

Industrial Development Authority of Dinwiddie County



Monday, March 23, 2026
Regular Meeting 7:00 P.M.

1. CALL TO ORDER AND ROLL CALL

2. AMENDMENTS TO AGENDA

3. APPROVAL OF MINUTES

- *February 2, 2026 Minutes*

Documents:

[IDA February Meeting Minutes \(For March 23, 2026 Meeting\).pdf](#)

4. TREASURERS REPORT

- *March 13, 2026 Treasurer's Report*

Documents:

[IDA Treasurers Report March 13, 2026.pdf](#)

5. CITIZEN COMMENTS

6. CLOSED SESSION

§2.2-3711 (A) (5) Business and Industry Development:

Discussion Concerning Prospective Business or Industry or the Expansion of Existing Business or Industry Where No Previous Announcements Have Been made

§2.2-3711(A)(3). Business and Industry Development:

Discussion or Consideration of the Acquisition of Real Property for a Public Purpose, or of the Disposition of Publicly Held Real Property, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body

7. OLD/NEW BUSINESS

- *Marketing Expense - Appraisal*

**8. INDUSTRIAL DEVELOPMENT AUTHORITY BOARD MEMBER
COMMENTS**

**9. DEPUTY COUNTY ADMINISTRATOR OF OPERATIONS AND
EXECUTIVE DIRECTOR OF DEVELOPMENT COMMENTS**

10. ADJOURNMENT

VIRGINIA: AT THE ORGANIZATIONAL MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA, HELD IN THE MEETING ROOM OF THE DINWIDDIE COUNTY AIRPORT BUILDING, 6775 BECK-CHAPPELL DRIVE, NORTH DINWIDDIE, VIRGINIA, ON FEBRUARY 2, 2026 AT 7:00 P.M.

PRESENT: SHARON YATES – CHAIR
MICHELLE OLGERS – VICE-CHAIR
JIM VAN LANDINGHAM
WILLIAM JONES– SECRETARY-TREASURER
WILLIAM KISSNER

ABSENT: JEREMY AUSTIN JOHNSON
SUSAN WATKINS

ADMINISTRATION PRESENT:
TAMMIE J. COLLINS, DEPUTY COUNTY ADMINISTRATOR,
OPERATIONS
MORGAN INGRAM, EXECUTIVE DIRECTOR OF DEVELOPMENT
TYLER C. SOUTHALL, COUNTY ATTORNEY
STACEY ENGLISH, DIRECTOR OF ECONOMIC DEVELOPMENT

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1. CALL TO ORDER AND ROLL CALL

Ms. Yates called the meeting to order at 7:03 P.M., and Mr. Southall called roll.

2. APPROVAL OF AMENDMENTS TO AGENDA

Ms. Yates asked if there needed to be any amendments to the agenda. Ms. Ingram noted that they had a resolution to add to Old/New Business.

Upon motion by Mr. Jones, seconded by Mr. Kissner, the agenda was approved as presented by the following vote.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van LANDINGHAM, Mr. Jones, Mr. Kissner

Nays: None

Absent: Mr. Johnsones, Ms. Watkins

3. ORGANIZATIONAL MEETING

A. Officer Nominations and Appointments

There was discussion about officers for this year. Mr. Southall remindeds the Board of their by-laws that officers can only serve in their capacity for two years.

There is discussion about who is willing to serve and in which office. The Board elects to nominate the officers as a slate.

Upon motion by Mr. Van Lanningham, seconded by Mr. Jones, nominations were closed and the following IDA Officer Nomination Resolution was passed by the following vote.

BE IT RESOLVED, by the Industrial Development Authority of Dinwiddie County, Virginia that Michelle Olgers shall be appointed as the Chairman of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2026, or until he or she resigns, is unable to hold office, or until a successor assumes office.

BE IT RESOLVED, by the Industrial Development Authority of Dinwiddie County, Virginia that ~~James~~ Van Lanningham shall be appointed as the Vice-Chairman of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2026, or until he or she resigns, is unable to hold office, or until a successor assumes office.

