

December 9, 2004

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 9, 2004, at 3:00 p.m. in the Rural Retreat Town Offices, located at 307 South Main Street, Rural Retreat, Virginia.

**MEMBERS PRESENT**

Joseph W. Freeman, Chairman	William F. Snyder, Vice Chairman
George T. Johnstone, Treasurer	Robert J. Ayers
Gerald L. Brewer	David L. Elmore
Danny B. Gordon	

**MEMBERS ABSENT**

None

**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. Freeman, Vice Chairman. Mr. Freeman noted that Wythe County reappointed him to serve a second term on the Joint IDA and welcomed David L. Elmore, representing the Town of Wytheville, as the newest member of the Board. He thanked the Town of Rural Retreat for hosting the meeting. Rural Retreat Mayor Jim Bear thanked the Board for conducting the meeting in Rural Retreat. Mr. Gordon offered the invocation, and Mr. Freeman led the Pledge of Allegiance.

**INTRODUCTION OF ANGELA D. PACK AS NEW ADMINISTRATIVE ASSISTANT**

Dr. Hawthorne introduced and welcomed Angela Pack as the new administrative assistant of the Joint IDA.

**RECOMMENDATION OF BOARD WORKING SESSION REGARDING FILLING OF OFFICER VACANCIES**

Dr. Hawthorne reported that at the November 11, 2004, working session the Board, after reviewing the Joint IDA bylaws and Robert's Rules of Order, decided to recommend that the vice chairman automatically fill the unexpired chairmanship term created by Steven Irvin's retirement from the board and that elections be held at today's meeting for a new vice chairman. Mr. Gordon objected to the recommendation and suggested that an election be held for both chairman and vice chairman. Dr. Hawthorne noted that the bylaws do not specifically address the issue and that the bylaws may be amended. Mr. Gordon made motion to hold elections for chairman, vice

chairman, and secretary for the remainder of the fiscal year. Motion was seconded by Mr. Brewer and passed unanimously. Mr. Freeman relinquished control of the meeting to Dr. Hawthorne for the purpose of electing a chairman. Dr. Hawthorne called for nominations for chairman. Mr. Johnstone nominated Mr. Freeman and Mr. Brewer seconded the nomination. Mr. Gordon moved that nominations for chairman be closed. Motion was seconded by Mr. Brewer and passed unanimously. There being no other candidates, Mr. Freeman was elected by acclamation. Having been elected chairman, Mr. Freeman resumed control of the meeting from Dr. Hawthorne and called for nominations for vice chairman. Mr. Johnstone nominated Dr. Snyder for vice chairman. Mr. Elmore seconded the nomination. Mr. Ayers moved that nominations be closed, and the motion was seconded by Mr. Johnstone and passed unanimously. There being no other candidates, Dr. Snyder was elected by acclamation. Mr. Freeman called for nominations for secretary. Mr. Ayers nominated Angela Pack for secretary. Mr. Brewer seconded the nomination. Mr. Gordon moved, and Dr. Snyder seconded, that nominations be closed. The motion passed unanimously, and Angela Pack was chosen Secretary by acclamation.

**CITIZENS' TIME**

Mr. Freeman asked if there were any persons present who wished to address the board during citizen's time. There being none, he proceeded with the agenda.

**APPROVAL OF MINUTES - October 28, 2004**

Dr. Hawthorne explained that a correction had been made to the minutes after a draft was circulated to board members in the board packages. He noted that members were given a draft that reflected the change before the meeting began. Mr. Gordon made motion to accept the minutes as corrected. The motion was seconded by Dr. Snyder and passed unanimously.

