



**Surry County Economic Development Authority
of Surry County Virginia**

DRAFT MINUTES OF MEETING

November 9, 2023 @ 6:00 P.M.
Physical Address: 203 Church Street
Surry, Virginia 23883

MEETING CONVENED

A meeting of the Surry County Economic Development Authority (EDA) was called to order at 6:27 p.m. by Chairman Howell Godfrey.

ATTENDANCE

The meeting was opened with all Board members present as noted below.

Mr. Howell Godfrey	Present
Mrs. Joyce Henderson	Present
Mr. Myron Wooden	Present
Mr. Trenton Howell	Present
Mr. Terry Lewis	Present
Mr. John Price	Present
Mrs. Janet Monahan	Present

The meeting was officially opened by Chairman Howell with a Moment of Silence followed by the Pledge of Allegiance by the EDA board members and others present.

AGENDA REVIEW AND ACCEPTANCE

A motion was made by Mr. Myron Wooden and seconded by Mr. Terry Lewis to accept the agenda as emailed. The Roll Call vote on the motion follows.

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

There were no guest attendees. Two Board of Supervisor members were present, Mrs. Judy Lyttle and Mr. Walter Hardy.

ADOPTION OF PREVIOUS MINUTES

A motion was made by Mrs. Joyce Henderson and seconded by Mr. Terry Lewis to approve the July 27, 2023 EDA Board meeting minutes that were presented in the Board materials for the November 9, 2023, Board meeting. The minutes were unanimously approved as noted by the votes below.

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

TREASURER

The Treasurer reported that the September 29, 2023, available EDA account balance was \$40,117.36. This balance does not take into account the \$25,102.06 of advance funding that the EDA made to the Surry Marketplace project to cover invoice payments under the premise that the Surry Marketplace funding would restore the funds advanced when additional dollars were deposited for the project. The EDA advance was done with no interest required and this arrangement caused the EDA to lose about \$3 dollars of interest, or less, had the funds not been advanced and remained in the EDA account. For the record, the EDA did underwrite the electrical (\$1,663.57) and sewer (\$4,990.00) connection fees. Per

the EDA Treasurer's report distributed with the Board materials, as of October 31, 2023, the amount in the EDA account is \$119,566.61. This higher balance is the result of the Board of Supervisors' (BOS) transfer of \$150,000 to the EDA account on October 2, 2023 to assist businesses with economic development activities and grants to spur economic development. Each EDA Board member received a copy of the BOS' September 14, 2023 agenda item describing this transfer of funds that were approved as a FY2023-2024 County General Fund budget item. This transfer responds to the EDA's expressed interest in having funds available to assist new County businesses and provide grants to spur economic development by existing businesses. This deposit allowed the EDA to restore \$25,102.06 advance thereby having \$65,220.33 of unrestricted funds, pay the contractor's (Mobay) invoices for October and leave \$54,046.28 in the EDA account earmarked for the Surry Marketplace project. The earmarked funds are sufficient to cover the contractor's final invoice of \$32,934.

It is important to note that Dominion contributed \$125,000 to the Surry Marketplace project but made the contribution in two equal installments: specifically, \$62,500 in 2023 and \$62,500 to be made January 2024. With these funds coming in, there will be no need to advance EDA unrestricted dollars to the project and the EDA will be in a position to do other economic development projects of the EDA's choosing and the County's endorsement.

The Treasurer thanked the BOS on the EDA Board's behalf for providing funding to the EDA for economic development. Mr. Trenton Howell moved acceptance of the Treasurer's Report and Mr. Myron Wooden seconded the motion which carried unanimously as noted by the roll call below.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

CHAIRMAN'S REPORT & OTHER OFFICER REPORTS

Chairman Godfrey had no report nor did any other Board member.

OLD BUSINESS

Surry Marketplace (SMP) Update

Mrs. Renee Chapline was unable to attend the Board meeting due to her mother's critical medical condition. All were asked to keep Mrs. Chapline's mother, Mrs. Chapline and her family in prayer during this difficult time. Mrs. Henderson then presented a SMP project update on Mrs. Chapline's behalf. Mrs. Henderson reported that in anticipation of the project renovation work achieving closure by the end of this month, she held individual update meetings with each Board member to make sure all Board members had the latest status and project costs information as well as the sources of funds for the project.

Mrs. Henderson asked the Board to give Mr. White and his wife, Mrs. Sheryl White, a round of applause for sponsoring a walkthrough for the community of the SMP renovations completed to date and the event included a light repast. The Board responded with the applause. Many favorable comments have been, and are still being, received. The following SMP status was given.

