

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**September 25, 2008**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, September 25, 2008, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Joe Freeman, Chairman	Tom Jones
William Snyder, Vice-Chairman	Foy Patton
Linda DiYorio	David Elmore
Dana Pack	

**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**

Chairman Freeman called the meeting to order and determined a quorum to be present. Dr. Snyder offered the invocation, and Mr. Freeman led the Pledge of Allegiance.

**CITIZENS' TIME**

Chairman Freeman asked if there were any persons present who wished to address the board during citizens' time. There being none, Chairman Freeman proceeded with the meeting. Mr. Bucky Sharitz was present during the meeting, but arrived after the recognition of visitors in the audience.

**PRESENTATION—Dan Adams, Appalachian Power Company**

Mr. Adams gave an informative presentation regarding the rate increases that are being proposed by Appalachian Power Company. Areas of discussion were the current cases that APCO has presented to the State Corporation Commission for consideration. The cases include the Fuel Clause Adjustment Case, Environmental and Reliability Surcharge Case and the Base Rate Case. Mr. Adams explained how the rising cost of fuel, materials, environmental costs and other ordinary items are impacting the increase in electricity. He pointed out that Appalachian Power is not adequately covering the cost of doing business in Virginia, as Moody's and Fitch investment services have lowered their ratings on APCO's credit. Alternative means of producing electricity were also discussed. Mr. Adams remarked that although there would be increases, Appalachian Power will still be well below the National Average on price per residential kilowatt hour used. (National Average: \$0.13 per kWh; APCO: \$0.10 per kWh.)

**APPROVAL OF MINUTES—August 28, 2008, meeting**

Mr. Burton noted that there was a mistake found in the minutes of the August meeting after they were e-mailed to the Board members. The error involved a partial sentence that should have been deleted. A corrected copy of the affected page was distributed to Board members at the meeting. Dr. Snyder made a motion, seconded by Ms. DiYorio, to adopt the minutes with the amendment as presented by staff. The motion passed unanimously.

**APPROVAL OF INVOICES**

Mr. Burton presented the list of invoices. He indicated that there were still problems with the printer which resulted in us, again, having to void numerous checks. We are still working on the problem and hope to have it resolved before the checks are issued next month. Mr. Elmore made a motion, seconded by Mr. Patton, to approve the invoices. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County**

Check Register

For the Period From August 29, 2008, through September 25, 2008

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
5673	9/2/08	Principal Life Insurance Co.	106.93
5674	9/25/08	Alan R. Hawthorne	4,275.27
5675	9/25/08	David L. Elmore	207.79
5676	9/25/08	Dana R. Pack	207.79
5677	9/25/08	Foy W. Patton	207.79
5678	9/25/08	Joseph W. Freeman	207.79
5679	9/25/08	Linda DiYorio	207.79

5680	9/25/08	Patrick G. Burton	2,464.74
5681	9/25/08	Tom Jones	207.79
5682	9/25/08	Virginia M. Goodwin	1,503.66
5683	9/25/08	William F. Snyder	207.79
5684	9/25/08	Appalachian Power	74.88
5684V	9/25/08	Appalachian Power	-74.88
5685	9/25/08	Alan Hawthorne - Reimbursement	728.33
5685V	9/25/08	Alan Hawthorne - Reimbursement	-728.33
5686	9/25/08	Anthem Southeast Dental	100.72
5686V	9/25/08	Anthem Southeast Dental	-100.72
5687	9/25/08	Anthem Blue Cross and Blue Shield	1,544.35
5687V	9/25/08	Anthem Blue Cross and Blue Shield	-1,544.35
5688	9/25/08	Domain Registry of America	95.00
5688V	9/25/08	Domain Registry of America	-95.00
5689	9/25/08	Embarq	131.56
5689V	9/25/08	Embarq	-131.56
5690	9/25/08	First Bank of Virginia	3,450.63
5690V	9/25/08	First Bank of Virginia	-3,450.63
5691	9/25/08	Mellon Trust of New England, NA	850.00
5691V	9/25/08	Mellon Trust of New England, NA	-850.00
5692	9/25/08	Principal Life	152.94
5693	9/25/08	Robert G. Moore	1,100.00
5694	9/25/08	Sprint PCS	81.58
5695	9/25/08	VA Dept of Taxation	524.21
5696	9/25/08	Virginia Economic Dev. Partner	525.00
5697	9/25/08	Virginia Economic Development Ptrn.	500.00
5698	9/25/08	Virginia Goodwin	39.37
5699	9/25/08	Bankcard Services	640.64
5700	9/25/08	Va. Municipal Liability Pool	636.25
5701	9/25/08	Xerox	267.86
5702	9/25/08	Appalachian Power	74.88
5703	9/25/08	Alan Hawthorne - Reimbursement	728.33
5704	9/25/08	Anthem Southeast Dental	100.72
5705	9/25/08	Anthem Blue Cross and Blue Shield	1,544.35
5706	9/25/08	Domain Registry of America	95.00
5707	9/25/08	Embarq	131.56
5708	9/25/08	First Bank of Virginia	3,450.63
5709	9/25/08	Mellon Trust of New England, NA	850.00

