

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
April 24, 2014

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, April 24, 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

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

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, 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—March 27, 2014

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the March 27, 2014, meeting and if there was a motion to approve the minutes as presented. There being none, Mr. Dixon made a motion, seconded by Mr. Patton, 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 April 2014 and if there was a motion to approve the invoices as presented. There being none, Mr. Dixon made a motion, seconded by Mr. Patton, to approve the invoices for April 2014. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register For the Period From April 1, 2014 through April 30, 2014

Check #	Date	Payee	Amount
7088	04-2-14	Town of Wytheville	\$ 1,070.44
7089	04-24-14	Appalachian Power	123.14
7090	04-24-14	Alan Hawthorne Consulting	1,080.00
7091	04-24-14	CenturyLink	143.82
7092	04-24-14	Chamber of Commerce	27.00
7093	04-24-14	Dana Pack	78.40
7094	04-24-14	Linda DiYorio	154.78
7095	04-24-14	Robert G. Moore	1,100.00
7096	04-24-14	Southwest Signs	96.00
7097	04-24-14	Town of Rural Retreat	3,033.00
7098	04-24-14	Town of Wytheville	19,443.00
7099	04-24-14	Treasurer, Wythe County	38,256.00
7100	04-24-14	VA Economic Dev. Association	225.00
7101	04-24-14	Virginia Goodwin - Reimbursement	9.18
7102	04-24-14	Xerox	27.82
Total			\$ 64,867.58

OLD BUSINESS

UPDATE ON EXECUTIVE DIRECTOR HIRING PROCESS/STATUS

Discussion was deferred until later in the meeting.

2014 INDUSTRY APPRECIATION GOLF TOURNAMENT COMMITTEE UPDATE

The Joint IDA staff gave a report of the number of sponsors, teams, and information regarding food and door prizes to the Board. There was discussion as to whether there should be a reception with hors d'oeuvres in the country club ballroom or to have a cookout type meal in the cart shed. The Board decided that the cookout would be sufficient.

HABITAT FOR HUMANITY HOUSE UPDATE

The Joint IDA staff reported on the Habitat for Humanity house. The staff went to the house to see if Mr. VanAntwerp's property had been removed, but it had not. The staff will continue to check the house and try to contact Mr. VanAntwerp. Mr. Sutherland, Wytheville Town Manager, suggested that the Joint IDA go to the General District Court and issue a legal retainer and to include rent for storage of the property. The Joint IDA staff will follow-up on this matter.

APPROVAL OF CONSULTING CONTRACT WITH DR. ALAN HAWTHORNE

Chairman DiYorio stated that official action needed to be taken on the consulting contract with Dr. Hawthorne. She noted that it is a good idea to have him available to assist with any projects that may come and to assist in training the new Executive Director when one is hired. Ms. Atwell asked if Dr. Hawthorne would be paid by the hour and she answered yes. Mr. Patton asked who would be keeping up with the time he would be working. Chairman DiYorio stated it would be accepted on the honor system. Chairman DiYorio asked if there was a motion to accept the consulting contract with Dr. Hawthorne. Mr. Dixon made a motion, seconded by Mr. Jones, to accept the consulting contract as presented. With no further discussion, the motion passed unanimously.

OTHER

Memorandum Of Understanding with Town of Wytheville (MOU) - Chairman DiYorio stated that the MOU with the Town of Wytheville for payroll services had been approved, but needed to be signed by both parties. The Joint IDA staff will have the MOU signed by both the Town of Wytheville and the Joint IDA.

NEW BUSINESS

PERSONNEL MATTER RELATED TO HIRING OF NEW EXECUTIVE DIRECTOR (CLOSED SESSION AS PERMITTED BY VIRGINIA CODE §2.2-3711(A)(1))

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. Dixon, and passed.

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

AYES:	Linda DiYorio	Tom Jones
	Dana Pack	William Dixon
	Jennifer Atwell	Foy Patton

NAYS: None

ABSENT DURING MEETING:	David Kause
ABSENT DURING VOTE:	David Kause

ACTION RELATED TO HIRING OF NEW EXECUTIVE DIRECTOR (IF REQUIRED)

Chairman DiYorio asked if there was any discussion regarding the hiring of an executive director. Mr. Pack made a motion, seconded by Mr. Dixon, to hire David Manley as the new Executive Director for the Joint IDA. Chairman DiYorio asked if there were any questions or comments regarding the motion. With no further questions, the motion passed unanimously.

WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE COMMUNITY EXPO

Ms. Atwell explained that each year the Wytheville-Wythe-Bland Chamber of Commerce holds a Community Expo that the Joint IDA participates in. She noted that the expo will be held on May 5 from 4:00 p.m. until 7:00 p.m. at the Wytheville Meeting Center and displays needed to be setup between 1:00 p.m. and 4:00 p.m. The cost of the expo will be covered, for non-profits, by the Wythe-Bland Foundation. Chairman DiYorio asked the Board if they would like to participate in the expo and if they would be available to attend and greet the public at the Joint IDA booth. The Board agreed to participate and asked that the Joint IDA staff prepare and setup the information for the event.

PROJECT UPDATES

Ms. Atwell 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. Atwell made a motion, and Mr. Patton seconded, 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. Patton, 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:	Linda DiYorio	Bill Dixon
	Foy Patton	Tom Jones
	Dana Pack	Jennifer Atwell

NAYS: None

ABSENT DURING MEETING: David Kause

ABSENT DURING VOTE: David Kause

OTHER

Money Market and LGIP accounts - Chairman DiYorio explained that the Joint IDA has two accounts that need to be used for operating expenses and the monies will need to be transferred to the operating account. The first account is the Money Market account at Stellar One Bank and the other is with the Local Government Investment Pool (LGIP). Ms. Atwell asked why all of the funds in the account would need to be transferred. The Joint IDA staff explained that the funds will be needed to pay current expenses, as well as be used for the mitigation fees and remaining charges from Branch Highways for their work on Lot 24. It was explained that both bills from BHI will be arriving shortly, probably one in May and the other in June, and instead of having to transfer the funds again, it would be best to move the entire amount in both accounts. Chairman DiYorio asked if there were any further questions and asked if there was a motion to close both the Money Market account and the LGIP account. Mr. Dixon made a motion, seconded by Mr. Jones to move all funds from both accounts to the operating account. With no further discussion, the motion passed unanimously.

Crossroads Regional Industry Facilities Authority (CRIFA) - Chairman DiYorio mentioned that there were questions from the Board members on how CRIFA affected the Joint IDA. Chairman DiYorio explained, with assistance from Wayne Sutherland, Wytheville Town Manager, how CRIFA operated and the role that the Joint IDA staff played in the management of the Authority. She noted that the new Management Agreement would expire in June of this year and that the CRIFA Board will meet to discuss the agreement and decide whether the management of the Authority will continue through the Joint IDA office.

Mowing - Chairman DiYorio noted that the Joint IDA staff had contract Tim Cox to mow the grass at the Joint IDA office for \$25 each time it is mowed. Mr. Jones suggested that the staff call Mr. Cox when it needs to be mowed, rather than just allowing him to mow every week because if there are drought conditions it would not need to be mowed as often. The Board agreed and the Joint IDA staff will contact Mr. Cox.

Enterprise Zone report - Kimber Simmons, Joint IDA Associate Director, reported that both the Town of Rural Retreat and the Town of Wytheville had passed the resolution regarding the new Enterprise Zone. Wythe County will be holding a public hearing to address the matter and then the Joint IDA will have all information compiled for the changes.

Wythe Stone - Kimber Simmons, Joint IDA Associate Director, stated that Jamie Collins from Wythe Stone had offered a tour of up to six people to visit their Sylvatus site on May 7 or 8. She added that the President of the company would probably join the tour. Ms. Simmons stated that if any of the Board members were interested in going on the tour to please let her know. The Board recommended that she ask the company if the tour could be moved to May 22. Ms. Simmons will contact the company.

ADJOURN

There being no other business, Chairman DiYorio adjourned the meeting at 3:55 p. m.

Linda DiYorio, Chairman

Attest:

Virginia M. Goodwin, Secretary