

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Meeting
March 29, 2012

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, March 29, 2012, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Linda DiYorio, Chairman
Carolyn Dankowski
Jennifer Atwell

Tom Jones
Dana Pack

MEMBERS ABSENT

Dave Elmore
Foy Patton

EX-OFFICIO MEMBERS PRESENT

None

EX-OFFICIO MEMBERS ABSENT

R. Cellell Dalton, Wythe County Administrator
C. Wayne Sutherland, Jr., Wytheville Town Manager
Michael S. James, Rural Retreat Town Manager

DETERMINATION OF QUORUM

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

CITIZENS' TIME

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

APPROVAL OF MINUTES—February 23, 2012

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the February 23, 2012, meeting and if there was a motion to approve the minutes as presented. Mr. Jones made a motion, seconded by Mr. Pack, to approve the minutes as presented. The motion passed unanimously.

APPROVAL OF INVOICES

Chairman DiYorio asked if there were questions or discussion regarding the invoices for March 2012, and if there was a motion to approve the invoices as presented. Mr. Pack made a motion, seconded by Mr. Jones, to approve the invoices from March 2012 as presented. With no further discussion, the motion passed unanimously.

Joint IDA of Wythe County Check Register For the Period From March 1, 2012 through March 31, 2012

Check #	Date	Payee	Amount
6550	3/29/12	Alan R. Hawthorne	\$4,673.90
6551	3/29/12	Carolyn J. Dankowski	212.29
6552	3/29/12	David L. Elmore	212.29
6553	3/29/12	Dana R. Pack	212.29
6554	3/29/12	Foy W. Patton	212.29
6555	3/29/12	Jennifer W. Atwell	212.29
6556	3/29/12	Linda DiYorio	212.29
6557	3/29/12	Tom Jones	212.29
6558	3/29/12	Virginia M. Goodwin	1,675.01
6559	3/29/12	Appalachian Power	127.67
6560	3/29/12	Alan Hawthorne - Reimbursement	652.80
6561	3/29/12	Anthem Southeast Dental	59.12
6562	3/29/12	Anthem Blue Cross and Blue Shield	1,035.92
6563	3/29/12	Branch Highways, Inc.	5,920.00
6564	3/29/12	CenturyLink	132.14
6565	3/29/12	ACS/BNY Mellon HSA	587.00
6566	3/29/12	Principal Life Insurance Co.	137.22
6567	3/29/12	Robert G. Moore	1,100.00
6568	3/29/12	Sprint PCS	73.63
6569	3/29/12	VA Economic Dev Assoc.	200.00
6570	3/29/12	Virginia Goodwin - Reimbursement	67.98
6571	3/29/12	Wytheville Office Supply	35.84
6572	3/29/12	Wytheville Meeting Center	25.00
6573	3/29/12	Xerox	20.78
Total			\$18,010.04

OLD BUSINESS

LOT 24 UPDATE

Dr. Hawthorne updated the Board on the Lot 24 project. He announced that the permits from the Army Corp of Engineers and the Department of Environmental Quality had been received and that they were effective as of March 16. He noted that the permitting process has taken approximately two years. Dr. Hawthorne stated that the next site committee meeting with Branch Highways will be held on April 4, in the Joint IDA conference room. He added that Wythe County has received approval to accept bids for road construction to the lot. The process has begun, a bid will be chosen, and work will soon get started. Railroad corridor and sewer line construction had been awaiting permitting from the Army Corp of Engineers. Once weather is dryer, construction on Lot 24 will continue with an anticipated date of completion being the end of the 2012 construction season unless we have wetter than normal weather.

