

June 23, 2005

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, June 23, 2005, at 3:00 p.m. in the Board Room of the County Administration Building, 340 South Sixth 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
Danny B. Gordon	

**MEMBERS ABSENT**

None

**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. Mr. Gordon 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 agenda.

**APPROVAL OF MINUTES - May 26, 2005, and June 9, 2005**

Ms. Pack presented a correction to the draft minutes circulated in the board package. Dr. Snyder made a motion, and Mr. Brewer seconded, that the minutes be approved as presented. The motion passed unanimously.

## APPROVAL OF INVOICES

Mr. Gordon inquired as to why the purchase of a repeater antenna was not reflected in the invoices. Dr. Hawthorne replied that he was unable to find a vendor willing to make an acceptable deal. Mr. Brewer added that he learned that the antenna would require FCC registration. Mr. Gordon made a motion, and Mr. Ayers seconded, to pay the invoices as presented. The motion passed unanimously.

### Joint IDA of Wythe County Check Register

For the Period From April 28, 2005 to May 31, 2005

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
4616	6/9/05	U S Cellular	39.70
4617	6/9/05	Va Dept of Business Assistance	3.95
4618	6/23/05	Alan R. Hawthorne	3,474.83
4619	6/23/05	Angela D. Pack	1,631.34
4620	6/23/05	David L. Elmore	207.79
4621	6/23/05	Daniel B. Gordon	207.79
4622	6/23/05	Gerald L. Brewer	207.79
4623	6/23/05	George T. Johnstone	207.79
4624	6/23/05	Joseph W. Freeman	207.79
4625	6/23/05	Michael B. Webb	1,974.76
4626	6/23/05	Robert J. Ayers	207.79
4627	6/23/05	William F. Snyder	207.79
4628	6/23/05	American Electric Power	62.79
4629	6/23/05	Alan Hawthorne - Reimbursement	295.65
4630	6/23/05	Angela D. Pack	17.82
4631	6/23/05	Anthem Blue Cross and Blue Shield	1,404.32
4632	6/23/05	Chamber of Commerce	250.00
4633	6/23/05	Companion Life Insurance Co	69.37
4634	6/23/05	First Bank of Virginia	2,656.97
4635	6/23/05	Fort Dearborn Life Ins Co	26.85
4636	6/23/05	Mike Webb-Reimbursement	12.56
4637	6/23/05	Postmaster	99.90
4638	6/23/05	Robert G. Moore	1,100.00
4639	6/23/05	Sprint PCS	222.33
4640	6/23/05	Sprint	122.49
4641	6/23/05	Sprint	28.68
4642	6/23/05	Anthem Southeast Dental	90.76
4643	6/23/05	VA Dept Of Taxation	421.56
4644	6/23/05	Bankcard Services	742.10
4645	6/23/05	Wytheville Office Supply	134.09
4646	6/23/05	Xerox	267.86
<b>Total</b>			<b>16,605.21</b>

## **OLD BUSINESS**

### **ADOPT JOINT IDA BUDGET**

Dr. Hawthorne explained that the Board of Supervisors and the Crossroads Regional Industrial Facility Authority Board agreed to the Joint IDA's budget request. Dr. Hawthorne shared a copy of the revised budget that accounts for the recent awarding of a grant to the Joint IDA for website upgrades and the loss of management fees associated with the hospital bond that is being retired. Mr. Gordon made a motion, and Mr. Johnstone seconded, that the budget be adopted as presented. The motion passed unanimously. A copy of the budget follows the minutes.

### **OTHER**

Mr. Webb informed the board that Fastenal, an industrial supplier, will be occupying the building being constructed on Peppers Ferry Road.

## **NEW BUSINESS**

### **POTENTIAL DEVELOPMENT OF LOTS 9 AND 13 IN PROGRESS PARK**

Dr. Hawthorne informed the board that he is working out details of this proposal. He explained that negotiations with a bank for project financing were going smoothly, but the bank had concerns at the last minute regarding security. He stated that he will speak with County Administrator Cellell Dalton about this matter.

### **VEDP ALLIES MEETING BRIEFING**

Dr. Hawthorne explained that he attended the latest Virginia Economic Development Partnership Allies meeting. He commented that it is important to develop relationships with VEDP. He shared a copy of a slide show presented by VEDP at the meeting that highlighted the amount of project activities and prospect visits in each Virginia locality. Dr. Snyder asked if due to the successful location of the Gatorade facility in Wythe County, would VEDP be less inclined to market Wythe County for another project in the near future. Dr. Hawthorne replied that he did not feel that is how VEDP operates. He suggested that as growth continues, the labor market may become tighter. He stated that the county must be prepared to present a trained workforce, available housing, and other needs for those relocating to the area.

