

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
April 9, 2019
Meeting Time: 6:00 P.M.

IDA Board Meeting Minutes

The following Board Members were present:

Ms. Gloria Menyweather-Woods, Chair, Sturgeon District
Mr. Morris Taylor, Vice-Chair, Red Oak District
Mr. Ray Thomas, Secretary/Treasurer, At-Large
Mr. William Brown, Member, At-Large
Mr. Will Ford, Member, Meherrin District
Mr. Bill Hudson, Member, Totaro District
Dr. Charlette Woolridge, County Administrator
Ex-Officio Member
Mr. Buck Brockwell, Ex-Officio Member

Also present:

Mr. Michael Dotti, Business Liaison Director

The following were absent:

Mayor Curt Williams, Ex-Officio Member
Mr. Andrew Dugger, Ex-Officio Member

Other officials/guests present:

Honorable Bernard L. Jones, Brunswick County
Board of Supervisors, Red Oak District
Board Mr. Carthan Currin, Economic Director, Brunswick County
Mr. C. J. Dean, Manager, Town of Lawrenceville
Mr. Phil Gilson, Member, Lawrenceville Town Council
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 her in the Invocation and Pledge of Allegiance to the United States flag.

III. Approval of Agenda

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor, to approve the Agenda as presented.

Upon vote of those present, the motion was unanimously carried

IV. Citizens Comments

Mr. Phil Gilson expressed his concerns about possible IDA violations related to the Americans with Disabilities Act (ADA) of 1990.

VI. Approval of Minutes

Regularly Scheduled Meeting – March 12, 2019

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the minutes of the March 12, 2019 *Regularly Scheduled meeting* as presented.

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

VII. Consent Agenda

February 2019 Financial Report

March 2019 2019 Checkbook Register

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that the February 2019 Financial Report and March 2019 Checkbook Register be approved.

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

VIII. Business Liaison Director's Report

The Business Liaison Director's report given at April meeting is attached.

IX. New Business

A. Create Land Management Committee

The Business Liaison Director suggested that a Land Management Committee be created. He asked Board Member Will Ford to preside as Chair of the Committee.

B. KASS Update

The Business Liaison Director said the KASS ribbon cutting is tentatively scheduled for May 15, 2019. He requested approval from the Board to complete repairs to the parking lot and landscaping at a cost not to exceed \$8,000.00.

Motion: Mr. Ray Thomas moved, seconded by William Brown to approve completion of repairs to the parking lot and landscaping at KASS not to exceed \$8,000.00.

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

C. Lawrenceville Primary Care Building Update

The Business Liaison Director informed the Board that all rent payments in arrears at Dr. Ackerman's office was paid and his account is now current. He also said the roof needs emergency repair and 50% of the cost to repair is the responsibility of the landlord. He went on to say bids to replace the roof are being reviewed and will be discussed further in Closed Session.

D. Properties Update

Sledge & Barkley building: The IDA has purchased the Sledge & Barkley building located at 307 Main Street, Lawrenceville, Virginia. It has been re-keyed and is insured with VaCorp.

Walker Drugstore: The IDA has purchased the former Walker Drugstore building located in Lawrenceville, Va. The Business Liaison Director is meeting with a strong prospect that is interested in starting a business at the location. Further discussion will take place in Closed Session.

Elton Brown Building: The former Dr. Elton Brown building located at 315 Main Street is being cleaned out and discussions are underway with a tenant interested in leasing the office space. Further discussion will take place in Closed Session.

E. White's Shoes

The former White's Shoe Store located at 121 Hicks Street, Lawrenceville, Virginia is under contract and closing will occur next week pending approval by the IDA Board.

F. Issue with Virginia-Carolina Pump

The Business Liaison Director said problems occurring at the Virginia-Carolina pump are being monitored by the Lawrenceville Town Manager and the Town's maintenance department.

G. Lawrenceville Airport

Motion: Mr. Ray Thomas moved, seconded by Mr. William Brown that the IDA send a letter to the Brunswick County Board of Supervisors to show support of the Lawrenceville Airport being used as an outdoor event venue.

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

X. Old Business

A. FY 2019-2020 Proposed Budget

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the FY 2019-2020 Proposed Budget.

