

December 21, 2006

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 21, 2006, at 3:00 p.m. at the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Joe Freeman, Chairman  
William F. Snyder, Vice Chairman  
David Elmore  
Tom W. Jones

David N. Johnson  
Linda DiYorio  
Danny 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 meeting.

## **INTRODUCTION OF NEW BOARD MEMBERS**

Mr. Freeman welcomed Ms. Linda DiYorio and Mr. Tom Jones to the board. Dr. Hawthorne stated that he had met with them the previous week and was looking forward to working with them.

## **APPROVAL OF MINUTES - November 16, 2006, board meeting**

Dr. Johnson made a motion, seconded by Mr. Gordon, to approve the minutes as presented. The motion passed unanimously.

## **APPROVAL OF INVOICES**

Dr. Hawthorne explained that the check for the federal tax deposit was missing from the check register due to computer malfunctions earlier in the day. He stated the approximate amount would be \$3,125.00 and would be added once the total was confirmed. Dr. Hawthorne noted that the board members are paid quarterly. Mr. Gordon made a motion, seconded by Dr. Snyder, to accept the invoices with the addition of the income tax check. The motion passed unanimously.

**Joint IDA of Wythe County**  
Check Register  
For the Period From Nov 27, 2006 to Dec 21, 2006

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
5116	12/21/06	Appalachian Power	106.94
5117	12/21/06	Anthem Southeast Dental	94.89
5118	12/21/06	Companion Life Insurance Co	76.25
5119	12/21/06	Wytheville Enterprise	42.00
5120	12/21/06	Postmaster	78.00
5121	12/21/06	Sprint PCS	80.37
5122	12/21/06	Embarq	123.61
5123	12/21/06	Embarq	4.08
5124	12/21/06	Bankcard Services	39.65
5125	12/21/06	Xerox	267.86
5126	12/21/06	Alan R. Hawthorne	4,045.13
5127	12/21/06	Danielle M. Skeens	1,744.56
5128	12/21/06	Michael B. Webb	2,135.53
5129	12/21/06	Daniel B. Gordon	207.79
5130	12/21/06	David N. Johnson	207.79
5131	12/21/06	Joseph W. Freeman	207.79
5132	12/21/06	William F. Snyder	207.79
5133	12/21/06	Robert G. Moore	1,100.00

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
5134	12/21/06	George T. Johnstone	138.52
5135	12/21/06	Gerald L. Brewer	138.52
5136	12/21/06	Linda Diyorio	69.26
5137	12/21/06	Tom Jones	69.26
5138	12/21/06	Alan Hawthorne - Reimbursement	357.78
5139	12/21/06	Anthem Blue Cross and Blue Shield	1,505.38
5140	12/21/06	Danielle M. Skeens	43.17
5141	12/21/06	Mike Webb	19.58
5142	12/21/06	Town of Wytheville - Postage	1.98
5143	12/21/06	VA Dept Of Taxation	483.76
5144	12/28/06	First Bank of Virginia	3,121.63

**Total 16,718.87**

## **OLD BUSINESS**

### **REPORT ON OPEN HOUSE**

Mr. Webb commented on the open house the Joint IDA had hosted earlier in the day. He stated that twenty-four people attended and it seemed to be very successful. He remarked that representatives from county, towns, and the state were present. Dr. Hawthorne commented on the opportunity to network with the visitors. Dr. Hawthorne thanked everyone from the board for attending. He also thanked the staff and Ms. Sherry Hawthorne for their efforts in making it a great success.

### **RESEARCH/RECOMMENDATIONS FOR MARKETING MISSION**

Dr. Hawthorne commented on his recent research concerning the potential to travel to China. He agreed that this certainly was a great opportunity; however, without specific prospects and interests, the resources are too great. Dr. Hawthorne has discussed this issue with VEDP International Manager Roy Dahlquist, who informed Dr. Hawthorne that they are more capable to handle this than an individual locality and it probably was not a wise use of local resources. Mr. Dahlquist stated he will be visiting Shanghai within the next few months. Dr. Hawthorne stated the risk of the outcome is too great at this current time. He stated that Mr. Elmore definitely would have been a great guide and help to this mission with his familiarity in the area. Mr. Gordon stated that the use of time might be an issue, since this mission would take Dr. Hawthorne away from the office to deal with local opportunities that may arise. Dr. Snyder stated that he had hoped this mission would be able to make Wythe County a first choice in the event that Chinese companies would want to locate in the US. Dr. Hawthorne remarked that he was not sure that they would even concentrate on a specific locality at that stage. They usually concentrate on a specific region and logistics first. Mr. Elmore agreed that since there was no fixed agenda nor real prospective businesses/partners, it would be difficult to uncover them. Dr.

