

# Industrial Development Authority of Dinwiddie County



May 23, 2022

**7:00PM**

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

## **2. ADOPTION OF AGENDA**

## **3. APPROVAL OF MINUTES**

- **March 28, 2022**

**Documents: 03282022 Meeting Minutes**

Documents:

[03282022 Regular Meeting Minutes DRAFT.pdf](#)

## **4. TREASURERS REPORT AS OF MAY 2022**

Documents:

[Din IDA May 2022 Treasurers 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**

## **7. OLD/NEW BUSINESS**

- **Marketing Expense**
- **Property Maintenance**

## **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 MARCH 28, 2022 AT 7:00 P.M.

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

ABSENT: ROBERT SPIERS  
MAXWELL WATKINS

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.

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

Ms. Olgers asked if there needed to be any amendments to the agenda.

Ms. Collins noted they needed to add a resolution for the Vice Chair to act as Chair when the Chair is unavailable to Old/New Business.

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

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

**3. APPROVAL OF MINUTES**

Ms. Olgers asked to move on to the minutes from the January 24, 2022 Organizational Meeting. She noted she had emailed one small change before the meeting. She asked if any additions or changes were needed. None were needed.

Upon motion by Mr. Jones, seconded by Mr. Van Landingham, the minutes for the January 24, 2022 meeting were approved as amended by the following vote.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

#### **4. TREASURER'S REPORT**

Mr. Jones started the Treasurer's report for March 2022. He went over the transactions that were on the report and went through the items and noted both of the CDs had an interest payment. Mr. Jones stated the total available IDA fund was \$581,992.34. He noted that on the report the Aldi account was still on there but after the report date the account had been closed and the money moved over so that will be reflected in the May report. Mr. Kissner asked a question about their balance and could they be using it for something. There was discussion about some upcoming projects.

Upon motion of Mr. Van Landingham, seconded by Ms. Yates, the Treasurer's Report as of March 9, 2022 was adopted as presented.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

#### **5. CITIZEN COMMENTS**

No citizens were present to comment. Ms. Collins noted that since their last meeting the Board of Supervisors had removed the language in their public notice that allowed written citizen comments and therefore it was not added to the IDA's to be consistent with the Board.

#### **6. 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) (3) Discussion or consideration of the disposition of publicly held real property, or acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

- Discussion of Acquisition of Potential Sites for Economic Development
- Discussion of Sale of Property at Corner of Commerce Way and U.S. Route 460

§2.2-3711 (A) (5) 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

Upon motion of Mr. Van Landingham, seconded by Mr. Kissner, the Board voted to go into Closed Session at 7:16 P.M.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

At 8:11 P.M., Mr. Southall noted a need for a motion to reconvene into Open Session.

Upon motion of Ms. Yates, seconded by Mr. Jones, the board unanimously voted to approve reconvening into Open Session at 8:11 P.M.

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

Nays: None

Absent: Mr. Spiers, Mr. 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:

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

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

§2.2-3711 (A) (3) Discussion or consideration of the disposition of publicly held real property, or acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

- Discussion of Acquisition of Potential Sites for Economic Development
- Discussion of Sale of Property at Corner of Commerce Way and U.S. Route 460

§2.2-3711 (A) (5) 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

*AND WHEREAS, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or that matters other than those identified in the motion were discussed,*

*NOW BE IT CERTIFIED, that only those matters as were identified in the motion were heard, discussed or considered in the closed meeting.*

## **7. OLD/NEW BUSINESS**

### **A. Marketing Expenses**

Ms. Collins asked the Board to remember the website redevelopment they had discussed in the past. She noted that it was being worked on and would be ready for use by June. Expenses would not be all at once but would be about \$20,000. Ms. Collins noted that she was authorized to pay for items under \$500, so expenses that are higher she would bring to the Board. Mr. Van Landingham asked if they could pass a resolution so just the Chair and Vice Chair could approve transactions so Ms. Collins did not have to wait for a Board meeting. Ms. Collins noted if they wished to, they could.

Upon motion by Mr. Van Landingham, seconded by Ms. Yates, the Board approved a motion to allow Ms. Collins to have up to \$20,000 for use on the website with approval of Chair and Vice Chair.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

Ms. Ingram noted that the Virginia Gateway Region would be having an after hours event at the airport on May 4<sup>th</sup> from 4 to 6 PM. It would be a meet and greet with local legislators, and to encourage people and local businesses to use the Dinwiddie airport more. The Board would be receiving invites in their emails soon. Ms. Ingram stated they would be splitting the costs with the airport. She was asking for an amount not to exceed \$2000 for the cost of food and plates.