**Total**

**\$21,248.45**

## **OLD BUSINESS**

### **ENTERPRISE ZONE PUBLIC HEARING UPDATE**

Mr. Burton gave the Board a brief update regarding the Enterprise Zone Public Hearing. Dr. Hawthorne presented the Joint IDA's position at the hearing. After some discussion among the members, the BOS approved an amendment package that keeps the minimum job creation number at 25. Dr. Hawthorne and Mr. Dalton, County Administrator, have been and will continue to work on this issue and should be commended for their hard work and effort. Mr. Freeman thanked Mr. Sharitz and the BOS for their support and acceptance of this amendment.

### **UPDATE ON CONGRESSMAN BOUCHER'S CELTIC TIGER CONFERENCE**

Mr. Burton reported that the conference was well attended with many participants coming from beyond Wythe County. The information presented was very educational and enlightening. Discussed were some of the commonalities between the Appalachian Region of Southwest Virginia and Ireland. The keynote speaker was John Bruton, current European Union Ambassador to the U. S. and former Prime Minister of Ireland. He discussed the contributing factors to Ireland's substantial economic growth over the last 15 years. A few of the items mentioned were keeping taxes low, initiatives for encouraging entrepreneurship, and investing in education. The conference was also an opportunity to showcase the Meeting Center and what Wytheville and Wythe County have to offer.

### **UPDATE ON ANNIVERSARY CELEBRATION EVENT COMMITTEE**

Chairman Freeman updated the Board on the meeting of the Anniversary Celebration Event Committee that was held on September 9<sup>th</sup>. This was the first meeting of the group and those in attendance were Stephen Moore, Cellell Dalton, Peter Argue (WTI), Dr. Hawthorne, Mr. Freeman and Kristy Selby and Renita Ward from Gatorade. The group decided to continue with their plans and to tentatively schedule the event for June 6<sup>th</sup>, 2009. Everyone was very interested and excited about the event, and looked forward to the planning process. The next meeting is scheduled for October 14<sup>th</sup>.

## **OTHER**

Executive Summary: *The Economic Impact of Agriculture and Forestry on the Commonwealth of Virginia: The Study in Brief*. As a follow-up to the Agri-Business Town Hall meeting, mentioned at the last Board meeting, copies of the Executive Summary were distributed to each Board member prior to the meeting. Mr. Burton indicated that in the report they could find various comparisons, descriptions, economic impact modeling, and other information. He pointed out the website address listed on the front of the report that could be accessed for further information.

Local Unemployment Rates: An inquiry was made, during the last board meeting, regarding the unemployment rates in Wythe County. Mr. Burton reported that he researched and found that Volvo's layoffs in recent months have had an impact on the high unemployment rates in Wythe County. The rates increased by 2.6 percent in Wythe County between May and July. He also found that Pulaski County's rate increased to 8.4 percent mainly due to layoffs at Volvo and the Foundry in Radford. Mr. Burton stated that exact numbers of Wythe County residents laid off from Volvo are not publicly available. Dr. Snyder suggested the United Way could be a source of additional information.

Multi-Agency One-Stop Opportunity: Mr. Burton reported that the BOS decided to inform the Commonwealth of Virginia that Wythe County intended to move forward with the One-Stop facility in Wytheville/Wythe County. Mr. Elmore indicated that the BOS agreed that the Big Lots/Goody's location was an excellent idea and that DSS had decided to occupy the One-Stop facility along with other State and non-profit agencies. He also noted that this facility would be the first in our geographic area. A facility similar to this one is in operation in Charlottesville and two other locations are under construction in the state.

