

October 28, 2004

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, October 28, 2004, at 3:00 p.m. in the Conference Room of the Wythe County Law Enforcement & Judicial Center, 245 South First Street, Wytheville, Virginia.

MEMBERS PRESENT

Steven D. Irvin, Chairman Joseph W. Freeman, Vice-Chairman
George T. Johnstone, Treasurer Gerald L. Brewer
Danny B. Gordon

MEMBERS ABSENT

Robert A. Ayers
William F. Snyder

EX-OFFICIO MEMBERS ABSENT

R. Cellell Dalton, Wythe County Administrator
Raymond E. Matney, Rural Retreat Town Manager
C. Wayne Sutherland, Jr., Wytheville Town Manager

DETERMINATION OF QUORUM

The meeting was called to order and a quorum determined to be present by Mr. Irvin, Chairman. Mr. Irvin thanked Authority members for their attendance and welcomed visitors. The invocation was given by Mr. Gordon, and the Pledge of Allegiance was led by Mr. Irvin.

CITIZENS' TIME

Mr. Irvin inquired if there are persons present who wished to address the board during Citizens' Time. Dr. Hawthorne noted that, while no one had signed up for Citizens' Time, he would like to take a moment to thank Mr. Irvin for his services as chairman of the Joint IDA. Mr. Irvin thanked Dr. Hawthorne for his comments. Dr. Hawthorne noted that David Elmore will be joining the board as a representative of the Town of Wytheville. Mr. Gordon asked if the board will hold elections at its December 2004 meeting. Dr. Hawthorne responded that, assuming the vice-chairman moved up to chairman, the board will hold a vote for vice-chairman. Mr. Gordon stated that he did not believe the vice-chairman automatically moved up to chairman and recommended that a nominating committee be formed. Mr. Irvin instructed staff to check the by-laws regarding the matter of officer vacancy.

APPROVAL OF MINUTES - September 28, 2004

A motion was made by Mr. Gordon that the minutes of the regular meeting held on September 28, 2004, be approved as corrected. The motion was seconded by Mr. Brewer and passed.

APPROVAL OF INVOICES

Mr. Gordon inquired about check #4412. Dr. Hawthorne responded that this invoice was for hosting lunches for a prospect visit and for the Wythe Manufacturing Council steering committee. Mr. Brewer made a motion to pay the invoices. The motion was seconded by Mr. Johnstone, and passed unanimously.

Joint IDA of Wythe County
Check Register
For the Period from September 25, 2004 to October 28, 2004

Filer Criteria includes: Report order is by check number.

| Check # | Date | Payee | Amount |
|----------------|-------------|--------------------------------|---------------|
| 1032 | 10/26/04 | Joint IDA of Wythe County | \$959.43 |
| 4395 | 9/28/04 | Linda D. Lester | 591.43 |
| 4396 | 9/28/04 | Fort Dearborn Life Ins Co | 21.65 |
| 4397 | 10/14/04 | U S Cellular | 39.69 |
| 4398 | 10/14/04 | First Bank of Virginia | 2,649.76 |
| 4399 | 10/14/04 | VA Dept Of Taxation | 420.23 |
| 4400 | 10/28/04 | American Electric Power | 59.47 |
| 4401 | 10/28/04 | Alan Hawthorne - Reimbursement | 538.25 |
| 4402 | 10/28/04 | Chamber of Commerce | 60.00 |
| 4403 | 10/28/04 | Companion Life Insurance Co | 67.64 |
| 4404 | 10/28/04 | Fort Dearborn Life Ins Co | 23.65 |
| 4405 | 10/28/04 | Mike Webb | 33.75 |
| 4406 | 10/28/04 | PC SOS, Inc. | 240.00 |
| 4407 | 10/28/04 | The Roanoke Times | 104.54 |
| 4408 | 10/28/04 | Robert G. Moore | 1,100.00 |
| 4409 | 10/28/04 | Southern Business Development | 1,500.00 |
| 4410 | 10/28/04 | Sprint | 123.27 |
| 4411 | 10/28/04 | Sprint | 20.65 |
| 4412 | 10/28/04 | The Squire's Tavern | 84.00 |
| 4413 | 10/28/04 | Town of Wytheville - Postage | 39.49 |
| 4414 | 10/28/04 | Trigon | 1,062.86 |
| 4415 | 10/28/04 | Trigon Dental | 68.68 |
| 4416 | 10/28/04 | Bankcard Services | 988.80 |
| 4417 | 10/28/04 | Xerox | 146.80 |
| 4418 | 10/28/04 | Michael B. Webb | 2,035.36 |
| 4419 | 10/28/04 | Alan R. Hawthorne | 3,469.45 |
| 4420 | 10/28/04 | Bluefield Daily Telegraph | 85.15 |
| Total | | | \$16,534.00 |

VIRTUAL BUILDING PRESENTATION

Dr. Hawthorne introduced Mr. Scott Wilson of Thompson & Litton. Dr. Hawthorne explained that the Crossroads Regional Industrial Facility Authority contracted Thompson & Litton to design a virtual building for Lot 8 in Progress Park. Mr. Wilson explained that his firm has finished the building plans and provided copies for the board to review. Mr. Wilson showed the board a CD Rom presentation that involved a virtual fly-around rendering of the building and a virtual walking tour of the building.