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

B. Audit Report – FY Ending 6/2018

Motion: Mr. Morris Taylor moved, seconded by Mr. Ray Thomas to approve the Robinson, Farmer, Cox Associates Audit Report for the year ending June 30, 2018.

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

C. Revised By-Laws

Motion: Mr. Ray Thomas moved, seconded by Mr. William Brown to accept the revised IDA By-Laws that includes the duties of the Business Liaison Director along with minor revisions.

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

D. VEDA Conference Update

The Business Liaison Director said the VEDA Spring Conference he recently attended in Harrisonburg, Virginia was excellent and keynote speakers were very knowledgeable and provided a wealth of information regarding economic development.

E. Damaged Streetlight

The streetlight damaged in the IDA parking lot last August, 2018 has been removed and a new one installed by maintenance technicians with the Town of Lawrenceville.

XI. Committee Reports

- A. Personnel** – No report.
- B. Finance** – No Report
- C. Property** – No Report
- D. Marketing** – No report

The IDA Chair requested that the IDA form a Land Management Committee and a Prospect Review Committee.

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the forming of a Land Management Committee and a Prospect Review Committee.

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

**IDA Committees
(as of April 9, 2019)**

Personnel:	Mr. Morris Taylor Mr. Ray Thomas
Finance:	Ms. Gloria Menyweather-Woods Ms. Jeannell Jones
Property:	Mr. William Brown Mr. Bill Hudson
Marketing:	Open
Prospect Review:	Ms. Gloria Menyweather-Woods Mr. Morris Taylor
Land Management:	Mr. Will Ford

** The Business Liaison Director will serve on all committees.**

XII. Board of Directors' Comments

Board Member Mr. Ray Thomas said the LOVE sign unveiling is Thursday, April 11, 2019 at the Brunswick By-Ways Visitor Center and invited everyone to attend. He also said the Springfest and Brickyard 5-miler is Saturday, April 20, 2019 in downtown Lawrenceville. Mr. Thomas went on to say several business owners have approached him to say they approve of the Business Liaison Director's efforts to move Brunswick County forward.

XIII. Closed Session

MOTION TO CONVENE CLOSED MEETING

April 9, 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 – IDA Staff time.

As permitted by Virginia Code Section 2.2-3711(a)(3), Disposition of publicly held real property.

As permitted by Virginia Code Section 2.2-3711(a)(5), a discussion concerning 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. Morris Taylor, Ms. Gloria Menyweather-Woods, Mr. William Brown, Mr. Will Ford, Mr. Bill Hudson, Mr. Ray Thomas

Voting Nay: None

Absent During Vote: None

Absent During Meeting: None

MOTION: Mr. Ray Thomas moved, seconded by Mr. William Brown that the IDA Board approve the Lease Contract for the Dr. Elton Brown building and the Purchase Contracts for the Walker Drugstore, White's Shoe Store and Lawrenceville Primary Care buildings upon approval by the Prospect Review Committee.

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 April 9, 2019 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:15 p.m.



Brunswick County, VA
Industrial Development Authority

Business Liaison Director's Report 4/9/2019

1. At the Chairman's direction we are working on creating and compiling incentives for business. Gloria and I will be working on the incentive package to be reviewed and finalized by the Board. I am asking for one or more Board members to join us in creating the package. This package will be reviewed by our attorney, and we will include input from our consultants, town and county Economic Development staff. Interested board members will receive the information via e-mail and send back their thoughts and ideas. This framework will guarantee that all parties are treated equally. Until the document is completed it will remain confidential.
2. I have been asked to speak at Lawrenceville Town Council meetings. I have also met with their economic development board. Primary goal remains the creation and adoption of Architectural review Rules and the structure to enforce and review. Lawrenceville's leadership have made great strides in improving and maintaining the historic nature of their town.
3. Jeannell and I with the assistance of our interns have completed a detailed list of the non-residential properties in downtown Lawrenceville. This task started in January and is finished.
4. I will be meeting with Don Dugger this week to discuss Brodnax.
5. We continue to meet with prospects daily and have many interesting strong possibilities.
6. Incubator
7. Shared office space.

Clean-up day a success. IDA Staff, Ray & Pam Thomas, myself and 40 plus citizens collected over 60 bags of trash, planted flowers, etc.

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a wavy line and a trailing stroke.