

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
January 8, 2019
Meeting Time: 6:00 p.m.

IDA Board Meeting Minutes

The following Board Members were present:

Mr. Michael Dotti, Chair
Mr. Morris Taylor, Vice-Chair
Mr. Ray Thomas, Secretary/Treasurer
Mr. Bill Hudson, Member
Ms. Gloria Menyweather-Woods, Member
Mr. Buck Brockwell, Ex-Officio Member
Dr. Charlette Woolridge, County Administrator
Ex-Officio Member

The following were absent:

Mr. William Brown, Member
Mayor Curt Williams, Ex-Officio Member
Mayor Don Dugger, Ex-Officio Member
Mr. Henry Robinson, Member

Other officials/guests present:

Honorable John Zubrod, Brunswick County
Board of Supervisors, Meherrin District
Honorable Bernard L. Jones, Brunswick County
Board of Supervisors, Red Oak District
Mr. Carthan Currin, Director, Economic
Development, Brunswick County
Ms. Tessie Bacon, IDA Attorney

I. Call to Order

The Chair called the meeting to order at 6:00 p.m.

II. Invocation and Pledge of Allegiance

The Chair asked everyone to join him in the Invocation and Pledge of Allegiance to the United States flag.

III. Approval of Agenda

The IDA Chair requested that Item VII. “New Business:” I. Agriculture and Timber Conference be added to the Agenda.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the agenda with the addition as requested.

Upon vote of those present, the motion was unanimously carried.

At this time Dr. Charlette Woolridge requested that the minutes show that Mr. Carthan Currin, Economic Director, Brunswick County acts on her behalf when she is not present at IDA monthly board meetings.

IV. Virginia Community Capital, Inc.

Mr. Zachary Petry of Virginia Community Capital gave a brief overview of the products and services Virginia Community Capital offers in promoting community development in Virginia.

V. YMCA Update

Ms. Kristin Vaughan, Executive Director of the Emporia-Greenville YMCA gave an update on the YMCA project and discussed the next steps needed to bring a YMCA to Brunswick County. She suggested that a comprehensive study not to exceed \$10,000 be performed by Gary H. Willette & Associates based on the recommendations of the Steering Committee to explore the possibility of bringing a YMCA to Brunswick County.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods that a comprehensive study not to exceed \$10,000 be performed by Gary H. Willette & Associates based on the recommendations of the Steering Committee to explore the possibility of bringing a YMCA to Brunswick County.

Upon vote of those present, the motion was unanimously carried.

VI. Citizens Comments

Reverend Waverly Yates owns property near the I-85 Business Park in Alberta, Virginia and he expressed his concerns about heavy equipment being brought in to the Park and potentially blocking right-of-way access to his family land and cemetery. The IDA Chair assured Reverend Yates that access to his family land and cemetery would not be blocked by heavy equipment moving onto the site.

VII. Approval of Minutes

Regularly Scheduled Meeting – December 13, 2019

(re-scheduled from December 11, 2018 due to inclement weather)

Board Member Ms. Gloria Menyweather-Woods noted that the minutes should be corrected to read that Mr. Bill Hudson seconded the Motion on page six of the minutes as Mr. Brown was not present at the meeting.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the minutes of the December 13, 2018 Regularly Scheduled Meeting minutes with the correction as noted.

Upon vote of those present, the motion was unanimously carried.

VIII. Consent Agenda

A. November 2018 Financial Report

B. December 2018 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods that the November 2018 Financial Report and December 2018 Checkbook Register be approved.

Upon vote of those present, the motion was unanimously carried.

IX. A. Brunswick Chamber of Commerce Support

Motion: Ms. Gloria Menyweather-Woods moved, seconded by Mr. Bill Hudson to renew the annual membership with the Brunswick County Chamber of Commerce.

Board Members Mr. Ray Thomas and Mr. Mike Dotti recused themselves from voting as they are on the Board of the Brunswick County Chamber of Commerce. Upon vote of remaining members, the motion was unanimously carried.

B. KASS Update

The IDA Chair said the equipment has arrived from overseas and installation should begin soon. He said interior painting of the building has been completed and the outside will be painted once the weather breaks. He went on to say a ribbon-cutting and grand opening is being planned.

C. Virginia Carolina Pump Station/Town of Lawrenceville

The IDA Chair said a new pump at the Virginia-Carolina Pump Station was ordered and installed by the Town of Lawrenceville back in November. He said the IDA is responsible for maintaining the pump station and he asked for the Board's approval to approve the cost of the new pump in the amount of \$11,000.00. He said the new pump comes with a one-year warranty.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve payment in the amount of \$11,000 for a new pump installed at the Virginia Carolina Pump Station in November by the Town of Lawrenceville.

Upon vote of those present, the motion was unanimously carried.

D. Conflict of Interest Filing Deadline

The IDA Chair reminded Board members that the Conflict of Interest filing deadline is February 1, 2019.

E. Meherrin River Water Permit Renewal Update

Dr. Charlette Woolridge said she would provide an update of the Meherrin River Water Permit renewal at the next monthly IDA Board meeting.

F. Repairs/RFP/Dr. Brown's Building

The IDA Chair said a Request for Proposal seeking a qualified contractor to make repairs to Dr. Brown's building on a cost plus percentage basis is being advertised in the local papers.

G. Timber Cruise-Whitby Property

The IDA Chair plans to have a timber cruise done on the Whitby property the IDA recently purchased to determine the value of timber located on the property.