**APPROVAL OF INVOICES**

Mr. Gordon inquired about check #4466. Dr. Hawthorne replied that the check was for payroll tax deposit. Dr. Hawthorne noted that check #4456 was for both the Joint IDA and the Crossroads RIFA annual audits. Dr. Hawthorne shared a list of anticipated invoices for the remainder of the month. He asked for the board's approval to pay the anticipated invoices as well as any other regular invoices that were unanticipated for the month of December. Mr. Gordon requested that the board be notified of any unusual invoices before making payment. Dr. Snyder moved that the invoices be paid and that the board authorize payment for the anticipated invoices for the month of December and that any differences between anticipated amounts and actual amounts be reported at the next board meeting. Motion was seconded by Mr. Ayers and passed unanimously.

Joint IDA of Wythe County  
Check Register

For the Period From Oct 29, 2004, to Dec 31, 2004

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
4421	11/23/04	The Mount Rogers Development Partnership	6,899.75
4422	11/11/04	Alan Hawthorne - Reimbursement	428.50

4423	11/11/04	Chamber of Commerce	30.00
4424	11/11/04	First Bank of Virginia	2,151.85
4425	11/11/04	Gazette Twin County Classifieds	45.57
4426	11/11/04	Media General - TC/SWV	282.01
4427	11/11/04	U S Cellular	48.39
4428	11/11/04	VA Dept of Taxation	352.82
4429	11/11/04	Xerox	146.80
4431	11/23/04	American Electric Power	47.26
4432	11/23/04	Postmaster	29.60
4433	11/23/04	Robert G. Moore	1,100.00
4434	11/23/04	Southwestern BA Tech Co	100.00
4435	11/23/04	Sprint	123.57
4436	11/23/04	Sprint	13.74
4437	11/23/04	Anthem	1,296.24
4438	11/23/04	Anthem Dental	68.68
4439	11/23/04	Bankcard Services	116.09
4440	11/23/04	Companion Life Insurance	67.64
4441	11/23/04	Fort Dearborn Life Ins Co	22.65
4442	11/23/04	Angela D. Pack	903.59
4443	11/23/04	Michael B. Webb	2,035.36
4444	11/23/04	Alan R. Hawthorne	3,469.45
4445	12/9/04	Alan Hawthorne - Reimbursement	279.25
4446	12/9/04	Armentrout Surveying & Mapping	1,500.00
4447	12/9/04	D & D Trophies	400.00
4448	12/9/04	Danny B. Gordon	225.00
4449	12/9/04	David L. Elmore	75.00
4450	12/9/04	Wytheville Enterprise	40.00
4451	12/9/04	George T. Johnstone	225.00
4452	12/9/04	Gerald L. Brewer	225.00
4453	12/9/04	Joseph W. Freeman	225.00
4454	12/9/04	Mike Webb	55.00
4455	12/9/04	Robert J. Ayers	225.00
4456	12/9/04	Robins, Farmer, Cox Associates	4,820.00
4457	12/9/04	Stallard Studios	60.00
4458	12/9/04	Steven D. Irvin	150.00
4459	12/9/04	U S Cellular	30.84
4460	12/9/04	VA Economic Dev Association	200.00
4461	12/9/04	Weldon Cooper Center for Public Service	20.00
4462	12/9/04	William Snyder	225.00
4463	12/9/04	Wytheville Office Supply	78.48
4464	12/9/04	First Bank of Virginia	Void
4465	12/9/04	VA Dept of Taxation	381.99
4466	12/9/04	First Bank of Virginia	2,376.33
4467	12/21/04	American Electric Power	71.02
4468	12/21/04	Alan Hawthorne - Reimbursement	106.50
4469	12/21/04	Angela D. Pack	21.75
4470	12/21/04	Anthem Blue Cross and Blue Shield	1,296.24
4471	12/21/04	Companion Life Insurance	67.64

