

January 25, 2007

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, January 25, 2007, at 3:00 p.m. at the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Joe Freeman, Chairman
William F. Snyder, Vice Chairman
Tom W. Jones

David N. Johnson
Linda DiYorio

MEMBERS ABSENT

David Elmore
Danny Gordon

EX-OFFICIO MEMBERS PRESENT

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

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

CITIZENS' TIME

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

APPROVAL OF MINUTES - December 21, 2006, board meeting

Dr. Johnson made a motion, seconded by Ms. DiYorio, to approve the minutes as corrected. The motion passed unanimously.

APPROVAL OF INVOICES

Dr. Hawthorne commented on two larger-than-usual checks. Check #5171 was the Wythe Opportunity Fund grant to Mid-Atlantic Manufacturing and check #5166 was a transfer of Joint IDA funds to the Local Government Investment Pool for a higher interest rate. Dr. Snyder made a motion, seconded by Ms. DiYorio, to pay the invoices. The motion passed unanimously.

Joint IDA of Wythe County

Check Register

For the Period From Dec 22, 2006 to Jan 25, 2007

Check #	Date	Payee	Amount
5144	12/28/06	First Bank of Virginia	3,121.63
5145	1/22/07	Sprint PCS	83.63
5146	1/25/07	Alan R. Hawthorne	4,050.76
5147	1/25/07	Danielle M. Skeens	1,746.22
5148	1/25/07	Michael B. Webb	2,084.44
5149	1/25/07	Appalachian Power	129.53
5150	1/25/07	Anthem Southeast Dental	94.89
5151	1/25/07	Anthem Blue Cross and Blue Shield	1,505.38
5152	1/25/07	Chamber of Commerce	125.00
5153	1/25/07	Companion Life Insurance Co	81.62
5154	1/25/07	Anthem Life	71.55
5155	1/25/07	Hodges & Campbell	120.00
5156	1/25/07	Postmaster	72.00
5157	1/25/07	Robert G. Moore	1,100.00
5158	1/25/07	Embarq	122.87
5159	1/25/07	Embarq	3.37
5160	1/25/07	VA Economic Dev Assoc.	300.00
5161	1/25/07	Bankcard Services	307.99
5162	1/25/07	Xerox 3	66.60
5163	1/25/07	United States Treasury	194.83
5164	1/25/07	Alan Hawthorne - Reimbursement	327.86
5165	1/25/07	Mike Webb	4.85
5166	1/25/07	Local Govt Investment Pool	50,000.00
5167	1/25/07	Mid-Atlantic	150,000.00
5167V	1/25/07	Mid-Atlantic	150,000.00
5168	1/25/07	Danielle M. Skeens	25.22
5169	1/25/07	VA Dept Of Taxation	478.01

Check #	Date	Payee	Amount
5170	1/25/07	First Bank of Virginia	2,864.62
5171	1/25/07	Mid-Atlantic	150,000.00
Total			219,382.87

PRESENTATION OF RESOLUTION TO GERALD BREWER AND GEORGE JOHNSTONE

Mr. Freeman read the resolutions adopted at the last board meeting, and presented them to Mr. Brewer and Mr. Johnstone. Mr. Webb took photographs of the presentation for submission to the *Wytheville Enterprise*. Mr. Brewer and Mr. Johnstone thanked the board.

OLD BUSINESS

WEBSITE UPDATE STATUS

Dr. Hawthorne informed the board that he fixed the problem limiting access to the new website from the Joint IDA office on the server with the aid of Mr. Chris King. Dr. Hawthorne explained that staff is now able to view the pages; however, it does not have capabilities to access and to edit the site. Rob Swiger from Invinidev has been working with Dr. Hawthorne to provide passwords for this capability. Dr. Hawthorne stated he has a list of items that need to be corrected and updated and he will do so as soon as he gets the capabilities. Dr. Hawthorne proposed once the changes are made bringing the website committee together to assess the site. He also plans to present the final layout to the board members at the February meeting. Dr. Hawthorne commented that the website will be under continuous improvement.