2012 INDUSTRY APPRECIATION GOLF TOURNAMENT UPDATE

Virginia Goodwin gave an update on the progress of the 2012 Industry Appreciation Golf Tournament. The number of committed sponsorships to-date are: 10 hole sponsors, 5 reception sponsors, and 7 team sponsors. She noted that there have been some door prizes received, the golf balls are in, and that the drink donation requests have been sent to both Gatorade and Pepsi. In April, calls will be made to various organizations as reminders and as solicitations for the remaining sponsorships and door prizes. There will be a meeting of the Golf Committee planned for April. The committee members will be contacted via e-mail to set the date and time.

LOT 24 MARKETING MEETING—APRIL 10

Dr Hawthorne reported on the Lot 24 Marketing Meeting/luncheon being held on Tuesday, April 10, from 10 a.m. until 12 noon, at the Wytheville Meeting Center. Representatives from utility, transportation, and other service providers who will play key roles in the development and marketing of Lot 24 have been invited to attend the meeting. Mary Rae Carter, Deputy Secretary of Commerce and Trade for Rural Economic Development for the Commonwealth of Virginia, will be in attendance. The initial session of the meeting will be presentations of the strategic marketing plan by Tom Elliott, Virginia's aCorridor Executive Director, and Michael Lehmkuhler, Virginia Economic Development Partnership's Business Development for Strategic Properties Managing Director. Various utilities/service providers will make presentations. Lot 24 status updates will be given by Branch Highways, Inc. and Scott Bortz, from Peed & Bortz, LLC. The event is being sponsored by Norfolk Southern Railway to cover the cost of the meeting space and lunch.

Immediately following lunch the group will be touring Lot 24 with transportation being provided by a bus from Wythe County and several other vehicles. Dr. Hawthorne stated that Chairman DiYorio will close the meeting after the tour.

Ms. Atwell asked if the Joint IDA Board needed to be in attendance. Dr. Hawthorne stated that the key focus was to invite the representatives who will be providing services to Lot 24 and noted that

the Economic Development Committee of the Wythe County Board of Supervisors had been invited. He stated that the Joint IDA Board members are welcome to be at the meeting and were asked to let the staff know if they will be attending.

OTHER

Lot 30 Inland Port - Dr. Hawthorne passed around a sketch of the Lot 30 Inland Port area for the Board to review. He briefly discussed background information regarding the location. Dr. Hawthorne noted that he had met with the local United States Department of Agriculture's Rural Development Manager, Travis Jackson, and Area Specialist, James Warner, earlier in the week to discuss the historical aspects, building plans, parking lots, and areas that had been encapsulated and to examine and review what type of industry would best fit the Lot 30 location. He noted that there is a specific agreement of how to consider the encapsulated area and the historical factors when considering use of the property. Chairman DiYorio asked if there had been any historic or Indian relics found on the property. Dr. Hawthorne answered that there had been relics found, principally shards and arrowhead fragments. He stated that one scenario regarding the property would be to spend funds to clear the site and not encapsulate with a cost of approximately \$600,000, which is not economically viable. Dr. Hawthorne stated that there is a potential prospect for the site whose needs would match well with the lot. Scott Bortz with Peed & Bortz, LLC, is currently working with an archeologist to address the situations regarding the site.

Dr. Hawthorne mentioned that an EDA grant supported development of the property as an inland port, and, under the grant terms, the site was approved for lease to Norfolk Southern. In order to sell the site, approval from EDA will have to be obtained. Wythe County has prepared a request to EDA to modify the scope of work so that the site can now be sold.

Chairman DiYorio asked if there were any questions regarding the Lot 30 Inland Port site. With there being none, Chairman DiYorio continued with the meeting.

Budget presentation to the Wythe County Board of Supervisors - Dr. Hawthorne reported that he had presented the Joint IDA's FY 2011-2012 budget to the Wythe County Board of Supervisors on Monday, April 2. He noted that the presentation was well received and that there were positive discussions during the presentation. He added that the Board approved of the work being done on Lot 24 and looks forward to successfully recruiting an appropriate industry for the site.

