

# Industrial Development Authority of Dinwiddie County



March 27, 2023

**7:00PM**

**1. CALL TO ORDER AND ROLL CALL**

**2. ADOPTION OF AGENDA**

**3. APPROVAL OF MINUTES**

Documents:

[01232023 Meeting Minutes.pdf](#)

**4. TREASURERS REPORT**

Documents:

[IDA March 27 Report.pdf](#)

**5. CITIZEN COMMENTS**

**6. CLOSED SESSION**

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

- ***Regarding prospective or expanding business and industry where no previous announcement has been made***

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***§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.***

**7. OLD/NEW BUSINESS**

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

**9. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND**

## **COMMUNITY DEVELOPMENT COMMENTS**

### **10. ADJOURNMENT**

VIRGINIA: AT THE REGULAR 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 JANUARY 23, 2023 AT 7:00 P.M.

PRESENT: MICHELLE OLGERS – CHAIR  
SHARON YATES – VICE-CHAIR  
BILL JONES – SECRETARY-TREASURER  
WILLIAM A. KISSNER  
ROBERT SPIERS

ABSENT: JIM VAN LANDINGHAM

ADMINISTRATION PRESENT: TAMMIE COLLINS, DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND COMMUNITY DEVELOPMENT  
MORGAN INGRAM, ECONOMIC DEVELOPMENT DIRECTOR  
TYLER C. SOUTHALL, COUNTY ATTORNEY

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**1. CALL TO ORDER AND ROLL CALL**

Ms. Olgers called the meeting to order at 7:00 P.M., and Mr. Southall called roll.

Mr. Southall noted that Mr. Watkins had resigned from the Board, effective on December 31, 2022. There was some discussion about what was done for members in the past and what they could do to recognize Mr. Watkins' service.

**2. APPROVAL OF/AMENDMENTS TO AGENDA**

Ms. Olgers asked if there needed to be any amendments to the agenda. Mr. Jones noted he wanted to add an item after the Treasurer's report about additional banking investments.

Ms. Olgers asked if there were any other items that needed to be added to the agenda.

Upon motion by Mr. Spiers to adopt the agenda, as amended, a second by Ms. Yates, and the following vote, the agenda was adopted.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers

Nays: None

Absent: Mr. Van Landingham

**3. APPROVAL OF MINUTES**

Ms. Olgers asked to move on to the minutes from the November 28, 2022 Regular Meeting. She asked if any additions or changes were needed. None were needed.

Upon motion by Ms. Yates, seconded by Mr. Kissner, the minutes for the November 28, 2022 meeting were approved as presented by the following vote.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner  
 Nays: None  
 Absent: Mr. Van Landingham  
 Abstain: Mr. Spiers

#### **4. ORGANIZATIONAL MEETING**

##### **A. Officer Nominations and Appointments**

There was discussion about officers for this year. Ms. Olgers and Ms. Yates can serve for another year, but Mr. Jones has served for two terms. Mr. Southall noted that the Board could vote for the officers one at a time or adopt as a slate. Ms. Olgers asked if anyone had any nominations. There was discussion that Mr. Van Landingham agreed to be Secretary/Treasurer. The Board wished to vote for the officers as a slate.

Upon motion by Mr. Spiers, seconded by Mr. Jones, 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 2023, 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 Sharon Yates shall be appointed as the Vice-Chairman of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2023, 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 Landingham shall be appointed as the Secretary/Treasurer of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2023, or until he or she resigns, is unable to hold office, or until a successor assumes office.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers  
 Nays: None  
 Absent: Mr. Van Landingham

##### **B. Adoption of IDA Meeting Schedule for 2022**

Ms. Olgers asked the Board to look at the meeting schedule for 2023. Ms. Olgers asked for any other changes, and there were none.