JOB FAIR UPDATE

Dr. Hawthorne stated that the job fair steering committee met earlier in the week to discuss the potential for a job fair this year. He stated this year there would be two new partners joining in this event, the Town of Wytheville, and Wytheville-Wythe-Bland Chamber of Commerce, Inc. Dr. Hawthorne stated the committee recommended April 20-21, 2007, as the dates for the fair with options of the week prior or the week after. Dr. Hawthorne had inquired about the date, which was already taken, so he tentatively scheduled April 13-14, 2007, contingent upon board approval. He stated he expects this year to be as exciting as last year, and the budget will be on track with last years but with less advertising spending. It was the consensus of the board to accept these dates for the job fair.

ECONOMY WHITE PAPER FEEDBACK

Dr. Hawthorne explained that some corrections have been made to the white paper explaining the lower average wages and its potential competitive advantage. He asked if any comments needed to be made. There being none, he discussed that he was presenting this to the school board on February 15, 2007, to the Wythe Manufacturing Council on February 27, 2007, and has been asked by President White of Wytheville Community College to do a presentation in the near future. He stated he also did a presentation for the Rotary Club. Dr. Hawthorne commented this was a great success and very useful to many in this county.

OTHER

Dr. Hawthorne discussed two properties adjacent to Progress Park. He stated he tried obtaining an option to capture these lots if the need arose. However, he received a call this week stating the purchase price for one property would be \$35,000 an acre. He commented this is a huge price difference from the other property prices in Progress Park at \$10,000 an acre. Mr. Jones asked if Lane Enterprises wanted to sell its property, would Wythe County get first chance at repurchasing it. Dr. Hawthorne explained yes, but Lane Enterprises is moving forward with its project and equipment is scheduled to arrive in June.

NEW BUSINESS

2006 ACTIVITIES REPORT

Mr. Webb provided an activities summary for 2006. He highlighted job creation, noting that Amcor PET Packaging was the major announcement. He discussed expansions and the Joint IDA's role in some of them. He explained Progress Park's construction status, and discussed the Joint IDA's grant management activities. Mr. Webb also covered workforce development initiatives, Wythe Manufacturing Council, and unemployment rates and taxable sales growth.

INDUSTRY APPRECIATION GOLF TOURNAMENT

Mr. Webb stated he had contacted the Wytheville Golf Club to reserve the date for the Industry Appreciation Golf Tournament. He stated that they informed him last year that they did not take reservations until after January 1 of each year. He contacted them on the second week of January only to find out that they had started taking reservations for tournaments back in October. Mr. Webb was unable to reserve Thursday, May 17, 2007, and had to reserve Tuesday, May 15, 2007. He proposed that he go ahead and reserve the Thursday for next year now to ensure that the Joint IDA gets the day it wants. Mr. Webb stated a committee needed to be formed to help organize the event. He stated that Mr. Elmore agreed to be on the committee although he would be in China for the next month or so. Ms. DiYorio and Mr. Jones agreed to serve on the committee.

Dr. Snyder commented that due to his new job duties, his assistance would be limited. However, he would assist if needed for consultation purposes. Mr. Freeman asked who would chair the committee and suggested inquiring with Mr. Elmore to see if he would be interested in serving in this capacity since he had been on previous golf committees. Mr. Webb stated he would contact Mr. Elmore and get back to Mr. Freeman with his response. Dr. Hawthorne asked if the prices would be the same as previous years. Mr. Webb replied he had not inquired about prices yet but would do so soon. Mr. Freeman commented this was a great way to market the area as many participants are from partnering agencies. Dr. Snyder made a motion to sponsor the tournament on May 15, 2007. Dr. Johnson seconded the motion. With no discussion, the motion passed unanimously.