BE IT RESOLVED, by the Industrial Development Authority of Dinwiddie County, Virginia that William E. Jones shall be appointed as the Secretary/Treasurer of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2026, or until he or she resigns, is unable to hold office, or until a successor assumes office.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Lanningham, Mr. Jones, Mr. Kissner

Nays: None

~~Absent: Mr. Johnson, Ms. Watkins~~

~~Absent: Mr. Jones, Ms. Watkins~~

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B. Adoption of IDA Meeting Schedule for 2026

Ms. Yates asked the Board to look at the meeting schedule for 2026. Ms. Collins noted that the meeting date for May ~~hit upon~~ falls on Memorial Day weekend, she suggested they could leave the calendar as presented, and they could call a meeting in May should one be needed. The Board concluded that the IDA would follow Ms. Collins suggestion.

Upon motion by Mr. Van Lanningham, seconded by Mr. Kissner, the meeting schedule for the IDA for 2026 was adopted by the following vote.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Lanningham, Mr. Jones, Mr. Kissner

Nays: None

~~Absent: Mr. Johnson, Ms. Watkins~~

~~Absent: Mr. Jones, Ms. Watkins~~

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**COUNTY OF
DINWIDDIE**

**INDUSTRIAL
DEVELOPMENT
AUTHORITY**

2026

**SCHEDULE OF
PUBLIC MEETINGS**

Unless otherwise noticed:

REGULAR MEETINGS, shown in **RED**, are held on the FOURTH MONDAY of every other month at 7:00 PM.

LOCATION:
CONFERENCE MEETING ROOM
Dinwiddie County Airport
6775 Beck-Chappell Drive
North Dinwiddie, Virginia 23803

If a regular or advertised meeting is canceled due to weather or other conditions, it shall be continued for 7 days to the same time and place.

Mailing address:
P. O. Drawer 70
Dinwiddie, Virginia 23841

Telephone: (804) 469-4300

Note:
The ORGANIZATIONAL MEETING for 2027 will be held on January 25, 2027 at 7:00 p.m.

D. Resolution Regarding Bank Accounts

Ms. Yates noted the need for the Resolution regarding Bank Accounts as the officers had changed. Mr. Jones noted extra language they added that was requested by the bank.

Upon motion by Mr. Van Landingham, seconded by Ms. Yates, the following Resolution regarding Bank Accounts was passed by the following vote.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

~~Absent: Mr. Johnson, Ms. Watkins~~

~~Absent: Mr. Jones, Ms. Watkins~~

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Resolution

**of the INDUSTRIAL DEVELOPMENT AUTHORITY
of DINWIDDIE COUNTY, VIRGINIA
REGARDING BANK ACCOUNTS**

**OF THE INDUSTRIAL DEVELOPMENT AUTHORITY HELD AT THE BANK OF
SOUTHSIDE VIRGINIA AND FIRST BANK**

WHEREAS, the Industrial Development Authority of Dinwiddie County, Virginia (the "IDA") elected new officers at its annual organizational meeting on February 2, 2026 and the persons authorized to sign for withdrawals need to be amended; and

WHEREAS, it is in the best interest of the IDA to authorize designated individuals to hold and use purchase cards for approved business expenses; and

WHEREAS, the IDA desires to formally approve such authorization by resolution and remove former cardholders;

BE IT RESOLVED by the IDA that any accounts of the IDA held at the Bank of Southside Virginia or First Bank be revised to reflect that the following IDA members are hereby authorized to sign for withdrawals: Michelle Olgers, Chair, James Van Landingham, Vice Chair and William E. Jones, Secretary/Treasurer – any two of the three being required.

BE IT FURTHER RESOLVED by the IDA that any other signatories currently on record at the Bank of Southside Virginia and First Bank be removed and shall no longer be authorized to make withdrawals, including but not limited to Sharon Yates.

BE IT FURTHER RESOLVED, that the following individuals are hereby authorized to be issued purchase cards.