Upon motion by Mr. Jones, seconded by Ms. Yates, the meeting schedule for the IDA for 2023 was adopted by the following vote.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers  
 Nays: None  
 Absent: Mr. Van Landingham

# Resolution

of the **INDUSTRIAL DEVELOPMENT AUTHORITY of DINWIDDIE COUNTY,  
VIRGINIA**

**ORGANIZATIONAL MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY  
SCHEDULE OF MEETINGS AND DATES FOR 2023**

*WHEREAS*, the Industrial Development Authority of Dinwiddie County, Virginia is required by its Bylaws to adopt a regular meeting schedule,

*NOW THEREFORE BE IT RESOLVED by the Industrial Development Authority of Dinwiddie County, Virginia*, that the following rules shall apply for the year 2023:

1. Regular Meetings of the Industrial Development Authority shall be held as shown on the attached 2023 calendar, in the Dinwiddie County Airport Conference Room, 6775 Beck-Chappell Drive, North Dinwiddie, Virginia, and shall begin at 7:00 p.m. unless otherwise noted.
2. Should it be necessary to cancel a regular and/or an advertised Industrial Development Authority meeting due to weather or other conditions, the meeting shall be continued for 7 days to the same time and place.

Regular meeting dates are as follows:

January 23, 2023  
March 27, 2023  
May 22, 2023  
July 24, 2023  
September 25, 2023  
November 27, 2023

**JANUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**MARCH**

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**APRIL**

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**MAY**

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28	29	30	31			

**JUNE**

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**JULY**

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23	24	25	26	27	28	29
30	31					

**AUGUST**

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27	28	29	30	31		

**SEPTEMBER**

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17	18	19	20	21	22	23
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**OCTOBER**

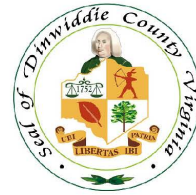
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**NOVEMBER**

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**DECEMBER**

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24	25	26	27	28	29	30
31						



**COUNTY OF  
DINWIDDIE**

**INDUSTRIAL  
DEVELOPMENT  
AUTHORITY**

**2023**

**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 P.M.**

**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) 469-4500

Note:  
The **ORGANIZATIONAL MEETING** for 2024 will be held on January 22, 2024 at 7:00 p.m.

**C. Resolution Regarding Bank Accounts**

Ms. Olgers noted the need for the Resolution regarding Bank Accounts as the officers had changed.

Upon motion by Mr. Spiers, seconded by Mr. Jones, the following Resolution regarding Bank Accounts was passed by the following vote.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers

Nays: None

Absent: Mr. Van Landingham

# 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 TOUCHSTONE BANKS**

BE IT RESOLVED by the Industrial Development Authority of Dinwiddie County, Virginia (the “IDA”) that any accounts of the IDA held at the Bank of Southside Virginia or Touchstone Bank be revised to reflect that the following IDA members are hereby authorized to sign for withdrawals: Michelle Olgers, Chair, Sharon Yates, Vice Chair and James Van Landingham, 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 Touchstone Bank be removed and shall no longer be authorized to make withdrawals, including but not limited to William E. Jones.

The Board was advised by Ms. Collins to look at the By-laws and to let staff know if they wished to make any changes in the future.

**5. TREASURER’S REPORT**

Mr. Jones started the Treasurer’s report for January 2023. He noted that there were several transactions and some of the expenditures need to be moved from the marketing account to the general funds account. Mr. Jones stated the total available IDA fund balance was \$601,600.01.

Upon motion of Mr. Spiers, seconded by Mr. Kissner, the Treasurer’s Report as of January 11, 2023 was adopted as presented.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers

Nays: None

Absent: Mr. Van Landingham

**A. Additional Banking Investment**

Mr. Jones stated that the consensus of the Board was to find a way to do something with the IDA's money. He stated he thought that Touchstone has a money market account from which the Board could write three checks a month and the money would still be liquid. There was discussion among the Board about how much to invest, which account the money would come out of, and interest rates. Mr. Jones stated that the investment would be compliant with the Public Funds Act.

Upon motion by Mr. Spiers, seconded by Ms. Yates, the following resolution was passed by the following vote.

Be it therefore resolved, that the other Secretary/Treasurer will open a Touchstone money market account, taking \$100,000 from the general account and \$100,000 from the marketing account, to draw a .5% interest rate, so long as account in Touchstone is FDIC insured.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers  
 Nays: None  
 Absent: Mr. Van Landingham

## **6. CITIZEN COMMENTS**

There was one citizen present, but he did not wish to make a comment.

