

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**February 27, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 27, 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  
David Kause

Tom Jones  
Dana Pack  
Jennifer Atwell

**MEMBERS ABSENT**

Foy Patton

**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—January 23, 2013**

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the January 23, 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. Jones, 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. Jones 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 close to being paid off and that the final funds had been received from the Tobacco Indemnification and Community Revitalization Commission (TICRC). Chairman DiYorio asked about the payment to the Virginia Small Business Financing Authority. Dr. Hawthorne stated that it was the annual payment for the loan obtained to support the Smyth-Wythe Airport Commission. The Joint IDA had previously received funds from the Commission for the annual payment on our loan to them. Chairman DiYorio stated that it was a pass through. Dr. Hawthorne indicated that that was true with a small management fee to the Joint IDA. 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 February 2014. With no further discussion, the motion passed unanimously.

### **Joint IDA of Wythe County Check Register For the Period From February 1, 2014 through February 28, 2014**

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
7042	2-24-14	Alan R. Hawthorne	5,141.50
7043	2-24-14	Kimberly B. Simmons	2,586.43
7044	2-24-14	Virginia M. Goodwin	1,794.95
7045	2-27-14	Appalachian Power	212.85
7046	2-27-14	Alan Hawthorne - Reimbursement	93.79
7047	2-27-14	Anthem Southeast Dental	69.78
7048	2-27-14	Anthem Blue Cross and Blue Shield	3,709.16
7049	2-27-14	Branch Highways, Inc.	82,000.00
7050	2-27-14	CenturyLink	139.40
7051	2-27-14	D&D Trophies	495.00
7052	2-27-14	ACS/BNY Mellon HSA	3,016.00
7053	2-27-14	The Mount Rogers Dev. Partnership	7,308.75
7054	2-27-14	Network Solutions	75.98
7055	2-27-14	Principal Life Insurance Co.	42.81
7056	2-27-14	The Roanoke Times	219.68
7057	2-27-14	Robert G. Moore	1,100.00
7058	2-27-14	Southern Business & Development	7,308.75
7059	2-27-14	Virginia Goodwin - Reimbursement	65.54
7060	2-27-14	Virginia Small Business Financing	41,323.97

7061	2-27-14	Wytheville Office Supply	42.99
7062	2-27-14	Wytheville Meeting Center	175.00
7063	2-27-14	Xerox	17.60
7064	2-27-14	The Log House 1776 Restaurant	546.74
<b>Total</b>			<b>\$ 151,127.92</b>

## **OLD BUSINESS**

### **TENURE AWARDS LUNCHEON UPDATE**

Chairman DiYorio stated that she was pleased with the attendance and was impressed with how long some of the businesses had been in the community. Mr. Kause suggested that the name of the person who is accepting the award for the company be announced. Chairman DiYorio noted that would be a good idea and asked the staff to remember that for next year's awards. Mr. Dixon stated that there was great attendance with good food and noted that the event was kept well on schedule. Mr. Pack noted that it was a very good event this year.

### **UPDATE ON EXECUTIVE DIRECTOR HIRING PROCESS/STATUS**

Mr. Dixon noted that there had been four candidates interviewed for the position of Executive Director and feels that there needs to be further discussion and evaluation and suggested that the Board go into closed session to discuss. Mr. Kause asked why Mr. James sat in on the interviews of three candidates, but not the other. Mr. Dixon stated that Mr. James did not evaluate/score the candidate, but gave suggestions.

### **UPDATE ON MOVING HUMAN RESOURCES SUPPORT TO TOWN OF WYTHEVILLE**

Chairman DiYorio mentioned that at the beginning of April the Joint IDA employees will be moving to the payroll and benefits of the Town of Wytheville. A MOU addressing human resources services is to be discussed under new business.

### **2014 INDUSTRY APPRECIATION GOLF TOURNAMENT COMMITTEE UPDATE**

Mr. Dixon reported on the Industry Appreciation Golf Tournament committee meeting. He noted that the Committee had decided to continue with the tournament. In the meeting it was suggested to have a caterer serve food after the tournament in the cart shed at the country club. Joint IDA staff contacted the club, and they stated they would allow the Joint IDA to have a caterer and use the shed. Mr. Dixon added that the hole sponsors and the reception sponsors would need to be contacted in March to solicit their support. The next meeting of the committee will be on Monday, March 24, at 3:00 p.m. in the Joint IDA conference room.

### **HABITAT FOR HUMANITY HOUSE UPDATE**

Dr. Hawthorne stated that all legal proceedings regarding the Habitat for Humanity personnel have been completed. There have been on-going discussions with Mr. VanAntwerp's attorney

regarding personal property that has been left in the house. He noted that the house had been winterized, although a check valve had frozen in the unusually cold weather, but since the water had been cut off there was minimal impact. The valve will need to be replaced if someone was going to occupy the house. Dr. Hawthorne mentioned that there were also some repairs needed to the upstairs rooms due to the previous roof leak.