H. YMCA, Restaurant & Housing Studies

Motion to have a YMCA study performed previously discussed under Item “V.” YMCA update.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve a study up to \$8,000 on bringing a restaurant to Brunswick County.

Voting Aye: Mr. Michael Dotti, Mr. Ray Thomas, Ms. Gloria Menyweather-Woods, Mr. Bill Hudson

Voting Naye: Mr. Morris Taylor

The Motion carried.

I. 2019 Agriculture and Timber Conference

The IDA Chair informed Board members that the County of Brunswick, Virginia Cooperative Extension and the Brunswick County IDA is hosting a conference on February 19, 2019 to recognize the agriculture and timber industries in Brunswick County as top producers for the Commonwealth of Virginia. He said State leaders are scheduled to be keynote speakers for the event and invited everyone to attend.

X. IDA Website Redesign – Poor Jellyfish Presentation

Mr. Michael Grimm of Poor Jellyfish provided an overview to Board members of the IDA website re-design and upgrade his company will be providing at a cost of \$21,510.00. He said the new website will be FOIA (Freedom of Information) and ADA (Americans with Disabilities) compliant.

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods to approve the IDA website re-design and upgrade by Poor Jellyfish at a cost of \$21,510.00.

Upon vote of those present, the motion was unanimously carried.

XI. Chairman’s Report

1. Properties

I-85 Business Park in Alberta: Work continues with a confidential prospect on this park. We are waiting on the completion of studies and engineering. Federal Government shutdown has created timing issues.

St. Paul’s Farm land: Land is in the process of being secured. We were waiting on the conclusion of hunting season. Land will be posted. We are currently working with two confidential prospects. We are seeking bids for a timber cruise to explore the options.

Dr. Elton Brown Building: Building has been secured. Two prospects are interested. We may need to secure another building to keep up with demand.

2. Marketing and Business Development

DHCD Department of Housing and Community Development: Conversation with Jay Grant concerning grant and government programs which may be available for our area. We plan to meet at the IDA office before the end of January.

Longwood University Small Business Development Center (SBDC): Sherry McGuire of Longwood University will be conducting a two-hour workshop once a month prior to the Chamber meeting.

3. Projects/Activities

Small Business Incubator: The incubator concept continues to be considered a good way to nurture the growth of small businesses that will support economic development in Brunswick. Effort is being considered to explore the feasibility of providing incubator type space downtown.

Town of Brodnax: Met with Don Dugger to discuss possible projects for the Town of Brodnax. He is working to send an ex-officio to replace Ben Spence at monthly Board meetings.

Enterprise Zone: Working with the County we were able to extend the Enterprise Zone. This gave two county businesses the opportunity to apply for substantial grants.

Kass Project: The equipment has arrived. Now we wait for his engineering staff to gain work visas. Plans for grand opening are being developed with the County in the lead. Paint colors for the inside and outside of building have been selected.

YMCA Project: Continue meeting with Steering Committee. Next step is Feasibility Study.

Ag/Timber Conference: Brunswick County, Virginia Cooperative Extension and the IDA is having a conference on February 19, 2019 at the Brunswick Conference Center to recognize the agriculture and timber industry's hard work and dedication which has made Brunswick County the leader in timber and tobacco production in the Commonwealth of Virginia.

Local Businesses: Meeting weekly with local businesses to see how the IDA can assist.

4. Budget/Financial Management

Budget/Finance: Work has begun on the FY 2018-19 Budget.

Administration: DSS/Dr. Ackerman's Office Buildings: The recent snowstorm caused substantial leaking. Commercial Roofing came immediately and repaired the damage. Most of this work was under warranty. We have experienced great savings with this company located in Raleigh, NC.

XII. Committee Reports

A. Personnel – to be discussed in Closed Session

B. Finance – No Report

C. Property – No Report

D. Marketing – A rib cook-off and jazz festival are both being planned to take place later in the year.

XIII. Closed Session

MOTION TO CONVENE CLOSED MEETING

January 8, 2019

Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather -Woods that this Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(1) Other – Business Liaison Director

As permitted by Virginia Code Section 2.2-3711(a)(5), a prospective business or industry.

CERTIFICATION AFTER CLOSED SESSION

Motion by Mr. Ray Thomas that the Board certify that to the best of each Board member's knowledge:

- (i) only public business matters lawfully exempted from the open session requirement by Virginia law were discussed in closed session to which this certification applies, and
- (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board.

Motion seconded by Ms. Gloria Menyweather-Woods.

Roll Call Vote:

Voting Aye: Mr. Michael Dotti, Mr. Morris Taylor, Mr. Bill Hudson, Ms. Gloria Wesson Menyweather-Woods, Mr. Ray Thomas

Voting Nay: None

Absent During Vote: Mr. William Brown, Mr. Henry Robinson

Absent During Meeting: Mr. William Brown, Mr. Henry Robinson

**** For the record Mr. Mike Dotti did not attend the Closed Personnel session nor had any knowledge of the process.**

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Wesson Menyweather-Woods not to approve the purchase of property previously discussed based on the engineer's report.

Upon vote of those present, the motion was unanimously carried.

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that the IDA Office Manager schedule a Special IDA Board meeting to conduct interviews with the three candidates applying for the position of Business Liaison Director.

Upon vote of those present, the motion was unanimously carried.

XIV. Adjournment

Motion: Mr. Ray Thomas moved, seconded by Ms. Gloria Menyweather-Woods that the meeting be adjourned.

Upon vote of those present, the motion was unanimously carried.

The January 8, 2019 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:30 p.m.