IDA
 - 5.2. Other Financial Information
- 6. City Manager's Report**
 - 6.1. City Manager's Meeting regarding Downtown Fire Suppression: Building Inspector, Fire Department, Fire Marshall, VA Fire Marshall, W&L, Historic Lexington Foundation, Main Street Lexington, IDA
 - 6.2. Funding Sources/Strategy Mechanisms Available for Consideration
- 7. Chair's Report**
- 8. New Business**
 - 8.1. Setting IDA 2024-2025 Agenda
 - 8.2. Creating IDA Decision Matrix: Criteria
 - Where can IDA fill a City-identified need?
 - Selection Criteria
 - Constraints:
 - Limited involvement of City Staff
 - Minimal Budget/Financial Constraints

- Must fall within Enabling Legislation
- Aligned with City Council's Strategic Plan and City's Comprehensive Plan
- Other?
- Opportunities

9. Old Business

- 9.1. IDA Purpose: Affirm from Minutes
- 9.2. Downtown Fire Suppression Systems Next Steps
- 9.3. Orientation for New Members and Member Composition

10. Closed Session

- 10.1. Closed Session in accordance with Virginia Code § 2.2-3711(A)(3) for the purpose of discussing and considering the acquisition of real property within the South Main Opportunity Area where discussion in an open meeting would adversely affect the IDA's bargaining position or negotiating strategy.

11. Adjournment

Multi-Jurisdictional EDA/IDA Retreat

DRAFT Minutes

Date: May 29 & 30, 2024

Location: Natural Bridge State Park Classroom

Buena Vista Economic
Development Authority



Lexington Industrial
Development Authority



Rockbridge County Economic
Development Authority



The Buena Vista Economic Development Authority (BVEDA), Lexington Industrial Development Authority (Lex IDA), and Rockbridge County Economic Development Authority (RBC EDA) met on **May 29 and 30, 2024 at Natural Bridge State Park** for a joint training retreat.

MINUTES – MAY 29, 2024

Call to Order - 01:04 PM on May 29, 2024

The meeting was called to order by Chairman, Styler of the Buena Vista Economic Development Authority, Chairwoman Miller of the Lexington Industrial Development Authority, and Chairman Brown of the Rockbridge County Economic Development Authority, respectively.

In Attendance May 29, 2024
Buena Vista
Brent Styler, Chairman Michael Lonergan, Vice-Chair Jody Fix Jerry Miller Coretta Thurman
Lexington
Marylin Alexander Felicia Bush Dennis Ayers Camille Miller
Rockbridge County
Dave Hawkins Boyd Brown Steve Flint
Staff Present
Kristina Ramsey, BVEDA Secretary-Treasurer, BV Economic Development Director Jennifer Bell, Lex IDA Secretary, Lexington Finance Director Thomas Carrol, Lexington City Manager Brandy Flint, RBC EDA Secretary, RBC Economic Development Director John Dryden, RBC EDA Attorney
Non-Members Present
David Manley, Presenter, Joint Industrial Development Authority for Wythe County

Following the call to order, the meeting proceeded as follows. A handout was provided with speaker biographies and is attached as Appendix A. Mr. Manley’s presentation is attached as Appendix B and an audio recording of the meeting is on file with the secretary of each authority.

Welcome and Introductions of Members and Speakers

Session 1: Setting the Stage for Economic Development

David Manley, Executive Director of the Joint Industrial Development Authority for Wythe County, discussed economic development fundamentals, including the importance of confidentiality and compliance with FOIA & COIA; collaboration between Board Members and Elected Officials; and government structures' impacts on economic development.

Session 2: The Role of Economic Development Authorities (EDAs)

Mr. Manley discussed the core functions of Economic/Industrial Development Authorities, providing insight on the authority’s powers and strategies for business retention and recruitment.

Session 3: Case Studies and Lessons Learned

Mr. Manly provided case studies of successful and unsuccessful economic development initiatives from his experience in Wythe County.

Wrap-up and Homework Assignment

Ms. Ramsey and Ms. Flint asked members to prepare a list of 5 priorities that they think should be top of mind for their respective community and questions that they would like to have answered during or following the retreat.

