

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**August 23, 2012**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, August 23, 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

Dave Elmore  
Tom Jones  
Dana Pack

**MEMBERS ABSENT**

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. Dr. Hawthorne offered the invocation, and Mr. Jones 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—August 2, 2012**

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the August 2, 2012, meeting (rescheduled July 26 meeting) and if there was a motion to approve the minutes as presented. Ms. Atwell 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 August 2012, and if there was a motion to approve the invoices as presented. There being none, Mr. Elmore made a motion, seconded by Ms. Dankowski, to approve the invoices from August 2012 as presented. With no further discussion, the motion passed unanimously.

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

<b>Check #</b>	<b>Date</b>	<b>Payee</b>	<b>Amount</b>
6663	8-23-12	Alan R. Hawthorne	\$4,769.62
6664	8-23-12	Kimberly B. Simmons	2,554.74
6665	8-23-12	Virginia M. Goodwin	1,707.76
6666	8-23-12	Appalachian Power	104.75
6667	8-23-12	Alan Hawthorne - Reimbursement	549.54
6668	8-23-12	Anthem Southeast Dental	93.21
6669	8-23-12	Anthem Blue Cross and Blue Shield	1,874.40
6670	8-23-12	Branch Highways, Inc.	452,549.19
6671	8-23-12	CenturyLink	137.92
6672	8-23-12	ACS/BNY Mellon HSA	842.00
6673	8-23-12	The Mount Rogers Dev Partnership	7,308.75
6674	8-23-12	Principal Life Insurance Co.	162.41
6675	8-23-12	Robert G. Moore	1,100.00
6676	8-23-12	Sprint PCS	73.42
6677	8-23-12	Xerox	15.18
<b>Total</b>			<b>\$473,842.89</b>

## **OLD BUSINESS**

### **LOT 24 UPDATE**

Dr. Hawthorne gave an update on the Lot 24 project. He stated that work continues with the moving of dirt in the middle of the site, but some other areas of construction were hampered somewhat due to the weather.

Dr. Hawthorne added that the work on the rail spur is getting underway, which would be the last priority for the lot, but work is being done due to the wetness of the ground on the site. He mentioned that he has attempted to get confirmation from the Virginia Department of Transportation (VDOT) to see if approval has been given to begin work on the road to the lot, but that he has not heard from VDOT as of today. Dr. Hawthorne noted that Branch Highways, Inc. gave the lowest bid and that they would also be doing the construction of the road.

Dr. Hawthorne mentioned that he had talked briefly during the last Board meeting about Steve Clayton with Branch Highways being replaced as the construction project manager on the Lot 24 project. Jeremy Flynn will be filling Mr. Clayton's position, but Dr. Hawthorne noted that Mr. Clayton would be available for assistance if needed in any way.

Dr. Hawthorne mentioned that the next site meeting will be held on Wednesday, September 12. He added that weather conditions will determine when the project will be finished.

### **LOT 30 UPDATE**

Dr. Hawthorne stated that he had submitted the proposals for the Lot 30 development to the Wythe County Board of Supervisors (BOS) as recommended by the Joint IDA Board during their last regular meeting. He added that he had not received a response from the BOS regarding their suggestion on how to proceed with the development of the Lot 30 site. He commented that Peed & Bortz is currently working on a more detailed cost estimate for the development of the pad on the site. Dr. Hawthorne noted that he should have the cost estimate from Peed & Bortz, as well as the response from the BOS, prior to the September 2012 Joint IDA regular Board meeting.

Mr. Pack asked where Lot 30 was located. Dr. Hawthorne answered that it was the inland port area. Dr. Hawthorne asked the Board if they had any questions regarding the details of the storm water management prior to him putting together a cost estimate. Ms. Dankowski asked if there was a significant amount of time to get the necessary decisions made regarding Lot 30. Dr. Hawthorne answered that he has a cost estimate from Branch Highways that is effective until the end of September 2012. He noted that emphasis needed to be put on the importance of getting the work approved and contracted prior to the September end date.

