

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY

Minutes of Meeting

January 23, 2014

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, January 23, 2014, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Linda DiYorio, Chairman
William Dixon
Foy Patton

Tom Jones
Dana Pack
Jennifer Atwell

MEMBERS ABSENT

David Kause

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager

EX-OFFICIO MEMBERS ABSENT

R. Cellell Dalton, Wythe County Administrator
Michael S. James, Rural Retreat Town Manager

DETERMINATION OF QUORUM

Chairman DiYorio called the meeting to order and determined a quorum to be present. Mr. Dixon offered the invocation, and Mr. Jones led the Pledge of Allegiance.

CITIZENS' TIME

Chairman DiYorio welcomed Wayne Sutherland, Wytheville Town Manager, Tim Reeves, Wythe County Board of Supervisors Chairman, and Karen Akers from the Virginia Employment Commission to the meeting and asked if there was anyone present who would like to address the Board. There being none, Chairman DiYorio proceeded with the meeting.

APPROVAL OF MINUTES—December 12, 2013

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the December 12, 2013, meeting and if there was a motion to approve the minutes as

presented. There being none, Mr. Dixon made a motion, seconded by Mr. Pack, to approve the minutes as presented. With no further discussion, the motion passed unanimously.

APPROVAL OF INVOICES

Chairman DiYorio asked if there were any questions or discussion regarding the invoices for January 2014. Mr. Dixon asked if the Joint IDA was getting close to paying the Branch Highways contract. Dr. Hawthorne stated that outstanding charges for mitigation and retainage are the only costs remaining. Dr. Hawthorne noted that the payment for health insurance was not included in the invoices due to a problem with the Anthem transition. Chairman DiYorio asked if there were any further questions or discussion and asked if there was a motion to approve the invoices as presented. There being none, Mr. Pack made a motion, seconded by Mr. Jones, to approve the invoices for January 2014. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
For the Period From January 1, 2014 through January 31, 2014**

Check #	Date	Payee	Amount
7023	1-23-14	Alan R. Hawthorne	\$ 3,725.55
7024	1-23-14	Kimberly B. Simmons	2,586.43
7025	1-23-14	Virginia M. Goodwin	1,794.95
7026	1-23-14	Appalachian Power	192.57
7027	1-23-14	Alan Hawthorne - Reimbursement	135.59
7028	1-23-14	Anthem Southeast Dental	69.78
7029	1-23-14	Branch Highways, Inc.	65,000.00
7030	1-23-14	CenturyLink	139.21
7031	1-23-14	Chamber of Commerce	130.00
7032	1-23-14	ACS/BNY Mellon HSA	850.00
7033	1-23-14	Principal Life Insurance Co.	42.81
7034	1-23-14	Robert G. Moore	1,100.00
7035	1-23-14	Town of Rural Retreat	3,033.00
7036	1-23-14	Town of Wytheville	19,443.00
7037	1-23-14	Treasurer, Wythe County	38,256.00
7038	1-23-14	Virginia Goodwin-Reimbursement	308.05
7039	1-23-14	Wytheville Enterprise	41.00
7040	1-23-14	Xerox	17.84
7041	1-23-14	Town of Wytheville	29.50
Total			\$ 137,495.28

OLD BUSINESS

TENURE AWARDS LUNCHEON - THURSDAY, FEBRUARY 27, 2014

Chairman DiYorio reminded the Board that the annual tenure awards luncheon would be held on Thursday, February 27, 2014, prior to the regular Board meeting. She noted that Dr. Hawthorne would be the luncheon speaker for the event.

UPDATE ON EXECUTIVE DIRECTOR HIRING PROCESS/STATUS

Mr. Dixon reported that there had been eleven applications received for the executive director position and that some additional had been received today. Chairman DiYorio and Mr. Dixon will review and schedule interviews. The Board will conduct the interviews for the position.

Chairman DiYorio mentioned that the Joint IDA employees will be going under the Town of Wytheville's insurance, benefits, and payroll. The new executive director will start under the Town of Wytheville's benefits and payroll as soon as he/she is hired and the other employees will switch over beginning April 1, 2014.

Mr. Dixon added that the applications are submitted to the Human Resource Department of the Town of Wytheville.

HABITAT FOR HUMANITY HOUSE UPDATE

Dr. Hawthorne updated the Board on the status of the Habitat for Humanity House. He noted that he had been communicating with Andy Kegley and was told that there was still equipment, furniture, and some building supplies that belong to Mr. VanAntwerp in the house that needs to be removed. Mr. VanAntwerp's lawyer has asked for an extension to allow Mr. VanAntwerp the opportunity to remove his belongings. The items are still in the house and Mr. Kegley stated that the lawyer noted that the things needed to be moved as soon as possible.

Dr. Hawthorne stated that during the last regular meeting the Board asked about insurance on the property. Dr. Hawthorne talked with our insurance company and was informed that the house would be covered until June of 2014 under our current policy at no additional cost. Should the Joint IDA wish to add the property to next year's coverage, the cost would be included in the quote for FY2014-2015.