CO-OP ADVERTISING (EDITORIAL COVERAGE)

Mr. Webb informed the board that he had been contacted by Mr. Tom Elliot of Virginia's aCorridor to co-op an ad for *Trade and Industry Magazine*. The magazine may feature Amcor and Gatorade as one of the top fifteen economic development projects in the nation. Mr. Webb stated the ad would cost \$995, but the Joint IDA would be responsible for one half of that cost. Ms. DiYorio asked what is the distribution of the magazine. Mr. Webb stated around 25,000 copies go out nationally, and Dr. Hawthorne commented that most subscribers are CEOs and CFOs. Ms. DiYorio asked if the money for this was available, and if so, she felt that we should proceed with the ad contingent upon being named to the top fifteen. Dr. Hawthorne stated that the funds were available and this was a good opportunity to feature our county and its two new industries. Mr. Freeman stated he thought this was a good opportunity if they are chosen for the top fifteen. Mr. Webb stated the ad has to be in by Friday, February 2, 2007, and there are only minor changes to make to the most recent advertisement materials which will be done by Jim Stallard. Ms. DiYorio made a motion to proceed with the advertisement if Gatorade and Amcor are in the top fifteen awards and if the aCorridor will partner. Mr. Jones seconded the motion. With no further discussion, the motion passed unanimously.

AUDIT REPORT

Dr. Hawthorne stated the final audit report had been received and all members should have a copy to review. He informed the board that some changes had taken place in the footnotes to the final report involving current and long term liabilities. He stated these were expected and everything is in compliance. There were no findings or recommendations. Dr. Snyder asked if there was a management letter. Dr. Hawthorne replied no, the letter on page one is their report letter. Dr. Hawthorne reiterated the annual audit is a great snapshot of the organization and its financial status. Dr. Hawthorne asked with the acceptance of the board, he would provide copies to member jurisdictions. Dr. Snyder moved to accept the report. Ms. DiYorio seconded the motion. The motion passes unanimously.

FY 2007-2008 BUDGET PROCESS

Dr. Hawthorne stated it was time to get the budget request in for the 2007-2008 fiscal year. The county has agreed to let the Joint IDA submit its request after the February 22 board meeting. Dr. Hawthorne asked that the executive committee meet for details and act upon the budget. A date will be scheduled for the committee to meet after the Joint IDA meeting adjourns today. Dr. Hawthorne will present the board with the committee's recommendations at the next meeting.

OPTIONS FOR NEW PHONE SYSTEM

Dr. Hawthorne explained that the Town of Wytheville is in the process of getting new telephones. The Joint IDA has been part of the town's system since the formation of the organization. The town has agreed to let the Joint IDA keep its existing numbers; however, it will no longer be affiliated with the town's PBX lines. Dr. Hawthorne stated that the Joint IDA will need to explore other telephone options at this time. The Joint IDA could stay on the main line with the town. However, it would have to pay a one-time installation fee of \$3,200 plus \$3,000 for the fiber optic line switches and then the monthly plan would cost approximately \$190 per month for service. Dr. Hawthorne stated he had met with an Embarq representative earlier in the week to discuss other options, all of which are very costly. Dr. Hawthorne explained the monthly telephone bill is one of the highest bills and he would like to find a way to reduce this monthly cost. Dr. Hawthorne remarked that the Joint IDA office is small and the possibility of purchasing a telephone with the capabilities that it is now paying for has been researched. He stated that he has found a Panasonic phone that will allow four lines and has eight cordless units that would serve the Joint IDA office very well for around \$600. This would hopefully decrease the monthly bill to under \$100 per month. Dr. Hawthorne implied that after discussing this issue with Mr. Steve Henley from the town, he feels confident this product would serve the office well and would be very cost efficient. Dr. Hawthorne stated that Mr. Henley agreed with his findings and recommendations. Ms. DiYorio commented that she wanted to make sure that the system Dr. Hawthorne was exploring would be able to deliver the services it claims it can provide. She also asked who would do the installation of the new phones. Dr. Hawthorne replied he would be doing it as he was very familiar with the building's lines. Mr. Freeman asked where can one purchase the Panasonic telephone, and Dr. Hawthorne stated on the internet. Dr. Snyder suggested keeping the system simple. Ms. DiYorio made the motion to buy the phone system to accommodate the needs of the office, and Mr. Jones seconded the motion. With no further discussion, the motion passed unanimously.

PROJECT UPDATES

Dr. Hawthorne gave an update on a potential project in Progress Park.

