

**BRUNSWICK COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**

Board of Directors Meeting

100 Athletic Field Road – Brunswick County Conference Center

February 9, 2021

6:00 P.M.

**IDA Board Meeting Minutes**

**The following Board Members were present:**

Ms. Gloria Menyweather-Woods, Chair, Sturgeon District

Mr. Morris Taylor, Member, Vice-Chair, Red Oak District

Mr. Ray Thomas, Member, Secretary/Treasurer, At-Large

Mr. George Smith, Member, Totaro District

Dr. Arthur Jarrett Jr., Member, At-Large

Ms. Arnika Green, Member, Powellton District

Ms. Alfreda Jarrett Reynolds, Economic Director, Brunswick County (on behalf of

Dr. Charlette Woolridge, County Administrator Ex-Officio Member, County of Brunswick).

Mr. Buck Brockwell, Ex-Officio Member, Town of Lawrenceville

Mayor Don Dugger, Ex-Officio Member, Town of Brodnax

**Also present:**

Mr. Michael Dotti, Business Director

Dr. Alfonzo R. Seward, Board of Supervisors, Sturgeon District

Ms. Tessie Bacon, IDA Attorney

**The following were absent:**

Mr. Will Ford, Member, Meherrin District

Mayor Curt Williams, Ex-Officio Member, Town of Alberta

**I. Call to Order**

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

**II. Invocation**

The Chair began the meeting requesting Mr. Ray Thomas give the Invocation and the Pledge of Allegiance to the United States flag.

**III. Approval of Agenda**

**Motion:** Mr. Ray Thomas moved, seconded by Mr. George Smith to approve the Agenda.

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

**IV. Citizens Comments**

No Citizen Comments

**V. Approval of Minutes**

*Regularly Scheduled Meeting – January 12, 2021*

**Motion:** Mr. Ray Thomas moved, seconded by Mr. George Smith to approve the minutes of the January 12, 2021 regularly Scheduled Board meeting.

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

**VI. Consent Agenda**

**A.** Invoices Dec 2020

**B.** Finance Report Dec 2020

**C.** Checkbook Register Jan 2021

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett to approve the Consent Agenda as presented.

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

**VII. New Business**

**A. Draft Resolution for ODO**

The Business Director said the IDA needs a Resolution by the Board to determine the feasibility and finance for the ODO project required by the Tobacco Commission.

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to approve the Brunswick County Project Resolution as presented by Business Director.

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

**B. Motion to Allow Stahl Accounting Access to Bank Accounts for Accounting & Audits**

The Business Director informed the Board that the IDA has moved most of the IDA accounting to Stahl Accounting and needs a Motion for Stahl Accounting to be able to access bank account information.

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett to allow Stahl Accounting to have access to IDA bank accounts for accounting and audits.

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

**C. Board Committee Assignments Discussion**

The Business Director said the IDA Committees are broken into different groups and would like Board feedback on going forward to proceed with Committee setup and meetings.

The IDA Chair said that she would like to add a Committee. At the January IDA Board Meeting Dr. Jarrett commended the IDA on the Brunswick County Essay Contest and suggested that the IDA continue in ventures of that nature. The IDA Chair said that she would like for Dr. Jarrett and Mr. Taylor to lead that Committee.

Dr. Jarrett said that he would like more information on each Committee and for Board Members to be able to choose which Committee they would be willing to serve on.

#### **D. ADP and HR Functions**

The Business Director said that ADP is now handling IDA HR functions and it is less expensive than having Stahl Accounting manage HR. The IDA now has full HR accessibility.

#### **E. Flag Poles Upgrade**

The Business Director informed the Board that the first set of flag poles installed at the IDA parks were residential grade and need to be replaced for compliance. He said that he spoke with Ms. Michelle Nhambure with the ROTC program at BCHS. The ROTC will up keep the flags, and the IDA will sponsor a Junior ROTC \$250 scholarship program.

**Motion:** Mr. Ray Thomas moved, seconded by Ms. Arnika Green to approve the purchase of flagpoles for the parks and the \$250 Junior ROTC scholarship.

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

#### **F. Budget Questions from Board**

The Business Director said the new budget has been simplified, is being better tracked, and also includes accounting codes.

### **VIII. Old Business**

#### **A. Issued Board Approved RFP**

The Business Director said that the RFP for an engineering firm to provide on-call professional services has been advertised.

#### **B. Office R&M Update**

##### **a. Phones/Internet**

The Business Director said new phones for IDA office have arrived and will be installed by IDA technician in upcoming weeks.

##### **b. Floors**

The Business Director said that the IDA is waiting for the flooring to come in to be installed at IDA office. He said the budget was exceeded by \$400.

#### **C. Grants**

##### **a. FEMA Grants on Hold**

The Business Director said that FEMA Grants are on hold due to the new Executive Order. The new Executive Order should make it easier to get grants approved.