Dr. Hawthorne added that he felt that he had received encouraging feedback from the Tobacco Indemnification and Community Revitalization Commission (TICRC) regarding the application to fund the project, but he would not know the outcome until the committee meets sometime in September. Once the response has been received from the TICRC the BOS will be approached on how they want to handle the development of the lot.

### **IVANHOE PROPERTY**

Dr. Hawthorne updated the Board on the status of the sale of the Ivanhoe property. He noted that Kimber Simmons had done an excellent job compiling the necessary information for the RFP and that the information was shared with the Joint IDA Board, as well as the Wythe County Board of Supervisors (BOS), prior to the meeting. He stated that the BOS response to the RFP was that they have identified approximately six other properties that they would like to sell, so they have decided that they would include the Ivanhoe property with those properties. Cellell Dalton, Wythe

County Administrator, will most likely be scheduling the time of the sale around the time that the leaves are off of the trees and bushes and the weeds are gone so potential buyers of the property could have a better view of the land. Chairman DiYorio stated that Wythe County will fold this project in with the others they have for sale and she asked if the Board had any questions regarding this process. There being none, Chairman DiYorio continued with the meeting.

## **OTHER**

Habitat for Humanity property and Fairview Sign - Ms. Atwell mentioned that she had noticed that the Habitat for Humanity property had been mowed and that Skyway Outdoor was repairing the Fairview Park sign. Dr. Hawthorne stated that the Joint IDA staff called the necessary individuals of both organizations to get the work completed. Follow-up of the two projects was completed on Wednesday, August 22.

## **NEW BUSINESS**

### **INDUSTRY SPECIAL RECOGNITION AWARD COMMITTEE APPOINTMENTS**

Chairman DiYorio asked Mr. Elmore, Mr. Jones, and Mr. Pack if they would serve on the Industry Special Recognition Award Committee, all asked accepted the appointment. Later in the meeting, Mr. Elmore asked the committee members if they would be available to meet in the Joint IDA conference room on Friday, September 7, at 10:00 a.m. Mr. Jones and Mr. Pack stated that they would be available and agreed to the date and time. The Joint IDA staff will compile all materials and information needed for the meeting.

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

Dr. Hawthorne reminded the that Board they received the draft Management Discussion and Analysis (MD&A) narrative for the audit prior to the meeting. He noted that the format of the MD&A was the same format as in past years and that there were only a few changes made near the end of the analysis. Dr. Hawthorne stated that he would answer any questions that the Board may have. Chairman DiYorio asked the Board if they had any concerns or question, there being none the meeting was continued.

## **NEWSLETTER**

The Summer 2012 Newsletter was distributed to the Board members prior to the meeting. Chairman DiYorio asked if there were any comments regarding the newsletter. Dr. Hawthorne asked the Board members to let the Joint IDA staff know if they see any changes or errors that needed to be corrected.

### **NOVEMBER 2012 REGULAR MEETING CANCELLATION AND DECEMBER 2012 REGULAR MEETING DATE CHANGE**

Dr. Hawthorne noted that the regular Board meeting for November, scheduled to be held in Rural Retreat, has been cancelled as discussed during the August 2 meeting. The meeting was cancelled due to a conflict with the Chamber of Commerce Annual Membership Dinner and Awards

Meeting. He also mentioned that the available meeting dates for December would be December 6 and December 13. He noted that the Wytheville Town Council chambers would only be available on December 6. Dr. Hawthorne added that he would not be able to attend on December 6 due to a conflict with a Virginia Economic Development Association annual meeting being held that day. He asked if the Board preferred to meet on December 6 and allow the staff to assist with the meeting or if they would prefer to have the meeting on December 13 in the Board room at the Joint IDA office. The Board made the decision to hold the meeting in the Joint IDA Board room on Thursday, December 13.