OTHER

Dr. Hawthorne informed the board that the Virginia Tobacco Commission will meet at the new Wytheville Meeting Center on April 26, 2007. He stated the Joint IDA would like to help host a reception for the Commission which will involve approximately eighty to ninety people. The Tobacco Commission has stated it will assist in funding the reception. Dr. Hawthorne stated he had originally planned on holding the reception at the new Gatorade facility, but when he found out the number of attendees, he had to rethink the plan. Dr. Hawthorne stated an option might be the new Amcor building which will have some available space. Dr. Hawthorne explained that he wants to hold the reception in Progress Park if possible so everyone can tour it. Dr. Snyder stated that he attended a Tobacco Commission reception recently in Richmond, and was able to establish a better line of communication with them. Dr. Hawthorne informed the board that he would be meeting with Ned Stephenson within the next few weeks to discuss this matter in greater detail, and he would get back to the board with more details at the February meeting.

Dr. Hawthorne reported he and Mr. Webb attended a VEDP allies meeting in Charlottesville, Virginia, on January 11, 2007. Dr. Hawthorne stated this was a very informative meeting and a good way to network with allies. Mr. Jeff Anderson, the new Executive Director, presented his ideas on business movement trends from high-cost urban areas to areas where there can be more cost efficiencies. He stated that he wanted to reestablish one-on-one connections with surrounding localities. Another topic discussed was the new software program the state will be purchasing to capture and analyze existing business programs. Each locality can purchase it and would have to buy upgrades. Dr. Hawthorne stated that he was not sure about this presently and would keep the board updated on the situation. He stated that Mr. Webb had researched a similar software and was waiting for quotes.

Dr. Hawthorne stated he is working on the grant from the PepsiCo Foundation for the manufacturing technology program. He commented the Wythe Manufacturing Council will contribute a \$10,000 match. Due to some restrictions, Dr. Hawthorne is having difficulty accessing the online grant application. He stated that he may have to approach Dr. Armentrout with the Wythe County Public Schools to see if the Public School Education Foundation would be willing to partner with the Joint IDA for this grant if PepsiCo insists on dealing with only 501(c)(3) organizations. Dr. Hawthorne stated he will continue to work on this and keep the board updated.

Dr. Hawthorne informed the board that he had been approached by Radford University to do an abstract study on Progress Park as part of a study on international trade in the region. He stated that the Joint IDA would have to provide in-kind staff support for this activity and possibly have to pay \$1,000. Dr. Hawthorne stated that this fee will likely not be needed, but it is a risk. Dr. Hawthorne stated he needs to let them know if we are interested in being a pilot site. Mr. Freeman asked if there were any time limits, and Dr. Hawthorne replied February 1, 2007, is the deadline. Ms. DiYorio asked what is the Joint IDA's commitment. Dr. Hawthorne replied \$1,000 and staff time. Mr. Freeman asked if the staff time would be compatible and Dr. Hawthorne said yes it would. Dr. Snyder stated this was a good organization and he recommended proceeding with the abstract.

Dr. Hawthorne stated that he and Mr. Webb had recently attended an Enterprise Zone Workshop in Abingdon on January 18, 2007. He commented that the Joint IDA would be providing workshops for local companies to educate them on the new regulations and process.

Dr. Hawthorne explained that he received a letter from the Board of Supervisors regarding some confusion at Fairview Industrial Park. There are some concerns that truck drivers are turning at the first "Fairview" sign and not at the park entrance. They would like to see a sign in place that would designate the park is further up the road. Dr. Hawthorne has contacted Junior Goad of VDOT and they do have signs available with arrows that could be erected to help designate the area more clearly. Dr. Hawthorne is working with the Town of Wytheville to see if signs should be designated from the interstate exit up to the park. Mr. Freeman stated he felt like a sign at the Fairview Road entrance and the produce market should be enough to designate the proper area. Dr. Hawthorne stated he would continue to discuss this matter with Mr. Goad to see if VDOT can provide these signs at no cost.

Dr. Hawthorne informed the board that he would be meeting with the *Roanoke Times* next week for some coverage on the Joint IDA and Amcor PET Packaging.

Ms. Skeens asked the board members to complete the W-4 forms that had been provided for auditing purposes.

Dr. Hawthorne stated that everyone had a copy of a trade article journal to review.

ADJOURN

There being no other business, Mr. Freeman adjourned the meeting at 4:54 p.m.

Joseph Freeman, Chairman

Attest:

Danielle M. Skeens, Secretary