

Patrick County Economic Development Authority

Meeting of August 7, 2006

Present: Glenn Roycroft, Chairperson; Gail Harding, Vice-Chairperson; Terry Dalton (via telephone); and Noel Wood

Also Present: Michael Burnette, Assistant County Administrator; Jeannie Frisco, Tourism Coordinator; and Nancy Lindsey, The Enterprise

A meeting of the Patrick County Economic Development Authority was held on August 7, 2006 at 7:00 PM in the Second Floor Conference Room of the Patrick County Veteran's Memorial Building.

Mr. Glenn Roycroft called the meeting to order. The agenda was presented for approval. Ms. Harding made the motion and was seconded by Mr. Wood to approve the agenda. Minutes of the July 20, 2006 and July 24, 2006 meetings were presented for approval. Mr. Wood made the motion and was seconded by Ms. Harding to approve the minutes as presented.

Voting Aye: Roycroft, Dalton, Harding, and Wood

Voting Nay: None

RCCP SHELL BUILDING BUILD OUT

Mr. Burnette informed the Board that the framing is almost complete and the drywall should be complete the end of next week. Mr. Burnette commended Clark Brothers Construction for providing quality work and for expediting the build out stage. He indicated that it was a pleasure to work with this local company.

Mr. Burnette presented a packet of information to each Board member containing information regarding Change Orders. Mr. Burnette indicated the expansion of the electrical room did not cost additional money but it did take away 4 cubicle spaces. He indicated the number of cubicles went from 80 to 76. Mr. Burnette further explained that due to the potential of noise and HVAC reasons, the EDA previously decided by poll vote to have the drive in door covered. Mr. Burnette presented Change Order #1 in the amount of \$1800 for an upgrade of sewer lines. Mr. Burnette also presented Change Order #2 which was previously discussed via email and telephone to expand the division wall from a 1 hour to a 3 hour rated firewall for more flexibility and to upgrade the firewall. The cost of this Change Order is \$7900. According to Mr. Burnette, Smith and Beasley concur with the approval of Change Order 1 & 2. On motion by Ms. Harding and seconded by Mr. Dalton, these Change Orders were approved.

Voting Aye: Roycroft, Dalton, Harding, and Wood

Voting Nay: None

Mr. Burnette indicated that he had met with Appalachian Power and discussed several options to provide electricity to the remaining unoccupied space in the shell building. The Board by consensus decided to not do anything regarding the electricity other than exit lights and

ventilation fans which would be ran on an existing isolated circuit and the EDA would reimburse the company.

Mr. Burnette informed the EDA that he had received one quote for cubicles and two other companies indicated they would be forwarding their quotes by Wednesday. On motion by Mr. Wood and seconded by Ms. Harding, Mr. Burnette and Mr. Roycroft were directed to award a contract up to \$75,000 to purchase cubicles and furniture.

According to Mr. Burnette, a commitment letter had been received from BB&T. Mr. Burnette reiterated the miscommunication relayed to EDA members by phone that Smith River who had previously been awarded the contract submitted a quote based upon non-taxable financing. When the error was identified, Mr. Burnette contacted Smith River and they declined to bid since they knew the amounts of the other bids. Mr. Burnette commended Smith River for their professionalism in handling this situation and apologized for the miscommunication. BB&T was awarded the financing contract for the shell building build-out. Mr. Dalton made the motion to accept the letter of commitment from BB&T and Ms. Harding seconded the motion.

Voting Aye: Roycroft, Dalton, Harding
Voting Nay: None
Abstain: Wood

Mr. Burnette informed the members that \$300,000 had been approved by the Tobacco Indemnification and Community Revitalization Commission for the build out of the shell building. He indicated that a letter of agreement would need to be signed for unrestricted as well as restricted grant funding. Ms. Harding made the motion and was seconded by Mr. Wood to approve and accept the money from the Tobacco Indemnification and Community Revitalization Commission.

Voting Aye: Roycroft, Dalton, Harding, and Wood
Voting Nay: None

An application for Tobacco Region Opportunity Funds is being worked on, according to Mr. Burnette. This grant is for businesses that will create at least 25 jobs and have at least \$1 million in investment. Results will qualify for this grant and they have agreed to work with the EDA for the funds to be used toward the cost of the build out. According to Mr. Burnette, a resolution must be submitted requesting this funding. Mr. Wood made the motion to authorize the submittal of a resolution up to \$240,000 and authorized the Chairman sign the resolution on behalf of the EDA. Ms. Harding seconded the motion.

Voting Aye: Roycroft, Dalton, Harding, and Wood
Voting Nay: None

OFFICE UPDATE:

Mr. Burnette informed members that it had been brought to his attention that there was a dead tree near the Rich Creek Corporate Park sign. The members, by consensus, directed Mr. Burnette to have the County Maintenance Department to cut the tree.

The Wireless Broadband Seminar has been scheduled for November 30th according to Mr. Burnette.

BILLS:

On motion by Mr. Wood and seconded by Ms. Harding, the following bills were approved for payment.

Voting Aye: Roycroft, Dalton, Harding, and Wood
 Voting Nay: None

GENERAL EDA CHECKING ACCOUNT			
796	8/7/2006	Appalachian Power (RCCP Pump House)	14.93
797	8/7/2006	Appalachian Power (service at RCCP shell building)	52.85

Projects General Expenditures & Revenue Account

1017	8/7/2006	Clark Brothers (floor slab;pay request #1/final)	49,300.00
1018	8/7/2006	Smith & Beasley (design buildout)	4,000.00
1019	8/7/2006	Smith & Beasley (floor slab design)	1,500.00

On motion by Mr. Wood and seconded by Mr. Dalton, the following bills were approved for payment.

Voting Aye: Roycroft, Dalton, and Wood
 Voting Nay: None
 Abstain: Harding

GENERAL EDA CHECKING ACCOUNT			
798	8/7/2006	The Enterprise (surveying bid advertisements)	33.00
799	8/7/2006	The Enterprise (bid advertisement for buildout and floor slab)	108.00

A motion was made by Ms. Harding and seconded by Mr. Wood to transfer \$54,800 from the Rich Creek Account to the Projects General Expenditures and Revenue Account. This money will be reimbursed when funding is received from BB&T financing.

Voting Aye: Roycroft, Dalton, Harding and Wood
 Voting Nay: None

With no further business to discuss, on motion by Mr. Dalton and seconded by Ms. Harding, the meeting was adjourned.

 Chairman

 Date