Chairman DiYorio mentioned that as far as the house there were not any non-profit organizations interested in using the house. Dr. Hawthorne stated there were none identified and that he has also mentioned the use of the house to both the Town of Wytheville and Wythe County, but they do not have any departments in need of space at the present time. Chairman DiYorio asked, in light of this information, what would be the next options. Dr. Hawthorne explained that the house could be torn down or someone would need to be found who would be responsible for the upkeep, such as mowing the grass, etc. Mr. Pack asked how big the lot would be if the house were to be demolished. Dr. Hawthorne stated that the lot would be seven and one-half acres, but it would include the brick house sitting in the center of the property that has the lifetime residency attached to it. Mr. Dixon suggested that someone be found to mow the property and to do nothing else with the house at the present time. Chairman DiYorio stated that as far as the personal property inside the Board needs to have a legal document saying the items are the property of the Joint IDA. Chairman DiYorio asked if there was a motion to accept the personal property located in the house and find an auction company to remove or sell the property. Mr. Kause made a motion, seconded by Mr. Dixon, to accept the personal property and find an auction company or group to buy the property. With no further discussion, the motion passed unanimously.

## **OTHER**

None

## **NEW BUSINESS**

### **PROJECTED START DATE FOR NEW EXECUTIVE DIRECTOR**

Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(1) of the Virginia Freedom of Information Act, Code of Virginia to discuss personnel matters related to the executive director position. The motion was seconded by Mr. Dixon, and passed unanimously. Following return to open session, Ms. Atwell 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. The motion was seconded by Mr. Pack, and passed.

The following roll call vote was required after the motion for certification:

<b>AYES:</b>	Linda DiYorio	Tom Jones
	Dana Pack	William Dixon
	David Kause	Jennifer Atwell

NAYS: None

ABSENT DURING MEETING: Foy Patton

ABSENT DURING VOTE: Foy Patton

## **NEWSLETTER**

Dr. Hawthorne stated that the Winter Newsletter has been delayed pending information from the Tenure Awards luncheon and the hiring of a new Executive Director.

## **UPDATE ON SUPPORTING ACTIVITIES FOR NON-MANUFACTURING ECONOMIC DEVELOPMENT**

Kimber Simmons, Joint IDA Associate Director, gave a brief update on the Joint IDA's activities related to non-manufacturing economic development. She noted that she has been participating in the downtown revitalization projects and assisting with the posting of their executive director position, their 501c3 filing status, and the community block grant. She noted that she had also attended the AG Expo Center meeting.

Mr. Reeves mentioned that the AG Expo Center committee is looking at sites, getting proposals, and gathering information. He noted that in the next 30 days the group should be in negotiations for the purchase of a site..

Mr. Reeves stated that the Executive Board Meeting would be held on the evening of February 27. The AG Expo Executive Board will meet with various State officials to ask for assistance in getting the center built. He added that there should tremendous growth to the corridor with the center located in the Ft. Chiswell area.

## **MEMORANDUM OF UNDERSTANDING WITH TOWN OF WYTHEVILLE FOR HUMAN RESOURCES SERVICES**

Dr. Hawthorne presented the Memorandum of Understanding (MOU) with the Town of Wytheville to provide human resource services to the Joint IDA beginning April 1, 2014. Ms. Atwell asked about the start date on the memorandum for the Joint IDA employees. Dr. Hawthorne noted that he would amend the recommendation to address the start date and noted that the Board would need to approve the MOU. Chairman DiYorio asked if there was a motion to approve the memorandum as amended. Mr. Dixon made a motion, seconded by Mr. Pack, to approve the memorandum as amended. With no further discussion, the motion passed unanimously.

## **PROJECT UPDATES**

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

## **OTHER**

Dr. Hawthorne Retirement Reception - Chairman DiYorio noted that the Joint IDA will sponsor a retirement reception for Dr. Hawthorne on Thursday, March 27 beginning at 5:30 p.m. and last until 7:00 p.m. Everyone is welcome to attend.

Virginia Tech Study - Chairman DiYorio noted that the Virginia Tech Skills Gap Study presentation will be done by Marty Holliday from the Workforce Investment Board at the Wythe County Board of Superiors meeting being held on Tuesday, March 11, at 7:00 p.m.

Appalachian Prosperity Project - Chairman DiYorio mentioned that an Appalachian Prosperity Project has been started and is focusing on healthcare, entrepreneurship, and advanced manufacturing which is located mainly in the Mount Rogers footprint. Several companies have participated and she noted that the Joint IDA Board should be hearing more about the project in the future.

Executive Director - Dr. Hawthorne expressed to the Board his gratitude and thanks to the Joint IDA Board, both present and past, for allowing him the tremendous opportunity to be a part of serving Wythe County and the Towns of Rural Retreat and Wytheville in helping them grow throughout his years of service.

**ADJOURN**

There being no other business, Chairman DiYorio adjourned the meeting at 4:25 p. m.

---

Linda DiYorio, Chairman

Attest:

---

Virginia M. Goodwin, Secretary