

AMENDMENT TO THE MINUTES IN RED: Added record of the approval of the minutes

**PRINCE EDWARD COUNTY
INDUSTRIAL DEVELOPMENT AUTHORITY
MEETING MINUTES
Conference Call
1-844-890-7777 | Access Code 390313#
8 a.m. – Friday, May 28, 2021**

Due to the COVID-19 Emergency, the Industrial Development Authority of Prince Edward County will be operating pursuant to and in compliance with “EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER,” adopted by the Prince Edward County Board of Supervisors, April 7, 2020.

This meeting is closed to in-person participation by the General Public, but citizens may join the meeting by calling **1-844-890-7777 | Access Code 390313#**

MEMBERS PRESENT IN-PERSON: Robert Atkinson
Mike Montgomery
Tim Tharpe
Joyce Yeatts

MEMBERS PRESENT BY PHONE: n/a

ALSO PRESENT: Chelsey White, Director of Economic Development & Tourism; Doug Stanley, County Administrator; Terri Atkins Wilson, IDA Attorney (present by phone); Guy Kellner, managing partner for Paris Ceramics; Cheryl Stimpson, Office Associate/HR/CSA Coordinator

ABSENT: Edgar Jones, Brad Watson

At 8:13 a.m., there being a quorum present, Mr. Montgomery welcomed everyone and called the May 28, 2021, IDA Meeting to order. The roll call attendance was as follows:

Aye: Robert Atkinson
Mike Montgomery
Tim Tharpe
Joyce Yeatts

Electronic Meeting Certification

Mr. Montgomery read the following electronic meeting certification: Due to the COVID-19 Emergency, the Industrial Development Authority of Prince Edward County will be operating pursuant to and in compliance with “EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS

Mike Montgomery
Tim Tharpe
Joyce Yeatts

Meeting Minutes

Mr. Watson asked if there were any edits to be made to the April 23, 2021 Minutes IDA meeting minutes or if there was a motion for them to be approved as is. Mr. Tim Tharpe made a motion to approve the April 23, 2021 Minutes IDA meeting minutes. The motion was seconded by Ms. Yeatts. The motion was approved by the following vote:

Aye: Robert Atkinson Nay: (none)
Mike Montgomery
Tim Tharpe
Joyce Yeatts

Old Business

Tobacco Commission Business Loan Application/Broadband Loan Request – Kinex Telecom Resolution

Ms. White presented the updated IDA resolution and stated that it is required by the Tobacco Commission to submit an application for the Business Lending program for the Kinex Telecom Broadband expansion project. She mentioned that the Prince Edward County Board of Supervisors made a motion of support at their May 11, 2021 meeting and that they also plan to sign a resolution in support of the project. Ms. White also mentioned that she and Mr. Stanley had a meeting with DHCD about formulating an agreement and that DHCD has agreed to provide guidance on the agreement. She stated that the agreement can be established after the resolution has been signed. Mr. Montgomery read the resolution aloud and called for a motion. Mr. Atkinson made a motion to accept the resolution and allow Mr. Watson to sign and certify it on behalf of the IDA board. The motion was seconded by Mr. Tharpe. The motion was approved by the following vote:

Aye: Robert Atkinson Nay: (none)
Mike Montgomery
Tim Tharpe
Joyce Yeatts

Lowe's Access Issue Update

Mr. Stanley provided an update on the Lowe's Access Issue. He stated that contact had been made with the other party and that an agreement is in the process of being finalized. Mr. Stanley stated that he is waiting to hear back from the other party's legal team and will continue to provide updates as the situation progresses.

IDA Board Vacancies Update

Mr. Stanley stated that appointments will be made at the June 8, 2021 Board of Supervisors meeting. Mr. Montgomery asked if any applications have been received? Mr. Stanley stated that one application has been received thus far.

