

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
May 27, 2010

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, May 27, 2010, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Dave Elmore, Vice Chairman
Linda DiYorio
Tom Jones

Dana Pack
Foy Patton
Jennifer Jones

MEMBERS ABSENT

William F. Snyder, Chairman

EX-OFFICIO MEMBERS PRESENT

None

EX-OFFICIO MEMBERS ABSENT

R. Cellell Dalton, Wythe County Administrator
C. Wayne Sutherland, Jr., Wytheville Town Manager
Raymond E. Matney, Rural Retreat Town Manager

DETERMINATION OF QUORUM

Vice Chairman Elmore called the meeting to order and determined a quorum to be present. Dr. Hawthorne offered the invocation and Vice Chairman Elmore led the Pledge of Allegiance.

CITIZENS' TIME

Vice Chairman Elmore welcomed Bucky Sharitz to the meeting asked if there were any persons present who would like to address the Board during citizens' time. There being none, Vice Chairman Elmore proceeded with the meeting.

APPROVAL OF MINUTES—April 22, 2010, meeting

Vice Chairman Elmore asked if there were any questions regarding the minutes of the April 22, 2010 meeting. There being none, Vice Chairman Elmore asked for a motion to approve the minutes. Mr. Pack made a motion, seconded by Mr. Patton, to approve the minutes as presented. The motion passed unanimously.

APPROVAL OF INVOICES

Vice Chairman Elmore asked if there were any questions concerning the invoices. Dr. Hawthorne noted that the check written to Branch Highways was the second invoice for the Lot 24 work and that payment for the second quarter was made to Mt. Rogers Development Partnership. Vice Chairman Elmore asked if there was a motion to approve the invoices. Ms. Jones made a motion, seconded by Mr. Pack, to approve the invoices. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County

Check Register

For the Period From April 22, 2010 through May 27, 2010

Check #	Date	Payee	Amount
6091	5/27/10	Alan R. Hawthorne	\$4,263.10
6092	5/27/10	Patrick G. Burton	2,507.68
6093	5/27/10	Virginia M. Goodwin	1,527.28
6094	5/27/10	Appalachian Power Company	72.24
6095	5/27/10	Alan Hawthorne-Reimbursements	281.51
6096	5/27/10	Anthem Southeast Dental	81.78
6097	5/27/10	Anthem Blue Cross and Blue Shield	1,402.52
6098	5/27/10	Blue Ridge Marketing	563.05
6099	5/27/10	CenturyLink	173.28
6100	5/27/10	Chamber of Commerce	600.00
6101	5/27/10	Mellon Trust of New England, NA	685.00
6102	5/27/10	The Mount Rogers Development Partnership	6,899.76
6103	5/27/10	Old Stage Restaurant	176.70
6104	5/27/10	Patrick Burton-Reimbursements	267.92
6105	5/27/10	Principal Life Insurance Co.	168.66
6106	5/27/10	Robert G. Moore	1,100.00
6107	5/27/10	VA Economic Development Assoc.	165.00
6108	5/27/10	Virginia Economic Dev. Partnership	878.29
6109	5/27/10	Virginia Goodwin-Reimbursements	63.92
6110	5/27/10	Wytheville Office Supply	33.99
6111	5/27/10	Wytheville Golf Club	1,303.31
6112	5/27/10	Wytheville Golf Club	3,120.00
6113	5/27/10	Wytheville Meeting Center	300.00
6114	5/27/10	Xerox	25.17
6115	5/27/10	Branch Highways, Inc.	49,400.00
Total			\$76,060.16

OLD BUSINESS

LOT 24 UPDATE

Dr. Hawthorne showed a photograph of initial work on Lot 24. The entrance and erosion/sediment permits have been issued and the Branch Highways office trailers have been set up. Work on the northern section of the lot should begin sometime during the next couple of weeks. The next progress meeting will be on June 2 at the Joint IDA office.