WCC Industrial Technician Program - Scholarship Funds: In the last meeting a question was raised as to whether funds from the WMC (Wythe Mfg. Council) Scholarship was being used by students in the new Industrial Technician Program. WCC was contacted and it was found that none of the funds are being utilized because current students are only taking three credits this term. The funds will roll over to next year.

Parking Issues - Big Lots/Goody's One-Stop Facility: Dr. Snyder remarked, in the last board meeting, that the Wytheville Planning Commission had considered a proposal to subdivide the Big Lots/Goody's shopping center property. Mr. Burton indicated that he had asked Stephen Moore about this. Mr. Moore indicated that only a small number of parking spaces would be affected by the parking lot enhancements. The Lane Group has taken this into consideration and has plans to maintain an abundance of the space for parking capacity.

## **NEW BUSINESS**

### **DRAFT MANAGEMENT DISCUSSION AND ANALYSIS FOR ANNUAL AUDIT**

Each board member was provided with a draft copy of the Management Discussion and Analysis (MDA) for the annual audit report. Mr. Burton explained that the report was straight forward and similar to previous years. He asked for any comments, suggestions, or a consensus to approve this version of the report. Mr. Freeman said that the report was consistent with the actual statements. He stated that it was accurate and concise and was typical of the MDA narratives that have been seen through the years by the Board. Mr. Freeman asked if there were any suggestions for changes or any recommendations for improvement. Mr. Pack made a motion, seconded by Mr. Jones, to approve the Management Discussion and Analysis as written. With no further discussion, the motion passed unanimously.

**AUTHORIZE STAFF TO PREPARE DOCUMENTS FOR A MASTER LEASE AND SUB-LEASE FOR A ONE-STOP CENTER FOR FUTURE CONSIDERATION BY BOARD**

Mr. Burton asked the board for approval to permit the Joint IDA staff to begin drafting and developing the master lease and sub-lease for the One-Stop Center. Mr. Elmore noted to the board that Wythe County is interested in the Joint IDA serving as the primary lease holder for the facility because the Joint IDA has more flexibility in terms of procurement issues. Mr. Jones asked who would be responsible for the improvements to the building, both funding and implementation. Mr. Elmore stated that the owner of the building would be responsible for the upgrades, modifications and funding of the project. Mr. Freeman explained that this authorization would allow the Joint IDA staff to draft the appropriate documents for consideration by the Board and does not presume that the Joint IDA Board will approve serving as primary leaseholder. He asked if there was a motion to authorize the staff to develop the documents for a master lease and sub-lease for the One-Stop facility. Ms. DiYioro made a motion, seconded by Mr. Elmore. With no further discussion, the motion passed unanimously.

**AUTHORIZE STAFF, IF APPROPRIATE, TO PREPARE LOAN APPLICATIONS AND BOARD OF SUPERVISOR'S AGREEMENT TO FACILITATE GRADING OF LOT 1 IN PROGRESS PARK**

This request, presented by Mr. Burton, would allow the Joint IDA staff to begin preparation of the loan applications and BOS agreement to expedite the grading of Lot 1 in Progress Park. He noted that the County has missed out on some significant projects due to grading and long lead time to undertake grading. Mr. Freeman noted that this lot is in need of extensive grading and, once done, would insure a more attractive and construction-ready site for a large project. He also mentioned that this would be an authorization of loan and supporting documents, if they should be needed, and not documents for the actual grading, which will be managed by Wythe County. Mr. Jones asked about the location of Lot 1. Mr. Freeman explained that coming from Wytheville on Peppers Ferry Road, it is a 100-acre lot on the right-hand side before the entrance to Progress Park. Dr. Snyder made a motion, seconded by Mr. Pack, to allow the staff to begin preparation of the loan applications and Board of Supervisor's Agreement to facilitate grading of Lot 1 in Progress Park. With no further discussion, the motion passed unanimously.