NEW BUSINESS

FOLLOW-UP DISCUSSION ON JOINT IDA PROPERTIES

Dr. Hawthorne discussed the properties mentioned during the February 23 joint meeting between the Wythe County Board of Supervisors and the Joint IDA. He explained that the properties in question were the current Wythe County Health Department Building, the property at the entrance of Fairview Park, and the Ivanhoe property. The Board talked briefly about their options and agreed to table the matter pending further investigation, gathering of information, and until conversations with those who have interest or are involved with the properties could be held.

REDUCED FY 2011-2012 BUDGET BY \$32,855 FOR ASSOCIATE DIRECTOR POSITION

A copy (see attached) of the reduced fiscal year budget for the year 2011-2012 was distributed to the Board prior to the meeting. Dr. Hawthorne discussed what the impact to the budget was because of not having an associate director. He noted that the dollar amount was approximately \$11,000 per quarter. He stated that each jurisdiction reduced their appropriations payments by various amounts during the year. Dr. Hawthorne added that the Joint IDA Board would need to take action to approve the reduction in the FY 2011-2012 budget. Ms. Atwell asked about the status of the Preliminary Engineering Report (PER) for a potential recycled water line. Dr. Hawthorne stated that the budget does not include the information for the PER project as we did not receive a positive response to our request to reprogram our funding for this purpose. He indicated that he felt that the timing was not right to pursue performing the PER.

Chairman DiYorio asked if there were any further questions regarding the changes to the 2011-2012 budget and if there was a motion to approve the changes as presented. Ms. Atwell made a motion, seconded by Mr. Pack, to approve the budget with the changes as presented. With no further discussion, the motion passed unanimously. Dr. Hawthorne indicated that he would provide each jurisdiction with a detailed accounting of payments made to date and the impact of the budget reduction.

CROSSROADS REGIONAL INDUSTRIAL FACILITIES AUTHORITY MANAGEMENT AGREEMENT

A copy of the management agreement between the Joint IDA and the Crossroads Regional Industrial Facilities Authority (CRIFA) was distributed to the Board prior to the meeting. Dr. Hawthorne gave a brief background on the agreement between the two authorities. He noted that the CRIFA Board recently met and had approved their budget, which included the management agreement that has remained the same for the past five years. Ms. Atwell asked if the management fees amount was discussed. Dr. Hawthorne responded that the Board approved the budget with the \$50,000 management fee to the Joint IDA, which was the same amount as in previous years. Chairman DiYorio asked who the new Chairman of the CRIFA Board was. Dr. Hawthorne stated that Trent Crewe, Mayor for the Town of Wytheville, who presently serves as the Vice Chairman, has stepped in as temporary Chairman until the CRIFA officers are elected at the regular meeting in July. Ms. Atwell asked why the management fee amount was not in the management agreement. Dr. Hawthorne answered that the amount is not included because there is a clause in the agreement that states the amount can change at any time. Chairman DiYorio asked if there were any further questions or concerns regarding the management agreement between the Joint IDA and CRIFA and if there was a motion to accept the agreement as presented. Ms. Dankowski made a motion, seconded by Mr. Jones, to accept the management agreement between the Joint IDA and CRIFA as presented. With no further comments, the motion passed unanimously.

ASSOCIATE DIRECTOR CANDIDATE

Closed Session - Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(1) of the Virginia Freedom of Information Act, Code of Virginia to discuss personnel matters related to the associate director. The motion was seconded by Mr. Pack, and passed unanimously.

Upon exiting closed session, Ms. Atwell moved 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. The motion was seconded by Ms. Dankowski, and passed.

The following roll call vote was required after the motion for certification:

AYES:	Linda DiYorio	Tom Jones
	Dana Pack	Jennifer Atwell
	Carolyn Dankowski	

NAYS: None

ABSENT DURING MEETING:	Dave Elmore, Foy Patton
ABSENT DURING VOTE:	Dave Elmore, Foy Patton

Ms. Dankowski made a motion, seconded by Mr. Pack, to extend an offer to the candidate recommended by the Ad Hoc Hiring Committee for the associate director position. The motion passed unanimously.

