

BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

Board of Directors Meeting
116 West Hicks Street – IDA Office
Lawrenceville, Virginia 23868
November 12, 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. Will Ford, Member, Meherrin 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 Director
Ms. Tessie Bacon, IDA Attorney

The following were absent:

Mr. Bill Hudson, Member, Totaro District
Mr. William Brown, Member, At-Large
Ms. Arnika Green, Member, Powellton District
Mr. Carthan Currin, Economic Director, Brunswick County

Other officials/guests present:

Honorable Bernard L. Jones, Red Oak District, Brunswick County
Board of Supervisors
Honorable John Zubrod, Meherrin District, Brunswick County
Board of Supervisors
Mr. Anthony Taylor, Town of Alberta

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 the Business Director Mr. Mike Dotti to begin the meeting by asking everyone to join him in the Invocation and Pledge of Allegiance to the United States flag.

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III. Approval of Agenda

The Business Director requested that the following item be added to the Agenda: Under “Item VII. New Business” G: Advertising for Contractor

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

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

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

IV. Citizens Comments

Dr. Charlette Woolridge provided Board Members with a copy of a document that is being used as Brunswick County’s marketing tool in an effort to attract businesses to the area. She said the County’s brand is Brunswick County – the location of choice. She went on to say that Brunswick County is the gold standard for business, leisure, family and education. Dr. Woolridge also announced that Brunswick County is a certified work-ready community that is prepared to meet the needs of emerging businesses. She said Brunswick County is the 10th locality in the Commonwealth of Virginia to be a certified work-ready community.

V. Approval of Minutes

Regularly Scheduled Meeting – October 2019

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the minutes of the October 8, 2019 *Regularly Scheduled meeting* as presented.

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

VI. Consent Agenda

**September 2019 Financial Report
October 2019 Checkbook Register**

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

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

VII. New Business

A. Starting the Process to Get Historic Credits for Elton Brown & Pops

The Business Director said he is working closely with Paige Pollard of Commonwealth Preservation Group to begin the process of getting historic tax credits for various buildings in downtown Lawrenceville. He said a number of projects are currently underway.

B. Blue Piano Emergency Construction

The Business Director said a new contractor was brought in to complete emergency construction on the Blue Piano building as the previous contractor was unable to complete the work in a timely manner. He said the new tenants are currently in the process of moving into the building.

C. St. Paul's Timber & Clean-Up

The Business Director said the St. Paul's property was recently bush-hogged and locks are being placed on entrance gates at the property.

D. Resolution, Motion by IDA to appoint Mike Dotti & Melissa Boucher to make disbursement request under the TRRC grant indicated in meeting minutes.

**Copy of Resolution attached at end of minutes.

Motion: Mr. Ray Thomas moved, seconded by Mr. Will Ford to appoint Ms. Melissa Boucher as the authorized designee to make reimbursement requests upon approval by Mr. Mike Dotti under the recently awarded Tobacco Region Revitalization Commission Grant.

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

E. Brunswick IDA – North Lead and Copper Consumer Notice

Lawrenceville Town Manager Mr. C. J. Dean said all three water systems were tested for lead and copper and all were found to be in compliance.

F. Advertising for Contractors

The Business Director requested permission to advertise a Request for Proposal for a qualified contractor to provide Cost Plus prices for necessary repairs to all properties, buildings, etc owned and operated by the Brunswick County Industrial Development Authority.

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the Business Director's request to advertise a Request for Proposal for a qualified contractor to provide Cost Plus prices for necessary repairs to all properties, buildings, etc. owned by the Brunswick County Industrial Development Authority.

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

VIII. Old Business

A. Update on Open for Business Seminar

The IDA Business Director said the "Open for Business" seminar scheduled for October 15, 2019 at the Brunswick County Conference Center was a big success and well attended.

B. Update Community Forum

The Business Director said the Community Forum held on October 24, 2019 at the Brunswick County Conference Center hosted by Paige Pollard of Commonwealth Preservation Group provided a wealth of information to all those in attendance.

C. Update Job Fair

The Business Director said over 150 applications were received at the two-day job fair held recently at the Brunswick County Conference Center for positions Echo World will be offering at their data center opening in the former Bank of America building.

D. Update on Call Center

Previously discussed under Item VII. C. Job Fair.

E. Update on Option for St. Paul's College

The Business Director said the agreement has been signed to look at various options that may be available as it relates to the former St. Paul's College property.

F. Update on Michael Byrne

The Business Director said he is very pleased with the work the part-time consultant has been providing. He said Mr. Byrne brings a lot to the table and works diligently with the Business Director on various projects.

G. FOCUS issues update by Counsel

The IDA Attorney Ms. Tessie Bacon said FOCUS Development was the contractor on the KASS project and they defaulted on their contract and didn't complete the work. She said the contract was a bonded contract with Cincinnati Insurance. As a result, she said the IDA has declared FOCUS is in default and is asking the bonding company to pay for breaches to the contract. She said since that time another contractor has been contacted to complete the work.

H. KASS

The Business Director said a Certificate of Occupancy was recently issued to KASS.

I. Incentives – No report at this time.

J. Dr. Ackerman sale explanation by Counsel

The IDA Attorney said transfer of a CD has caused a slight delay in the closing on the Brunswick Office Center. She said she hopes the real estate closing will be scheduled in the near future.

IX. Board of Directors' Comments

Comments from the Business Director are attached to end of minutes for your review.

X. Closed Session

MOTION TO CONVENE CLOSED MEETING

November 12, 2019

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

As permitted by Virginia Code Section 2.2-3711 (a)(1), a personnel matter involving: Other specific personnel matter: part-time staffing, and

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 Mr. Morris Taylor.

Roll Call Vote:

Voting Aye: Ms. Gloria Menyweather-Woods, Mr. Morris Taylor, Mr. Ray Thomas, Mr. Will Ford

Voting Nay: None

Absent During Vote: Mr. Bill Hudson, Mr. William Brown, Ms. Arnika Green

Absent During Meeting: Mr. Bill Hudson, Mr. William Brown, Ms. Arnika Green

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the hiring of two part-time positions for the IDA not to exceed \$15.00 an hour.

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

Motion: Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve and give the Business Director authority to facilitate the purchase of property in Lawrenceville not to exceed \$50,000.

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

XI. 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 October 8, 2019 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 7:15 p.m.