

November 17, 2005

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, November 17, 2005, at 3:00 p.m. in the Council Room of the Rural Retreat Municipal Building located at 307 South Main Street, Rural Retreat, Virginia.

MEMBERS PRESENT

Joseph W. Freeman, Chairman William F. Snyder, Vice Chairman
Gerald L. Brewer David L. Elmore
Danny B. Gordon

MEMBERS ABSENT

Robert J. Ayers
George T. Johnstone, Treasurer

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 - October 27, 2005, Working Session and October 27, 2005, Board Meeting

Mr. Gordon made a motion, seconded by Dr. Snyder, to approve both sets of minutes as presented. The motion passed unanimously.

APPROVAL OF INVOICES

Ms. Pack explained that due to the early meeting date this month, not all of the invoices have

been received. The list includes both invoices that have been received and anticipated invoices. Mr. Gordon made a motion, seconded by Mr. Brewer, to approve the invoice list as presented and for staff to contact the chairman for approval of any unforeseen or unusually large invoices that are received with payment due prior to the December meeting. The motion passed unanimously.

**Joint IDA of Wythe County
Check Register
For the Period From Sep 23, 2005 to Oct 27, 2005**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Amount
1036	10/27/05	Hodges & Campbell	292.50
4726	10/26/05	Appalachian Power	92.67
4727	10/26/05	Anthem Southeast Dental	90.76
4728	10/26/05	Anthem Blue Cross and Blue Shield	1,404.32
4729	10/26/05	Companion Life Insurance Co	75.14
4730	10/26/05	Fort Dearborn Life Ins Co	26.85
4731	10/26/05	Sprint	123.97
4732	10/26/05	Sprint	9.12
4733	10/26/05	Bankcard Services	260.97
4734	10/27/05	Alan R. Hawthorne	3,615.52
4735	10/27/05	Angela D. Pack	1,692.92
4736	10/27/05	Michael B. Webb	2,050.37
4737	10/27/05	Alan Hawthorne - Reimbursement	402.37
4738	10/27/05	Chamber of Commerce	60.00
4739	10/27/05	First Bank of Virginia	2,792.04
4740	10/27/05	Media General - TC/SWVA	233.33
4741	10/27/05	Mike Webb-Reimbursement	11.64
4742	10/27/05	Robert G. Moore	1,100.00
4743	10/27/05	VA Dept Of Taxation	463.21
4744	10/27/05	Virginia Employment Commission	50.00
4745	10/27/05	Xerox	393.36
4746	10/27/05	Angela D. Pack	48.02
Total			15,289.08

PRESENTATION - KIM DOVE, SOUTHWEST REGIONAL ENTERPRISE CENTER

Mr. Webb introduced Ms. Kim Dove, Executive Director of the Crossroads Institute and Southwest Regional Enterprise Center (SREC). Ms. Dove stated she began working with the Crossroads Institute and SREC on September 26, 2005. Her main focus is on the SREC, which is a small business incubator. The SREC exists to promote entrepreneurship by helping people develop small businesses to create job growth and to stimulate the economy. By the end of December, 2005, there will be nine tenants in the business incubator. Ms. Dove invited the board members to tour the facility and to use it free of charge for meetings and other events. She gave a briefing on the tenants and the services offered to the businesses using the incubator. Ms. Dove asked that the board help promote the incubator, offer advice, inform her as to what the center can do for the Joint IDA, and utilize the facility. She invited the board to attend a regional

conference in March, 2006. Mr. Elmore asked if the incubator sets goals for job creation for the businesses utilizing the services of the incubator. Ms. Dove answered that it did not. Mr. Freeman inquired if the incubator services extended to businesses that locate in any part of the service area or only to businesses that locate within the facility. Ms. Dove responded that the services are only available to businesses that locate within the facility. Mr. Gordon asked if the satellite facility in Wytheville was still in the works, and Ms. Dove confirmed that it is. Mr. Freeman thanked Ms. Dove for the presentation. Mr. Webb commented that he toured the facility, and it is very nice.