- Stacey English, Director of Economic Development & Tourism
- Morgan Ingram, Executive Director of Development

BE IT FURTHER RESOLVED, the following individual should be removed as a purchase card authorized user.

- Tammie Collins, Deputy County Administrator, Operations

BE IT FURTHER RESOLVED, that any other action taken in furtherance of the intent of this resolution is hereby authorized.

E. Review of IDA By-laws

Mr. Southall asked the Board to review the IDA's by-laws. He noted if they believed any changes needed to be made to let staff know and any wished changes could be added to the agenda for future meetings.

4. APPROVAL OF MINUTES

Ms. Yates turned the meeting over to Ms. Olgers. She asked to move on to the minutes from the November 24, 2025 meeting. Two changes had been made by Mr. Van Landingham prior to the meeting and would be reflected in the final minutes. Ms. Olgers asked if any additional changes or comments were needed. None were.

Upon motion by Mr. Kissner, seconded by Mr. Van Landingham, the minutes for the November 24, 2025 meeting were approved as amended by the following vote.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

~~Absent: Mr. Johnson, Ms. Watkins~~

~~Absent: Mr. Johnsonnes, Ms. Watkins~~

5. TREASURER'S REPORT

Mr. Jones presented the Treasurer's Report for January 2026.

Mr. Jones went over the Treasurer's Report for January. Mr. Jones discussed the amount in each account and the interest payment on one CD. He stated the total available IDA fund balance was \$846,443.08.

Then, upon motion of Mr. Kissner, seconded by Ms. Yates, the Treasurer's Report as of January 15, 2026 was adopted as presented.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

[Absent: Mr. Johnson, Ms. Watkins](#)

[Absent: Mr. Johnsonnes, Ms. Watkins](#)

6. CITIZEN COMMENTS

None were present.

7. CLOSED SESSION

Ms. Olgers asked Mr. Southall to take the Board into closed session. Mr. Southall noted a need to go into closed session under:

§2.2-3711(A)(5). Business And Industry Development: Discussion Concerning Prospective Business Or Industry Or The Expansion Of Existing Business Or Industry Where No Previous Announcements Have Been Made;

- Economic Development Prospects Update

§2.2-3711(A)(3). Discussion Or Consideration Of The Acquisition Of Real Property For A Public Purpose, Or Of The Disposition Of Publicly Held Real Property, Where Discussion In An Open Meeting Would Adversely Affect The Bargaining Position Or Negotiating Strategy Of The Public Body.

- Acquisition Of Property For Economic Development
- Disposition Of Public Property For Economic Development

Upon motion of Mr. Kissner, seconded by Ms. Yates, the Board voted to go into Closed Session at 7:29 P.M.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

[Absent: Mr. Johnson, Ms. Watkins](#)

[Absent: Mr. Johnsonnes, Ms. Watkins](#)

Upon motion of Mr. Van Landingham, seconded by Ms. Yates, the board unanimously voted to approve reconvening into Open Session at 8:20 P.M.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

~~Absent: Mr. Johnson, Ms. Watkins~~
~~Absent: Mr. Johnsonnes, Ms. Watkins~~

CERTIFICATION

Mr. Southall read the Certification Resolution and upon motion by Mr. Kissner, seconded by Mr. Van Landingham, the following Certification Resolution was adopted:

Whereas, the Industrial Development Authority convened in a closed meeting under section

§2.2-3711(A)(5). Business And Industry Development; Discussion Concerning Prospective Business Or Industry Or The Expansion Of Existing Business Or Industry Where No Previous Announcements Have Been Made:

- Economic Development Prospects Update

§2.2-3711(A)(3). Discussion Or Consideration Of The Acquisition Of Real Property For A Public Purpose, Or Of The Disposition Of Publicly Held Real Property, Where Discussion In An Open Meeting Would Adversely Affect The Bargaining Position Or Negotiating Strategy Of The Public Body.

- Acquisition Of Property For Economic Development
- Disposition Of Public Property For Economic Development

And whereas, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or of the matters identified in the motion discussed.

Now it be certified, that only those matters as were identified in the motion were heard, discussed or considered in the meeting.

