Town of Richlands
Industrial/Economic Development Authority
December 8, 2025

The Richlands IEDA held its regular monthly meeting at 6 p.m. via Teams due to weather with the following present:

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| Lynna Mitchell | Joseph Vance |
| Craig Earls | Jeff Casey |

Members Absent: Cody Harman, Mike Bales
Town Representatives: Billy Shelton
Guests:

**Call to Order:**
Joseph Vance called the meeting to order.

**Approval of Agenda:**
Craig Earls made a motion to approve the agenda. Lynna Mitchell seconded the motion. With no further discussion, the agenda was unanimously approved with removal of 3.1 Rick Woods – Town Council discussion.

**Approval of Meeting Minutes:**
The minutes of the November 3rd meeting were presented for approval with corrections. Lynna Mitchell made a motion to approve the minutes. Jeff Casey seconded the motion. With no further discussion, the minutes were unanimously approved.

**IEDA Discussion Items:**

**Rick Woods – Town Council**
Not present.

**Pop-Up Program Funds and Micro-Grant Discussion**
Lynna Mitchell noted that, during a prior meeting, the Town Council discussed the remaining Pop-Up Program funds, which total $27,402.04. These funds were originally set aside as matching funds for the Pop-Up Program.
Joseph Vance recalled that the Authority previously discussed the possibility of re-purposing these funds for micro-grants.
Lynna Mitchell stated that the remaining balance could potentially be used to support the local business community through micro-grants for various purposes. She emphasized that the IEDA would need to clearly define eligible uses and award criteria before presenting a proposal to Town Council.
Joseph Vance referenced a Town of Tazewell incentive application that had been discussed previously.
Lynna Mitchell confirmed and explained that the application was detailed and structured as an

Entrepreneurial Business Attraction Grant, outlining requirements for both new and existing businesses. The program includes an incentive agreement with the Tazewell IDA and ties grant eligibility to the number of full-time equivalent (FTE) jobs created.
Joseph Vance asked how such a program could be explained to Council and what guardrails should be established, noting that some businesses may already qualify for incentives through the Enterprise Zone.
Jeff Casey suggested that the funds could potentially be used for water and sewer-related costs, which might be more cost-effective.
Craig Earls noted that there may be restrictions on using these funds for utilities.
Jeff Casey added that incentives tied to the number of employees could be another viable option.

Following group discussion, Lynna Mitchell emphasized the importance of developing a clear and viable proposal for Town Council that demonstrates tangible value to the Town.
Jeff Casey added that it would also be important to ensure effective communication and outreach once a program is established.

Lynna Mitchell suggested that input from the new Town Manager, once on-boarded, would be valuable before moving forward.
Joseph Vance recommended placing the matter on hold until that input is received.
Jeff Casey noted that Council should be informed that the IEDA is working toward a proposal.

Billy Shelton shared that Ron Holt encouraged the group to reach out to Senator Travis Hackworth and Darrell Addison regarding a potential project. He also suggested that several members attend the Tazewell County IDA meeting on December 17 at 2:00 PM for additional insight.

**IEDA Long-Term Plan**
The group discussed and we would like to discuss this with the new Town Manager.

**Other Business Discussion**

**Teen Venture Property Update**
Joseph Vance asked whether the Teen Center property had been sold.
Craig Earls confirmed that Town Council has made the decision to sell the building.

**Action Items:**
Joseph Vance – Touch base and discuss the project with Travis Hackworth.

**Additional Discussion:**
Craig Earls made a motion to adjourn the meeting. Lynna Mitchell seconded the motion. The motion was unanimously approved, and the meeting adjourned.

Next meeting January 5th, 2025, 6:00PM