Upon motion by Mr. Van Landingham, seconded by Ms. Yates, the Board approved an expense of not to exceed \$2000 for food at the event at the airport on May 4<sup>th</sup>.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

#### **B. Vice Chairman Resolution**

Ms. Olgers noted that she would be out of the country for six weeks (April 20<sup>th</sup> to June 5<sup>th</sup>) and not available, so she contacted staff and discussed with Ms. Yates about her taking on the duties of Chair during that time. Mr. Southall had written up a resolution to allow Ms. Yates to fulfill these duties.

Upon motion by Mr. Van Landingham, seconded by Mr. Jones, the following resolution was approved by the following vote.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

BE IT RESOLVED THAT given the upcoming expected absence of the Chair of the Industrial Development Authority of Dinwiddie County, Virginia, the Vice Chair is authorized to take any and all actions that the Chair would be authorized to take during such time as the Chair is out of the country.

It was noticed that in the motion to allow Ms. Collins to get Chair approval for the website expenses, that they approved stated it was approval of the Chair AND Vice Chair. That would need to be changed to Chair OR Vice Chair.

Upon motion by Mr. Jones, seconded by Mr. Van Landingham, the Board approved changing the word "and" to the word "or" in the website expense motion.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

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

Mr. Van Landingham asked about the time of their meetings and did they have to be at 7:00 PM. After some discussion, it was decided to leave it at 7:00 PM for now.

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

Ms. Collins started her comments by giving an update on Broadband. The county is in the contract negotiation stage with Ruralband and Dinwiddie should have universal coverage by the end of 2024.

Ms. Collins announced the Dinwiddie County Fair would be returning this year. The dates will be September 23<sup>rd</sup> to September 25<sup>th</sup> and the location is the Virginia Motorsports Park

Ms. Collins stated that the Teen Expo would also be returning. It will take place on April 30<sup>th</sup> at Richard Bland College. The Board is welcome to become adult volunteers if they are interested.

The County is in budget prep season. Ms. Collins noted that the transient occupy tax rate may be going up to 8 percent, which is closer to the regional average. She noted there may also be another funding source coming for economic development and that is a cigarette tax. It has to be a regional endeavor so they need 6 jurisdictions to agree.

Ms. Collins noted that the Comprehensive Plan is in the content development stage.

Ms. Ingram said the McKenney Farmers Market will be opening April 29<sup>th</sup> and will run every Friday through October 28<sup>th</sup>.

Ms. Ingram noted there would be another Wings and Wheels Fall Festival on October 26<sup>th</sup>.

**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 8:44 PM.

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

Nays: None

Absent: Mr. Spiers, Mr. Watkins

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

Activity thru April 30, 2022

BSV Checking Account Activity							
Date	Item #	Description	General Use	Marketing Use	General Balance	Marketing Balance	Total Balance
3/5/2022		Previous Balance			181,185.36	187,985.90	369,171.26
3/14/2022		Deposit- Transfer from Aldi account		\$ 37,312.96		225,298.86	406,484.22
4/25/2022	625	BSV-Visa Account		(911.98)		224,386.88	405,572.24
							-

12 Mos Touchstone CD-Issue Date 9/5/2021			
Current Rate: .50%		Next Maturity Date: 9/5/2022	
Date	Description	Amount	Balance
3/5/2022	Previous Balance		69,974.55

12 Mos Touchstone CD-Issue Date 1/25/2022			
Current Rate: .15%		Next Maturity Date: 1/25/2023	
Date	Description	Amount	Balance
3/5/2022	Previous Balance		105,533.57
4/25/2022	Interest	39.03	105,572.60

<b>Total IDA Available Funds*</b>	<b>\$581,119.39</b>
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\*Includes ALDI Project Funds

VISA Activity				
Date	Description	Card Holder	Amount	Balance
	Previous Balance			
3/14/2022	Va Economic Developers Association	Ingram	375.00	375.00
4/1/2022	Fiverr	Ingram	526.45	901.45
4/1/2022	Foreign Transaction Interest		10.53	911.98

Respectfully Submitted by:

William Jones

May 11, 2022

Date



*Dinwiddie County  
Industrial Development Authority  
Treasurer's Report*

<b>BSV ALDI Project Checking Account Activity</b>				
<b>Date</b>	<b>Item #</b>	<b>Description</b>	<b>Amount</b>	<b>Current Balance</b>
8/31/2021		Previous Balance		37,312.96
3/14/2022	1051	Dinwiddie County IDA- T&D- Close Account	(37,312.96)	-
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