

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting  
116 West Hicks Street – IDA Office  
Lawrenceville, Virginia 23868  
November 14, 2017  
5:30 p.m.

**IDA Board Meeting Minutes**

**The following Board Members were present:**

Mr. Morris Taylor, Vice-Chair  
Mr. Ray Thomas, Secretary/Treasurer  
Mr. William Brown, Member  
Mr. Michael Dotti, Member  
Mr. Bill Hudson, Member  
Mrs. Gwendolyn McMillan, Member  
Mr. Buck Brockwell, Ex-Officio Member

**Also present:**

Ms. Joan Moore, Executive Director

**The following were absent:**

Mrs. Tracie Seward, Chair  
Dr. Charlette Woolridge, County Administrator  
Ex-Officio Member  
Ms. Diane Ashley, Ex-Officio Member  
Mr. Ben Spence, Ex-Officio Member

**Other officials/guests present:**

The Honorable John Zubrod, Vice-Chair Brunswick County  
Board of Supervisors, Meherrin District  
The Honorable Bernard Jones, Brunswick County  
Board of Supervisors, Red Oak District  
Mr. C. J. Dean, Manager, Town of Lawrenceville

**I. Call to Order**

The Vice-Chair, Mr. Morris Taylor, called the meeting to order at 5:30 p.m.

**II. Invocation and Pledge of Allegiance**

Board Member Mr. Michael Dotti asked everyone to stand and join him in the Invocation and Pledge of Allegiance to the United States flag.

**III. Approval of Agenda**

Board Member Mr. Michael Dotti requested that the following items be added to the Agenda: Under Item “VII. New Business:” B. Appointment of FOIA Officer and C. Budget for IDA Front Office Window.

**Motion:** Mr. Michael Dotti moved, seconded by Mr. Bill Hudson to approve the agenda with the additions as requested.

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

**IV. Citizens Comments - None**

**V. Approval of Minutes**

***Regularly Scheduled Meeting – October 10, 2017***

**Motion:** Mrs. Gwendolyn McMillan moved, seconded by Mr. Michael Dotti to approve the minutes of the October 10, 2017 meeting as presented.

**Voting Aye:** Mrs. Gwendolyn McMillan, Mr. Morris Taylor, Mr. William Brown, Mr. Michael Dotti

**Voting Nay:** Mr. Bill Hudson

**Absent During Vote:** Mrs. Tracie Seward, Mr. Ray Thomas

**Absent During Meeting:** Mrs. Tracie Seward

**VI. Consent Agenda**

**A. September 2017 Financial Report**

**B. October 2017 Checkbook Register**

**Motion:** Mrs. Gwendolyn McMillan moved, seconded by Mr. William Brown to approve the September 2017 Financial Report and October 2017 Checkbook Register as submitted.

**Voting Aye:** Mrs. Gwendolyn McMillan, Mr. Morris Taylor, Mr. William Brown, Mr. Michael Dotti

**Voting Nay:** Mr. Bill Hudson

**Absent During Vote:** Mrs. Tracie Seward, Mr. Ray Thomas

**Absent During Meeting:** Mrs. Tracie Seward

The Executive Director said there was a problem this month with the US Postal Mail system and some Board Members did not receive their monthly Board packets prior to the meeting.

**VII. New Business**

**A. Contract Award – Old Southern States Warehouse Space Build-out for KASS, Inc.**

The Executive Director said the construction project was re-bid with adjustments to the design plans to lower costs. She said bids were received from E. F. Howerton, Inc. in

the amount of \$798,420.00 and Thomas Stanley Construction LLC in the amount of \$600,000.00. The Executive Director recommended that the IDA accept the lowest bid from Thomas Stanley Construction LLC. She asked the Board for authorization to enter into a contract with Thomas Stanley Construction LLC to perform the construction work.

**Motion:** Mrs. Gwendolyn McMillan moved, seconded by Mr. Bill Hudson to accept the lowest bid from Thomas Stanley Construction LLC and authorized the Executive Director to enter into a contract with the company to perform the construction work.

**Voting Aye:** Mrs. Gwendolyn McMillan, Mr. Morris Taylor, Mr. William Brown, Mr. Bill Hudson

**Voting Nay:** Mr. Michael Dotti

**Absent During Vote:** Mrs. Tracie Seward, Mr. Ray Thomas

**Absent During Meeting:** Mrs. Tracie Seward

#### **B. Appointment of FOIA Officer**

**Motion:** Mr. Bill Hudson moved, seconded by Mr. Michael Dotti that Melissa Boucher be appointed Freedom of Information Officer for the Brunswick County IDA.

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

#### **C. Budget for IDA Front Office Window**

Board Member Mr. Michael Dotti said there was discussion at last month's Board meeting that the Executive Director would look at the budget to see if funds were available to purchase a monitor and software to showcase Brunswick County in the front window of the IDA office not to exceed \$3500.00. The Executive Director said there was a line item in the budget that funds could be taken from to make the purchase.

