

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
October 24, 2013

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, October 24, 2013, 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
David Kause

Tom Jones
Dana Pack
Jennifer Atwell

MEMBERS ABSENT

None

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 Tim Reeves and Artie Hall, Wythe County Board of Supervisors members, and Wayne Sutherland, Wytheville Town Manager, 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—September 26, 2013

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the September 26, 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. Pack, 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 August 2013. Chairman DiYorio asked how much was still owed to Branch Highways, Inc. Dr. Hawthorne stated that there is still approximately \$800,000 outstanding for mitigation and retainage payments that would have to be made before all invoicing is complete. 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. Jones made a motion, seconded by Mr. Pack, to approve the invoices for October 2013. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register For the Period From September 30, 2013 through October 31, 2013

Check #	Date	Payee	Amount
6959	10-24-13	Alan R. Hawthorne	3,094.92
6960	10-24-13	Kimberly B. Simmons	2,579.35
6961	10-24-13	Virginia M. Goodwin	1,793.70
6962	10-24-13	Appalachian Power	83.17
6963	10-24-13	Alan Hawthorne - Reimbursement	949.85
6964	10-24-13	Anthem Southeast Dental	69.78
6965	10-24-13	Anthem Blue Cross and Blue Shield	2,163.67
6966	10-24-13	Branch Highways, Inc.	76,000.00
6967	10-24-13	CenturyLink	137.80
6968	10-24-13	Chamber of Commerce	500.00
6969	10-24-13	ACS/BNY Mellon HSA	850.00
6970	10-24-13	Principal Life Insurance Co.	42.81
6970	10-24-13	Principal Life Insurance Co.	-42.81
6971	10-24-13	Robert G. Moore	1000.00
6971V	10-24-13	Robert G. Moore	-1000.00
6972	10-24-13	Robinson, Farmer, Cox Assoc.	8350.00
6972V	10-24-13	Robinson, Farmer, Cox Assoc.	-8350.00
6973	10-24-13	Town of Rural Retreat	3033.00
6973V	10-24-13	Town of Rural Retreat	-3033.00
6974	10-24-13	Town of Wytheville	19,443.00
6974V	10-24-13	Town of Wytheville	-19,443.00
6975	10-24-13	Treasurer, Wythe County	38,256.00
6975V	10-24-13	Treasurer, Wythe County	-38,256.00

6976	10-24-13	Virginia Goodwin-Reimbursement	13.39
6976V	10-24-13	Virginia Goodwin-Reimbursement	-13.39
6977	10-24-13	Xerox	42.68
6977V	10-24-13	Xerox	-42.68
6978	10-24-13	Principal Life Insurance Co.	42.81
6979	10-24-13	Robert G. Moore	1,100.00
6980	10-24-13	Robinson, Farmer, Cox Assoc.	8,350.00
6981	10-24-13	Town of Rural Retreat	3,033.33
6982	10-24-13	Town of Wytheville	19,443.00
6983	10-24-13	Treasurer, Wythe County	38,256.00
6984	10-24-13	Virginia Goodwin-Reimbursement	13.39
6985	10-24-13	Xerox	42.68
Total			\$158,503.12

OLD BUSINESS

WORKING SESSION HIGHLIGHTS—STRATEGIC PLANNING, NOVEMBER 7, 2013

Chairman DiYorio went over the draft Joint IDA Strategic Plan for 2014 with the Board members. There were minimal changes to be made. The changes will be made and the Board will schedule meetings with the jurisdictions to discuss the plan. The next Board working session meeting will be held in the Joint IDA office on November 7, 2013, at 3:00 p.m. to discuss staff job descriptions.

HABITAT FOR HUMANITY HOUSE LEASE

Chairman DiYorio mentioned that Dr. Hawthorne and Mr. Dixon had inspected the Habitat for Humanity house and asked about their findings. Dr. Hawthorne stated that he had gotten the GIS and land cards. The cards were not accurate when first received, but had been corrected and each Board member received a copy prior to the meeting. Dr. Hawthorne noted that the first parcel is 25-6-W which is approximately 7 acres has the lifetime easement. The two other parcels are 25-6-V, which includes the Habitat House and 25-6-S, which is land only without a house. Dr. Hawthorne stated that he and Mr. Dixon visited the house and found it to be in better condition than anticipated. He did note that there is some ceiling damage where the roof leaked that would need to be repaired. The options that the Board discussed previously were to leave the house vacant, lease it to a non-profit organization, or rent it as a residence. Mr. Dixon stated that he was surprised about the good condition of the property and that he was concerned about renting the property because the staff would become landlords, and he is not sure that would be a good decision. He mentioned that if the property is not occupied that it will deteriorate and thought the best option would be to let a non-profit group occupy the property for minimal rent, just to keep it occupied. Dr. Hawthorne noted that Habitat for Humanity still has a lease on the property until December 2013, so after that time the Authority would need to have a plan on how to handle the property.