4472	12/21/04	Hodges & Campbell	468.00
4473	12/21/04	Mike Webb	27.38
4474	12/21/04	Sprint	124.17
4475	12/21/04	Sprint	13.98
4476	12/21/04	Town of Wytheville - Postage	31.03
4477	12/21/04	Anthem Dental	91.80
4478	12/21/04	Bankcard Services	46.90
4479	12/21/04	Xerox	146.80
4480	12/21/04	Alan R. Hawthorne	3,469.45
4481	12/21/04	Angela D. Pack	1626.79
4482	12/21/04	Michael B. Webb	2,035.36
4483	12/28/04	Fort Dearborn Life Ins Co	22.65
Total			42,364.41

## **OLD BUSINESS**

### **IEDC AWARD PRESS RELEASE**

Dr. Hawthorne shared with the Board the press release issued by the Joint IDA regarding his selection by the International Economic Development Council as the 2004 Outstanding New Economic Developer award winner.

### **PRESS RELEASE**

#### **Joint IDA Director Receives National Award**

WYTHEVILLE— The Board of Directors of the Joint Industrial Development Authority of Wythe County announced today that the authority's Executive Director, Dr. Alan Hawthorne, was recently honored by a prestigious International Economic Development Council award. Hawthorne was presented the award, bestowed for outstanding leadership and accomplishments made during the first five years of an economic development career, during the organization's annual recognition ceremonies held September 20 in St. Louis in conjunction with the international council's annual meeting of economic development professionals.

Dr. Hawthorne has served as Executive Director of the Joint Industrial Development Authority of Wythe County since May 1999. He also serves as executive director of the Crossroads Regional Industrial Facility Authority, a regional economic development organization that assists in providing economic development financing.

The Joint IDA is a local economic development organization comprising Wythe County and the towns of Wytheville and Rural Retreat with the goal of fostering collaboration among member jurisdictions to improve the quality of life for citizens through economic development. Previous Joint IDA awards and recognitions include recognition by *Site Selection* as one of the nation's ten 2002 Top Economic Development Groups, being the runner-up for the U.S. Department of Commerce's Economic Development

Administration Excellence in Rural Economic Development award for 2003, and selection of Chairman Steve Irvin as the Virginia Economic Developers Association's Volunteer of the Year award in 2003.

The International Economic Development Council, located in Washington, DC, is the nation's largest economic development professional association.

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Release Date: November 11, 2004

For additional information, contact:

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### **IVANHOE INDUSTRIAL PARK SUBDIVISION**

Mr. Webb reported that he received the survey plats from Armentrout Surveying and Mapping. He explained that Mr. Armentrout lost some of his data and therefore completed the survey much later than anticipated. This delay means that the Wythe County Planning Commission cannot address the subdivision of the Ivanhoe Industrial Park until at least its January meeting. Mr. Gordon moved to submit the plats to the Wythe County Planning Commission for property subdivision. Motion was seconded by Dr. Snyder. Mr. Johnstone asked if the tract for Daniel Good was included in this plat. Dr. Hawthorne responded that Mr. Good had already purchased one tract that was not included in this survey plat and that the Joint IDA would encourage him to submit a bid for the fifty-six acres in question. The motion passed unanimously.

### **PARTICIPATION IN SB&D RURAL SOUTH SUBSIDIZED ADVERTISING CAMPAIGN**

Dr. Hawthorne shared copies of the Progress Park advertisement in the Rural South issue of *Southern Business & Development*.

### **REPORT ON ANNUAL CHAMBER MEMBERSHIP DINNER/JOINT IDA AWARDS**

Dr. Hawthorne described the Joint IDA's participation in the Annual Chamber Membership Dinner. He thanked the Chamber for allowing the Joint IDA the opportunity to present industry tenure and special recognition awards at the dinner. He noted that Mr. Webb has already delivered all plaques that were not presented at the dinner. Mr. Freeman congratulated Mr. Gordon and Mr. Johnstone for receiving awards from the Chamber at the dinner. Consensus of the board was to issue a press release covering the Joint IDA industry tenure and special recognition awards.