PROJECT UPDATES

Dr. Hawthorne noted that there has been an increase in activity from potential industries. He added that the Acument building had been acquired and that the owner is currently marketing the facility for use by multiple tenants. Dr. Hawthorne stated that the remaining property located at the back of Fairview Park, owned by Collin Peel, has had some interest from a potential client. Peed and Bortz is currently doing some work regarding that location. He reminded the Board that the property in Fairview Park was sold to Collin Peel with the stipulation that, if the Joint IDA had a client interested in the property, the Joint IDA has the right to reacquire the property; otherwise, the property would remain in private ownership and on the tax role. Dr. Hawthorne mentioned that the project for the inland port area in Progress Park is still pending. The Joint IDA is currently working with a potential client regarding the number of jobs and the dollar amount of capital investment associated with a potential Lot 30 project, but that the project has met with some delays.

OTHER

April meeting in Rural Retreat - Chairman DiYorio reminded the Board that the April meeting will be held in Rural Retreat.

Chamber of Commerce workshop information - Ms. Atwell mentioned that she had distributed information regarding some upcoming workshops being sponsored by the Wytheville-Wythe-Bland Chamber of Commerce that she thought the Board may be interested in.

ADJOURN

There being no other business, Chairman DiYorio adjourned the meeting at 4:40 p. m.

Linda DiYorio, Chairman

Attest:

Virginia M. Goodwin, Secretary

2011-2012 Budget Adjustment for Unfilled Associate Director Position

Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat

		<u>Wythe County</u>	<u>Wytheville</u>	<u>Rural Retreat</u>	<u>Total</u>
Qtr1Jul-Sep 2011					
Budgeted Support	\$36,413.75	\$18,507.00	\$2,886.00	\$57,806.75	
Adjustment of AD position	(\$6,898.70)	(\$3,506.21)	(\$546.76)	(\$10,951.67)	
Payment Received	(\$27,645.57)	(\$17,967.00)	(\$2,886.00)	(\$48,498.57)	
Qtr Balance		\$1,869.48	(\$2,966.21)	(\$546.76)	(\$1,643.49)
Qtr2Oct-Dec 2011					
Budgeted Support	\$36,413.75	\$18,507.00	\$2,886.00	\$57,806.75	
Adjustment of AD position	(\$6,898.70)	(\$3,506.21)	(\$546.76)	(\$10,951.67)	
Payment Received	(\$22,645.57)	(\$17,967.00)	(\$1,269.84)	(\$41,882.41)	
Qtr Balance		\$6,869.48	(\$2,966.21)	\$1,069.40	\$4,972.67
Qtr3Jan-Mar 2012					
Budgeted Support	\$36,413.75	\$18,507.00	\$2,886.00	\$57,806.75	
Adjustment of AD position	(\$6,898.70)	(\$3,506.21)	(\$546.76)	(\$10,951.67)	
Payment Received	(\$27,645.57)	(\$17,967.00)	(\$2,077.92)	(\$47,690.49)	
Qtr Balance		\$1,869.48	(\$2,966.21)	\$261.32	(\$835.41)
Qtr4Apr-Jun 2012					
Budgeted Support	\$36,413.75	\$18,507.00	\$2,886.00	\$57,806.75	
Adjustment of AD position				\$0.00	
Payment Received				\$0.00	
Qtr Balance		\$36,413.75	\$18,507.00	\$2,886.00	\$57,806.75
	TOTAL DUE	\$47,022.20	\$9,608.38	\$3,669.96	\$60,300.53

Amt due for 4th qtr billing

EOY Totals	Budgeted Support	\$231,227.00
	Adjustment of AD position	(\$32,855.00)
	Adjusted Budgeted Support	\$198,372.00