## **PROJECT UPDATES**

Ms. Atwell made a motion to enter into a 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 Ms. Dankowski, and passed unanimously. Ms. Atwell made a motion, and Mr. Jones, seconded, to reconvene in an open session. The motion passed unanimously. 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 Mr. Jones, 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:	Linda DiYorio	Tom Jones
	Dave Elmore	Dana Pack
	Carolyn Dankowski	Jennifer Atwell

NAYS:       None

ABSENT DURING MEETING: Foy Patton

ABSENT DURING VOTE: Foy Patton

## **OTHER**

Smyth-Wythe Airport Commission Terminal Grand Opening/Ribbon Cutting - Ms. Atwell mentioned that the grand opening and ribbon cutting for the new Smyth-Wythe Airport Terminal will be held on Saturday, September 1, at 11:00 a.m. Ms. Atwell will be attending the event representing both the Wytheville-Wythe-Bland Chamber of Commerce and the Joint IDA Board.

Tobacco Indemnification and Community Revitalization Commission meeting (TICRC) - Chairman DiYorio mentioned that the next meeting of the TICRC will be held in Wytheville on Thursday, September 27, at the Wytheville Meeting Center. She noted that the application for the Lot 30 project grant had been received, but that she would not be involved in the decision making process since her signature was on the grant application. Dr. Hawthorne added that there will be a TICRC grant committee meeting held prior to the Commission meeting, but that he was not sure of the date at the present time, he had been informed that it may be September 13. Chairman DiYorio will inform Dr. Hawthorne of the committee meeting date once it has been finalized.

Annual Board visit to Lot 24 - Dr. Hawthorne asked the Board if they would like to make their annual visit to Lot 24 on October 25, prior to the regular Board meeting. The Board agreed that they would like to visit on this date. Joint IDA staff will contact Branch Highways and setup the tour time, which will be from around 1:45 p.m. to 2:45 p.m. The staff will e-mail the confirmation of the visit to the Board.

Foreign Trade Zone #238 community contribution - Dr. Hawthorne mentioned that there was information regarding the Virginia Trade Port #1412 and Foreign Trade Zone #238 contribution request distributed for the Board to look over prior to the meeting. Cellell Dalton, Wythe County Administrator forwarded the information to the Joint IDA Board to get their views and to see if the Board would like to make a contribution in the amount of \$500 to the Foreign Trade Zone #238. The donation would help defray the costs associated with the Alternative Site Framework program application, as well as include the counties/cities who donate as being in the ASF/FTZ Designation Area, which is a core group of the Roanoke and New River Valley areas.

Dr. Hawthorne noted that this is a one time contribution and feels that the Joint IDA should support the efforts of this organization because of the returned support that could be received from the organization. Mr. Elmore asked is this contribution would just be an expense and not be included in the budget and what the circumstances would be if the Board chose to not support the organization. Dr. Hawthorne answered that it would be an added expense and is not in the budget. He stated that the only circumstance of not contributing could possibly be ill will. Ms. Atwell sought verification that nothing would change if the Board does not contribute. Dr. Hawthorne stated that if the Board did not contribute then there could be a possibility that the organization would not have enough funds to defray the cost associated with the Alternative Site Framework program application and Wythe County might not be included in the ASF Designation Area. Mr. Elmore asked if there were any manufacturer in our area using the Virginia Trade Port/Foreign Trade Zone at the present time. Dr. Hawthorne answered that, at present, there are no industries in Wythe County who utilize it, but that it could be a useful tool in obtaining a large or significant manufacturer for the Lot 24 site. He noted that the \$500 would not be a large budget impact.

Chairman DiYorio asked if there was a motion to make a contribution of \$500 to the Alternative Site Framework program. Mr. Elmore made a motion, seconded by Mr. Pack, to make a contribution of \$500 to the Alternative Site Framework program. With no further discussion, the motion passed unanimously.

**ADJOURN**

There being no other business, Chairman DiYorio adjourned the meeting at 3:55 p. m

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Linda DiYorio, Chairman

Attest:

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Virginia M. Goodwin, Secretary