##### **b. Working on Agriculture Project Grants**

The Business Director said he is in the process of working on agriculture grants.

##### **c. Sledge Brownfield Grant – Phase 1 & 2**

The Business Director informed the Board that the IDA is working on a \$50,000 Brownfield Grant for the Sledge & Barkley building. He said that there is a possibility of needing a Phase 1 & 2 Environmental Report on the building. The report consists of air, water, and asbestos testing. An asbestos report has already been completed. He went on to say that half of the environmental report will be paid by the first Sledge & Barkley Grant.

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett to approve the Phase 1 & 2 Report on the Sledge & Barkley building.

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

**IX. Directors Report**

What's ahead for Lawrenceville in 2021.

Despite the challenges, the Brunswick County IDA achieved great success meeting our goals in Lawrenceville. Our goal of taking derelict buildings, repairing them, finding a tenant and then placing them back on the tax rolls is going very well. In the last 2 years 315 North main, 319 N. Main, 304 New Hicks Street, 121 Hicks Street, 123 Hicks Street, and 127 Hicks Street are rehabilitated with IDA help. Most of these are leased by new businesses or are in the process of being further adapted by their new owners. Last month the IDA sold 2.4 acres of the Brunswick County Industrial Park for the construction of warehouse space. We will continue to seek ways to bring business to our parks and to bring additional value to our existing parks. In the last 60 days, the IDA has deposited over \$600,000 into our accounts. We also bring in excess of \$15,000 per month from our investments. This money will be utilized and spent to create additional opportunities. We are constantly evaluating new projects, seeking funding, and of course interested entrepreneurs. The IDA Board has made many sound decisions that are moving the county forward.

Our next step is to rehabilitate Sledge & Barkley. This will be a very large project. Over the last two years, we have sought and successfully won in excess of \$350,000 in grant money. Some of this money has been used for studies and planning, some is on the way to being funded and will be announced in the coming months. As a Board, we have become quite knowledgeable in the use of Historic Tax Credits and Enterprise Zone Tax Credits. As Director, I am actively seeking additional legal counsel and accounting professionals well versed in these areas. Commonwealth Preservation Group in November completed the Sledge & Barkley Preliminary Architectural and Engineering Report. This exhaustive 175-page report lays down the groundwork for the next steps and has been used in additional grant applications. The goal for this building is to provide shared incubator space to encourage the growth of new business and encourage entrepreneurial startups. We intend to use the open-air decks to create a market area to support crafters, artisans, farmers and others by providing space to exhibit and to monetize their hard work and skills.

With this goal in mind, we are in the process of securing an engineer. We are also working with our Counsel Tessie Bacon to investigate the best ways to create partnerships for investment and development.

**X. Committee Reports**

**A. Property/Land Management. Will Ford to Discuss Timber Cruise & Hunting Lease**

The Business Director said that Board Member Mr. Will Ford wasn't able to attend the meeting and will give an update at the next meeting.

**XI. IDA Board of Directors Comments**

The IDA Chair said that she would like to welcome Ms. Melissa Boucher back.

Mr. Ray Thomas said that the Blood Drive has been rescheduled for March 3 by appointment only.

Dr. Arthur Jarrett asked if there was additional information about COVID vaccines for IDA Board Members. The Business Director said that he reached out to the County today and is waiting for additional information to be announced.

## **XII. Closed Session**

### **MOTION TO CONVENE CLOSED MEETING**

February 9, 2021

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

As permitted by Virginia Code Section 2.2-3711(a)(3), a matter involving the disposition of publicly held real property

As permitted by Virginia Code Section 2.2-3711 (a)(5), discussion concerning the expansion of an existing business or industry

### **CERTIFICATION AFTER CLOSED SESSION**

Motion by Mr. Ray Thomas and seconded by Dr. Arthur Jarrett 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.

#### **Roll Call Vote:**

**Voting Aye:** Ms. Gloria Menyweather-Woods, Mr. Morris Taylor, Mr. Ray Thomas, Dr. Arthur Jarrett, Mr. George Smith, Ms. Arnika Green.

**Voting Nay:** None

**Absent During Vote:** Mr. Will Ford

**Absent During Meeting:** Mr. Will Ford

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett to approve a \$4,000 grant to Prince's Barber Shop to finish renovations.

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

**Motion:** Mr. Ray Thomas moved, seconded by Mr. Morris Taylor to allow the Business Director to negotiate the sale of IDA owned property.

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

### **XIII. Adjournment**

**Motion:** Mr. Ray Thomas moved, seconded by Dr. Arthur Jarrett that the meeting be adjourned.

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

The February 9, 2021 Board of Directors meeting of the Brunswick County Industrial Development Authority was adjourned at 7:00p.m.