

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting  
116 West Hicks Street – IDA Office  
Lawrenceville, Virginia 23868

May 14, 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  
Mr. Andrew Dugger, Ex-Officio Member

**Also present:**

Mr. Michael Dotti, Business Liaison Director

**The following were absent:**

Mayor Curt Williams, Ex-Officio Member

**Other officials/guests present:**

Honorable Bernard L. Jones, Brunswick County  
Board of Supervisors, Red Oak District  
Honorable John W. Zubrod, Brunswick County  
Board of Supervisors, Meherrin District  
Mr. Carthan Currin, Economic Director, Brunswick County  
Mr. C. J. Dean, Manager, Town of Lawrenceville  
Ms. Sarah Brown, Vice-Mayor, Town of Alberta  
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. William Brown, to approve the Agenda as presented.

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

**IV. Citizens Comments - None**

**V. Approval of Minutes**

*Regularly Scheduled Meeting – April 9, 2019*

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the minutes of the April 9, 2019 *Regularly Scheduled meeting* as presented.

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

**VI. Consent Agenda**

**March 2019 Financial Report**

**April 2019 2019 Checkbook Register**

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

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

**VII. New Business**

**A. Highground Services, Inc. Presentation James R. Strozier, P.E.**

Mr. James Strozier, co-founder of Highground Services, Inc., located in Franklin, Virginia, gave a brief overview of his company's multi-discipline engineering services, electrical construction and process controls firm that provides a broad base of support to industrial, government and commercial customers. He said his firm would be interested in performing contractual work for the IDA and the Town of Lawrenceville in restoring buildings in downtown Lawrenceville.

**B. Advertisement for Engineering Services**

The Business Liaison Director requested approval from the Board to advertise a Request for Proposal (RFP) for engineering services.

**Motion:** Mr. Ray Thomas moved, seconded by William Brown to approve advertising a Request for Proposal (RFP) for engineering services.

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

**C. Advertisement for Grant Writer**

The Business Liaison Director requested approval from the IDA Board to advertise for the position of part-time grant writer.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve advertising for the position of part-time grant writer.

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

**D. Historic Tax Credits – Commonwealth Preservation Group**

The Business Liaison Director said he has a meeting scheduled on Friday with Ms. Paige Pollard of Commonwealth Preservation Group to discuss historical tax credits that may be available for the Town of Lawrenceville in its restoration efforts of downtown buildings.

**E. Business Liaison Director Cell Phone**

The Business Liaison Director requested the IDA Board approve the purchase of a cell phone for his use when conducting business transactions related to the Brunswick IDA.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the purchase of a cell phone for the Business Liaison Director to use when conducting IDA related business transactions.

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

**F. Financial Record Retention**

The Business Liaison Director requested permission from the Board to destroy old financial records in accordance with FOIA regulations. Vice-Chair Mr. Taylor asked that IDA financial records be reviewed carefully under record retention guidelines before being destroyed.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. William Brown that IDA office staff be given permission to destroy old financial records in accordance to FOIA and record retention guidelines.

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

**G. Permission to Manage Movie Night Financials**

The Business Liaison Director requested approval from the Board to have the IDA manage the Lawrenceville Movie Night financials.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Will Ford to approve having the IDA manage the Lawrenceville Movie Night financials.

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

**H. IDA Streetlight Pole Painting**

The Business Liaison Director said a Request for Proposal (RFP) would be advertised in the local newspaper seeking a qualified contractor to repaint the streetlight poles located in the IDA owned parking lot.

**VIII. Old Business**

**A. Business Incentives**

Meetings are underway with the IDA Business Liaison Director, Finance Manager and Brunswick County Economic Director to establish incentives for starting a business in Brunswick County, Virginia.

**B. IDA Website Update**

Mr. Michael Grimm with PoorJellyfish said the re-building of the IDA website is nearly complete and a tentative launch date is scheduled for June 15, 2019. He said staff training will take place during the first week of June. He also asked that Board members

plan on having a facial shot taken prior to the start of the next monthly Board meeting. He said a photo of Board members and staff along with a short bio of each will appear on the front page of the website.

**C. IDA ByLaws – Removal of County Administrator as Assistant Sec/Treas.**

The Business Liaison Director requested approval from the Board to remove the County Administrator as Assistant Secretary/Treasurer from the IDA By-Laws.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Will Ford to remove the County Administrator as Assistant Secretary/Treasurer from the IDA By-Laws.

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

**IX. Business Liaison Director’s Report**

- **Rebuilding a County Starts with a Foundation**
- **VA/Carolina Pump Station**

Business Liaison’s Director’s Report is attached.

**X. Committee Reports**

**A. Personnel** – No report

**B. Finance** – No Report

**C. Property** – No Report

**D. Marketing** – No Report

**E. Prospect Review** – To be discussed in Closed Session

**F. Land Management** – To be discussed in Closed Session

**XI. Board of Directors’ Comments**

Board member Mr. Ray Thomas encouraged everyone to attend and participate in the many community events being planned. He said a Jazz on the Square event is being planned for June 15, 2019 from 3:00 p.m. until 8:00 p.m. in downtown Lawrenceville. He also said a BBQ Rib Cook-Off is slated for June 22, 2019 in the parking lot behind the downtown buildings.

**XII. Closed Session**

**MOTION TO CONVENE CLOSED MEETING**

May 14, 2019

Mr. Ray Thomas moved, seconded by Mr. William Brown that this Board convene in closed meeting to discuss the following:

As permitted by Virginia Code Section 2.2-3711(a)(1) Appointment or promotion of particular officers or employees

As permitted by Virginia Code Section 2.2-3711(a)(3), Acquisition of real property for a public purpose

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. Morris Taylor that the IDA Board approve the incentive package for the new prospect.

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to extend Restaurant/Hospitality Consultant Michael T. Byrne's contract until December 31, 2019 at a rate of \$4,000.00 per month.

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the selling of timber on the St. Paul's Property when market conditions improve.

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve a full page ad recognizing Mrs. Gwendolyn McMillan for her years of service on the IDA Board in an upcoming Poplar Mount Baptist Church publication

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. William Brown to approve a quarter page ad and article for the upcoming Getting to Know Brunswick publication.

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

### **XIII. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor that the meeting be adjourned.

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

The May 14, 2019 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:30 p.m.