

**PRINCE EDWARD COUNTY  
INDUSTRIAL DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**Board of Supervisors Room – 3<sup>rd</sup> Floor Prince Edward County  
8:00 am, March 24, 2023**

The Prince Edward County Industrial Development Authority strongly encourages citizen participation in public meetings through in-person participation, written comments, and/or remote participation by calling: **1-844-890-7777, Access Code: 390313** (if busy, please call again). Should citizens have questions, or need additional information, please contact the Industrial Development Authority Clerk’s Office at 434-392-1482.

**MEMBERS PRESENT IN PERSON:** Quincy Handy  
Edgar Jones  
Mike Montgomery, Vice-Chairman  
Brad Watson  
Joyce Yeatts

**MEMBERS PRESENT BY PHONE:** Tim Tharpe

**ABSENT:** Robert Atkinson

**ALSO PRESENT:** Chelsey White, Director of Economic Development & Tourism/Clerk to the Industrial Development Authority; Douglas Stanley, County Administrator; Terri Atkins Wilson, IDA Attorney; Cheryl Stimpson, Director of Finance; Rhett Weiss, Chairman & CEO of DEALTEK, Ltd.

**Introductions**

At 8:02 a.m., there being a quorum present, Mr. Watson welcomed everyone and called the March 24, 2023, IDA Meeting to order.

**Meeting Minutes**

Ms. White presented January 27, 2023, IDA meeting minutes. Mr. Watson asked if there were any edits to be made to the minutes or if there was a motion for them to be approved. Ms. Yeatts made a motion to approve the minutes, and Mr. Handy seconded. The motion was approved by the following vote:

Aye: Quincy Handy                      Nay: (none)                      Abstain: (none)  
Edgar Jones  
Mike Montgomery  
Tim Tharpe  
Brad Watson  
Joyce Yeatts

**Treasurer’s Report**

Ms. White presented the Treasurer’s Report:

**March 8, 2023**

<b>Deposits since the last report (January 19, 2022)</b>	
January Interest Payment	\$58.03
Paris Ceramics – Waterjet Payment	\$3,774.25
Paris Ceramics – 286K Equipment Loan payment	\$5,267.49
Paris Ceramics – Waterjet Payment	\$3,774.25
Paris Ceramics – 286K Equipment Loan payment	\$5,267.49
February Interest Payment	\$51.91
VDACS AFID Grant for Sandy River Distillery	\$25,000.00
<b>Deposit TOTAL</b>	<b>\$43,193.42</b>
<b>Disbursements since the last report (January 19, 2022)</b>	
Hotel Express, LLC 2022 Real Property Reinvestment Grant	\$27,469.15

Hotel Express, LLC 2022 Personal Property Reinvestment Grant	\$8,104.50
Hotel Weyanoke 2022 Real Estate Reinvestment Grant	\$23,728.42
Hotel Weyanoke 2022 Real Personal Property Reinvestment Grant	\$12,384.00
Electric - 230 Kelly Lane	\$493.44
Mapping Support	\$4,468.00
Electric - 230 Kelly Lane	\$502.90
February Security System - 230 Kelly Lane	\$129.50
Sandy River Distillery VDACS AFID Grant	\$25,000.00
<b>Disbursements TOTAL</b>	<b>\$102,279.91</b>
<b>February 2023 Benchmark Statement Balance</b>	<b>\$630,348.99</b>
<b>Available Balance as of March 8, 2023</b>	<b>\$634,292.84</b>

**MONTHLY REVENUE**

Waterjet Equipment Loan | \$200,000 | \$3,774.25 monthly payment | \$58,301.46 balance  
 286K Equipment Loan | \$286,000 | \$5,267.49 monthly payment | \$196,950.54 balance  
 Waterjet Equipment Loan | \$200,000 | \$3,774.25 monthly payment | \$65,320.21 balance  
 286K Equipment Loan | \$286,000 | \$5,267.49 monthly payment | \$206,126.61 balance

**REINVESTMENT GRANT DISBURSEMENTS**

Hotel Express, LLC 2022 Real Property Reinvestment Grant	\$27,469.15
Hotel Express, LLC 2022 Personal Property Reinvestment Grant	\$8,104.50
Hotel Weyanoke 2022 Real Estate Reinvestment Grant	\$23,728.42
Hotel Weyanoke 2022 Real Personal Property Reinvestment Grant	\$12,384.00
<b>TOTAL</b>	<b>\$71,686.07</b>