Hawthorne stated VEDP has a full time office in China and identifying potential prospects for Virginia is its main focus. Mr. Gordon asked if it could be possible to work with the American Chamber of Commerce there and possibly Mr. Elmore and Mr. Dahlquist could arrange a meeting to work together. Mr. Elmore stated he would be glad to do that and to help in any way he can while he is in China. Dr. Hawthorne thanked Mr. Elmore for his help and willingness to do this. Dr. Hawthorne recommended that this marketing mission not be a focus at this time.

## **WEBSITE UPDATE STATUS**

Dr. Hawthorne informed the board that the website is up and available. He discussed the current problem the Joint IDA is having in the office of accessing the server to make the necessary changes. Dr. Hawthorne stated that he can view the site from his home computer; however, something on the Joint IDA server is prohibiting access from the office. He remarked he had a call into Steve Henley with the town, who may be able to assist in fixing the problem. Mr. Gordon asked if this was something Mr. Swiger could fix. Dr. Hawthorne stated no, everything is working on his end, and it is the server in the Joint IDA office that is causing the problems. Dr. Snyder asked if he could go somewhere else to make the necessary changes and Dr. Hawthorne stated he can but right now, he has not had the extra time to devote to it. Dr. Hawthorne stated that he hoped to get to it at the beginning of next year. Dr. Johnson asked if Dr. Hawthorne had contacted anyone from the college to assist in fixing the problem. Dr. Hawthorne remarked no, he did not know exactly whom to contact. Dr. Johnson said he would assist Dr. Hawthorne is locating the right person to assist in this matter. Mr. Gordon commented that some of the pictures on the website needed to be changed to match the names. Dr. Hawthorne stated this is the tweaking that needs to be done and will make the changes as soon as he can get onto the server to do so. Mr. Freeman asked if the links work. Dr. Hawthorne commented they are working properly, however there are a few that still need to be added. Mr. Freeman asked that Dr. Hawthorne continue to proceed on this issue and keep the board abreast on how the website is coming along as the Joint IDA transitions from the old to the new site.

## **ADOPTION OF 2007 CALENDAR**

Dr. Hawthorne commented on the 2007 calendar noting that the office would remain open with partial staff on some holidays. Mr. Gordon stated it appeared to be a long time between the November and December meeting. Dr. Hawthorne stated that the Joint IDA tries to identify conflicts and make the necessary adjustments in the calendar. Dr. Hawthorne remarked that the third week in December is usually the VEDA conference. Dr. Snyder made a motion to adopt the 2007 calendar, and Mr. Gordon seconded the motion. With no discussion, the motion passed unanimously.

## **JOB FAIR POTENTIAL**

Mr. Webb stated that after recent correspondences with local businesses and industries, there is

potential for a job fair this year. The Joint IDA had hoped to hold the job fair in the new Community Center. However, after discussions with Mr. Wayne Sutherland, the offer has been made by the Town of Wytheville to consider the old community center. Ms. DiYorio stated that she thought the new facility was the best place to hold a job fair. Mr. Webb stated that sixteen out of eighteen polled companies would be interested in participating in the job fair and that the partners would likely be the same. He provided board members with budget projections for this event. Dr. Hawthorne stated that he welcomed any suggestions for funding that the board members may be aware of. Mr. Johnson stated he thought there was a discount on fees for the new community center meeting rooms for non-profit organizations. Mr. Webb stated he would check into this. Mr. Freeman suggested more research into this issue and then making a final decision at the January meeting. He also suggested Dr. Hawthorne and Dr. Johnson work together, since Dr. Johnson was a board member of the Wytheville-Wythe-Bland Chamber of Commerce, Inc. Mr. Gordon recommended moving forward with the job fair research and Ms. DiYorio seconded the recommendation. Consensus was to proceed with researching the job fair and to report back at the January meeting.

## **ECONOMY WHITE PAPER FEEDBACK**

Dr. Hawthorne asked if anyone had comments on the draft economy white paper that was provided at the November meeting. He stated that he received some feedback from the county and VEDP. Dr. Hawthorne explained the paper is not fully updated but will be in the near future.

## **OTHER**

Mrs. Skeens read a thank you from Camrett Logistics regarding its recent Industry award.

## **NEW BUSINESS**

## **DRAFT BOARD MEMBER RETIREMENT RESOLUTIONS**

The board reviewed the following resolutions for Mr. Brewer and Mr. Johnstone. Mr. Gordon made the motion to adopt the resolutions as presented. Dr. Snyder seconded the motion. The motion passed unanimously. It was the consensus of the board to invite Mr. Brewer and Mr. Johnstone to the January meeting to present them with the resolutions.

