

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**March 24, 2011**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, March 24, 2011, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

William F. Snyder, Chairman  
Foy Patton  
Dana Pack

Dave Elmore, Vice Chairman  
Tom Jones  
Jennifer Atwell

**MEMBERS ABSENT**

Linda DiYorio

**EX-OFFICIO MEMBERS PRESENT**

None

**EX-OFFICIO MEMBERS ABSENT**

R. Cellell Dalton, Wythe County Administrator  
C. Wayne Sutherland, Jr., Wytheville Town Manager  
Raymond E. Matney, Rural Retreat Town Manager

**DETERMINATION OF QUORUM**

Chairman Snyder called the meeting to order and determined a quorum to be present. Chairman Snyder offered the invocation and Vice Chairman Elmore led the Pledge of Allegiance.

**CITIZENS' TIME**

Chairman Snyder welcomed Bucky Sharitz to the meeting and asked if there were any persons present who would like to address the Board during citizens' time. There being none, Chairman Snyder proceeded with the meeting.

## **MIKE FOREST—SOUTHWEST REGIONAL ENTERPRISE CENTER**

Mike Forrest, Business Counselor with the Southwest Regional Enterprise Center (SREC), presented information about his client activity during the past eight months in Wythe and Bland counties as well as outside the two county areas. He noted that he has assisted a total of 34 business clients. At present, there are 21 active transactions, one inactive, one on hold, 10 closed (by client request), and one completed. Mr. Forrest noted that he has had a variety of new and existing business activity from potential restaurants—for financial assistance, for marketing ideas, expansions, debt consolidation, etc. He is currently assisting two museums with business plans for grant applications.

Mr. Forrest remarked that the SREC is looking for a permanent office site with two locations being pursued. He expressed his personal appreciation to the Joint IDA for allowing him and the SREC the privilege of using the vacant office space in the Joint IDA office building. The location has worked well and has resulted in referred clients from the Joint IDA.

### **APPROVAL OF MINUTES—February 24, 2011**

Chairman Snyder asked if there were any questions regarding the minutes of the February 24, 2011, meeting. There being none, Chairman Snyder asked for a motion to approve the February 2011 minutes as presented. Mr. Pack made a motion, seconded by Mr. Jones, to approve the minutes as presented. The motion passed unanimously.

### **APPROVAL OF INVOICES**

Chairman Snyder asked if there were if questions regarding the invoices for March 2011. Mr. Elmore asked about the checks written to the Southern Economic Development Council (SEDC) and to Southern Growth Policies Board. Dr. Hawthorne explained that check #6332 was for membership dues to the SEDC and check #6333 is for the SECD “Meet the Consultants” conference in May. He added that check #6334 to the Southern Growth Policies Board is for the 2011 Chairman’s Conference in Roanoke in June. Governor McDonnell is the Chairman.

Chairman Snyder asked if there were any further questions and whether there was a motion to approve the invoices from March 2011. Mr. Pack made a motion, seconded by Ms. Jones, to approve the invoices as presented. With no further discussion, the motion passed unanimously.

### **Joint IDA of Wythe County Check Register**

For the Period From February 24, 2011 through March 24, 2011

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
6310	3-9-11	Evatran, LLC	\$175,025.65
6311	3-9-11	Skyway Outdoor, Inc.	3,471.73
6312	3-9-11	Smyth-Wythe Airport Commission	248,000.00
6313	3-24-11	Alan R. Hawthorne	4,574.32

6314	3-24-11	David L. Elmore	212.29
6315	3-24-11	Dana R. Pack	212.29
6316	3-24-11	Foy W. Patton	212.29
6317	3-24-11	Jennifer W. Atwell	212.29
6318	3-24-11	Jennifer W. Atwell	212.29
6318V	3-24-11	Jennifer W. Atwell	-212.29
6319	3-24-11	Linda DiYorio	212.29
6320	3-24-11	Patrick G. Burton	2,830.01
6321	3-24-11	Tom Jones	212.29
6322	3-24-11	Virginia M. Goodwin	1,673.69
6324	3-24-11	William F. Snyder	212.29
6325	3-24-11	Appalachian Power	129.76
6326	3-24-11	Alan Hawthorne - Reimbursement	358.02
6327	3-24-11	Anthem Southeast Dental	56.44
6328	3-24-11	Anthem Blue Cross and Blue Shield	940.12
6329	3-24-11	CenturyLink	127.50
6330	3-24-11	Mellon Trust of New England, NA	837.00
6331	3-24-11	Principal Life insurance Co.	133.11
6332	3-24-11	Southern Economic Development Council	225.00
6333	3-24-11	Southern Economic Development Council	335.00
6334	3-24-11	Southern Growth Policies Board	350.00
6335	3-24-11	Sprint PCS	72.90
6336	3-24-11	Virginia Goodwin - Reimbursements	53.85
6337	3-24-11	Xerox	28.09
<b>Total</b>			<b>\$441,818.22</b>