IDA Bylaws

Ms. White presented the updated draft of the bylaws to be discussed and approved. She mentioned that she made the recommended edits from the IDA board. Mr. Montgomery made a motion to approve and adopt the bylaws. The motion was seconded by Ms. Yeatts. The motion was approved by the following vote:

Aye:	Robert Atkinson	Nay: (none)
	Mike Montgomery	
	Tim Tharpe	
	Joyce Yeatts	

Paris Ceramics Equipment Loan Request

Ms. White stated that last month during the April 23, 2021 IDA meeting, the board offered a \$387,000 equipment loan with 4% interest for five years requiring 20% down (\$77,402) to Mr. Kellner of Paris Ceramics. She stated that she presented this offer to Mr. Kellner and that an alternative request received by Mr. Keller in the form of two options:

Option 1 – (Mr. Kellner/Paris Ceramics will pay for the Glazing Robot 2200 directly)

Amount - \$317,800

Years – 5

Interest - 4%

Down Payment - \$0

Total loan amount - \$317,800

Option 2 –

Amount – \$387,010

Years – 5

Interest – 4%

Down Payment - \$38,701 = 10%

Total loan amount - \$348,309

Mr. Stanley stated that if Mr. Kellner purchases the glazing robot, and allows the IDA to use it as collateral then this will be roughly 20% of the load which is equal to what is required for the down payment. Mr. Kellner stated that would not recommend using the glazing robot as collateral because it is not secured but would recommend instead using the other two pieces of equipment as collateral and that he is flexible and understands that \$387,000 is a lot of money. He also stated that he is willing to offer 10% down instead of 4%. Mr. Tharpe asked Mr. Kellner which option is preferred? Mr. Kellner answered Option 1. Mr. Stanley stated that the IDA has the cash and that the amount would be a third of the assets. Mr. Montgomery stated that we need a loan agreement and called for a motion. Mr. Tharpe made a motion to offer Paris Ceramics a \$287,020 5-year equipment loan with a 4% interest rate requiring 10% down and that two pieces of equipment (the Donatoni Jet 625 CNC Bridge Saw and the Weterjet BS 2100) will be used as collateral as a part of the loan agreement. The motion was seconded by Mr. Tharpe. The motion was approved by the following vote:

Aye: Robert Atkinson
Mike Montgomery
Tim Tharpe
Joyce Yeatts

Nay: (none)

Mr. Stanley stated that a press release will be sent out that will mention the total investment and the jobs created as a result of this equipment loan.

IDA Board Stipends

Ms. White stated that at the last IDA meeting on April 23, 2021, the board decided to continue discussion regarding stipends at the following meeting. She mentioned that stipends were given previously to IDA board members and can be given again with approval from the Board of Supervisors. She also mentioned that staff can research comparative stipend rates received by IDA and EDA boards in other counties if directed. The board agreed to leave this item tabled.

Appraisal of IDA Properties - 2020 Property Assessment Report

Ms. White stated that she has been working on an inventory of properties to market for development in the form of a spreadsheet. She stated that the properties include IDA-owned and privately-owned properties which will ultimately be listed on the website. She stated that the IDA may need to consider appraisals for these properties at some point. She also stated that she is working on refreshing the signage at the Prince Edward Business Park to aid in marketing the properties. Ms. Atkins-Wilson Stated that a comparative market analysis maybe needed vs. and appraisal because an appraisal is only good for a certain amount of time and that the county needs to be able to negotiate. She also mentioned that she is leery about private properties being included on the website. Ms. Atkins-Wilson stated that it could be mentioned on the website that information regarding private properties can be made available by contacting staff. She also mentioned that deeds of trust are not needed for IDA properties because the audit satisfied this.

New Business

IDA Audit

Ms. White stated that the IDA 2020 financial statement has been completed and submitted to the Auditor of Public Accounts.

Mr. Montgomery made a motion to accept the audit. The motion was seconded by Mr. Tharpe. The motion was approved by the following vote:

Aye:	Robert Atkinson	Nay: (none)
	Mike Montgomery	
	Tim Tharpe	
	Joyce Yeatts	

Other Business

Mr. Kellner asked about the outstanding balance of \$5,673 that was mentioned in the audit on page 10 and that he would like to get it taken care of. Ms. White stated that she would look into it and get back to him to get this settled.

Adjournment:

There being no other business to discuss, Mr. Tharpe made the motion to adjourn the meeting, which was seconded by Mr. Montgomery. The motion was approved by the following vote:

Aye: Robert Atkinson	Nay: (none)
Mike Montgomery	
Tim Tharpe	
Joyce Yeatts	

The meeting was adjourned at 8:57 a.m.