- The new power service was redesigned to delete further delay to increasing the power to the facility. A 1000 AMP service is the current design and it is more than sufficient to handle the store needs.
- Once approved by the County, Dominion will need to install the new service and we are hopeful the new service will be connected before year end.
- Once the new power service is available, the fire suppression hood system, the refrigeration and its condensers(compressors), the HVAC system and all the electrical equipment will need to be tested.
- There is need to install a fenced-in, trash pad area.
- With all the above in place, an application will be submitted for a Certificate of Occupancy (CO).
- Mr. White needs 30 days from the issuance of the CO to get setup for operations and stock the store.

Assuming the project does not hit a major "bump in the road", we are looking at a possible late January/February 2024 opening. The project is on track with the funds spent to date and as mentioned during the Treasurer's Report, funds exist to pay the contractor's final invoice. This is the end of Mrs. Chapline's report.

Mrs. Henderson thanked the EDA Board for entrusting oversight of the Surry Marketplace to the EDA Executive Committee and the Board in turn, thanked the Executive Committee. Below are the key Board Member questions and discussion

points that surfaced after the Surry Marketplace report. *To eliminate redundancy, Board member comments are included under the **Director's Comment** section of the minutes.*

Questions

- Mr. Godfrey asked many employees will there be when the store is fully operational. Mrs. Henderson indicated the number will be in the 20-25 range but she had no specifics on the number of jobs by job category.

Parking Lot Improvement

- Mrs. Henderson asked the Board to share their views on parking lot improvements....leveling the lot, fixing pavement cracks, resurfacing and striping. These improvements are not part of the renovation scope of work.
- After deliberations on the matter, the Board concluded the improvements should be made since it is part of the store and should look good, in other words, "to be complete, the project should be done right". Further, it is probably just a matter of time before the current condition of the lot will require repaving.
- The Board felt the EDA should look to some type of partnering (i.e. EDA, County and Mr. White and perhaps Dominion) to underwrite the effort. To do so, the Board felt it would be necessary to have a bid or bids before deciding its official position. Mrs. Lola Perkins reinforced that the EDA will need to follow the Procurement Act that calls for bids (generally at least three). Mrs. Perkins offered to work on the bid process and to contact Mr. Westheimer to make sure there are no County required improvements beyond the handicap designations. The Board may need to vote on this before the next meeting and if so, it may need to be an email vote.

The Surry Marketplace Report ended on the parking lot discussion.

ADMINISTRATIVE FEE FOR EDA SERVICES

Mr. Myron Wooden recommended that the administrative fee discussion be postponed until the next meeting to give Mrs. Chapline an opportunity to survey the other counties. Mr. Wooden made the motion and it was seconded by Mr. John Price. The vote was unanimous as shown below.

Roll Call Vote

Mr. Howell Godfrey

yes

Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

NEW BUSINESS

There was no new business.

CITIZENS' COMMENTS

There were none. BOS Representative, Mrs. Judy Lyttle, expressed how impressed she was with the upcoming opening of the Surry Marketplace store and suggested that an aggressive marketing effort be deployed to launch the store.

OFFICE OF ECONOMIC DEVELOPMENT REPORT

This report was skipped due to Mrs. Chapline's absence.

DIRECTORS' COMMENTS

- **Mr. Myron Wooden:** Citizens deserve a nice store and it will be good for the County. He is impressed with the size of the market, especially the amount of shelf space and he is looking to do more projects that respond to County need. He thanked the Board for all the hard work to make the store a reality.
- **Mrs. Janet Monahan:** Very complimentary of having the market in Surry. The store opening fulfills a long-awaited County need and she is looking forward to the benefits that will accrue to her (i.e. saving travel time and money) as well as other citizens and the nay-sayers should be ignored.
- **Mr. Terry Lewis:** Acquiring the right stock for the store will be critical to satisfying citizens and it is noteworthy that the store adds to the County's tax base.
- **Mr. Howell Godfrey:** Pleased with this project and it clearly demonstrates the County and private enterprise can work together for the County's benefit. He appreciates the store coming into existence; at least his kids will

have something he did not have growing up in Surry. He too thanked the Board for all the hard work to make the store a reality.

ADJOURNMENT

A motion was made by Mr. Myron Wooden to adjourn at 7:04 p.m. and motion was seconded by Mrs. Janet Monahan. The motion passed unanimously as shown below.

Roll Call Vote

Mr. Howell Godfrey	yes
Mrs. Joyce Henderson	yes
Mr. Myron Wooden	yes
Mr. Trenton Howell	yes
Mr. Terry Lewis	yes
Mr. John Price	yes
Mrs. Janet Monahan	yes

The next meeting will be held January 25, 2024.