Chairman DiYorio asked where the Joint IDA stood as far as finding someone to occupy the building. Dr. Hawthorne responded that he had asked both the Town of Wytheville and Wythe County if they had any group or organization that may need the house for an office of some kind. He noted that he had not heard from either of the jurisdictions. Mr. Patton asked if the house had been winterized, pipes drained, etc. Ms. Atwell asked if there had been some heat left on. Dr. Hawthorne answered that the house still has electricity, so the heat was on, and that Mr. Kegley would inform him as to when the electricity would be turned off.

OTHER

None

NEW BUSINESS

QUARTERLY FINANCIAL STATEMENTS

Dr. Hawthorne discussed the quarterly financial statements. He noted that expenses are generally in line with revenue. After crediting a portion of his accrued vacation to the second quarter, there is a small excess of revenue over expenses. He added that the balance sheet includes the retainage owed to Branch Highways as well as deferred income from the Tobacco Commission (TICRC). The final draw from TICRC for the Lot 24 project has been requested.

Dr. Hawthorne stated that the balance sheet also shows the special dividend payments paid to the jurisdictions under the authority's capital account. Mr. Dixon asked what the billing to the TICRC was for. Dr. Hawthorne stated that it was for the balance of the grant for the project and will be used to cover the balance of the mitigation fees for Lot 24.

Chairman DiYorio asked if there was a motion to accept the Quarterly Financial Statements as presented. Mr. Dixon made a motion, seconded by Ms. Atwell, to accept the financial statements as presented. With no further discussion, the motion passed unanimously.

2014-2015 BUDGET PROCESS

Dr. Hawthorne stated that each Board member needed to focus on the 2014-2015 budget in the coming months to be able to make requests as needed from the jurisdictions. He suggest that no detailed budget planning take place until the new executive director is on board.

ENTERPRISE ZONE RENEWAL AND AMENDMENT

Dr. Hawthorne reported on the renewal and amendment to the Enterprise Zone for Wythe County. He noted that he had spoken with the jurisdictions and it was their concurrence that the zone be amended to include other areas of the two towns and Wythe County in the Enterprise Zone. He added that it is an ongoing conversation and that the matter would have to be brought before both Town Councils and the County Board of Supervisors to identify the areas to be covered and complete the application, including required public hearings, prior to the due date. The zone extension request and amendments are to be submitted by the end of June.

POTENTIAL FOR DISTRIBUTION PARK

Dr. Hawthorne spoke briefly on the updates of Wythe County's work on the connector road from Exit 41 of Interstate 77 to Gator Lane. He noted that the County had received funding from the Virginia Department of Transportation (VDOT) for design and engineering. Dr. Hawthorne stated that the connector road would open up the potential for a distribution park along the route. He added that he had spoken with the Virginia Economic Development Partnership regarding the opportunity. Chairman DiYorio asked what the time line was of the study. Mr. Reeves, Chairman of the Wythe County Board of Supervisors, stated that the interviewing of firms for the design would begin soon. Mr. Dixon asked if the connector road would come off of exit 41 and if it would be connected to Pepper's Ferry Road. Mr. Reeves stated that the County has been discussing the matter with VDOT and the detailed design will refine the exact route.

With no further discussion the meeting continued.

2014 INDUSTRY APPRECIATION GOLF TOURNAMENT - MAY 4, 2014 (CHOOSE COMMITTEE AND SET FEBRUARY MEETING DATE)

Chairman DiYorio asked that all Board members serve on the Industry Appreciation Golf Tournament Committee. Ms. Atwell asked if there was a consideration that the Joint IDA not sponsor a golf tournament this year. Chairman DiYorio stated that there will be discussion regarding the purpose and what is accomplished at the tournament when the committee meets. The date of the first committee will be on Monday, February 3, 2014, at 3:00 p.m., in the Joint IDA conference room.

PROJECT UPDATES

Dr. Hawthorne stated that there were no projects to report on at this time.

OTHER

Southern Business and Development magazine - Dr. Hawthorne asked the Board for their opinion about an advertisement in the Southern Business and Development magazine highlighting the AEP certified data center site. He noted that he had spoken with John Smolak with APCO, and they felt that the advertisement would be a good use for the funds donated by AEP to the Joint IDA for promotions. Dr. Hawthorne added that the cost of the advertisement will be \$850 plus \$100 for designing the ad. A copy of the ad was presented to Board members for review. It was suggested that since Dr. Hawthorne would be leaving that it would be a good idea not to include the name of the executive director, but to just put contact Executive Director. The Board agreed on the advertisement, and Dr. Hawthorne will submit it to the magazine.

VEDP visit - Dr. Hawthorne discussed his recent meeting with VEDP regarding inbound and outbound transportation issues in Wytheville and Wythe County. He also met briefly with senior leadership, including Martin Briley

Joint IDA website - Dr. Hawthorne gave a brief report on the visits to the Joint IDA's website. He noted that the plot passed around for the Board members to review shows both unique and total visits to the site and stated that there has been a significant increase in visits recently. He added that if a visitor came back to the site several times their visit counts in the total visits.

ADJOURN

There being no other business, Chairman DiYorio adjourned the meeting at 4:00 p. m.

Linda DiYorio, Chairman

Attest:

Virginia M. Goodwin, Secretary