Recess – 4:37 PM

Chairman Styler of the Buena Vista Economic Development Authority, Chairwoman Miller of the Lexington Industrial Development Authority, and Chairman Brown of the Rockbridge County Economic Development Authority, respectively, called for the meeting to recess until 1:00 PM on May 30, 2024, which was carried by the authorities.

MINUTES – MAY 30, 2024

Call to Order - 01:05 PM on May 30, 2024

The recess was ended, and the meeting was called to order by Chairman, Styler of the Buena Vista Economic Development Authority, Chairwoman Miller of the Lexington Industrial Development Authority, and Chairman Brown of the Rockbridge County Economic Development Authority, respectively.

In Attendance May 30, 2024
Buena Vista
Brent Styler, Chairman
Michael Lonergan, Vice-Chair
Jody Fix
Jerry Miller
Coretta Thurman
Wayne Oyler
Lexington
Felicia Bush
Dennis Ayers

Camille Miller
Rockbridge County
Boyd Brown Steve Flint Anne Herring Dave Hawkins
Staff Present
Kristina Ramsey, BVEDA Secretary-Treasurer, BV Economic Development Director Jennifer Bell, Lex IDA Secretary, Lex Finance Director Brandy Flint, RBC EDA Secretary, RBC Economic Development Director John Dryden, RBC EDA Attorney
Non-Members Present
Chris Engel, Presenter, Charlottesville Economic Development

Following the call to order, the meeting proceeded as follows. Mr. Engel’s presentations are attached as Appendix C and D and an audio recording of the meeting is on file with the secretary of each authority.

Welcome and introductions of Members and Speakers

Session 1: The currency of Economic Development

Chris Engel, Director of Economic Development for the City of Charlottesville, shared economic development initiatives in Charlottesville and how they contributed to growing the local economy through the exploration of their recently completed strategic plan.

Session 2: EDA Tools & Best Practices

Mr. Engel explained the importance of partnerships, best practices for attracting businesses to rural areas, and financing options for EDA/IDAs. He also shared case studies from Charlottesville’s Economic Development Authority.

Session 3: Basics of Financing Tools

Brandy and Kristina shared a presentation from McGuire Woods 2023 Virginia Industrial Development Authority (VIDA) Training session. The presentation explored various financing options available to EDAs, including grants, loans, bonds, and tax incentives that may be leveraged to support local projects. The presentation is available as Appendix E.

Wrap up and Q&A

Ms. Flint informed members to give or email their list of priorities and questions from the previous day’s homework assignment to herself or Ms. Ramsey to be put together and discussed as individual authorities.

Adjournment – 4:05 PM

The meeting was adjourned by the chairmen of the Buena Vista Economic Development Authority, Lexington Industrial Development Authority, and Rockbridge County Economic Development Authority, respectively.

SUBMITTED BY

Buena Vista Economic Development Authority

Brent Styler, EDA Chairman
Lexington Industrial Development Authority

Camille Miller, IDA Chair

Rockbridge County Economic Development Authority

Boyd Brown, EDA Chair

Kristina Ramsey, EDA Secretary-Treasurer

Jennifer Bell, IDA Secretary

Brandy Flint, EDA Secretary

Minutes
Industrial Development Authority (IDA)
Of the City of Lexington, VA
Tuesday, August 13, 2024, 5:30 p.m.

IDA Present: Dennis Ayers, Felicia Bush, Jamie Goodin, George Graves, and Camille Miller

IDA Absent: None

Staff Present: Jennifer Bell, Treasurer, Tom Carroll, Secretary, and Arne Glaeser, Planning Director

The Industrial Development Authority (IDA) met on August 13, 2024, in the Second Floor Meeting Room of City Hall. Chair Camille Miller called the meeting to order at 5:30 p.m. and asked to move “Discussion of the Purpose of the IDA,” to take place on the agenda before “Review of IDA Handbook.”

Approval of the IDA Minutes

Start Time: 5:30 p.m. (DropBox Audio: 0:15)

Dennis Ayers moved to approve the April 8, 2024, Industrial Development Authority Minutes. Felicia Bush seconded. The IDA minutes were approved (5/0).

