

September 23, 2004

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 23, 2004, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building, 150 E. Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Steven D. Irvin, Chairman Joseph W. Freeman, Vice-Chairman
George T. Johnstone, Treasurer Robert J. Ayers
Danny B. Gordon

MEMBERS ABSENT

Gerald L. Brewer
William F. Snyder

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

The meeting was called to order and a quorum determined to be present by Mr. Irvin, Chairman. Mr. Irvin thanked Authority members for their attendance and welcomed visitors. The invocation was given by Mr. Gordon, and the Pledge of Allegiance was led by Mr. Irvin.

CITIZENS' TIME

Mr. Irvin inquired if there are were persons present who wished to address the board during Citizens' Time. There being none, he proceeded with the agenda.

APPROVAL OF MINUTES - August 26, 2004

A motion was made by Mr. Gordon that the minutes of the regular meeting held on August 26, 2004, be approved as presented. The motion was seconded by Mr. Johnstone and passed unanimously.

APPROVAL OF INVOICES

Dr. Hawthorne explained that problems with the Joint IDA computer network prevented checks from being prepared for the board meeting. He stated that Mr. Webb had put together a list of invoices received or anticipated for the month of September. Dr. Hawthorne explained that the Joint IDA had not received any invoices that were not approved by the board. Mr. Johnstone

made a motion to pay the invoices, which was seconded by Mr. Gordon and passed unanimously.

Joint IDA of Wythe County
Check Register
For the Period from August 28, 2004, to September 24, 2004

Filer Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
4364	8/30/04	Virginia Economic Dev. Partner	400.00
4365	8/31/04	Linda D. Lester	815.31
4366	9/9/04	First Bank of Virginia	2,712.80
4367	9/9/04	VA Dept Of Taxation	431.89
4368	9/9/04	U S Cellular	30.38
4369	9/15/04	Linda D. Lester	740.78
4370	9/24/04	American Electric Power	62.18
4371	9/24/04	Alan Hawthorne - Reimbursement	861.00
4372	9/24/04	Companion Life Insurance Co	66.64
4373	9/24/04	Danny B. Gordon	225.00
4374	9/24/04	Duke's Printing	30.00
4375	9/24/04	George T. Johnstone	225.00
4376	9/24/04	Gerald L. Brewer	225.00
4377	9/24/04	Joseph W. Freeman	225.00
4378	9/24/04	Linda Lester-Reimbursement	9.38
4379	9/24/04	Mike Webb-Reimbursement	15.00
4380	9/24/04	The Paper Clip	3.56
4381	9/24/04	Robert G. Moore	1,100.00
4382	9/24/04	Robert J. Ayers	225.00
4383	9/24/04	Sprint	123.37
4384	9/24/04	Sprint	25.62
4385	9/24/04	Steven D. Irvin	225.00
4386	9/24/04	Town of Wytheville - Postage	11.62
4387	9/24/04	Trigon	1,062.86
4388	9/24/04	Trigon Dental	68.68
4389	9/24/04	Bankcard Services	297.69
4390	9/24/04	William Snyder	225.00
4391	9/24/04	Xerox	146.80
4392	9/24/04	Michael B. Webb	2,035.36
4393	9/24/04	Alan R. Hawthorne	3,469.45
4394	9/24/04	Postmaster	29.60
Total			<u>16,124.97</u>

