

February 23, 2006

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, February 23, 2006, 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                Gerald L. Brewer  
David L. Elmore

**MEMBERS ABSENT**

Danny B. Gordon                                      David N. Johnson

**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. Dr. Hawthorne 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 - January 26, 2006, and February 9, 2006 Board Meeting**

Mr. Johnstone made a motion, seconded by Mr. Brewer, to approve the minutes as presented. The motion passed unanimously.

**APPROVAL OF INVOICES**

Dr. Hawthorne explained that there are more checks than usual because the Joint IDA is paying the invoices for the job fair. Dr. Snyder asked about checks #4828 and #4829. Dr. Hawthorne

explained that the checks are for Mr. Webb's attendance at the International Economic Development class, and the Joint IDA is contesting the amount owed. This explains the voided check as the Joint IDA originally wrote the check for the amount of the invoice, but later decided to contest the amount and pay a smaller fee. The issue is whether Mr. Webb qualified for the member discount. Dr. Snyder made a motion, seconded by Mr. Elmore, to pay the invoices. The motion passed unanimously.

Joint IDA of Wythe County  
Check Register

For the Period From January 26, 2006 thru February 23, 2006

Filter Criteria includes: Report order is by Check Number.

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
4827	1/31/06	United States Treasury	168.00
4828	2/9/06	Int'l Economic Dev Council	585.00
4828V	2/13/06	Int'l Economic Dev Council	-585.00
4829	2/13/06	Int'l Economic Dev Council	505.00
4830	2/13/06	Postmaster	39.00
4831	2/14/06	Bluefield Daily Telegraph	2,773.16
4832	2/23/06	Akos Promotions	588.19
4833	2/23/06	Mid-South Management Co.	180.00
4834	2/23/06	Cumulus	1,000.00
4835	2/23/06	Gazette Twin County Classifieds	600.00
4836	2/23/06	Jerry's Signs, Inc.	650.00
4837	2/23/06	LAMAR	1,100.00
4838	2/23/06	The Master's Table Catering	682.00
4839	2/23/06	The Roanoke Times	1,635.28
4840	2/23/06	WMEV-FM/AM	240.00
4841	2/23/06	Wordsprint, Inc.	275.00
4842	2/23/06	WYVE-Three Rivers Media	575.00
4843	2/23/06	Michael B. Webb	2,050.37
4844	2/23/06	Alan R. Hawthorne	3,615.52
4845	2/23/06	Angela D. Pack	885.78
4846	2/23/06	Appalachian Power	116.15
4847	2/23/06	Alan Hawthorne - Reimbursement	137.95
4848	2/23/06	Anthem Southeast Dental	90.76
4849	2/23/06	Anthem Blue Cross and Blue Shield	1,404.32
4850	2/23/06	Companion Life Insurance Co	67.22
4851	2/23/06	First Bank of Virginia	2,454.79
4852	2/23/06	JIDA Petty Cash	96.36
4853	2/23/06	Media General - TC/SWVA	193.52
4854	2/23/06	Mike Webb	438.31
4855	2/23/06	The Mount Rogers Dev Partnership	6,899.76
4856	2/23/06	Robert G. Moore	1,100.00
4857	2/23/06	Sprint	125.57

4858	2/23/06	Sprint	12.00
4859	2/23/06	VA Dept Of Taxation	257.36
4860	2/23/06	Bankcard Services	655.87
4861	2/23/06	Xerox	267.86
4862	2/23/06	Fort Dearborn Life Ins Co	22.65
4863	2/23/06	VA Economic Dev Assoc.	145.00
<b>Total</b>			<b>32,088.97</b>

## **OLD BUSINESS**

### **DANIELLE SKEENS JOINING JOINT IDA AS ADMINISTRATIVE ASSISTANT**

Dr. Hawthorne reported that Ms. Skeens accepted the offer of employment and will start working for the Joint IDA on March 1, 2006.

### **LAURA TEED JOINING JOINT IDA AS SUMMER INTERN**

Dr. Hawthorne explained that Ms. Teed accepted the offer of internship and will start working for the Joint IDA in May. Mr. Freeman asked how long Ms. Teed will work for the Joint IDA, and Dr. Hawthorne replied that she would be with the Joint IDA for approximately ten weeks.

### **JOB FAIR/CRC REPORT**

Dr. Hawthorne shared a slide show about the Wytheville Job Fair. The slide show included summaries of the employer and job seeker surveys that revealed that both groups overwhelmingly perceived the job fair as a positive experience. Dr. Hawthorne also explained that about 450 people signed up to take the career readiness certificate exam, and initial results show a high passing rate among those who have since taken the exam.

### **JOINT IDA FY 2006-2007 PROPOSED BUDGET**

Dr. Hawthorne shared the final budget request submitted to the jurisdictions. He noted that a few minor changes to line items were made since the last meeting, but the total amount remains the same. A copy of the budget follows the minutes.