## **OLD BUSINESS**

### **LOT 24 UPDATE**

Dr. Hawthorne reported that the storm water management change order for Lot 24 has been added to the contract. He stated that the Army Corps of Engineers and Department of Environmental Quality would soon be issuing permits. Dr. Hawthorne noted that the first monthly Joint IDA/Branch Highways contractor meeting for 2011 would be on April 6. He anticipates that Branch Highways seasonal work at Lot 24 will begin April 18. Dr. Hawthorne added that Peed & Bortz is currently working on the offsite infrastructure. He asked if there were any questions regarding the Lot 24 update. There being none, Chairman Snyder continued with the meeting.

### **2011 INDUSTRY APPRECIATION GOLF TOURNAMENT—MAY 19, 2011**

Dave Elmore gave an update on the golf tournament committee meeting held on May 19. He reported that the hole/reception sponsor solicitation letters and the golf tournament team registration letters/forms have been mailed. Virginia Goodwin added that she would mail the gift donation letters on April 8. Mr. Elmore mentioned that he would be negotiating prices on menu items and other costs at the golf club. He noted that the cost of the green fees has increased by \$1.00, but the per person/team registration fees will remain the same as in past years. The next

Golf Tournament committee meeting is April 8 at 10:00 a.m. in the Joint IDA conference room. Mr. Elmore asked the Board members, if they are available, to volunteer to assist with the activities/duties during the day of the tournament.

### **FAIRVIEW SIGN—STATUS UPDATE**

Dr. Hawthorne reported that the repairs to the Fairview Industrial Park sign are complete. He noted that the Joint IDA extended invitations for contributions to assist with the repairs to each company and organization listed on the sign. As of today, there have been \$700 in contributions received.

### **IVANHOE LOT—STATUS UPDATE**

Dr. Hawthorne updated the Board on the sale of the Ivanhoe property. He noted that the purchase is complete and the property sold for the \$1500 agreed upon by the Board. He added that the Joint IDA did not incur any expenses with the sale.

### **VSBFA/SWAC LOANS**

Dr. Hawthorne informed the Board that the loan agreement between the Virginia Small Business Financing Association (VSBFA) for the Mt. Empire Airport terminal is complete and the Joint IDA received the loan funds. In turn, the loan agreement between the Smyth-Wythe Airport Commission (SWAC) and the Joint IDA is complete and a check was issued to the airport commission. Annual payments will be made by the SWAC to the Joint IDA who will in turn make payments to the VSBFA. The SWAC appreciated the Joint IDA's support in assisting them with the loan process. Mr. Patton asked if there was a set date for construction to begin. Dr. Hawthorne replied that the Airport Commission does have a contractor and work should begin sometime in the near future.

### **OTHER**

Wythe County budget presentation - Dr. Hawthorne informed the Board that the Joint IDA budget would be presented to the Wythe County Board of Supervisors on Tuesday, March 29, at 2:30 p.m.

### **NEW BUSINESS**

#### **ASSOCIATE DIRECTOR RESIGNATION**

Chairman Snyder thanked everyone who attended Patrick Burton's farewell luncheon on Friday, March 11. He added that Patrick was an asset to the Joint IDA and that he was sorry to see him leave. Dr. Hawthorne thanked Patrick for his hard work and dedication and mentioned that he wished Patrick well in his new endeavors.

