

August 25, 2005

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, August 25, 2005, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Joseph W. Freeman, Chairman	William F. Snyder, Vice Chairman
George T. Johnstone, Treasurer	Robert J. Ayers
David L. Elmore	Danny B. Gordon

MEMBERS ABSENT

Gerald L. Brewer

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 - July 28, 2005

Dr. Snyder made a motion, seconded by Mr. Johnstone, to approve the July 28, 2005, minutes as presented. The motion passed with the following voting in favor: Mr. Ayers, Mr. Elmore, Mr. Freeman, Mr. Johnstone, and Dr. Snyder. Mr. Gordon abstained because he was not present at the July 28, 2005, meeting.

APPROVAL OF INVOICES

Mr. Gordon asked why there were two checks to Sprint, #4691 and #4692. Dr. Hawthorne

explained that one is for local service and the other is for long distance. Dr. Snyder asked what check #4649 to Bankcard Services was for, and Ms. Pack replied that it is the credit card bill. Dr. Snyder asked if it was a service fee. Dr. Hawthorne replied that it was the bill for charges made to the account, and the small dollar amount was because few charges were made last month. Dr. Hawthorne noted that check #4688 to the Mount Rogers Development Partnership was a quarterly payment, but the check appeared to be for only two months. Ms. Pack explained that last month's amount was paid early in error, so only two months were owed. Mr. Johnstone made a motion, seconded by Mr. Ayers, that the invoices be approved. The motion passed unanimously.

**Joint IDA of Wythe County
Check Register**

For the Period From July 29, 2005, to Aug 26, 2005

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
4673	8/2/05	Alan Hawthorne - Reimbursement	147.02
4674	8/2/05	Va Municipal Liability Pool	2,465.00
4675	8/3/05	Sprint PCS	79.87
4676	8/25/05	Alan R. Hawthorne	3,615.52
4677	8/25/05	Angela D. Pack	1,692.92
4678	8/25/05	Michael B. Webb	2,050.37
4679	8/25/05	American Electric Power	99.93
4680	8/25/05	Alan R. Hawthorne - Reimbursement	287.55
4681	8/25/05	Angela D. Pack	17.42
4682	8/25/05	Anthem Southeast Dental	90.76
4683	8/25/05	Anthem Blue Cross and Blue Shield	1,404.32
4684	8/25/05	Companion Life Insurance Co	72.37
4685	8/25/05	First bank of Virginia	2,792.04
4686	8/25/05	Fort Dearborn Life Ins Co	26.85
4687	8/25/05	Mike Webb - Reimbursement	32.00
4688	8/25/05	The Mount Rogers Dev Partnersh	4,599.84
4689	8/25/05	Robert G. Moore	1,100.00
4690	8/25/05	Sprint PCS	19.74
4691	8/25/05	Sprint	125.27
4692	8/25/05	Sprint	7.30
4693	8/25/05	VA Dept Of Taxation	463.21
4694	8/25/05	Bankcard Services	80.00
4695	8/25/05	VA Municipal League Group	500.00
4696	8/25/05	Wytheville Office Supply	13.62
4697	8/25/05	Xerox	267.86
Total			22,050.78

OLD BUSINESS

FAIRVIEW INDUSTRIAL PARK PAVING UPDATE

This item was deferred.

DRAFT RFP FOR FAIRVIEW REAR LOTS (see www.WytheIDA.org/RFP)

Dr. Hawthorne stated the draft Request for Proposals (RFP) for the Fairview Industrial Park rear lots is on the Joint IDA website. He received comments from the town and county before placing it there. He recommended that the board consider the experience and qualifications of the parties submitting proposals as well as the quantity and quality of proposed housing developments with affordable housing being the goal. He also suggested having a site tour for interested parties on September 13. Dr. Hawthorne clarified that he anticipated the RFP being a Phase I with negotiations to follow with the most promising party. Mr. Elmore asked if a fair market value had been established or if a minimum bid amount had been set. Dr. Hawthorne replied that a fair market value had not been determined and that the highest bid amount might not be the best proposal depending on the intended use of the land. Mr. Gordon noted that he liked the RFP, but believed the Joint IDA needs to get the land appraised. Mr. Gordon stated that he will attempt to find a real estate expert who will offer an opinion on the land's market value. Dr. Hawthorne cautioned about getting an opinion from a realtor or appraiser who may want to submit a proposal for the land. Dr. Hawthorne stated he would send letters to known interested parties about the RFP and suggested the board advertise in at least the local paper. Dr. Snyder asked if there was a central publication for contractors' use. Dr. Hawthorne replied that he knew of one for buildings, but did not know if there was one for land. Mr. Elmore stated that the Joint IDA would have to list the property with a real estate broker in order to utilize the Multiple Listing Service (MLS). Mr. Johnstone made a motion, seconded by Mr. Elmore, to move forward as discussed including advertising in the local paper. The motion passed unanimously.

