

September 21, 2006

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 21, 2006, at 3:00 p.m. at the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

William F. Snyder, Vice Chairman
George T. Johnstone, Treasurer

Danny B. Gordon
David N. Johnson

MEMBERS ABSENT

Joseph W. Freeman, Chairman
Gerald L. Brewer
David Elmore

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager

EX-OFFICIO MEMBERS ABSENT

Raymond E. Matney, Rural Retreat Town Manager
R. Cellell Dalton, Wythe County Administrator

DETERMINATION OF QUORUM

Dr. Snyder called the meeting to order and determined a quorum to be present. Dr. Johnson offered the invocation, and Mr. Gordon led the Pledge of Allegiance.

CITIZENS' TIME

Dr. Snyder asked if there were any persons present who wished to address the board during citizens' time. There being none, he proceeded with the agenda.

APPROVAL OF MINUTES - August 24, 2006 board meeting

Dr. Johnson made a motion, seconded by Mr. Gordon, to approve the minutes as presented. The motion passed unanimously.

APPROVAL OF INVOICES

Mr. Gordon asked about check #5059 to Haskell Company. Dr. Hawthorne explained this was the final payment from the Wythe Opportunity Fund for the Gatorade project. Mr. Gordon asked if this project is completed, which Dr. Hawthorne confirmed. Dr. Hawthorne made reference to check #5060 to the Town of Wytheville, which is the final payment for the installation of the waterline to Progress Park lot 12. Mr. Gordon made a motion, seconded by Mr. Johnstone, to approve the invoices. The motion passed unanimously.

Joint IDA of Wythe County
Check Register
For the Period From Aug 25, 2006 to Sep 21, 2006

Check #	Date	Payee	Amount
5042	9/21/06	Alan R. Hawthorne	4,045.13
5043	9/21/06	Daniel B. Gordon	207.79
5044	9/21/06	David N. Johnson	207.79
5045	9/21/06	Danielle M. Skeens	1,744.56
5046	9/21/06	Gerald L. Brewer	207.79
5047	9/21/06	George T. Johnstone	207.79
5048	9/21/06	Joseph W. Freeman	207.79
5049	9/21/06	Michael B. Webb	2,135.53
5050	9/21/06	William F. Snyder	207.79
5051	9/21/06	Appalachian Power	75.58
5052	9/21/06	Anthem Southeast Dental	94.89
5053	9/21/06	Companion Life Insurance Co	74.97
5054	9/21/06	Sprint PCS	85.57
5055	9/21/06	Embarq	2.61
5056	9/21/06	Bankcard Services	287.59
5057	9/21/06	Xerox	267.86
5058	9/21/06	Robert G. Moore	1,100.00
5059	9/21/06	The Haskell Company	607,474.00
5060	9/21/06	Town of Wytheville	62,433.00
5061	9/21/06	VA Dept Of Taxation	483.76
5062	9/21/06	First Bank of Virginia	3,121.59
5063	9/21/06	Alan Hawthorne - Reimbursement	199.36
5064	9/21/06	Danielle M. Skeens	17.36
5065	9/21/06	Mike Webb	6.23

5066	9/21/06	Embarq	123.51
5067	9/21/06	Anthem Blue Cross and Blue Shield	1,505.38
Total			686,525.22

OLD BUSINESS

JOINT IDA PARKING LOT PAVING

Mr. Webb gave an update on paving the Joint IDA parking lot. He stated three companies had submitted estimates and a few that had been contacted had not submitted estimates. Of the three that had, Mr. Webb stated Taylor's was the lowest at \$3,100.00. Mr. Webb stated this company had previously done work for the Town of Wytheville and Peking Restaurant. Mr. Gordon asked the timetable on getting the job finished. Mr. Webb stated it would be around two to three weeks from the time the company is notified. Mr. Webb commented that Dr. Moore, the owner of the building, has agreed to pay one half of the cost. Dr. Hawthorne stated he is in the process of getting the other half donated to the Joint IDA. Mr. Johnstone made a motion, seconded by Mr. Gordon, to accept the Taylor's estimate and proceed with paving the lot. With no further discussion, the motion passed unanimously.

NEW BUSINESS

ANNUAL AWARDS

Dr. Hawthorne informed the board that he and the Joint IDA staff had met and discussed the upcoming annual awards banquet to be held on November 20, 2006. He stated that it was their consensus to recommend Camrett Logistics for this year's special recognition award. Mr. Gordon made a motion, seconded by Dr. Johnson, to accept this recommendation. With no further discussion, the motion passed unanimously.