Discussion of the Purpose of the IDA

Start Time: 5:31 p.m. (DropBox Audio: 0:43)

Chair Miller provided members with the following topics for discussion:

- a copy of the proposed IDA agenda moving forward
- the minutes from the IDA/EDA retreat
- City Manager Carroll’s thoughts on economic development in Lexington
- IDA member and staff introductions
- the purpose of the IDA and developing an updated mission statement
 - Current statement: “The Industrial Development Authority (IDA) issues tax exempt industrial revenue bonds on behalf of organizations wishing to seek tax exemption for their projects.”
 - Proposed statement: “The primary role of the Industrial Development Authority (IDA) is to support activities that create economic development resulting in an increased tax base, additional employment opportunities, and general improvements to the economic well-being of the community. This includes issuing tax exempt industrial bonds on behalf of our qualifying non-profit business sector.”
 - Updated statement: “The Industrial Development Authority (IDA) facilitates activities that create economic development resulting in an increased tax base, job creation, and measurable improvements to the economic well-being of the community. This includes issuing tax exempt industrial bonds on behalf of our qualifying non-profit business sector.”
- City Manager’s report
 - Updates on the Spotswood property and the VDOT property

- City Manager Carroll met with the Historic Lexington Foundation regarding sprinkler systems in the upper floors of downtown buildings
- Treasurer's Report
 - IDA Comparative Balance Sheet June 30, 2015 – June 30, 2024
 - IDA Statement of Revenues, Expenditures, and Changes in Fund Balances for June 30, 2015 – June 30, 2024
 - IDA FY25 Projected Fund Balance report
- Chair's Report
 - Constraints
 - limited involvement of staff
 - minimal budget/financial constraints
 - must fall within enabling legislation
 - aligned with City Council's Strategic Plan and City's Comprehensive Plan
 - business turnover/transition
 - Opportunities
 - second floor housing/office downtown
 - inventory of downtown buildings
 - inventory of fire suppression installations
 - costs: fire suppression/tap fees
 - protection of downtown resources
 - Main Street Lexington/ARB/Historic Lexington
 - increasing business friendly process: legacy training
 - Commissioner of Revenue
 - Treasurer's Office
 - Planning and Development
 - Fire Code Compliance
 - industrial and arts district

Discussion: The Industrial Development Authority discussed-

- if the IDA can go into closed sessions
- the IDA/EDA retreat minutes being on the September agenda
- what the role of the IDA should be
- changing the Industrial Development Authority to Economic Development Authority
- ask City Council to consider changing the IDA to an EDA
- ways to measure Lexington's economic well-being
- regional agreement for the County's EDA and the City's IDA
- the regional airport study
- make sure brainstorming process is clear and transparent and allowing public input
- focusing on improving the City's infrastructure
- cost of putting sprinklers in downtown buildings
- developing the arts district in the Comprehensive Plan

- reasons that businesses go out of business and providing training to businesses on transitions
- concerns of Washington and Lee acquiring the house by Lenfest Center
- plans for old Lexington Building Supply building
- land banking
- industrial arts district being unpopular among merchants
- risk of a fire downtown
- timeline for creating goals
- what the sprinkler incentive program would consist of
- project coming up in the CIP on Main, Jefferson or Washington Street that involve tearing up the roads
- if building owners in the downtown area want to turn their upper floors into housing
- reviewing the acceptable uses for buildings downtown
- benefits of a sprinkler system
- institutional creep
- actual cost to tap onto a water meter
- upper story ownership as condominium

Comments: C. Miller, F. Bush, G. Graves, D. Ayers, J. Goodin

Items for the September IDA meeting:

- consideration of the minutes from the IDA/EDA retreat
- consideration of the revised mission statement
- the regional economic development agreement
- discussion on various uses of upper floors of downtown buildings

Review of IDA Handbook

Start Time: 6:50 p.m. (DropBox Audio: 1:20:03)

Chair Miller provided members with the following topics for discussion:

- IDA Member phone numbers
- IDA meeting schedule: third Wednesday of every month
- IDA vacancies
- Needs of the IDA
 - reasons for closed session
 - FOIA and COIA training
 - allowable incentives
 - understanding Lexington revenue and bonds
 - orientation for new members

Discussion: The Industrial Development Authority discussed-

- residency requirement for the IDA
- reminders for training

- using ChatGPT to condense the handbook
- summarizing the Comprehensive Plan
- resource management

Comments: C. Miller, D. Ayers, F. Bush, G. Graves, J. Goodin

Adjournment

Chair Miller adjourned the meeting at 6:57 p.m.

Camille Miller, IDA Chair

Tom Carroll, Secretary