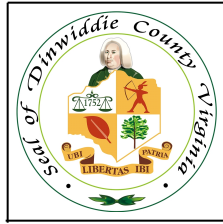


# Industrial Development Authority Dinwiddie County, Virginia



January 28, 2019  
7:00 PM

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

## **2. AMENDMENTS TO AGENDA**

## **3. ORGANIZATIONAL MEETING**

- *Chairman Nominations and Appointment*
- *Vice-Chairman Nominations and Appointment*
- *Secretary/Treasurer Nominations and Appointment*
- *Adoption of IDA Meeting Schedule for 2019*
- *Resolution Regarding Bank Accounts*
- *Review of the Bylaws*

## **4. APPROVAL OF MINUTES**

- *November 26, 2018 Regular Meeting*

Documents:

[IDA MINUTES 11.26.18.pdf](#)

## **5. TREASURER'S REPORT**

- *Account Activities*

Documents:

[TREASURER REPORT 1.21.19.pdf](#)

## **6. CITIZEN COMMENTS**

## **7. CLOSED SESSION**

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

- *Discussion concerning prospective business or industries or the expansion of existing business or industries where no previous announcements have been made of the business' or industries' interest in locating or expanding in the county: Economic Development prospects update.*

§2.2-3711(A) (8). Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel:

- *Broadband Project*

§2.2-3711 (A) (29). Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body:

- *Contracts related to Broadband Project*

## **8. OLD/NEW BUSINESS**

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

## **10. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND COMMUNITY DEVELOPMENT COMMENTS**

## **11. 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 NOVEMBER 26, 2018 AT 7:00 P.M.

PRESENT: WILLIAM A. KISSNER – CHAIRMAN  
DAVID W. LYLE – VICE-CHAIRMAN  
JAMES VAN LANDINGHAM – SECRETARY-TREASURER  
THOMAS HOOKER  
MICHELLE OLGERS  
MAXWELL WATKINS

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

OTHERS PRESENT: HEATHER JENNINGS, PARALEGAL TO COUNTY ATTORNEY

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

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

2. **ADOPTION OF AGENDA**

Mr. Kissner asked if there were any needed amendments to the agenda. There were none.

Upon motion by Mr. Van LANDINGHAM to adopt the agenda, as presented, and seconded by Mr. Hooker, and upon the following vote, the agenda was adopted.

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van LANDINGHAM, Mr. Hooker, Ms. Olgers, Mr. Watkins

Nays: None

Absent: Mr. Spiers

3. **APPROVAL OF MINUTES**

Mr. Kissner asked the Board to look at the minutes from the September 24, 2018 regular meeting. He asked if any changes or additions were needed. There were none.

Upon motion by Mr. Van LANDINGHAM, seconded by Mr. Watkins, the minutes for the September 24, 2018 meeting were approved as presented by the following vote.

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van LANDINGHAM, Mr. Hooker, Ms. Olgers, Mr. Watkins

Nays: None

Absent: Mr. Spiers

#### 4. TREASURER'S REPORT

First, Mr. Van Landingham started by giving a brief overview of the Treasurer's report from the meeting that was missed in October.

Mr. Van Landingham started the Treasurer's report, as of November 20, 2018 by saying that the IDA had started with a balance of \$171,438.13 and there were several transactions. This gave the IDA a balance of \$169,499.63. Mr. Van Landingham stated that the two Touchstone CDs were \$66,536.42 and \$102,008.50. The total IDA funds are \$419,116.12. Mr. Van Landingham noted that the balance in the BSV ALDI project account is \$81,071.57.

Upon motion by Mr. Lyle, seconded by Mr. Hooker, the Treasurer's Reports as of October 2, 2018 and November 20, 2018 were adopted as presented.

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van Landingham, Mr. Hooker, Ms. Olgers, Mr. Watkins

Nays: None

Absent: Mr. Spiers

#### 5. CITIZEN COMMENTS

There were no citizens present.

#### 6. CLOSED SESSION

Mr. Kissner 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 businesses or industries or the expansion of existing businesses or industries where no previous announcements have been made of the business' or industries' interest in locating or expanding in the county: Economic Development prospects update.

##### §2.2-3711 (A) (8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel:

- Broadband project

##### §2.2-3711 (A) (29) Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body:

- Contracts related to Broadband Project

Upon motion of Ms. Olgers, seconded by Mr. Watkins, the Board voted to go into Closed Session at 7:10 P.M.

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van Landingham, Mr. Hooker, Ms. Olgers, Mr. Watkins  
 Nays: None  
 Absent: Mr. Spiers

At 8:49 P.M., Mr. Southall noted a need to reconvene into Open Session.

### **CERTIFICATION**

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

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van Landingham, Mr. Hooker, Ms. Olgers, Mr. Watkins  
 Nays: None  
 Absent: Mr. Spiers

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

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

- Discussion concerning prospective businesses or industries or the expansion of existing businesses or industries where no previous announcements have been made of the business' or industries' interest in locating or expanding in the county: Economic Development prospects update.