**INDUSTRY OF THE YEAR AWARD NOMINATIONS— CHAMBER ANNUAL DINNER**

Mr. Burton discussed the annual Chamber Dinner and the Industry of the Year Award nominations. He noted that the Joint IDA staff recommendation for this year was Gatorade. Mr. Elmore inquired about the criteria used for nominations for the award. It was noted, by Mr. Freeman, that there was no formal, written criteria, and that individual Board members, as well as the staff of the Joint IDA usually made the nominations based on how they viewed the industry's accomplishments, contributions and activities within the community and participation in the Authority's activities. Mr. Elmore suggested that there be some written criteria developed to be used for future nominations. Several board members made suggestions that they would like to see included. Mr. Freeman agreed that it was a good suggestion and asked for a formal vote on the matter.

Mr. Elmore made a motion, seconded by Ms. DiYorio, to develop written criteria for the Industry of the Year Award. With no further discussion, the motion passed unanimously.

Mr. Freeman continued to discuss the nomination of Gatorade for this year's award. He noted that he could not think of a better choice. Mr. Freeman and Mr. Pack mentioned how Gatorade has participated in events around the community, made donations of drinks to various organizations, events and groups and how they attend meetings and functions of the Joint IDA, as well as, in the community. Mr. Elmore made a motion, seconded by Dr. Snyder to select Gatorade as the Joint IDA Industry of the Year. With no further discussion, the motion passed unanimously.

Mr. Burton asked about the Board's preference concerning table sponsorship at the Chamber Annual Dinner. The sponsorships consist of 4 tickets for \$250.00, 6 tickets for \$375.00, and 8 tickets for \$500.00. Ms. DiYorio made a motion, seconded by Dr. Snyder, to sponsor a table for 8 tickets for \$500.00. With no further discussion, the motion passed unanimously.

## **RECORDS RETENTION AND DISPOSITION SCHEDULE**

Mr. Burton briefly explained the Records Retention and Disposition Schedule that Ms. Goodwin has developed. He stated that the majority of the information used to compile this schedule was obtained from The Library of Virginia website. The website has material regarding the retention schedules of Virginia's State, County and Municipal governments. The data found was used as the criteria for developing the retention schedule for the Joint IDA. Ms. Goodwin is currently using this new schedule to organize and purge the files in the Joint IDA office. Mr. Freeman stated that he was glad to see such a schedule and felt that it was a good summary and would be an excellent guideline.

## **PROJECT UPDATES**

Mr. Burton noted there are several ongoing projects. Progress Park was eliminated from consideration by one recent prospect because the prospect was looking for a construction-ready site needing little grading. Two projects that the Joint IDA has been working on for an extended time are expected to make decisions in the fourth quarter. Dr. Hawthorne and Mr. Burton have responded to information requests for early-stage consideration by a few other prospects.

## **OTHER**

Comprehensive Plan: Dr. Snyder, who serves on the Wytheville Planning Commission, suggested that the Joint IDA staff collect Comprehensive Plan goals and objectives from the three local government Plan documents. He asked that staff analyze the goals and objectives and make a presentation to the Board at a future meeting. He believes a set of goals and objectives should be considered in updating the Joint IDA's strategic plan. Such a set of guiding statements could help the Board contribute to the development of the community. Mr. Freeman suggested that the Joint IDA staff compile the information and present it to the board at one of its regular meetings.

ES&H Meeting: Mr. Burton reported that the meeting of the Environment, Safety, and Health subgroup of the Wythe Manufacturing Council, held at the Gatorade facility on September 16<sup>th</sup>, was well attended. Speakers for the meeting were from the Local Emergency Planning Committee (LEPC). Ikey Davidson, County Emergency Services Management Coordinator and Mike Hall, Chairman of the LEPC, gave a very informative presentation discussing their organization and the responsibilities of industries. Mr. Burton was very appreciative to Gatorade and thanked them for hosting the meeting and conducting a tour of their facility afterwards. He also thanked Mr. Davidson and Mr. Hall for their presentation to the group.

Chamber of Commerce Golf Tournament: Mr. Burton was invited to play in the Annual Chamber of Commerce Golf Tournament. He reported that the tournament had good turnout and support, and the Chamber and its team of volunteers did an excellent job putting on the event.

**ADJOURN**

There being no other business, Mr. Freeman adjourned the meeting at 4:45 p.m.

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Joseph W. Freeman, Chairman

Attest:

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Alan R. Hawthorne, Secretary