**Motion:** Mr. Michael Dotti moved, seconded by Mr. Bill Hudson to approve the funds to purchase a monitor and software to showcase Brunswick County in the front window of the IDA office not to exceed \$3500.00.

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

#### **VIII. Old Business - None**

#### **IX. Executive Director's Report**

The Executive Director stated that her report had been provided for reading at the Board's convenience and she would just bring to the Board's attention a couple of things.

Projects/New Industrial Projects: The IDA was contacted by a consulting firm representing an international business that has selected Brunswick County as one of the locations it wishes to consider. Because two other counties in the region are also being considered and there are a number of state government factors involved, VEDP is coordinating the process.

Project Activity: Because of my impending retirement December 31, 2017 my effort is being concentrated on completing/closing out as many projects as feasible.

**Old Southern States Warehouse Build-Out for KASS USA Inc.:** Construction project was re-bid with adjustments to the design plan to lower costs. Two bids were received.

**Department of Social Services (DSS) Office repairs:** Contractor began the remediation and repair work today.

**Meherrin River Water Permit:** Work continues to complete the permit application and submit it to DEQ by the end of December.

**Audit Report for the FY Ending June 30, 2017:** Work is underway with Auditor to complete the report before the end of December. We hope to have it completed before the December Board meeting.

**US Route 58 Water and Sewer Project:** Documents are being finalized and prepared to submit the final IDA reimbursement request to VRA.

**US Route 1/I-85 Water & Sewer Project:** Annual payment made for maintenance of water tank located at the regional jail.

**Brunswick Office Center:** Summons received October 26, 2017 – IDA and Lawrenceville Primary Care being sued by the lady that fell at Dr. Ackerman’s office. The VACO (our insurance carrier) attorney representing the IDA petitioned the court on November 9, 2017 to dismiss the case against the IDA.

Administration: **Agreement Between Town of Lawrenceville and IDA Regarding the Old Southern States Warehouse Build-out:** The IDA Attorney prepared an agreement between the IDA and Town of Lawrenceville, as required by the Tobacco Commission, related to control of the build-out space for industry for a period of time. The document, with a clarification requested by Lawrenceville, was sent to Lawrenceville for review on May 4, 2017. There was no response from Lawrenceville until this afternoon at which time the Town Manager brought a letter to the IDA office in which concern was raised about the proposed agreement.

**Brunswick County Conference Center (BCCC) Property:** Events are being held at the facility including community events hosted by the county government.

This concluded the Executive Director’s report.

**X. Committee Reports**

**A. Personnel** – No report

**B. Finance-** No report

**C. Property** – Previously discussed under the Executive Director’s report.

**D. Marketing** –No report

## **XI. Board of Directors Comments**

Mrs. Gwendolyn McMillan asked the Executive Director if there had been any further discussion regarding a Joint Meeting between the IDA Board and the Brunswick County Board of Supervisors to discuss the vision of economic growth and development in Brunswick County. The Executive Director said she recently mentioned to the County Administrator the scheduling of a Joint Meeting between the IDA Board and the Board of Supervisors and the County Administrator said she would discuss it with her Board.

Board Member Mrs. Gwendolyn McMillan said the Community Transformation Conference held recently at the Brunswick County Conference Center was well received with approximately 75 people in attendance representing a cross section of the county. She also said over 200 people attended the Veterans Day ceremony held at the Brunswick County Conference Center on Friday, November 10, 2017. She said these are the types of events that would benefit the citizens of Brunswick County that were discussed early on when the IDA jointly purchased the Brunswick County Conference Center with the Board of Supervisors.

## **XII. Board of Directors Brainstorming**

At last month's meeting Board Member Mr. Michael Dotti asked Board Members to bring to the next meeting ideas of a business that could be started in Lawrenceville that would serve as an anchor to bring more businesses and economic development to Brunswick County. Board Member Mr. Ray Thomas said a possible use for one of the empty buildings would be an office supply/bookstore combo. Board Member Mr. Bill Hudson suggested something similar with a breakfast and lunch counter. Vice Chair Mr. Morris Taylor said that Blackstone has done a great job of revitalizing the downtown area and suggested Board Members talk to some of the merchants there to get ideas for downtown Lawrenceville. Board Member Mr. Michael Dotti suggested exploring the possibility of locating an indoor shooting range in the Peebles building. He said it would take a \$1 million investment. He went on to say the range could be an anchor store and lead to other businesses locating in the building. Mr. Dotti also said bike rental and ice cream shops in towns near the Tobacco Heritage Trail would increase tourism in the County. Vice-Chair Mr. Morris Taylor thanked Board members for bringing their ideas to the meeting. He said there were lots of great ideas discussed and some that need to be further researched as possible businesses for downtown Lawrenceville.

## **XIII. Closed Session - None**

**A. Legal**

**B. Personnel**

**C. Prospect and Inquiries**

## **XIV. Adjournment**

**Motion:** Mrs. Gwendolyn McMillan moved, seconded by Mr. Ray Thomas that the meeting be adjourned.

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

The November 14, 2017 Board of Directors' Meeting of the Brunswick County Industrial Development Authority was adjourned at 6:40 p.m.