OLD BUSINESS

IVANHOE INDUSTRIAL PARK PROPERTY

Dr. Hawthorne stated that Greg Armentrout has almost completed the surveying of the land that the Joint IDA wishes to subdivide. The board discussed when the bid should be due. Mr. Gordon made motion that the Joint IDA proceed with the subdivision and that, if the Planning Commission approves the subdivision, the Joint IDA advertise for bids with the deadline for submission of bids as 5:00 p.m. on January 14, 2005. If the planning commission does not approve the subdivision, then the matter will come back before the Joint IDA board. Motion was seconded by Mr. Freeman. Supervisor Bucky Sharitz asked if the offer from the Ivanhoe Civic League involved part of the property being considered in the motion. Dr. Hawthorne explained that Mr. Claud Blair had been invited to make an offer for the property. Mr. Blair has provided a verbal offer but has yet to provide an offer in writing as requested. The motion passed unanimously.

FAIRVIEW INDUSTRIAL PARK PAVING UPDATE

Mr. Webb informed the board that Joint IDA legal counsel did not believe that the Joint IDA should seek a court opinion until the Fairview Land Company lot is paved. Mr. Webb indicated that Fairview Land Company has placed an order for paving, but the contractor has yet to pave. Consensus of the board was to monitor the paving status of the Fairview Land Company and to encourage the company to get the paving completed.

FAIRVIEW INDUSTRIAL PARK REAR LOTS

Dr. Hawthorne explained that he spoke to the Town of Wytheville to ensure that the request for proposals would not conflict with Town subdivision ordinances. He reported that Town Manager Wayne Sutherland did not feel that what the Joint IDA is proposing would conflict with Town ordinances. The project could require re-zoning of the land.

ADMINISTRATIVE ASSISTANT CANDIDATE SEARCH

A personnel matter was discussed in closed session at the end of the meeting.

OTHER

Dr. Hawthorne indicated that Mr. Dunford, who has managed the Ivanhoe lumber cutting, reported that there were about twenty families involved in cutting and that these parties were very

appreciative of the opportunity. Dr. Alan Hawthorne inquired if the board wished to seek press coverage of the wood cutting. Consensus of the board was to not seek press coverage at this time.

Dr. Hawthorne updated the board on the Enterprise Zone. He reported that there are six communities affected by the cancellation of this year's round of applications. These six communities lose their designations on December 31, 2004. All other zones would be affected when the legislation expires on June 30, 2005. Dr. Hawthorne stated that he asked Wythe County's state legislatures for legislation to bridge the gap between the expiration of the current zones and the adoption of new legislation.

Dr. Hawthorne reported that the Wythe County Planning Commission asked the Joint IDA for input on the drafting of the next Comprehensive Plan. Dr. Hawthorne stated that Mr. Webb would be sending copies of relevant parts of the current plan to the board and that the plan will be discussed at the November working session.

Dr. Hawthorne informed the board that a table reservation would not be available for the Chamber of Commerce Annual Membership Dinner unless the board wished to pay more per ticket. Mr. Irvin noted that the Joint IDA would not have a chairman at the time of the dinner. He offered to make the industry award presentation on behalf of the Joint IDA though he will no longer be on the board. Mr. Irvin recommended that the board should discuss at the next working session if it wishes to reserve a table and who will make the presentations on its behalf.

Dr. Hawthorne reported on the tour of Progress Park that the board members took as part of the October working session.

NEW BUSINESS

HIGHLIGHTS OF BOARD WORKING SESSION

Dr. Hawthorne indicated that most of the items have been or will be covered elsewhere in the agenda.

SOUTHERN BUSINESS AND DEVELOPMENT COVERAGE OF PROGRESS PARK

Dr. Hawthorne shared with the board the *Southern Business and Development* coverage of Progress Park as a "Super Site". Mr. Webb shared copies of the Progress Park advertisement that the Joint IDA ran in conjunction with the coverage.

REPORT ON VEDA FALL CONFERENCE and SUES-JAPAN CONFERENCE

Dr. Hawthorne summarized the Virginia Economic Developer's Association fall conference, which he attended in Richmond in September. He also summarized the SUES-Japan Conference which he attended in Atlanta in October.

COMMERCE QUARTERLY ARTICLE ON PBG PROJECT

Dr. Hawthorne shared with the board a copy of an article he authored that appeared in *Commerce Quarterly*, which is a publication of the Virginia Economic Development Partnership. The article was a highlight of Wytheville's Pepsi Bottling Group facility.