I need a motion to adopt please.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

Absent: Mr. Johnsonnes, Ms. Watkins

8. OLD/NEW BUSINESS

Ms. Ingram presented the following resolution. Ms. Collins asked Mr. Southall a question about if they would need an additional resolution for expenditures that might be

related to the grant application. Mr. Southall informed her it was covered in this resolution.

Upon motion by Mr. Jones, seconded by Ms. Yates, the following Resolution regarding a VBRSP Grant Application was passed by the following vote.

Ayes: Ms. Yates, Ms. Olgers, Mr. Van Landingham, Mr. Jones, Mr. Kissner

Nays: None

Absent: Mr. Johnson, Ms. Watkins

Resolution

of the INDUSTRIAL DEVELOPMENT AUTHORITY of DINWIDDIE COUNTY, VIRGINIA REGARDING APPLICATION FOR VBRSP SITE CHARACTERIZATION PROGRAM

WHEREAS, the Industrial Development Authority of Dinwiddie County, Virginia (the "IDA") is desirous of expanding the number of suitable sites for economic development in the County of Dinwiddie; and

WHEREAS, the IDA is desirous of applying for a VBRSP Site Characterization Program grant in the amount of up to \$5,000 for what is known as the Central State Site for a site characterization study to assess and designate the site's current level of development; and

BE IT THEREFORE RESOLVED THAT the Chair of the IDA, or in the event of the absence or incapacity of the Chair, the Vice Chair of the IDA, is hereby authorized to execute an application for the aforementioned grant.

BE IT FURTHER RESOLVED THAT the IDA authorizes the execution of a contract by the Chair of the IDA, or in the event of the absence or incapacity of the Chair, the Vice Chair of the IDA, with Timmons Group for the expenditure of up to \$10,000 for the completion of the site characterization study.

BE IT FURTHER RESOLVED THAT the IDA hereby authorizes a cash match for the aforementioned grant in the amount of up to \$5,000 with the realization that this will mean an expenditure of up to \$10,000 because the grant is a reimbursable grant. The \$10,000 expenditure is approved regardless of whether the grant is received.

BE IT FURTHER RESOLVED, that any other action taken in furtherance of the intent of this resolution is hereby authorized.

Ms. Olgers asked if there was anything additional. There was no other Old/New Business.

9. INDUSTRIAL DEVELOPMENT AUTHORITY BOARD MEMBER COMMENTS

Mr. Jones asked a question about how they would receive their W2s from the County. Ms. Collins noted that they had been mailed, but if they had not received them in the mail yet because of the winter weather to let her know and she would help any member retrieve them.

Mrs. Van Landingham asked a question about recycling in Dinwiddie. It was noted cardboard and some metals can be recycled at the landfill.

10. DEPUTY COUNTY ADMINISTRATOR OF OPERATIONS COMMENTS

Ms. Collins noted that the County was in Budget season and currently staff had recommended the IDA receive the same amount in their marketing budget that they have been given previously. The committee for the Capital Improvement Plan previously had Mr. Spiers as the volunteer for the IDA and they would need a new one. It would require 4 to 5 meetings in a two month period. She mentioned some of the departments that were also involved. The first meeting was February 13th at 9 AM. Ms. Yates volunteered.

Ms. Collins told the Board that the Board of Supervisors would be holding a Leadership meeting to discuss direction and goals for the County. A date had not been chosen yet but it would be in late March or early April.

Ms. Collins said staff had met with ~~employees from~~ Virginia Tech about 3 weeks prior to discuss an Economic ~~Baseal~~ Analysis of the County. Mr. Maessengill would be working hard on strategic planning in the coming year.

Lastly, Ms. Collins noted that the County had hired its first County Engineer and highlighted some of the work he would be helping with.

Neither Ms. Ingram or Ms. English had any additional comments.

11. ADJOURNMENT

Ms. Olgers asked if there was any further business, and there was none. Upon motion by Mr. Van Landingham, seconded by Ms. Yates, the meeting was adjourned at 8:38 p.m.

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