### **OTHER**

As requested at the November 11, 2004, working session, Dr. Hawthorne presented comments he and Dr. Snyder prepared for input to the Wytheville Planning Commission's Comprehensive

Plan update. Mr. Gordon moved to send the comments to the Wytheville Planning Commission. The motion was seconded by Dr. Snyder and passed unanimously.

Dr. Hawthorne provided an update on the possibility of the Joint IDA acquiring a loan from the Mount Rogers PDC Revolving Loan Fund. The Mount Rogers PDC board did not accept the Joint IDA's offer that the Mount Rogers PDC secure the loan by having the Joint IDA make a loan to the Mount Rogers PDC. As another option, the Mount Rogers PDC asked if the Joint IDA would assume ownership of the Mount Rogers PDC's loan to Electro-Finishing Services. Consensus of the Joint IDA board was to not accept the request from Mount Rogers PDC to assume ownership of the Electro-Finishing Services loan on the grounds that this would be too much concentration of Joint IDA Revolving Loan Fund in one company. The Mount Rogers PDC board indicated that it would send new Wythe County inquiries for their Revolving Loan Fund to the Joint IDA. Dr. Hawthorne also noted that he will be sending letters to the local banks reminding them about the availability of the Joint IDA Revolving Loan Fund. Mr. Johnstone inquired if there are any problems with the outstanding loans from the Joint IDA Revolving Loan Fund. Dr. Hawthorne replied that all loans are current.

Mr. Webb provided an update on wood cutting in the Ivanhoe Industrial Park. He stated that Gene Dunford reported that twenty-three parties participated in wood cutting. There were no injuries, and the participants were very appreciative. Mr. Gordon suggested that the Joint IDA send Mr. Dunford a thank you letter.

Mr. Johnstone inquired if the Joint IDA board will be adopting a resolution of appreciation for former chairman Steve Irvin. Dr. Hawthorne replied that he will prepare a draft resolution for the next meeting.

## **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.

### **FINANCIAL AUDIT REPORT**

Dr. Hawthorne gave an overview of key points of the financial audit report for fiscal year ended June 30, 2004. He noted that the audit found no items or issues requiring additional attention. Mr. Gordon asked for clarification regarding the independent auditor's report where it indicated that the Management Discussion and Analysis (MDA) was unaudited. Dr. Hawthorne explained that the MDA is supplementary information provided by the Joint IDA and is not subject to audit. Mr. Gordon moved to accept the audit as presented. Motion was seconded by Mr. Johnstone and passed unanimously.

### **REPORT ON VEDP ALLY MEETING AND SOUTHEAST WIRELESS SYMPOSIUM**

Dr. Hawthorne updated the board on the VEDP Ally meeting, which he and Mr. Webb attended on November 18, 2004, at Sweetbriar College. He explained VEDP's intent to implement Virtual Virginia, which is an interactive website program where prospects can gather information on

Virginia localities to assist with their company's site search. Virtual Virginia allows for faster and easier comparison of localities. Virtual Virginia is set for launch in 2005. Dr. Hawthorne extended an offer for Wythe County to serve as a beta community for testing the system. He noted that VEDP may not choose Wythe County because other communities have also volunteered to serve as beta communities. He stated that the Joint IDA's website needs updating and suggested that such updating be aligned with the Virtual Virginia model. Mr. Freeman remarked that the Joint IDA could receive feedback from the VEDP regarding common reasons for site search eliminations. Dr. Hawthorne noted that a VEDP economist provided outlooks of the domestic and international economies. Other updates included information on VEDP's advertising initiatives. Dr. Snyder asked if VEDP would share which data are most commonly used by prospects. Dr. Hawthorne responded that the International Economic Development Council developed a list of industry standards that addresses that issue. The list is quite thorough. The Joint IDA has worked with Virginia's aCorridor to address as many of the categories on the industry standards as possible. He noted, however, that completion of all categories requires the expense of consultants. Dr. Hawthorne added that VEDP has community profiles for all Virginia jurisdictions on its website.