Dr. Hawthorne also discussed that the governor would be the keynote speaker at this year's membership dinner meeting and that he felt sponsorships would be purchased at an increased rate. Dr. Hawthorne suggested purchasing a \$500 sponsorship, which includes eight tickets. Mr. Gordon commented on the time issues of this years events. Mr. Gordon made a motion, seconded by Mr. Johnstone, to purchase the \$500 sponsorship. The motion passed unanimously.

RECESS AND TOUR OF THE MOUNT ROGERS IDC BUILDING

Dr. Snyder recessed the meeting at 3:17 pm. A tour of the Mount Rogers Industrial and Developmental Center (IDC) building was given by Mr. Frank Dowell, IDC operations manager.

Mr. Dowell provided detailed information on each area of the IDC's Wytheville operations and the clients it serves.

RECONVENE AT IDC CONFERENCE ROOM

Dr. Snyder reconvened the meeting at 4:15 pm. A quorum was not present as only Dr. Snyder, Mr. Johnstone, and Dr. Johnson were present. While staff made reports, no action was taken on any item due to the lack of a quorum.

OLD BUSINESS

WEBSITE UPDATE

Dr. Hawthorne informed board members that the original set date for the beta test had not been met due to some technical difficulties in the building in which Mr. Rob Swiger is located. Mr. Swiger has been in touch with Dr. Hawthorne and is working to get the job finished. He will need some additional information from the Joint IDA in the near future but hopes to have the beta test ready in a few weeks. Dr. Hawthorne stated that the final payment was to be paid this month, however, it will not be paid until the service has been completed.

ETHERNET WIRING OF OFFICE

Ms. Skeens informed the board that Dr. Hawthorne had successfully completed the installation of the ethernet wiring in the office building. She stated Dr. Moore had been billed for the equipment costs of this project and that payment had already been received.

OTHER

Mr. Webb informed the board that he had received an email from Steve Moore of the Town of Wytheville stating that the Wytheville Panning Commission would take no further action at this time on proposed rezoning of Fairview Industrial park to M1-M. Mr. Moore instructed the Joint IDA to compile a letter to Fairview Park industries to let them know the current intentions of the Planning Commission. Dr. Snyder stated that the Planning Commission felt the letter should be from the Joint IDA as it initialized this action. Dr. Hawthorne commented he had no opposition to sending the letter from the Joint IDA.

NEW BUSINESS

DRAFT MANAGEMENT DISCUSSION AND ANALYSIS FOR ANNUAL AUDIT

Dr. Hawthorne informed the board that no audit has been conducted as of this date. He provided copies of the *Management Discussion and Analysis* for all to review, and asked if anyone had suggestions or comments to please email him. Dr. Hawthorne stated this is necessary documentation that is required by the GASB for the audit to be valid. Dr. Snyder stated this was very detailed information and should be helpful to the auditors.

CAREER COACHING PROGRAM UPDATE

Dr. Hawthorne commented on his recent breakfast meeting with Ms. Debbie Stone and the career coaches. He stated he was very pleased at how these individuals are doing and hopes the momentum continues. He stated they seem very enthusiastic and willing to cooperate. They will be attending a statewide activity next month. Dr. Hawthorne provided an update on the manufacturing technology program, stating that they had received approval to use the funds to buy equipment. Their facility will be similar to the one in Russell County. Dr. Hawthorne advised that Mr. John Willis of the technology program was an asset. Dr. Hawthorne remarked that it is their intent to purchase all of the necessary equipment at one time and that the Joint IDA would be applying for some additional grants to help find funding. He stated he has several options to look at for funding at this time.

DISCUSSION ON DISTRIBUTION CENTERS AS A TARGET INDUSTRY

Dr. Hawthorne discussed modern highly-automated distribution centers. He stated the wages were attractive and that he is learning more about the specifics of how a distribution center works in the community. He will continue to research and prepare analysis on this issue and will discuss the topic in greater detail at the next board meeting.

PRESENTATION ON LOCAL ECONOMY

Dr. Hawthorne deferred this topic until the next meeting. He did provide a summary of Wythe County's economic development performance on a per capita basis compared to the state. Wythe County led the state in a weighted average of rankings in jobs, investments, and announcements on a per capita basis.

PROJECT UPDATES

There were no project updates.

OTHER

Dr. Hawthorne commented that Mr. Johnstone and Mr. Brewer's term would be expiring at the end of this year.

Dr. Hawthorne stated that he has a meeting scheduled for December 14, 2006, the scheduled date for the Joint IDA board meeting. He asked if the board would want to continue its meeting on that date without him or if they would like to reschedule the meeting for December 21, 2006. He stated no action was necessary at this time.

ADJOURN

There being no other business, Dr. Snyder adjourned the meeting at 4:45 p.m.

William F. Snyder, Vice Chairman

Attest:

Danielle M. Skeens, Secretary