### **FAIRVIEW ZONING REQUEST STATUS**

Mr. Webb reported that the Wytheville Planning Commission recommended that the Fairview rear lots be rezoned to R-3 as requested. The Wytheville Town Council is holding a public hearing on the matter on March 13, 2006. Mr. Webb reported that the Planning Commission agreed to hold a public hearing on the creation of the M1-M zone in March. Dr. Snyder asked if the M1-M is created, must each individual landowner request the change. Dr. Hawthorne replied that it was his understanding that it would not require each individual landowner to make a request. He noted that a few landowners will likely object to a rezoning, but the rezoning boundaries can probably be drawn in such a way as to not include those few industries.

## **2006 INDUSTRY APPRECIATION GOLF TOURNAMENT**

Mr. Webb reported that the golf tournament committee had its first meeting. Since that meeting, he learned that the Wytheville Golf Club no longer gives green fee discounts to tournament organizers for persons playing in the tournament who are club members. This could necessitate the need for higher entrance fees in this year's tournament. Mr. Webb agreed to prepare a budget projection to assist the committee with determining the appropriate fee.

## **OTHER**

There was no other old business.

## **NEW BUSINESS**

### **REPORT ON IEDC CREDIT ANALYSIS CLASS**

Mr. Webb explained that he spent the three previous days in Baltimore attending the International Economic Development Council class on credit analysis. He reported that the class was very beneficial as it discussed how to determine a company's cash flow and debt service. Mr. Webb reported that he also benefitted by talking to economic developers from other states and learning what initiatives they are undertaking. He noted that a Virginia Economic Developers Association scholarship is paying for part of the cost to attend and the Joint IDA Revolving Loan Fund can be used to pay the balance since the class relates to loan management.

### **RESOLUTION FOR ANGELA PACK**

Dr. Snyder made a motion, seconded by Mr. Johnstone, to adopt both the resolution for Angela Pack and Andrew Hall. The motion passed unanimously. A copy of the resolution for Ms. Pack follows:

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

**WHEREAS**, Ms. Pack, having prepared herself through training and prior experience, became administrative assistant on November 15, 2004; and,

**WHEREAS**, Ms. Pack prepared agendas, attended meetings, and kept the minutes of the Joint IDA and Crossroads Regional Industrial Facility Authority; and,

**WHEREAS**, Ms. Pack kept the financial records of the Joint IDA and Crossroads Regional Facility Authority; and,

**WHEREAS**, Ms. Pack played an important role in the Industry Appreciation Golf Tournament and Wytheville Job Fair; and,

**WHEREAS**, Mr. Pack assisted with the recruitment of Gatorade and

Ancor PET Packaging, two of the largest manufacturing projects in Virginia during the past year:

**NOW, THEREFORE, BE IT RESOLVED** that the Joint Industrial Development Authority directors, through this resolution, express their esteem, respect, and gratitude to Angela D. Pack for her contributions to the Board and extend to her best wishes for success, health, and happiness.

Adopted this 23<sup>th</sup> day of February, 2006.

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

ATTEST:

/s/ Michael B. Webb  
Michael B. Webb, Associate Director

### **RESOLUTION FOR ANDREW HALL**

This items was discussed under the previous topic. A copy of the resolution follows:

**WHEREAS**, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat wishes to express its appreciation to Andrew S. Hall for service to the economic development of Wythe County and the citizens of the Mount Rogers region; and,

**WHEREAS**, Mr. Hall served as executive director of the Virginia's aCorridor from October 15, 2001, until February 28, 2006, and previously served as economic development executive for American Electric Power; and,

**WHEREAS**, Mr. Hall 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. Hall offered valuable counsel to the Authority's staff; and,

**WHEREAS**, Mr. Hall played an important role in identifying prospects and assisting the Authority with efforts to secure those prospects for Wythe County, and;

**WHEREAS**, Mr. Hall supported the Industry Appreciation Golf Tournament:

**NOW, THEREFORE, BE IT RESOLVED** that the Joint Industrial Development Authority directors, through this resolution, express their esteem, respect, and gratitude to Andrew S. Hall for his contributions to Wythe County's economic development and extend to him best wishes for success, health, and happiness.

Adopted this 23th day of February, 2006.

/s/ Joseph W. Freeman

Joseph W. Freeman, Chairman

ATTEST:

/s/ Michael B. Webb

Michael B. Webb, Associate Director

#### **POTENTIAL RECOMMENDATIONS OF WORKFORCE/EDUCATION COMMITTEE**

Dr. Hawthorne reported that the committee decided to seek funding for three career coaches so that each middle/high school pair can have its own career coach. The Joint IDA will seek a Virginia Tobacco Commission grant to fund part of the program start-up. The committee also decided to seek implementation of a general manufacturing technology program at Wythe County Technical Center.