Dr. Hawthorne gave an overview of the Southeast Wireless Symposium, which he attended in Winston-Salem, North Carolina, on December 7, 2004. Key issues discussed were internet access and the ability to provide broadband access through wireless service. He stressed the importance of this because skill sets are developed by internet usage. Dr. Hawthorne recommended that the Joint IDA offer to contribute funds towards an Appalachian Regional Commission (ARC) grant or Community Development Block Grant (CDBG) associated with broadband access planning and deployment. He noted that Joe Blevins of Virginia Department of Housing and Community Development, the agency responsible for awarding Virginia's ARC and CDBG grants, also attended the symposium.

#### **JOINT IDA FALL 2004 NEWSLETTER**

The board reviewed the latest issue of the Joint IDA newsletter.

#### **JOINT IDA CHRISTMAS OPEN HOUSE**

Dr. Hawthorne reminded the board of the Christmas open house to be held on December 10, 2004, at the Joint IDA from 11:30 am to 2:00 pm.

#### **DRAFT 2005 MEETING SCHEDULE AND MEETING FORMAT**

Dr. Hawthorne presented a draft 2005 calendar for the Joint IDA. Mr. Gordon questioned if the proposed November meeting should be a working session. Dr. Hawthorne stated that there was a recommendation that if there is only one meeting per month, it should be a regular board meeting. Mr. Freeman asked Dr. Snyder to chair a committee to address governance and meeting frequency recommendations. Dr. Snyder agreed to chair the committee. Mr. Gordon recommended that the board consider requiring an executive director's report in writing prior to the meetings in order to shorten the meetings. Consensus of the board was to allow Dr. Hawthorne and Mr. Freeman to determine the need to call a January work session depending on the progress of Dr. Snyder's committee.

## **PREAPPROVAL FOR PAYMENT OF YEAR-END INVOICES**

Dr. Hawthorne noted that this was addressed earlier in the meeting.

## **OTHER**

Dr. Hawthorne reminded the board of their responsibilities under the Virginia Freedom of Information Act.

Dr. Hawthorne also reminded the board to complete the annual Statement of Economic Interests form.

Dr. Hawthorne presented a proposal concerning lease or purchase of a Xerox Work Centre Pro 2636. He explained that the Joint IDA's current office copier is seven years old and the Joint IDA is paying above average cost for the copier as compared to the average cost for a newer, comparable model. He also noted that the Hewlett Packard printer in the Joint IDA office is five year old, and the toners and drums associated with the printer are fairly expensive compared to supplies for newer models. In addition to color copying, the proposed Work Centre Pro would also serve as a color printer and scanner. The savings estimate associated with the new Work Centre Pro would be approximately \$500 per year for a sixty month lease. Dr. Hawthorne noted that the Joint IDA would receive credit for trading in its current color printer. Mr. Gordon made motion to accept the lease offer of \$12,422 over five years for the Xerox Work Centre Pro 2636 with scanning capability. The motion was seconded by Mr. Johnstone and passed unanimously.

## **PROSPECT UPDATES**

Dr. Snyder made a motion to enter into closed session as permitted by Section 2.2-3711(a)(5) of the Virginia Freedom of Information Act, Code of Virginia to discuss unannounced projects. Motion was seconded by Mr. Ayers and passed unanimously. Following the closed session, Dr. Snyder moved that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certify that, in the closed meeting 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 discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Motion was seconded by Mr. Johnstone and passed.

## **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 with the following roll call vote:

AYES:	Joe Freeman	William Snyder
	George Johnstone	Robert Ayers
	Gerald Brewer	David Elmore
	Danny Gordon	

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

## **ADJOURN**

Mr. Freeman asked if there was any further business to come before the Authority. There being none, the meeting adjourned at 5:00 p.m.

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Joseph W. Freeman, Chairman

ATTEST:

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Angela D. Pack, Secretary