Ms. White asked Ms. Stimpson to explain the roughly \$111,000 discrepancy that was mentioned at the January IDA meeting. Ms. Stimpson explained that this money was put into the IDA account properly however accounting errors were made that duplicated the amount in another account creating a double entry, which has since been rectified. Ms. Stimpson stated that it was misunderstood that the IDA was still due this money because this money has already been deposited in the IDA account as of June 2021. Ms. Yeatts stated that the electric bill appeared high. There was discussion on why the electricity bill has been consistently high, over \$100/month for a vacant home. There was consensus that the thermostat needs to be set at 55 degrees during the winter/cold seasons and 80 degrees during the summer/hot seasons to conserve energy and decrease the electricity bill. Ms. White stated that she will ask Mr. Cook to go out and check the house for issues and set the thermostat accordingly. Mr. Jones moved that the Treasurer’s Report be approved, which was seconded by Mr. Handy. The motion was approved by the following vote:

Aye: Quincy Handy      Nay: (none)      Abstain: (none)  
 Edgar Jones  
 Mike Montgomery  
 Tim Tharpe  
 Brad Watson  
 Joyce Yeatts

**New Business**

*Incentive Reinvestment Grant Update*

Ms. White presented the local incentive reinvestment grant summary:

**Local Incentive Summary  
 February 21, 2023**

<b>Business</b>	<b>Incentive Package</b>	<b>Incentive Beginning in Tax Year:</b>	<b>Incentive Ending in Tax Year:</b>	<b>Remaining Year(s) of Incentive Eligibility:</b>
<b>Hotel Weyanoke, LLC</b>	5-Year Reinvestment Grants for Real Estate taxes paid to the county	2018	2022	0

	5-Year Reinvestment Grants for Personal Property taxes paid to the county	2019	2023	1
<b>Hotel Express, LLC (Holiday Inn)</b>	10-Year Reinvestment Grants for Real Estate taxes paid to the county	2018	2027	5
	10-Year Reinvestment Grants for Personal Property taxes paid to the county	2019	2028	6
<b>Farmville Hotel Partners, LLC (Tru by Hilton)</b>	5-Year Reinvestment Grants for Real Estate taxes paid to the county	2017	2021	0
<b>Farmville Hotel Partners, LLC (Tru by Hilton)</b>	5-Year Reinvestment Grants for Personal Property taxes paid to the county	2019	2023	1

Ms. White mentioned that a dollar amount breakdown of the local reinvestment grant summary has also been included in the Treasurer’s Report. Mr. Stanley asked if all eligible businesses have requested reimbursements. Ms. White answered yes as of this week, and that the IDA will still need to provide a reimbursement check to Tru by Hilton which she estimated to be roughly \$11,000. She furthered that after the grant has been awarded, the IDA will need to request a reimbursement from the Board of Supervisors and she has estimated that total amount to be roughly \$82,000. There was a discussion on local incentive reinvestment grants.

Ms. White presented a summary of loans receivable:

**Loans Receivable Summary  
March 20, 2023**

**Paris Ceramics**

Waterjet Equipment Loan

\$200,000 loan | \$3,774.25 monthly payment | \$58,301.46 balance | terms: *5-year term with 5% simple interest, July 1, 2024 maturity date.*  
(According to the 2022 audit report).

286K Equipment Loan

\$286,000.00 loan | \$5,267.49 monthly payment | \$196,950.54 balance | terms: *5-year term with 5% simple interest, July 1 2026 maturity date.*  
(According to the 2022 audit report).

**Poplar Hill Community Development Authority**

Poplar Hill CDA Loan Settlement - for the construction of a wastewater disposal system to serve the CDA district

\$200,000.00 loan | \*the yearly payment varies | \$70,552.00 balance | terms: *annual installments on February 1<sup>st</sup> with 3% interest until paid in full. Annual installments will be equal to 50% of the special levy tax collected by Prince Edward County (according to the 2022 audit report). The special levy tax is \$1.00 per \$100.00 of the assessed fair market value of any taxable real estate or the assessable value of taxable leasehold property within the CDA district.*

Poplar Hill CDA Loan

\$20,000.00 loan | \$1,190.00 - \$1,010.00 yearly payment range | terms: *20-year term with 1% simple interest, January 1, 2038 maturity date (According to the 2022 audit report).*

**The Manor Golf Club LLC**

Loan to support the operation and management of the golf course

\$50,000.00 loan | \$35,000.00 balance | terms: *12% interest (according to the 2022 audit report).*