OLD BUSINESS

WORKFORCE COMMITTEE UPDATE

Mr. Webb informed the board that the workforce committee held its third meeting on November 3, 2005. Ms. Anita Aymer, career coach at Fort Chiswell High School and Wythe County Technology Center, was the guest speaker. She informed the committee that her job is to counsel students about career opportunities. She is also looking for manufacturers willing to allow shadowing opportunities for students. Mr. Webb reported that the committee agreed to request funding from the Wythe County Board of Supervisors for a full-time career coach position for next year. Mr. Elmore added that there is some question regarding the reporting structure and who would actually supervise the career coach. There are also many undecided issues regarding funding. The committee plans to draft a proposal at the next meeting to present to the Board of Supervisors as to how to proceed with the program so that it will be available in fall 2006. Mr. Freeman stated that he appreciates the committee's efforts and stressed that this is an important issue for Wythe County.

JOB FAIR UPDATE

Mr. Webb explained that the job fair steering committee met last week. The Virginia Department of Business Assistance will provide advertising funds. The dates of the job fair are January 27 and January 28. Interview room and Work Keys testing areas will be made available as part of the fair. Volunteers are needed, and Mr. Webb is contacting the Rotary Clubs for assistance. The exhibition fee is \$100 for large companies and \$50 for small companies or support groups. Invitations were mailed. Companies outside of Wythe County have expressed interest in exhibiting at the job fair, but the Joint IDA will first offer Wythe County industries a chance to exhibit before non-Wythe County businesses are allowed to do so. Mr. Gordon asked that the job fair steering committee consider using radio and cable television as a means of advertising the job fair.

FAIRVIEW HOUSE TOUR REPORT AND RENTAL STATUS

Mr. Webb reported that Mr. Freeman, Mr. Gordon, Mr. Johnstone, and Dr. Snyder toured the house. Mr. Webb indicated he followed-up with Mr. Cellell Dalton on questions arising from the tour. Mr. Webb explained that Habitat for Humanity is prepared to lease the house. Dr. Hawthorne drafted a proposed lease, and Attorney Frank Slavin is reviewing the document for Habitat for Humanity. Mr. G.W. Catron will provide \$1 million in liability insurance on the

Fairview house for Habitat for Humanity. Mr. Freeman asked if Habitat for Humanity will perform normal maintenance on the house. Mr. Webb stated that he believed so. Mr. Gordon inquired if Habitat for Humanity has fire insurance coverage for the house, and Mr. Webb said he will check into it. Mr. Webb explained that Habitat for Humanity wants to store a trailer on the lot. The consensus of the board was that this is not acceptable. Mr. Elmore asked if Habitat for Humanity would perform any project improvements on the house. Mr. Webb stated that would have to be negotiated. Mr. Gordon requested a copy of the proposed lease be sent to him. Mr. Gordon informed the board that there is someone operating a flea market adjacent to the Fairview Park property line. Mr. Gordon noted that the Joint IDA must insure that there will be no subleasing of the house. Mr. Gordon also asked that Mr. Gary Taylor, President of Habitat for Humanity, address the board at its next meeting.

FAIRVIEW PROPERTY SALE NEGOTIATIONS STATUS

Mr. Webb informed the board that the Joint IDA continues to negotiate with the developer who submitted proposal "B". The Joint IDA provided geotechnical information to the developer's architect and engineer. The exact number and size of housing will be determined after examining the geotechnical information. Mr. Gordon questioned the Joint IDA offering financing. Mr. Webb replied that the developer indicated that he could finance it elsewhere but would consider owner financing. Mr. Webb pointed out that Dr. Hawthorne informed the board at the last meeting that he would propose owner financing. Mr. Gordon expressed concern regarding owner financing. Mr. Elmore stated that in the true spirit of partnership and with the agreement to develop the land in accordance with the Joint IDA's vision of the project, the Joint IDA should consider the proposed financing option. Mr. Freeman remarked that the only real use of the money at this time is to pay any outstanding debt. He also stated that he believes the more important issue is the developer's specific proposal for the type of housing and time-line for the project. Mr. Gordon stated that the board did not authorize Dr. Hawthorne to offer financing but to only negotiate with the developer for proposal B. Mr. Elmore countered that what Dr. Hawthorne is doing is part of negotiating. Mr. Freeman reminded the board that the proposal is purely for consideration. He went on to state that the developer may claim that this financing proposal will assist with the timeliness of the project and if so, the board should hear this from the developer. The board members requested that Mr. Webb supply each member with copies of proposal "B". The consensus of the board was for both Dr. Hawthorne and the developer to explain the proposed owner financing at the December meeting.