FAIRVIEW COVENANTS EXPIRATION

Mr. Webb informed the board that the Fairview landowners met on August 17, 2005, to discuss forming a landowners' association. He explained that the Code of Virginia grants enforcement power only to residential property owners' associations. However, the Virginia Real Estate Board indicated that industrial landowners could form an association involving contractual agreements. It would be up to the members to enforce the contracts through the courts. The drawback is that the contracts would only apply to those who voluntarily join the association. The landowners felt that protecting their investments through land use restrictions was the key goal. Mr. Webb explained that Steve Moore, Wytheville Assistant Town Manager, attended the August 17 meeting, and recommended tighter zoning be considered. Mr. Webb stated that he sent a letter to the landowners seeking their opinion on tighter zoning restrictions, and all who replied to date have favored requesting tighter zoning restrictions. Mr. Gordon commented that changing the zoning ordinances could take a significant amount of time because public hearings would be involved. Mr. Freeman asked if new zoning would just apply to Fairview or if would include the surrounding area. Mr. Webb answered that it would include the surrounding area.

FAIRVIEW HOUSE

Mr. Webb stated that he approached the town and county about using the Fairview House, but neither needed the space. Mr. Gordon asked about the condition of the house, and Dr. Hawthorne replied that it is not in great condition. Dr. Hawthorne noted that the Joint IDA is having to insure the house. Dr. Snyder asked if insuring the house was the primary reason insurance costs

increased, and Dr. Hawthorne replied that the bulk of the increase was for the house. Dr. Hawthorne noted the Recreation Department still has items stored there. Mr. Gordon inquired about selling the house. Dr. Hawthorne recommended not doing so because it could adversely affect industrial property values in Fairview, particularly the front lots. Mr. Gordon then asked about tearing down the house. Mr. Elmore responded that it would be expensive and there would be liabilities with doing so. The consensus of the board was that the Recreation Department should be asked to pay the insurance costs as long as it continues using the building and that staff should identify and approach government or non-profit agencies who might need the space in return for the cost of insurance.

JOINT MEETING WITH BOS, SCHOOL BOARD, AND WCC-AUGUST 30, 2005 AT 4:00 PM

Dr. Hawthorne informed the board that the meeting between the Wythe County School Board, Wytheville Community College, and Wythe County Board of Supervisors will be August 30 at 4:00 pm. Dr. Hawthorne shared a draft white paper he authored on behalf of the Wythe Manufacturing Council for the meeting. The white paper details the current manufacturing job market in Wythe County including job growth and needed skill sets. Dr. Hawthorne stated he circulated the draft white paper among some key individuals for comment. Dr. Hawthorne asked the board to approve the document. Ms. Jennifer Jones stated the Chamber of Commerce should be involved with the process. Dr. Snyder commented he felt the white paper made a strong case for renewed interest in and emphasis on manufacturing. Dr. Hawthorne presented a slide show comprised of information from and relevant to the white paper. Mr. Gordon suggested including a representative from the Chamber of Commerce and Virginia Employment Commission on the committee. Mr. Gordon made a motion, seconded by Mr. Johnstone, to endorse the white paper. The motion passed unanimously.

JOINT IDA WEBSITE UPGRADES

Mr. Webb explained that the website advisory committee met and discussed ideas. He noted that he is researching data to include on the website and Dr. Hawthorne is learning the latest version of Microsoft FrontPage.

OTHER

Dr. Hawthorne shared a thank you letter from Mr. Mark Kilduff, retiring Executive Director of the Virginia Economic Development Partnership. The letter was in response to Mr. Freeman's signed letter on behalf of the Joint IDA that congratulated Mr. Kilduff on his retirement and thanked him for supporting Wythe County.

Dr. Hawthorne shared requested employment numbers of two Wythe County industries.

