

February 24, 2005

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 24, 2005, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building, 150 East Monroe Street, Wytheville, 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

MEMBERS ABSENT

Danny B. Gordon

EX-OFFICIO MEMBERS PRESENT

C. Wayne Sutherland, Jr., Wytheville Town Manager

EX-OFFICIO MEMBERS ABSENT

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

DETERMINATION OF QUORUM

Mr. Freeman called the meeting to order and determined a quorum to be present. Dr. Hawthorne 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 citizen's time. There being none, he proceeded with the agenda.

APPROVAL OF MINUTES - January 27, 2005

Mr. Johnstone made motion, and Mr. Brewer seconded, that the minutes be accepted as presented. The motion passed unanimously.

APPROVAL OF INVOICES

Mr. Freeman inquired about check #4527 - Bankcard Services. Ms. Pack explained that the invoice was for the amount of \$3302.03, which is significantly greater than usual. \$3236.33 was for the purchase of two Dell computers (which was approved by the Joint IDA board at the January 27, 2005, monthly board meeting), software, and an instruction manual. The remaining

\$65.70 included a \$29.69 charge for a notary seal for Ms. Pack, as well as other normal monthly expenditures including office supplies and lunch that was provided for a meeting. Mr. Brewer moved, and Mr. Ayers seconded, that the invoices be approved. The motion passed unanimously.

**Joint IDA of Wythe County
Check Register**

For the Period From Feb 1, 2005 to Feb 24, 2005

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
4510	2/9/05	U S Cellular	31.00
4511	2/24/05	Alan R. Hawthorne	3,474.83
4512	2/24/05	Angela D. Pack	1,631.34
4513	2/24/05	Michael B. Webb	1,974.76
4514	2/24/05	American Electric Power	112.90
4515	2/24/05	Alan Hawthorne - Reimbursement	253.13
4516	2/24/05	Anthem Blue Cross and Blue Shield	1,296.24
4517	2/24/05	Chamber of Commerce	120.00
4518	2/24/05	Companion Life Insurance Co	64.64
4519	2/24/05	Fort Dearborn Life Ins Co	26.85
4520	2/24/05	The Mount Rogers Dev Partnersh	2,299.92
4521	2/24/05	Mike Webb-Reimbursement	30.78
4522	2/24/05	Robert G. Moore	1,100.00
4523	2/24/05	Sprint	122.11
4524	2/24/05	Sprint	10.98
4525	2/24/05	Town of Wytheville	26.75
4526	2/24/05	Anthem Dental	91.80
4527	2/24/05	Bankcard Services	3,302.03
4528	2/24/05	Wytheville Office Supply	6.60
4529	2/24/05	Xerox	267.86
4530	2/24/05	First Bank Of Virginia	2,789.82
4531	2/24/05	VA Dept Of Taxation	447.49
Total			19,481.83

OLD BUSINESS

IVANHOE INDUSTRIAL PARK SUBDIVISION AND REQUEST FOR BIDS

Mr. Webb informed the board that Greg Armentrout completed the survey plats. Michelle Cassell, Wythe County Planner, has given administrative approval of the plats, and the Wythe County Planning Commission is scheduled to vote on the subdivision on March 7, 2005. The board reviewed a draft Request for Bids (RFB) package that was a revision of the RFB package proposed last fall. Mr. Webb noted that the RFB was very similar to the previous one, and Dr. Hawthorne added that the few changes that were made were of a technical nature. Mr. Webb stated that, assuming the Planning Commission grants the subdivision, the RFB could go on the Joint IDA website the very next day, and Dr. Hawthorne noted that advertisements in newspapers

would appear a few days later. Mr. Webb stated that the two key decision items for the board are when the bids should be due and how much money to spend on advertising. Mr. Webb provided a list of cost estimates for advertising that was compiled last fall. Dr. Snyder made motion, and Mr. Brewer seconded, that the RFB package be accepted and released pending approval of the subdivision by the Planning Commission, with a due date of 5 pm on May 20, 2005. The motion passed unanimously. Mr. Brewer moved, and Mr. Elmore seconded, to accept Mr. Webb's proposal to advertise the RFB in the *Wytheville Enterprise*, *Galax Gazette*, *Roanoke Times*, *Bristol Herald*, *Winston Salem Journal*, and *Mt. Airy News*. The motion passed unanimously.

FAIRVIEW INDUSTRIAL PARK REQUEST FOR BIDS

Dr. Hawthorne stated that he spoke with Mr. Cellell Dalton, County Administrator, and Mr. Wayne Sutherland, Wytheville Town Manager, and both gentlemen agreed with what the Joint IDA is proposing to do with the remaining fifty-one acres. Dr. Hawthorne reported that the next step is to negotiate for right-of-way.

FAIRVIEW INDUSTRIAL PARK COVENANTS EXPIRATION UPDATE

Mr. Freeman reminded the board that the covenants expire in July 2006, and that landowners must form some type of association if they wish to retain restrictions in the park. Mr. Freeman commented that he spoke with a land owner who is very interested in helping form an association. Dr. Hawthorne recommended that the landowners be assembled for a meeting about the matter and that the Joint IDA provide staff support. Mr. Brewer inquired as to the status of the paving of non-compliant lots. Dr. Hawthorne stated that this will be on the agenda for the next board meeting.