OTHER

Mr. Webb stated the Joint IDA received the industry award plaques. The Joint IDA will provide its tickets to Peter Argue and Larry Corvin of Wytheville Technologies. Mr. Webb explained that since the Joint IDA has two remaining tickets to donate, Dr. Hawthorne requested that the Joint IDA provide a ticket to his wife, Ms. Sherry Hawthorne. Mr. Webb pointed out that Ms. Hawthorne does a great deal of volunteer work for the Joint IDA such as cleaning the office and proof reading documents. Mr. Brewer made a motion, seconded by Mr. Elmore, to provide Ms. Hawthorne with a ticket. The motion passed unanimously.

NEW BUSINESS

REQUEST FOR ZONING CHANGE FOR FAIRVIEW INDUSTRIAL PARK VICINITY

Mr. Webb explained that the developer for proposal “B” asked the Joint IDA to request a zoning change from manufacturing to residential for development of the Fairview back lots. Mr. Webb explained that R-2 zoning ordinances limit multi-housing development and require at least 1,150 sq ft minimum per house. R-3 zoning ordinances allow a minimum of 950 sq ft, but it allows more multi-housing units. Because the Joint IDA does not desire multi-housing units, the developer asked that the Joint IDA request R-3 zoning with Restrictions. This would limit any multi-housing units and would ensure that the smaller homes meet code. Mr. Gordon pointed out that the Joint IDA needs to be sure that the developer for proposal “B” is indeed going to go through with the development before a zoning change request is made. Dr. Snyder declared that the Joint IDA needs to make sure that it can be successful in getting the zoning changed and learn its impact on neighbors and the general public. Mr. Elmore stated that these dwellings are designed to be affordable for individuals employed in manufacturing and that some of those individuals may utilize a smaller dwelling as a starter home. He also stated that he did not have a problem with the smaller square footage because only a few of the homes will be that size. Mr. Brewer commented that there may be grading issues with the property, and the developer may need to construct some smaller homes to fit on a lot. Mr. Freeman stated that due to the topography of the land, the developer may be more effective in assisting the Joint IDA with reaching its goal of affordable housing for residents employed in manufacturing if the zoning allowed for some smaller homes. The consensus of the board was to take no action until the developer addresses the board in December.

Mr. Webb informed the board that he completed a proposed modified zoning ordinance for the industrial lots in Fairview Industrial Park and surrounding areas. The consensus of the board was to delay the zoning change request until the board has time to review the draft.

FAIRVIEW ENTRANCE SIGN IMPROVEMENTS

Mr. Webb explained changes that need to be made to the entrance sign at Fairview Industrial Park. National Seating Company and PowerShot need to be removed. The address for the Joint IDA needs to be updated. The Mount Rogers IDC needs to be added. Because it is unknown as to where Simply Home will locate permanently, Mr. Webb suggested leaving the sign unchanged for now so that all revisions can be done at once. The consensus of the board was to defer updating the sign.

COMMERCE QUARTERLY COVERAGE OF GATORADE AND KPA

Mr. Webb shared copies of VEDP’s newsletter, *Commerce Quarterly*. The issue contains coverage of the Gatorade and Klöckner Pentaplast of America projects.

JOINT IDA HOLIDAY OPEN-HOUSE

Mr. Webb explained that the Joint IDA traditionally hosts an open-house for the holidays. Mr. Brewer made a motion, seconded by Dr. Snyder, to host an open-house. The motion passed unanimously.

PROJECT UPDATES (CLOSED SESSION AS PERMITTED BY VIRGINIA CODE §2.2-3711(A)(5))

Mr. Gordon 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 Mr. Brewer and passed unanimously. Dr. Snyder made motion, and Mr. Elmore seconded, to reconvene in open session. The motion passed unanimously. Mr. Gordon made a motion 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. Brewer 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
Gerald Brewer	Danny Gordon
David Elmore	

NAYS: None

ABSENT DURING MEETING: Robert Ayers
George Johnstone

ABSENT DURING VOTE: Robert Ayers
George Johnstone

OTHER

There was no other new business.

ADJOURN

There being no further business, the meeting adjourned at 4:25 p.m.

Joseph W. Freeman, Chairman

ATTEST:

Angela D. Pack, Secretary