SPECIAL RECOGNITION AWARD NOMINATIONS

Mr. Pack, Chairman of the Special Recognition Award Committee, gave a report on the two industries that the committee suggested for the award. He noted that the first selection was Wythe Stone and Sand and the second was Southwest Specialty Heat Treat. He gave a brief history of both industries. Chairman DiYorio asked if there was a motion to select Wythe Stone as the recipient of the 2013 Special Recognition Award. Mr. Pack made a motion, seconded by Mr. Jones, that Wythe Stone and Sand be the recipient for 2013. Chairman DiYorio asked if there were any questions or concerns regarding the selection. With no further discussion, the motion passed unanimously.

TENURE AWARDS LUNCHEON FEBRUARY 27—MEETING CENTER ROOMS 1 & 2

Virginia Goodwin, Joint IDA Administrative Assistant, noted that the usual meeting room #3 at the Wytheville Meeting Center was not available for the Tenure Awards Luncheon to be held on February 27. She added that she had reserved rooms #1 and #2 and that the Board would need to decide if they wanted to pay the extra \$50.00 rental or choose another day. Chairman DiYorio suggested that the date not be changed. Mr. Pack made a motion, seconded by Mr. Dixon, to pay the extra \$50.00 and rent both rooms #1 and #2 at the meeting center. Chairman DiYorio asked if there were any other questions or concerns. With no further discussion, the motion passed unanimously.

ACCEPT 2012-2013 FINANCIAL AUDIT REPORT

Chairman DiYorio asked if there were any questions regarding the Joint IDA 2012-2013 Financial Audit and if there was a motion to accept the audit as presented. Mr. Dixon made a motion, seconded by Mr. Pack, to accept the 2012-2013 Financial Audit. Chairman DiYorio asked if there was any discussion. With no further discussion, the motion passed unanimously.

OTHER

None

NEW BUSINESS

QUARTERLY FINANCIAL STATEMENTS

Chairman DiYorio asked the Board if they had any questions or discussion regarding the quarterly financial reports and asked if there was a motion to approve the statements as presented. Dr. Hawthorne stated that there was a slight surplus of revenue over expenses because of his taking time off without pay and the conference and travel expenses being under budget. Mr. Kause made a motion, seconded by Mr. Patton, to approve the quarterly financial statements. Chairman DiYorio asked if there was any discussion. With no further discussion, the motion passed unanimously.

AUTHORIZE PAYMENT OF NOVEMBER INVOICES

Chairman DiYorio noted that there was a change in the November regular Board meeting schedule. There will not be a regular meeting in November, but a working session will be held on Thursday, November 7, at 3:00 p.m. in the Joint IDA conference room. She added that the next regular Board meeting will be held on Thursday, December 12, at 3:00 p.m. in the Town Council chambers. Chairman DiYorio asked if there were any questions regarding the November schedule. She reminded the Board members about the Wytheville-Wythe-Bland Chamber of Commerce annual dinner that will be held at the Wytheville Meeting Center on November 14 beginning at 6:00 p.m. Dr. Hawthorne noted that the November bills will be paid on schedule, but approval will be moved to the December meeting. He mentioned that if there were any unusual bills that were to occur, he would get prior approval before paying them.

PROJECT UPDATES

Dr. Hawthorne gave a report on recent project activity. He noted that there was a prospect visit at the beginning of the week, and he mentioned that they are working through TICRC and CCAM. The company will be evaluating the area and the Joint IDA may be putting together an incentive program.

OTHER

Center Manufacturing - Ms. Atwell mentioned that Center Manufacturing has changed their name to Mayville Engineering Company.

Old Alco building - Chairman DiYorio mentioned that she has seen activity at the old Alco building with various businesses being located there.

ADJOURN

There being no other business, Chairman DiYorio adjourned the meeting at 3:50 p. m.

Linda DiYorio, Chairman

Attest:

Virginia M. Goodwin, Secretary