### **VEDA PROFESSIONAL DEVELOPMENT SEMINAR REPORT**

Mr. Webb explained that he and Dr. Hawthorne won Robert Eley Johnson scholarships to attend the VEDA seminar on persuasive communication. He summarized the lessons presented by the seminar instructors. The key message was that proposal and advertising materials need to address "what's in it for me." He noted that the instructors stressed the importance of conducting Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis when identifying key messages. He commented that it was a good seminar, but that he and Dr. Hawthorne disagreed with the instructors on the value of newsletters. The instructors argued that newsletters are not

worth the effort, and the Joint IDA believes that a brief quarterly newsletter is an excellent way to keep one's partners and local businesses informed of happenings. Dr. Hawthorne informed the board that he has been nominated to serve on the VEDA board of directors. Mr. Gordon asked how often the VEDA board meets. Dr. Hawthorne said that the full association has a fall and spring meeting and the board of directors meets about every other month. Mr. Gordon asked if the meetings are held in Richmond. Dr. Hawthorne explained that they are held in various locations throughout the state with about half of the meetings being held in Richmond. Mr. Freeman congratulated Mr. Webb and Dr. Hawthorne on receiving the Robert Eley Johnson scholarships.

## **PROJECT UPDATES**

Dr. Hawthorne informed the board that he had a prospect visit tomorrow. He noted that prospect activity is increasing.

## **OTHER**

Dr. Hawthorne presented the most recent issue of the Joint IDA newsletter.

Dr. Hawthorne noted that the Joint IDA is working with Wythe County to prepare the application for an enterprise zone designation for Progress Park.

Mr. Gordon recommended passing a resolution honoring Mr. Benny Burkett for his efforts to create Progress Park. Dr. Hawthorne stated that he believed the Joint IDA had already passed such a resolution and that the Joint IDA staff will research and confirm this.

## **ADJOURN**

There being no further business, the meeting adjourned at 4:16 p.m.

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Joseph W. Freeman, Chairman

ATTEST:

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Angela D. Pack, Secretary

**APPROVED FY 2005-2006 Joint IDA Budget**

	<u>2004 Budget</u>	<u>2005 Budget</u>	<u>Change</u>	
			<u>(%)</u>	<u>(\$)</u>
Appropriation - Wythe County	\$126,012.00	\$130,386.00	3.47%	\$4,374.00
Appropriation - Wytheville	\$64,016.00	\$66,240.00	3.47%	\$2,224.00
Appropriation - Rural Retreat	\$9,980.00	\$10,326.00	3.47%	\$346.00
<b>Total Appropriations</b>	<b>\$200,008.00</b>	<b>\$206,952.00</b>	3.47%	\$6,944.00
Other fees grants, and reserves	\$53,600.00	<b>\$63,500.00</b>	<b>18.47%</b>	<b>\$9,900.00</b>
<b>Total Revenue</b>	<b>\$253,608.00</b>	<b>\$270,452.00</b>	6.64%	\$16,844.00
Salaries	\$133,437.88	\$143,777.84	7.75%	\$10,339.96
Salary related (FICA/ins/SIMPLE)	\$28,970.12	\$29,314.15	1.19%	\$344.03
Director compensation	\$6,300.00	\$0.00	-100.00%	(\$6,300.00)
Services (Act/legal/engin/other)	\$5,500.00	\$7,800.00	41.82%	\$2,300.00
Office (sup/post/phone/equip/subs)	\$27,450.00	\$27,460.00	0.04%	\$10.00
Advertising/printing	\$1,500.00	<b>\$9,000.00</b>	<b>500.00%</b>	<b>\$7,500.00</b>
Dues/membership	\$29,000.00	\$29,000.00	0.00%	\$0.00
Insurance	\$1,450.00	\$2,600.00	79.31%	\$1,150.00
Travel (mileage/hotel/conventions)	\$11,000.00	\$12,000.00	9.09%	\$1,000.00
Other (hosting/park/indus apprec/other)	\$6,000.00	\$6,500.00	8.33%	\$500.00
Capital equipment	\$3,000.00	\$3,000.00	0.00%	\$0.00
<b>Total Expenses</b>	<b>\$253,608.00</b>	<b>\$270,452.00</b>	6.64%	\$16,843.99