

**MEETING MINUTES OF THE INDUSTRIAL DEVELOPMENT AUTHORITY
OF PRINCE EDWARD COUNTY, HELD AT THE
ECONOMIC DEVELOPMENT OFFICE AT THE VIRGINIA'S HEARTLAND
REGIONAL VISITOR CENTER AND TRANSPORTATION HERITAGE MUSEUM
FARMVILLE, VIRGINIA**

November 30th, 2007, 3:30pm

MEMBERS PRESENT: Robert D. Showalter, Chairman
 Virginia Price, Vice-Chairman
 Gwen S. Eddleman
 David Stables
 Tony Williams

ALSO PRESENT: E. Preston Lancaster, Jr., IDA Attorney
 Sharon Carney, Director of Economic Development
 Robin Buckalew, Piedmont Soil & Conservation (Presentation)

Being there was a quorum present at the appointed hour the meeting was called to order by Mr. Showalter, Chairman of the IDA.

Mr. Showalter presented the October 29, 2007 minutes for approval. After the Board had a chance to review on a motion made by Virginia Price and seconded by Gwen Eddleman, it was recommended to accept the IDA Minutes from the October 29, 2007 meeting as presented. The motion was accepted by the following vote.

Aye:	Robert D. Showalter	Nay:
	Virginia Price	
	Gwen S. Eddleman	
	David Stables	
	Tony Williams	

Mr. Showalter then asked Sharon Carney for the Treasurer's Report who then presented the following report:

The processing of the IDA checks is now being handled by the County Treasurer's Office as per recent accounting procedure changes, but is still subject to approval by the IDA staff and the approved authorized signatures for the IDA (Chairman or Vice Chairman).

IDA TREASURER'S REPORT

October 30, 2007

INDUSTRIAL DEVELOPMENT AUTHORITY:

Wachovia Balance as of October 30, 2007	\$ 142,633.31
BB&T Balance as of October 30, 2007	<u>\$1,200,760.00</u>
Total as of October 30, 2007	\$1,343,393.31

**\$25,000 committed obligated for the installation of 750 feet of water lines down Commerce Road (Rt. 628) for development along that corridor.*

YMCA Update:

Draw #1	\$ 55,689.45
Draw #2	\$ 26,772.58
Draw #3	\$ 38,916.21

Draw #4	\$ 54,666.62
Draw #5	\$ 99,691.20
<u>Draw #6</u>	<u>\$206,709.00</u>
TOTAL	\$482,445.06

On a motion made by Virginia Price and seconded by David Stables, it was recommended to accept the IDA Treasurer's Report from October 30, 2007. The motion was accepted by the following vote.

Aye:	Robert D. Showalter	Nay:
	Virginia Price	
	Gwen S. Eddleman	
	David Stables	
	Tony Williams	

Mr. Showalter then asked Sharon to review with the board the need to hire an architectural and engineering firm to help develop 3 "ready-to-go" industrial sites at the Prince Edward Business Park.

Sharon reported that as part of the "Master Plan" development for the Prince Edward Business Park (formerly known as the Prince Edward Industrial Park) the Prince Edward County Board of Supervisors has approved the concept of developing three new "ready to go" industrial sites. The preparation of the three "ready to go" sites will once again bring Prince Edward County into the competition for prospect industries. Without the sites, Prince Edward County is at a decided disadvantage and is not as competitive as other communities.

Phase I of the Business Park includes the development of a comprehensive master engineering plan for the entire industrial portion of the Business Park for build out, grubbing and grading of the proposed 3 building pad sites, utility access and connections and building construction if necessary. Later as additional funds become available or interest/needs arise, the County can quickly move forward with the construction of the final remaining 3 to 4 industrial sites according to the overall "Master Plan" as Phase II. Tobacco Commission Grant funds for \$151,760 are being requested February 1, 2008 to help with this expense. If the funds are not received the County is still prepared to move forward with the development.

Since Prince Edward County currently has no industrial sites ready for development, the County has already been passed over twice for consideration by prospect industries, and is less marketable by Virginia Economic Development Partnership (VEDP) making it imperative that site preparation take place at once. Forty-four acres in the area has already been cleared of timber and is now ready for grubbing and excavation. The estimated time to complete the project and have a building on the ground is 12 to 16 months.

The IDA has the ability to recruit, interview and hire directly for professional services such as an architectural and engineering firm, making the process quicker than a full bid procurement process. The estimated cost of the development of the three industrial sites is \$762,000. The projected estimated cost of engineering is between 6% and 10 % of the project cost, which means that the cost should not exceed \$60,960 or 8%.

At this time Mr. Showalter introduced Robin Buckalew, a representative from the Virginia Department of Soil and Conservation. Ms. Buckalew then gave a presentation on some of the best soil and erosion practices and asked the the Board to consider these practices when working with the engineering firm for site development. Ms. Buckalew asked that wherever possible, soil conservation measures be initiated.

On a motion made by Gwen Eddleman and seconded by Virginia Price, it was recommended that staff compile a short list of two or three qualified architectural/engineering firms capable of doing the required

site work and possible building design for the Chairman's consideration. The motion was accepted by the following vote.

Aye:	Robert D. Showalter	Nay:
	Virginia Price	
	Gwen S. Eddleman	
	David Stables	
	Tony Williams	

On a motion made by Gwen Eddleman and seconded by Tony Williams, it was recommended to authorize the IDA Chairman to select and hire an architectural/engineering firm, sign any and all documents associated with the hiring at a price not to exceed \$61,000. The motion was accepted by the following vote.

Aye:	Robert D. Showalter	Nay:
	Virginia Price	
	Gwen S. Eddleman	
	David Stables	
	Tony Williams	

On a motion made by Virginia Price and seconded by Gwen Eddleman, it was recommended that the meeting be adjourned at 4:30pm. The motion was accepted by the following vote.

Aye:	Robert D. Showalter	Nay:
	Virginia Price	
	Gwen S. Eddleman	
	David Stables	
	Tony Williams	

Sharon Lee Carney, Secretary

Approved by:

Robert Showalter, Chairman