Mr. Elmore asked if there have been any problems or concerns with the contract. Dr. Hawthorne answered that there have not been. Ms. DiYorio asked if it would still take two years to complete the work on Lot 24. Dr. Hawthorne stated that at present everything is on schedule and that it would probably take around two and one-half years. Dr. Hawthorne added that he would like to schedule a field trip for the Board members to tour the site before or after a future Board meeting. He suggested that it could wait until later in the year. He could keep the Board updated through pictures or if they prefer, they could visit in June or July and then again later in the construction process. Vice Chairman Elmore asked the Board if they would like to meet at approximately 2:00 P. M. prior to the June Board meeting to visit the site. The Board members agreed. The Joint IDA staff will coordinate the visit.

INDUSTRY APPRECIATION GOLF TOURNAMENT REPORT

Vice Chairman Elmore asked the Joint IDA staff if an interim financial report had been prepared. Dr. Hawthorne stated that the report has not been finalized because all sponsor/team fees have not been received. He reported that the event was a success. Mr. Elmore stated that there was good sponsorship and participation this year. He thanked the Joint IDA staff for their work and efforts in making the event a success. Patrick Burton thanked Linda DiYorio and Jennifer Jones for selling an impressive number of Mulligans for the tournament. Dr. Hawthorne added that a preliminary balance sheet will be presented at the June Board meeting.

ENTREPRENEUR EXPRESS WORKSHOP REPORT

Patrick Burton reported on the Entrepreneur Express Workshop held on April 29 at the Wytheville Meeting Center. He mentioned that there were a number of existing and potential business owners in attendance and that the workshop presentations were both helpful and informative. Several positive comments were received on the workshop survey. Patrick added that the workshop received sponsorship support from a bank located outside the local area to assist with refreshments. Ms. Jones noted that the attendees were there looking for guidance on developing and marketing their businesses, as well as assistance with establishing businesses. Patrick stated that the workshop emphasized business planning and strategy, as well as available resources and finance issues.

TICRC R&D APPLICATION FOR EVATRAN

Dr. Hawthorne reported that approval has been received from the Tobacco Indemnification and Community Revitalization Commission (TICRC) for the Evatran R&D grant. Dr. Hawthorne stated

that there was a considerable amount of competition and the Evatran application went through several rounds of review and analysis to reach the final phase. He noted that it is a significant achievement to be one of the top three candidates to receive funding. Evatran is working on responses to a set of questions and will be sending a draft to the Joint IDA for comments. Dr. Hawthorne reported that this is part of the TICRC's effort to create detailed funding agreements for the new R&D project category. Mr. Elmore asked if the funds will be spent in Wythe County. Ms. DiYorio stated that the funds must be spent in the tobacco region. Dr. Hawthorne noted that the funds will be used for wages, research, equipment, etc.

OTHER

None

NEW BUSINESS

VML MERGER-RELATED DOCUMENTS

Dr. Hawthorne informed the Board that the Virginia Municipal League Liability Pool (VML), which carries the Joint IDA liability insurance, and the Virginia Municipal Group Self Insurance Association (VMGSIA), which carries the Joint IDA worker's compensation insurance, have merged operations. Dr. Hawthorne added that the merger requires a new membership application and that the Board would need to approve the new membership. Vice Chairman Elmore asked for a motion to approve the Executive Director signing the necessary documents for membership in the new VML Liability Pool. Ms. DiYorio made a motion, seconded by Mr. Pack, to execute the documents needed for membership. With no further discussion, the motion passed unanimously.

SBDC PRESENCE IN WYTHEVILLE

Dr. Hawthorne spoke briefly regarding the effort to have a Small Business Development Center (SBDC) presence locally to encourage and grow entrepreneurial initiatives in Wythe and Bland Counties. The SBDC has hired a part-time employee and his office will be located in Wytheville. Wytheville Community College (WCC) will supply the office space after some renovations at the college are complete. Dr. Hawthorne has extended an invitation to the SBDC to use the back office located in the Joint IDA building until the WCC space is available. The use of the Joint IDA office will allow the SBDC the opportunity to get the position up and running as soon as possible. The office in the Joint IDA building would be used from approximately early June through August. Dr. Hawthorne added that the SBDC employee will be in the office approximately two days a week. The office space has a desk and its own access door. The Joint IDA will not be providing any type of equipment. Vice Chairman Elmore asked the Board if they agreed to allow the use of the office by the SBDC. The Board members were in agreement to allow use of the office space by the SBDC. Mr. Elmore suggested that the Joint IDA staff invite the individual to the next meeting to allow the Board members the opportunity to meet him.