REPORT FROM GOLF TOURNAMENT COMMITTEE

Mr. Ayers explained that the golf tournament committee met, and preparations are moving along as scheduled. Mr. Freeman asked if corporate officers will be invited. Dr. Snyder proposed that in addition to sending invitation letters to local managers, the Joint IDA could also include a letter that the local manager may forward to corporate personnel if appropriate. Mr. Brewer made motion, and Mr. Elmore seconded, to leave the participation fee of the golf tournament at \$35 per player. The motion passed unanimously. Following the motion, Mr Ayers expressed reservations about the motion because he believed the fees at the golf club might have increased. With Mr. Freeman's permission, Mr. Ayers left the meeting to attempt to reach the golf club by phone for confirmation of prices. Mr. Ayers returned to the meeting and reported he was unsuccessful in reaching the club. He asked for the board to pass a new motion giving the committee the authority to raise participation fees if necessary. Mr. Johnstone moved, and Mr. Brewer seconded, to grant the committee the authority to raise participation fees if necessary. The motion passed unanimously.

ENTERPRISE ZONE LEGISLATION STATUS

Dr. Hawthorne informed the board that there are two bills before the General Assembly, one from each house. The bills make revisions to the Enterprise Zone program, and neither allows for

an extension of the six zones that just expired. Both houses rejected amendments from the other house and the two houses are currently trying to work out differences in committee.

FOIA UPDATE

Dr. Hawthorne shared with the board a handout printed from the Virginia Department of Legislative Service's website concerning updates to the Virginia Freedom of Information Act. He noted that the General Assembly is considering a bill that governs when board members monitor a meeting but are not physically present at the meeting. Dr. Hawthorne reminded the board that projects being negotiated with TROF or GOF funds cannot be announced to the public before the Governor's office makes such an announcement. The incentive package could be withdrawn by the state if announcement of the projects are made before the Governor so authorizes.

OTHER

Dr. Hawthorne shared a check list that *Site Selection* magazine published about criteria that are frequently used by companies and consultants to choose sites and communities.

NEW BUSINESS

WINTER 2005 NEWSLETTER

The board reviewed the Winter 2005 issue of the Joint IDA newsletter. Mr. Brewer commented that the last few times he went to Progress Park, the entrance flags were not flying. Dr. Hawthorne noted that the County raises the flags just for special occasions until the park is more populated. Bucky Sharitz raised the possibility of leaving the flag up permanently with a flood light on it, and offered to discuss the matter with the Board of Supervisors. Dr. Snyder asked the Joint IDA staff to prepare a report on options.

REPORT ON VIRTUAL BUILDING STATUS

Dr. Hawthorne noted that the sites and building representative from the Virginia Economic Development Partnership (VEDP) was impressed with the Progress Park virtual building plans. Dr. Hawthorne stated that a few letters pertaining to permits have to be obtained yet. He noted that Thompson and Litton placed the video marketing clips on its website for testing. He commented that the download time for the Progress Park material on Thompson and Litton's website was substantially faster than some of the download times for other communities' material on VEDP's website.

PROGRESS PARK MINI PARK

Dr. Hawthorne explained that the Wythe County Board of Supervisors Industrial Sites Committee felt the Joint IDA should not pursue the mini park proposal at this time. The committee believed that with the relatively small Lot 2 recently graded, further development of small lots were not currently needed. The committee also felt that the Joint IDA needs to focus on marketing.

SUMMER INTERNSHIP

Mr. Webb informed the board that the Joint IDA received an inquiry from Elizabeth Webb, a graduate student at Virginia Tech, about a summer internship with the Joint IDA. The Joint IDA staff interviewed Ms. Webb, and felt that she would be beneficial to the Joint IDA as a summer intern. Dr. Hawthorne explained that there are some funds available for the intern due to the time when the Joint IDA went without an administrative assistant for several weeks. He noted that he is still exploring IRS rules for compensating interns. Mr. Brewer made motion, and Mr. Johnstone seconded, that the Joint IDA proceed in offering Ms. Webb a summer internship for twelve weeks and that Dr. Hawthorne work out the compensation package. The motion passed unanimously.

EXISTING INDUSTRY CONFERENCE

Mr. Webb informed the board that Mr. Freeman granted him permission to attend a conference on existing industry growth and retention in March. Mr. Webb explained that he will report back to the board about what he learned at the conference.

BRIEFING ON VIRGINIA'S OPPORTUNITY REGIONS

Dr. Hawthorne informed the board that he attended a meeting between VEDP and localities from distressed areas last week in Lynchburg. The meeting was to discuss the state's new program to help distressed areas of the state. As part of the program, which is being called Virginia's Opportunity Regions, VEDP hired a marketing manager just for the Opportunity Region. VEDP will update its online database, Virginia Scan, to include labor data. VEDP is also making grants to the Opportunity Region through the regional economic development groups, and Dr. Hawthorne indicated he is considering applying for one of these grants through the Virginia's aCorridor for marketing missions.

PROJECT 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. Brewer and passed unanimously. Dr. Snyder made motion, and Mr. Brewer seconded, to reconvene in open session. The motion passed unanimously. 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

NAYS: None

ABSENT DURING MEETING: Danny Gordon

ABSENT DURING VOTE: Danny Gordon

OTHER

Dr. Hawthorne reminded the board that the March board meeting is scheduled to be held at the Wythe County Board of Supervisors Chambers.

ADJOURN

Mr. Freeman asked if there was any further business to come before the Authority. There being none, the meeting adjourned at 4:50 p.m.

Joseph W. Freeman, Chairman

ATTEST:

Angela D. Pack, Secretary