#### **§2.2-3711 (A) (8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel:**

- Broadband project

#### **§2.2-3711 (A) (29) Discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body:**

- Contracts related to Broadband Project

*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.*

## **6. OLD/NEW BUSINESS**

### **A. Nominating Committee**

Mr. Southall noted that as the new year is upon us, new officers will have to be elected for the IDA as the current officers are at the end of two year terms. Mr. Watkins, Ms. Olgers, and Mr. Spiers were asked to be members of the nominating committee, with Mr. Watkins as chair.

Upon motion by Mr. Van Landingham, seconded by Mr. Lyle, Mr. Watkins, Ms. Olgers, and Mr. Spiers were elected to be members of the nominating committee.

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van Landingham, Mr. Hooker, Ms. Olgers, Mr. Watkins

Nays: None

Absent: Mr. Spiers

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

Mr. Van Landingham discussed moving the second CD over to Touchstone bank.

Mr. Hooker offered his resignation and told the Board this would be his last meeting.

Mr. Kissner told Mr. Hooker he would be missed on the Board. He congratulated staff on the completion of the Aldi project.

#### **9. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND COMMUNITY DEVELOPMENT COMMENTS**

Ms. Collins echoed Mr. Kissner's sentiments that Mr. Hooker would be missed.

Ms. Collins commented that Mr. Kissner and Mr. Lyle had attended the County's recent Capitol Improvement Project (CIP) meeting but that Mr. Lyle would have to step down and they would like another member of the Ida to take his place. She gave a brief overview of what the committee does and what projects they are involved in.

Ms. Collins told the Board the tree lighting at the Historic Courthouse would take place November 27<sup>th</sup>.

Ms. Collins stated that everyone would be moving into the new Dinwiddie County Administration building between Christmas and New Years and that an open house would be taking place sometime in January.

Ms. Collins reminded the Board in January would be their annual organizational meeting.

#### **10. ADJOURNMENT**

Mr. Kissner asked if there was any further business. There was none.

Upon motion by Mr. Van Landingham, seconded by Mr. Watkins, the meeting was adjourned at 9:09 P.M. by the following vote.

Ayes: Mr. Kissner, Mr. Lyle, Mr. Van Landingham, Mr. Hooker, Ms. Olgers, Mr. Watkins

Nays: None

Absent: Mr. Spiers

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

January 21, 2019

BSV Checking Account Activity								
Date	Item #	Description	General	Use	Marketing Use	General Balance	Marketing Balance	Total Balance
11/20/2018		Previous Balance				38,531.96	130,967.67	169,499.63
11/21/2018	496	Bank of Southside VISA			\$ (227.66)	38,531.96	130,740.01	169,271.97
11/26/2018	497	Timmons Group 206840			(750.00)	38,531.96	129,990.01	168,521.97
12/21/2018	498	Bank of Southside VISA			(120.00)	38,531.96	129,870.01	168,401.97
						-	-	-
						-	-	-
						-	-	-
						-	-	-
						-	-	-

12 Mos Touchstone CD-Issue Date 9/5/2018			
Current Rate: 1.60%		Next Maturity Date: 9/5/2019	
Date	Description	Amount	Balance
9/5/2018	Previous Balance		66,536.42
12/5/2018	Interest Payment	265.42	66,801.84
3/5/2019	Next Interest Payment		

12 Mos Touchstone CD-Issue Date 7/25/2018			
Current Rate: 1.35%		Next Maturity Date: 7/25/2019	
Date	Description	Amount	Balance
7/25/2018	Previous Balance		101,662.57
10/25/2018	Interest Payment	345.93	102,008.50
1/25/2019			

<b>Total IDA Available Funds*</b>	<b>\$418,283.88</b>
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*\*Includes ALDI Project Funds*

VISA Activity				
Date	Description	Card Holder	Amount	Balance
	Previous Balance			-
10/10/2018	Stitchin Sisters	Ingram	25.00	25.00
10/11/2018	Holiday Inn Winchester	Collins	101.33	126.33
10/11/2018	Holiday Inn Winchester	Collins	101.33	227.66
11/27/2018	Payment		227.66	
11/5/2018	PayPal Dinwiddie Chamber	Ingram	25.00	25.00
11/9/2018	VA Chamber		95.00	120.00
12/26/2018	Payment		(120.00)	
				-
				-
				-
				-

*Respectfully Submitted by:*

\_\_\_\_\_  
James Van Landingham, Secretary/Treasurer

\_\_\_\_\_  
Date





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

January 21, 2019

<b>BSV ALDI Project Checking Account Activity</b>				
<b>Date</b>	<b>Item #</b>	<b>Description</b>	<b>Amount</b>	<b>Current Balance</b>
11/30/2018		Previous Balance		81,071.57
				-