#### **ASSOCIATE DIRECTOR HIRING PROCESS**

Dr. Hawthorne reported that the associate director position has been posted and that applications will be accepted until April 1. As of March 24, there have been 20 applications received. He anticipates that the Joint IDA would receive more prior to the April 1 deadline. Dr. Hawthorne has

reviewed the applications, and he noticed that there was a broad pool of well-educated candidates. He noted that, as before, there were not many with a direct economic development background. Dr. Hawthorne stated that he was pleased with the process of hiring the last associate director and that the same process will be used again this time. All applicants will receive a score and rank with the top four to six candidates called for interviews. The ranking of the applicants and the scheduling for interviews should begin during the last week of March. If there is a need for additional time, the process will be extended into the first week of April. Dr. Hawthorne anticipates presenting the candidates ranked in the top two positions to the Board during the April meeting. If the first candidate chosen does not accept the position, the Board will extend the offer to the second candidate. It is Dr. Hawthorne's intention to have the position filled by the end of April.

Chairman Snyder appointed Linda DiYorio, Jennifer Jones, Dave Elmore, and himself to the Interview Committee. Once the actual time and dates are established for the interviews, he requested that the appointees commit to those times and date. If the assigned committee member is unable to commit to the schedule then the Chairman will appoint another available Board member. Chairman Snyder added there would be a meeting on the day prior to the interviews to assign each committee member questions/topics to ask the applicant.

Chairman Snyder asked the Board members if they would like to participate in accessing the applications to assist with the elimination process. The Board stated that they felt comfortable with Dr. Hawthorne's selection of candidates for the interview process.

## **PROJECT UPDATES**

Ms. Jones made a motion to enter into a 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. The motion was seconded by Mr. Patton, and passed unanimously. Ms. Jones made a motion, and Mr. Pack, seconded, to reconvene in an open session. The motion passed unanimously. Ms. Jones 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. Elmore, 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: William Snyder	Tom Jones
Dana Pack	Jennifer Atwell
Foy Patton	Dave Elmore

NAYS: None

ABSENT DURING MEETING: Linda DiYorio

ABSENT DURING VOTE: Linda DiYorio

## **OTHER**

PepsiCo visit - Dr. Hawthorne reported that he was pleased to announce that Indra Nooyi, Chairperson and Chief Executive Officer of PepsiCo, Inc., visited the Pepsi and Gatorade plants on March 8. Both, Carolyn Dankowski, Plant Manager of Gatorade, and Angela Fields, Plant Manger of Pepsi, were pleased with the outcome of Ms. Nooyi's visit. He noted that this was the first time that Ms. Nooyi had been to the local plants and that it was an honor to have such an influential and prestigious visitor in Wytheville and Wythe County.

April Klockner tour - Dr. Hawthorne reported that the Board would be touring the Klockner Pentaplast facility prior to the April Board meeting in Rural Retreat. He noted that everyone should be at the facility by 1:30 p.m. He added that if any of the Board members would like to ride together, they could coordinate the trip by calling the Joint IDA office.

April Board meeting presentation - Mr. Elmore asked the Board if they would like him to coordinate the presentation for the April Board meeting on jobs and jobs in demand with Marty Holiday, Deputy Director of the New River/Mount Rogers Workforce Investment Area. Mr. Elmore was originally on the schedule to do the presentation, but felt that Ms. Holiday would be more informed and up-to-date on the information. Dr. Hawthorne and the Board agreed that they would like Mr. Elmore to coordinate the presentation with Ms. Holiday. Mr. Elmore will inform the Joint IDA office of Ms. Holiday's decision.

Rusty Jones-Japan earthquake/tsunami relief efforts request - Dr. Hawthorne stated that Rusty Jones of Jones, Adams & Delp, PC, approached him regarding the availability of \$5,000 in matching funds for an outreach program in Wythe County for the relief efforts in Japan. Mr. Jones asked for Dr. Hawthorne's assistance in coordinating the program with the manufacturers in Wytheville and Wythe County. Dr. Hawthorne contacted Somic America to ask about what impact the event had on their organization. He found that the earthquake and tsunami did not directly affect the employees or the families of Somic and that they are currently not coordinating any specific relief efforts through their corporation, but may later. Dr. Hawthorne suggested that Mr.

Jones' group make donations through the Red Cross until other efforts are coordinated. Mr. Jones will be coordinating the efforts through this approach. The Joint IDA will monitor any future efforts of Somic America to assist with the Japanese tragedy.

**ADJOURN**

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

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William F. Snyder, Chairman

Attest:

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Virginia M. Goodwin, Secretary