NEW BUSINESS

RENEWAL OF OFFICE LEASE/PAVING OF PARKING LOT

Dr. Hawthorne noted it was time to renew the office lease. The Joint IDA has one year left on the three-year lease option with a fixed price of \$1,100 per month. He stated that he contacted APAC to request a donation of the asphalt for paving the rear parking lot, but APAC has yet to respond. Dr. Moore committed to pay half the cost of paving of the lot. The Joint IDA has already received a \$500 donation toward paving. An asphalt donation should make the paving of the rear lot feasible. Mr. Johnstone made a motion, seconded by Mr. Elmore, to renew the lease and to pave the parking lot contingent upon receiving donated asphalt from APAC. The motion passed unanimously. Dr. Snyder asked that staff ask Dr. Moore about landscaping the Spring Street side of the lot. Mr. Elmore stated that the landscaping is potentially a good project for the Eagle Scouts or Boy Scouts and offered to check into it.

AUDIT COMMITTEE REPORT

Dr. Hawthorne shared the financial statements with the board. Dr. Snyder stated that the audit committee reviewed the entire audit report and the preparation was very thorough. Dr. Hawthorne informed the board that he anticipates having the auditor's report by the December board meeting.

WWB CHAMBER LEADERSHIP DEVELOPMENT INSTITUTE

Dr. Hawthorne stated that Ms. Pack will enroll in this year's Leadership Development Institute.

CROSSROADS RIFA MANAGEMENT AGREEMENT

Dr. Hawthorne presented the Management Agreement between Crossroads Regional Industrial Development Facility Authority and the Joint IDA. He noted that Crossroads RIFA adopted the agreement. Mr. Johnstone made a motion, and Dr. Snyder seconded, to sign the management agreement. A copy of the agreement follows:

Management Agreement

This Agreement is made between the Crossroads Regional Industrial Facility Authority (Crossroads RIFA) and the Joint Industrial Development Authority of Wythe County (Joint IDA).

WHEREAS, the Crossroads RIFA goal is to support and encourage regional collaboration in economic development by providing cost and revenue sharing projects for member jurisdictions, and

WHEREAS, the Crossroads RIFA desires staff and office support to plan, implement, and manage such operations as determined desirable and appropriate by its Board of Directors, and

WHEREAS, the Joint IDA has the desired expertise to provide such support, and

WHEREAS, the Joint IDA Board of Directors has determined that providing such support is consistent with its goals of promoting economic development in Wythe County,

THE PARTIES NOW HEREWITH AGREE:

SERVICES: Management and support services for the operation of the Crossroads RIFA to include executive leadership, office support, record keeping, planning, promotion, professional services, and other such services as shall be determined necessary and consistent with afforded operating budget shall be provided by the Joint IDA.

TERM: The term of this agreement shall be from July 1, 2005 through June 30, 2006.

BUDGET: Funding for the desired level of services shall be mutually agreed upon and approved as part of this agreement and may be amended by mutual agreement thereafter.

TERMINATION: This agreement may be terminated by either party with a 120 day written notice or at any time by mutual consent.

/s/ Wythe B. Sharitz
Wythe B. Sharitz, Chairman

/s/ Joe Freeman
Joe Freeman, Chairman

Crossroads Regional Industrial Facility Authority Joint Industrial Development Authority of Wythe County

PROJECTS UPDATE (CLOSED SESSION AS PERMITTED BY VIRGINIA CODE §2.2-3711(A)(5))

Mr. Ayers 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. The motion was seconded by Dr. Snyder and passed unanimously. Mr. Gordon made motion, and Mr. Elmore seconded, to reconvene into open session. The motion passed unanimously. Mr. Ayers 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
Robert Ayers	David Elmore
Danny Gordon	George Johnstone

NAYS: None

ABSENT DURING MEETING: Gerald Brewer
ABSENT DURING VOTE: Gerald Brewer

OTHER

Dr. Hawthorne explained that the Joint IDA is working with VDOT and Wythe County for better road access to Progress Park.

Dr. Hawthorne noted that the Department of Rehabilitative Services is hosting a recognition luncheon in the Wythe County Community Center on October 14, 2005. He stated that the Department of Rehabilitative Services asked the Joint IDA to assist with facilitating the event and sending invitations.

Dr. Hawthorne announced that the Virginia Economic Development Partnership (VEDP) board of directors named Jeffrey Anderson as its new executive director.

Dr. Hawthorne circulated the draft Summer 2005 newsletter.

Dr. Hawthorne explained that he will be in Richmond the following week to meet with VEDP.

ADJOURN

There being no further business, the meeting adjourned at 4:56 p.m.

Joseph W. Freeman, Chairman

ATTEST:

Angela D. Pack, Secretary