## **7. CLOSED SESSION**

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

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

- Regarding prospective or expanding business and industry where no previous announcement has been made

### §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.

Upon motion of Ms. Yates, seconded by Mr. Jones, the Board voted to go into Closed Session at 7:47 P.M.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers  
 Nays: None  
 Absent: Mr. Van Landingham

At 8:17 P.M., Mr. Southall noted a need for a motion to reconvene into Open Session.

Upon motion of Mr. Kissner, seconded by Mr. Jones, the board unanimously voted to approve reconvening into Open Session at 8:17 P.M.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers  
 Nays: None  
 Absent: Mr. Van Landingham



**CERTIFICATION**

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

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers

Nays: None

Absent: Mr. Van Landingham

*WHEREAS, this Authority convened in a closed meeting under:*

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

- Regarding prospective or expanding business and industry where no previous announcement has been made

§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.

**8. OLD/NEW BUSINESS**

Ms. Olgers noted that they were up to Old/New Business. Ms. Collins noted they had none.

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

Mr. Kissner asked if the Board could have citizens identify themselves when they attend Board meetings.

Mr. Spiers made some comments on the virtual training he attended.

**10. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND ECONOMIC DEVELOPMENT COMMENTS**

Ms. Collins noted that on Wednesday Ruralband would hold its first Community Engagement meeting for Zone 1. It will be at Eastside at 6 PM.

Ms. Collins told the Board the County is currently in budget development stage.

Lastly Ms. Collins noted the County was working on the Comprehensive Land Use Plan. Citizens will be able to comment on the final draft in April.

**11. ADJOURNMENT**

Ms. Olgers asked if there was any further business, and there was none. Upon motion by Mr. Jones, seconded by Ms. Yates, the meeting was adjourned at 8:39 PM.

Ayes: Ms. Olgers, Ms. Yates, Mr. Jones, Mr. Kissner, Mr. Spiers

Nays: None

Absent: Mr. Van Landingham

**Dinwiddie County Industrial Development Authority Treasurer's Report**

Activity Through March 5, 2023

<b>BSV Checking Account Activity</b>							
Date	Item #	Description	General Use	Marketing Use	General Balance	Marketing Balance	Total Balance
		Previous Balance			185,817.63	239,891.88	425,709.51
2/13/2023	633	BSV- Visa Account	21.00		185,796.63		425,688.51
2/28/2023	634	Touchstone New Business Checking Account	100,000.00	100,000.00	85,796.63	139,891.88	225,688.51
		Total					225,688.51
							-

<b>12 Mos Touchstone CD-Issue Date 9/5/2022</b>			
Current Rate: .50%		Next Maturity Date: 9/5/2023	
Date	Description	Amount	Balance
12/5/2022	Previous Balance		70,238.49
3/5/2023	Interest	86.60	70,325.09
6/5/2023	Interest		

<b>13 Mos Touchstone CD-Issue date 1/25/2023</b>			
Current Rate 4.00%		Next Maturity Date 2/25/2024	
Date	Description	Amount	Balance
10/25/2022	Previous Balance		105,652.01
1/25/2023	Interest	39.95	105,691.96
4/25/2023	Interest		

<b>Total IDA Available Funds*</b>	<b>\$601,722.00</b>
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<b>VISA Activity</b>				
Date	Description	Card Holder	Amount	Balance
	Previous Balance			
12/1/2022	Lanier Parking	Ingram	21.00	

Respectfully Submitted by:

Jim VanLandingham

March 27, 2023

Date

*Dinwiddie County Industrial Development Authority Treasurer's Report*

<b>New Touchstone Interest Checking Account Rate 3%</b>				
<b>Date</b>	<b>Item #</b>	<b>Description</b>	<b>Amount</b>	<b>Current Balance</b>
2/28/2023		New Balance		200,000.00
2/28/2023		1 Day Interest	16.44	200,016.44
				-