OLD BUSINESS

IVANHOE INDUSTRIAL PARK PROPERTY

Mr. Webb referred to the draft Request for Bids for the Ivanhoe Industrial Park that he had distributed to board members for review. Mr. Gordon inquired if the Joint IDA is requesting full payment within sixty days of the bid openings. Dr. Hawthorne explained that full payment was due at closing, which should occur within sixty days of bid openings. Mr. Johnstone recommended that the Request for Bids be modified to allow a certified check or a cashier's check to be accepted for the bid guarantee. Mr. Freeman asked if the Request for Bids would be on the website. Dr. Hawthorne stated that it would be. Mr. Irvin asked if the bid guarantees would be cashed or held until a winning bid was determined. Consensus of the board was that the checks would be held uncashed and the checks should be returned to everyone except the winning bidder. Mr. Irvin recommended that Cellell Dalton be allowed to review the Request for Bids before it is released. The consensus of the board was that the minimum bid should be \$2,300 per acre and that a budget of \$2,000 should be set for advertising the Request for Bids. Mr. Gordon made a motion that the Joint IDA go ahead with the proposal as modified, send it to the County Administrator for his review, and then send it to the appropriate places. The motion was seconded by Mr. Ayers and passed unanimously.

FAIRVIEW INDUSTRIAL PARK PAVING UPDATE

Mr. Webb informed the board that he has instructed legal counsel to proceed with obtaining a court opinion.

FAIRVIEW INDUSTRIAL PARK REAR LOTS

Dr. Hawthorne indicated that he had nothing new to report.

MUSSER LUMBER UTILITIES

Mr. Webb provided an update on the Musser Lumber utilities installation. He explained that the project is for water service only.

ENTERPRISE ZONE RENEWAL

Dr. Hawthorne informed the board that the Virginia Department of Housing and Community Development has suspended the application for new Enterprise Zone designations for this year. Dr. Hawthorne recommended that Wythe County and the Joint IDA work with their legislators to pass a bill in the current session that would extend the designation of Enterprise Zones expiring this year until such time as new designations are made. Mr. Irvin instructed staff to prepare a letter to the Chairman of the Wythe County Board of Supervisors or to the County Administrator to request extension of the zone and to volunteer the Joint IDA's services to help accomplish this.

OTHER

Dr. Hawthorne reported that he met with the Executive Committee to discuss materials for the audit of the last fiscal year. Mr. Irvin commended the Joint IDA staff for the accuracy of the information that goes into the audit report.

NEW BUSINESS

HIGHLIGHTS OF BOARD WORKING SESSION

Dr. Hawthorne indicated that most of the items will be covered elsewhere in the agenda.

***SOUTHERN BUSINESS AND DEVELOPMENT* COVERAGE OF PROGRESS PARK**

Dr. Hawthorne explained that the latest issue of *Southern Business and Development* has yet to arrive. The issue, which Dr. Hawthorne had hoped to be able to share with the board, contains an article about Progress Park and the Progress Park advertisement placed by the Joint IDA.

REPORT ON IEDC ANNUAL MEETING

Dr. Hawthorne shared the Outstanding New Economic Developer Award he received at the International Economic Development Council's annual meeting in St. Louis, Missouri. He highlighted some of the presentations made at the annual meeting. Mr. Irvin asked if the Joint IDA planned to do a press release. Dr. Hawthorne explained that a press release indicating that the Joint IDA was going to receive the award was issued but was not picked up. Mr. Gordon commented that all Joint IDA press releases end up on the local radio. Mr. Irvin asked that a letter be sent to the member jurisdictions indicating that Dr. Hawthorne has received the award.

ADMINISTRATIVE ASSISTANT RESIGNATION

Mr. Irvin stated that Linda Lester has resigned as administrative assistant. Consensus of the board was that a resolution to show appreciation for Ms. Lester be prepared for review at the next working session. Dr. Hawthorne presented a draft job advertisement and a draft job description to the board. The consensus of the board was to accept the job description and to proceed with advertising the job opening.

OTHER

Mr. Webb suggested that many of the parties on the board agenda package distribution list might prefer to receive the packages as an e-mail instead of hard copy. Mr. Irvin commented that many of the recipients would probably prefer to receive their packages via email and instructed staff to explore the matter.

ADJOURN

Mr. Irvin asked if there was any further business to come before the Authority. There being none, the meeting adjourned at 4:20 p.m.

Steven D. Irvin, Chairman

ATTEST:

Michael B. Webb, Associate Director