#### **PROGRESS PARK INFRASTRUCTURE UPDATE**

Dr. Hawthorne shared updates on water, wastewater, rail, and road improvements in Progress Park.

#### **JOINT IDA QUARTERLY NEWSLETTER**

Dr. Hawthorne commented that the Winter 2006 issue has been published and distributed.

#### **OTHER**

There was no other new business.

#### **ADJOURNMENT**

There being no other business, Chairman Freeman adjourned the meeting at 4:40 pm.

Joseph W. Freeman, Chairman

ATTEST:

Danielle M. Skeens, Secretary

	<b>FY 2005</b>		<b>FY 2006 Proposed</b>	
<b>Revenues</b>	<b>Jurisdictions</b>	<b>Grants/Fees</b>	<b>Jurisdictions</b>	<b>Grants/Fees</b>
Appropriation - Wythe County	\$130,386.00		\$135,000.00	
Appropriation - Wytheville	\$66,240.00		\$68,604.00	
Appropriation - Rural Retreat	\$10,326.00		\$10,692.00	
Administrative fees		\$3,000		\$3,000
Contributions		\$3,500		\$3,500
RLF Interest Income				
Interest Income		\$2,000		\$5,000
Misc. income (CRIFA fees)		\$50,000		\$50,450
Grants		\$5,000		\$5,000
Subtotal Revenues	<b>\$206,952.00</b>	<b>\$63,500.00</b>	<b>\$214,296.00</b>	<b>\$66,950.00</b>
=	=	=	=	=
<b>Total Revenue</b>	<b>\$270,452.00</b>			<b>\$281,246.00</b>

<b>Expenses</b>	<b>FY2005</b>	<b>FY 2006-2007</b>	
		<b>Proposed</b>	<b>Change</b>
Salaries	\$143,777.84	\$146,040.00	\$2,262.16
Director compensation	\$0.00	\$6,300.00	\$6,300.00
Social security - employer	\$8,914.23	\$9,445.08	\$530.85
Medicare - employer	\$2,084.78	\$2,208.93	\$124.15
SIMPLE-IRA - employer	\$4,124.34	\$4,381.20	\$256.86
Health insurance - employer	\$11,358.77	\$12,467.00	\$1,108.23
Dental insurance - employer	\$907.23	\$950.84	\$43.61
Life insurance	\$402.57	\$402.57	\$0.00
Disability insurance	\$1,023.23	\$969.32	(\$53.91)
Unemployment insurance	\$292.80	\$282.00	(\$10.80)
Workers comp. insurance	\$206.22	\$219.06	\$12.84
Professional services	\$6,000.00	\$6,000.00	\$0.00
Contracted services - engineer	\$1,300.00	\$1,300.00	\$0.00
Contracted services - other	\$500.00	\$500.00	\$0.00
Copier	\$3,800.00	\$3,800.00	\$0.00
Advertising/printing	\$9,000.00	\$9,000.00	\$0.00
Postage	\$1,500.00	\$1,500.00	\$0.00
Telecommunications	\$3,200.00	\$3,000.00	(\$200.00)
Office supplies	\$1,200.00	\$1,000.00	(\$200.00)
Rent	\$13,200.00	\$13,200.00	\$0.00
Meeting expenses	\$500.00	\$500.00	\$0.00
Subscriptions/books	\$300.00	\$300.00	\$0.00
Dues/membership	\$29,000.00	\$29,000.00	\$0.00
Capital equipment	\$3,000.00	\$3,000.00	\$0.00
Hosting	\$1,000.00	\$1,000.00	\$0.00
Mileage	\$6,500.00	\$6,500.00	\$0.00
Lodging/perdiem	\$3,000.00	\$3,000.00	\$0.00
Conventions/education	\$2,500.00	\$2,500.00	\$0.00
Repairs & Maintenance	\$500.00	\$500.00	\$0.00
Park expenses	\$1,000.00	\$1,000.00	\$0.00
Surety Bond	\$400.00	\$400.00	\$0.00
Public Officials Insurance	\$1,000.00	\$1,200.00	\$200.00
General Liab./Prop. Insurance	\$1,200.00	\$1,600.00	\$400.00

Office equipment	\$1,000.00	\$1,000.00	\$0.00
Furniture & Fixtures	\$1,000.00	\$1,000.00	\$0.00
Utilities	\$1,260.00	\$1,280.00	\$20.00
Other expense	\$1,000.00	\$1,000.00	\$0.00
Industry Appreciation Act.	\$3,500.00	\$3,500.00	\$0.00
Transfer int. to RLF			
Total Expenses	<b>\$270,452.00</b>	<b>\$281,246.00</b>	\$10,794.00
Net Income	<b>\$0.00</b>	<b>\$0.00</b>	3.99%