OTHER

Dr. Hawthorne informed the board that he attended the Southeast Wireless Conference in Winston-Salem last year. The conference was relevant to economic development and will be held again this year in Winston-Salem. Registration fee is \$100. Mr. Gordon made motion that the Joint IDA appropriate \$100 for the Executive Director to attend the conference. The motion was seconded by Mr. Freeman and passed unanimously.

Dr. Hawthorne stated that Ms. Linda Lester could not be present at today's board meeting to receive the resolution in her honor. Mr. Gordon made motion to adopt the resolution. The motion was seconded by Mr. Johnstone, and passed unanimously. Copy of the resolution is as follows:

R E S O L U T I O N

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat wishes to recognize Ms. Linda D. Lester, a Wythe County native, for her service and contributions as administrative assistant; and,

WHEREAS, Ms. Lester, having prepared herself through training and prior experience, was appointed administrative assistant of the Joint IDA on July 1, 1999; and,

WHEREAS, Ms. Lester prepared agendas, attended meetings, and kept the minutes for the Joint IDA, the Crossroads Regional Industrial Facility Authority, and the Wythe/Carroll IDA; and,

WHEREAS, Ms. Lester maintained the financial records for the Joint IDA and Crossroads Regional Industrial Facility Authority; and,

WHEREAS, Ms. Lester maintained the computers, network, and website for the Joint IDA; and,

WHEREAS, Ms. Lester's efforts involving Industry Appreciation Week were recognized and applauded by both government officials and business leaders; and,

FURTHERMORE, WHEREAS Ms. Lester played an indispensable role in helping the Joint IDA achieve national recognition when it was named as one of the top ten economic development groups in the nation for 2002 by *Site Selection Magazine* and as runner up for the 2004 Excellence in Rural Economic Development Award by the Economic Development Administration,

NOW, THEREFORE, BE IT RESOLVED that the Joint Industrial Development Authority does hereby proclaim its appreciation, esteem, and respect to Ms. Linda D. Lester and extends to her its wishes for continued success, good health, and happiness.

Adopted this 28th day of October, 2004

/s/ Steven D. Irvin
Steven D. Irvin, Chairman

ATTEST:

/s/ Alan R. Hawthorne
Alan R. Hawthorne, Executive Director

Dr. Hawthorne informed the Board that the Virginia Economic Development Partnership and Virginia Dominion Power are funding 75% of the cost of advertising in the special rural issue of *Southern Business and Development*. Dr. Hawthorne recommended the Joint IDA run the same ad that it placed in the summer 2004 issue of that magazine. He indicated that there was some confusion as to the exact cost of the ad and that Mr. Webb was trying to reach the magazine for clarification. Consensus of the board was to defer this item to the Working Session.

Dr. Hawthorne stated that Commonwealth Manufacturing and Development submitted a Joint IDA Revolving Loan Fund application. Dr. Hawthorne also noted that the Mt. Rogers Planning District Commission has a revolving loan fund, and they made a loan to a day care in Rural Retreat. The Mt. Rogers PDC Revolving Loan Fund is depleted. Dr. Hawthorne indicated that the Joint IDA could purchase the loan from the PDC and that USDA Rural Development is encouraging the Joint IDA to pursue this option. Consensus of the board was to proceed with having the RLF committee review the application from Commonwealth Manufacturing and Development and to have staff learn more about the Mt. Rogers PDC loan.

Dr. Hawthorne asked that the Joint IDA insurance policy be changed so that coverage for new employees can begin immediately upon employment. Motion was made by Mr. Irvin to change the Joint IDA insurance policy so that coverage begins upon employment. Motion was seconded by Mr. Ayers and passed unanimously.

CLOSED SESSION

Mr. Brewer made motion that the Joint IDA enter into closed session to consider personnel matters pertaining to the hiring of an administrative assistant as permitted by 2.2-3711(a)(1) of the Virginia Freedom of Information Act, Code of Virginia. Motion was seconded by Mr. Johnstone and passed unanimously. Mr. Brewer moved that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certifies that, in the closed session just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so under the provisions of the Virginia Freedom of Information Act cited in that motion. Motion was seconded by Mr. Johnstone and passed unanimously.

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certificate by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat, hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat.

Motion was passed unanimously with the following roll call vote:

AYES: Gerald Brewer
Joe Freeman
George Johnstone
Steve Irvin

NAYS: None

ABSENT DURING MEETING: Robert Ayers and Williams Snyder

ABSENT DURING VOTE: Danny Gordon

Mr. Brewer made motion that the Joint IDA offer the position of Administrative Assistant to Angela Pack with a salary of \$2,150 per month. Motion was seconded by Mr. Johnstone and passed with the following members in favor: Mr. Brewer, Mr. Johnstone, and Mr. Irvin. Mr. Freeman abstained from voting.

ADJOURN

Mr. Irvin asked if there was any further business to come before the Authority. There being none, the meeting adjourned at 4:20 p.m.

Joseph W. Freeman, Vice-Chairman

ATTEST:

Michael B. Webb, Associate Director