HEALTH INSURANCE

Dr. Hawthorne presented information to the Board regarding the employee health insurance program. The comparison included the Joint IDA's present Lumenos 66 plan, the former Key Care Plan, and a newly proposed Lumenos 67 plan. The Lumenos 67 plan has the potential to save the Joint IDA \$452 over the course of the year. It was the Staff's recommendation that the Joint IDA change to the Lumenos 67 plan with a \$3,000 deductible and a \$3,000 contribution by the Joint IDA to each employee's health savings account (HSA). The deductible and HSA contribution figures each represent an increase of \$1,500. Vice Chairman Elmore asked if there were any questions regarding the plan and if there was a motion to change to the Lumenos 67 plan in July. Mr. Patton made a motion, seconded by Ms. Jones, to change to the Lumenos 67 plan. With no further discussion, the motion passed unanimously.

TICRC GRANT APPLICATION

Dr. Hawthorne informed the Board that the Joint IDA will apply for a grant for additional funds for the Lot 24 project from the Tobacco Indemnification and Community Revitalization Commission (TICRC). The grant application is due on June 2. Dr. Hawthorne added that the Board would need to authorize the execution of the documents. Vice Chairman Elmore asked the Board if they had any questions regarding the grant application and asked if there was a motion to approve the execution of the documents. Mr. Pack made a motion, seconded by Mr. Patton to approve the execution of the grant application documents. With no further discussion, the motion passed unanimously.

SPRING NEWSLETTER

The Spring Newsletter was distributed to the Board members prior to the meeting. Vice Chairman Elmore asked if there were any questions or concerns regarding the newsletter. There being none, Mr. Elmore continued with the meeting.

PROJECT UPDATES

Dr. Hawthorne reported that the Joint IDA continues to work on on-going projects. He stated that he will update the Board as changes or developments occur.

OTHER

Budget - Dr. Hawthorne distributed copies of the revised 2010-2011 budget to the Board members. Revisions to the budget included the change in health insurance premiums and HSA contributions, purchase of the copier, dropping the post office box, reinstatement of the capital equipment budget, Park expense budget, and the hosting budget, savings from the VML insurance merger, and reduced budgeted reserves. Vice Chairman Elmore asked if there were any questions regarding the revised budget and whether there was a motion to approve the budget as presented. Mr. Patton made a motion, seconded by Mr. Pack, to approve the budget as presented. With no further discussion, the motion passed unanimously.

Fairview Industrial Park Sign - Dr. Hawthorne mentioned that the sign in Fairview Park will require more extensive work and that the Joint IDA staff will be developing a request for proposals to hire a contractor to undertake the repairs. Vice Chairman Elmore asked if there were any questions regarding the sign. There being none, Mr. Elmore continued with the meeting.

Klockner visit - Dr. Hawthorne and Patrick Burton visited Klockner Pentaplast prior to the Board meeting. Klockner is currently making investments to improve the Rural Retreat facility. Dr. Hawthorne stated that he is pleased with the improved relations between the company and the community. He mentioned that the surplus Klockner land was a topic of discussion. Dr. Hawthorne mentioned that the Klockner executives spoke briefly about the Joint IDA Industry Appreciation Golf Tournament and how they were pleased that Klockner's team of production employees won the tournament.

Evatran event - Dr. Hawthorne informed the Board that Evatran may be having an event on July 1 celebrating its launch as a separate entity from MTC Transformers. Other announcements may be made at a later date.

Wytheville Community College grant - Ms. DiYorio mentioned that Wytheville Community College recently received a grant that will be used to provide instruction in technical services.

ADJOURN

There being no other business, Vice Chairman Elmore adjourned the meeting at 4:10 p. m.

Dave Elmore, Vice Chairman

Attest:

Virginia M. Goodwin, Secretary