## **R E S O L U T I O N**

**WHEREAS**, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat wishes to express its appreciation to Gerald L. Brewer for service to the Authority and citizens of Wythe County; and,

**WHEREAS**, Mr. Brewer served continuously on the Joint Industrial Development

Authority from November 26, 1994, to November 26, 2006 during which time he supported the efforts of Wythe County to develop Progress Park; and,

**WHEREAS**, Mr. Brewer was always supportive to the Authority's Executive Director, Associate Director, and Administrative Assistant and committed to the efforts of the board of directors; and,

**WHEREAS**, Mr. Brewer worked diligently and cooperatively with local officials and governing bodies to identify and recruit industries beneficial to Wythe County citizens:

**NOW, THEREFORE, BE IT RESOLVED** that the Joint Industrial Development Authority directors, through this resolution, express their esteem, respect, and gratitude to Gerald L. Brewer for his outstanding contributions to the Board and extend to him best wishes for success, health, and happiness.

Adopted this 21st day of December, 2006.

/s/ Joseph W. Freeman  
Joseph W. Freeman, Chairman

ATTEST:

/s/ Danielle M. Skeens  
Danielle M. Skeens, Secretary

###

#### **RESOLUTION**

**WHEREAS**, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat wishes to express its appreciation to George T. Johnstone, for service to the Authority and citizens of Wythe County; and,

**WHEREAS**, Mr. Johnstone served continuously on the Joint Industrial Development Authority from July 1998 to November 2006 during which time he faithfully supported the work of the Authority including efforts of Wythe County to develop Progress Park; and,

**WHEREAS**, Mr. Johnstone was always supportive to the Authority's Executive Director, Associate Director, and Administrative Assistant and committed to the efforts of the board of directors; and,

**WHEREAS**, Mr. Johnstone was the treasurer for the Joint Industrial Development Authority from January 1999 to November 2006; and,

**WHEREAS**, Mr. Johnstone worked diligently and cooperatively with local officials and governing bodies to identify and recruit industries beneficial to Wythe County citizens:

**NOW, THEREFORE, BE IT RESOLVED** that the Joint Industrial Development Authority directors, through this resolution, express their esteem, respect, and gratitude to George

T. Johnstone for his outstanding contributions to the Board and extend to him best wishes for success, health, and happiness.

Adopted this 21<sup>st</sup> day of December 2006.

/s/ Joseph W. Freeman  
Joseph W. Freeman, Chairman

ATTEST:

/s/ Danielle M. Skeens  
Danielle M. Skeens, Secretary

###

### **AUDIT DRAFT**

Dr. Hawthorne stated that he had received the draft back from the auditors. He stated it was a clean audit and he still needs to review the *Management and Discussion Analysis* one more time. He informed the board that he will provide a full report on the audit at the January meeting.

### **POTENTIAL PROJECTS OPPORTUNITIES**

Dr. Hawthorne informed the board that there is a push from data centers to expand into more rural areas to mitigate risk. VEDP is making an effort to recruit data centers, and this might possibly translate into future projects.

### **REMINDER TO COMPLETE STATEMENT OF ECONOMIC INTEREST FORM BY JANUARY 15**

Dr. Hawthorne reminded each board member that the statement of economic interest form is due by January 15, 2007. He stated this is redundant from previous years. He explained that Ms. DiYorio and Mr. Jones needed to complete an additional form since they were newly appointed. He also stated if any one needed help in completing the forms, the Joint IDA staff was available.

### **PROJECT UPDATES**

Dr. Hawthorne provided an update on projects.

Dr. Johnson 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 Ms. DiYorio, and passed unanimously. Mr. Johnson made motion, and Mr. Gordon seconded, to reconvene in open session. The motion passed unanimously. Dr. Johnson 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. Gordon 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	David Elmore
	Joe Freeman	Danny Gordon
	David Johnson	Tom Jones
	William Snyder	

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

#### **OTHER**

Dr. Hawthorne shared the draft purchase options with owners of some land adjacent to Progress Park in the event that projects require the acquisition of more land. It was the consensus of the board members for Dr. Hawthorne to prepare the documents for execution by the board.



Dr. Hawthorne stated it had been a couple of years since he had done a presentation for VEDP. He stated that he would be doing so on March 19, 2007, following the VEDA spring conference.

Dr. Hawthorne congratulated Dr. Snyder on his recent appointment as interim President of Southwest Virginia Community College. Dr. Snyder informed the board that he had every intention of attending the Joint IDA board meetings. This new assignment should not interfere with his duty to the Joint IDA.

Dr. Hawthorne wished everyone a Merry Christmas.

Mr. Freeman stated that since all board members were present, this would be a good time to vote on the Treasurer's position that had been vacated with Mr. Johnstone's retirement. Dr. Snyder nominated Ms. Linda DiYorio for the position. Mr. Jones seconded the motion. Mr. Elmore made the motion to close the floor for nominations, seconded by Dr. Snyder. With no further discussion, Ms. DiYorio was elected Treasurer by acclamation.

## **ADJOURN**

There being no other business, Mr. Freeman adjourned the meeting at 5:00 p.m.

---

Joseph Freeman, Chairman

Attest:

---

Danielle M. Skeens, Secretary