Mr. Watson asked if everyone has been on time with payments. Ms. White answered no except Paris Ceramics but she also has had a hard time figuring out what the exact terms are for the other parties. Mr. Stanley stated that staff will need to create amortization schedules for all of the

other parties based on what has been paid thus far to make sure that all of the interest has been accounted for. Ms. Yeatts asked if there is any loss anticipated. Ms. White stated that she is not sure and that for the Manor Golf Course, she only has a record of one payment being made. She stated that she has never had any files, agreements, or schedules for any of the other organizations outside of Paris Ceramics until very recently and that she is not sure how the settlement agreement affects the terms. Mr. Stanley stated that at 12% interest, the Manor Golf Course will probably end up owing more than what they initially borrowed and that he is not worried about the CDA because of the levy agreement that will ensure repayment. Mr. Watson stated that he knows that the CDA has paid down the loan and they have been paying on the loan every year and Ms. White agreed. Mr. Watson asked how much the CDA still owes. Ms. White answered that she is unsure and that she has to go by what she has and will be trying to get the information up to date from this point forward. She mentioned that Ms. Pickett only managed the Paris Ceramics loan payments and Mr. Bartlett handled the CDA and the Manor Golf Course loans which may be why files were not passed down to her when she began her position. There was further discussion on loans receivable and what steps need to be taken to get ensure that all parties get caught up with payments and make sure that the IDA has everything in order.

*Economic Development and Tourism Monthly Report*

Ms. White presented her Board of Supervisors highlight report for the Department of Economic Development and Tourism.

**Old Business**

*Grant Match Request of \$15,000 for Proposed Economic Development Strategic Plan*

Ms. White stated that at the February 14, 2023, Board of Supervisors meeting, she asked the board to consider contributing half of the match requirement for the IDA economic development strategic plan project at \$15,000. She stated that the board voted to contribute half of the grant match requirement. She explained that the IDA still needs to also vote to contribute \$15,000 which is the remaining half of the grant match requirement. Ms. White recommended that the Industrial Development Authority contribute its portion. Mr. Watson called for a motion. Mr. Handy made a motion, seconded by Ms. Yeatts, that the Industrial Development Authority of Prince Edward County contribute half of the grant match requirement, at \$15,000, for the IDA economic development strategic plan project and authorize the Chairman to sign all necessary documents required. The motion was approved by the following vote:

Aye:	Quincy Handy	Nay: (none)	Abstain: (none)
	Edgar Jones		
	Mike Montgomery		
	Tim Tharpe		
	Brad Watson		
	Joyce Yeatts		

**Other Business**

Mr. Stanley gave an update on the visit from Senator Warner and the success of the opportunity to showcase economic development in Prince Edward County.

**Closed Session**

Mr. Watson called for a motion. Ms. Yeatts made a motion, seconded by Mr. Jones, to convene in closed session for 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, and consultation with legal counsel and briefing by staff members or consultants pertaining to actual or probable litigation pursuant to the exemptions provided for in Section 2.2-3711(A)(6) of the Code of Virginia. The motion carried:

Aye:	Quincy Handy	Nay: (none)	Abstain: (none)
	Edgar Jones		
	Mike Montgomery		
	Tim Tharpe		
	Brad Watson		
	Joyce Yeatts		

Mr. Jones left the meeting at 8:51AM.

The Board returned to the regular session by a motion of Ms. Yeatts, seconded by Mr. Atkinson, and was adopted as follows:

Aye: Quincy Handy            Nay: (none)            Abstain: (none)  
Mike Montgomery  
Tim Tharpe  
Brad Watson  
Joyce Yeatts

The following certification of the closed meeting was adopted in accordance with the Virginia Freedom of Information Act:

WHEREAS, the Board of the Prince Edward County Industrial Development Authority convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711(A)(6) of the Code of Virginia requires certification by the Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED that the Board of the Prince Edward County Industrial Development Authority hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board of the IDA.

The motion was made by Mr. Atkinson, seconded by Mr. Handy, and adopted by the following roll call vote:

Aye: Quincy Handy            Nay: (none)            Abstain: (none)  
Mike Montgomery  
Tim Tharpe  
Brad Watson  
Joyce Yeatts

*The closed session ended at 9:35 am*

Mr. Atkinson made a motion that the Industrial Development Authority accept Draft V4 of the DEALTEK, Ltd. Consulting Contract for HIT Park marketing. The motion was made by Mr. Atkinson, seconded by Mr. Handy, and adopted by the following roll call vote:

Aye: Quincy Handy            Nay: (none)            Abstain: (none)  
Mike Montgomery  
Tim Tharpe  
Brad Watson  
Joyce Yeatts

### **Adjournment**

With no other business to discuss, Mr. Watson called for a motion to adjourn the meeting. Ms. Yeatts made a motion, seconded by Mr. Handy to adjourn the meeting. The motion was approved by the following vote:

Aye: Quincy Handy            Nay: (none)            Abstain: (none)  
Mike Montgomery  
Tim Tharpe  
Brad Watson  
Joyce Yeatts

*The meeting was adjourned at 9:39 am.*