

Industrial Development Authority of Dinwiddie County



Regular Meeting
May 19, 2020
Continued From May 18, 2020
7:00 PM

1. CALL TO ORDER AND ROLL CALL

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

Documents:

[01272020 Organizational Meeting DRAFT.pdf](#)
[04302020 Special Meeting Minutes DRAFT.pdf](#)

4. TREASURER'S REPORT

Documents:

[Din IDA May 2020 Treasurer Report.pdf](#)

5. CITIZEN COMMENTS

6. OLD/NEW BUSINESS

A. Small Business COVID-19 Disaster Grant Fund Resolution For Recipient Awards

Documents:

[IDA COVID-19 Grant Resolution IDA Packet.pdf](#)

B. Marketing Expenditures

7. INDUSTRIAL DEVELOPMENT AUTHORITY BOARD MEMBER COMMENTS

8. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND COMMUNITY DEVELOPMENT COMMENTS

9. ADJOURNMENT

[Citizen Participation Instructions:](#)

- Citizen comments or public hearing comments will also be accepted in writing or via telephone up until 5:00 PM on Monday, May 18, 2020. Such comments should be submitted to Morgan Ingram, PO Drawer 70, Dinwiddie, Virginia 23841, mingram@dinwiddieva.us, or 804-265-1233.
- All submitted comments will be read during the meeting and will be part of the public record.
- Webex will be the platform used for participants to access the meeting remotely. In order to accommodate everyone, participants will be able to attend via telephone or computer.
- To access this meeting remotely, please call in using the following information: 1-844-992-4726, Access Code/Meeting Number 798 932 787.
- During an electronic meeting, citizens have an opportunity to sign up to speak prior to the meeting. As such, Webex will open 30 minutes prior to the scheduled meeting time. During this time, citizens will be able to sign up to speak during the general citizen comment period during the time in which the Chairman opens up the comment period. (This is for those who did not submit comment prior to the meeting.)

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 JANUARY 27, 2020 AT 7:00 P.M.

PRESENT: JAMES VAN LANDINGHAM – CHAIRMAN
MICHELLE OLGERS – VICE CHAIRMAN *PARTICIPATED REMOTELY VIA TELEPHONE
ROBERT SPIERS – SECRETARY/TREASURER
WILLIAM JONES
MAXWELL WATKINS
SHARON YATES

ABSENT: WILLIAM A. KISSNER

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

1. CALL TO ORDER AND ROLL CALL

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

2. APPROVAL OF/AMENDMENTS TO AGENDA

Mr. Van Landingham asked if there needed to be any amendments to the agenda.

Mr. Southall noted that a resolution needed to be passed to adopt a policy to allow members to participate remotely. Ms. Olgers had requested permission to participate remotely this evening.

Upon motion by Ms. Yates to adopt the agenda, as amended, and a second by Mr. Spiers and upon the following vote, the agenda was adopted.

Ayes: Mr. Van Landingham, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates

Nays: None

Absent: Mr. Kissner, Ms. Olgers

3. CONSIDERATION OF POLICY FOR REMOTE PARTICIPATION IN MEETING BY BOARD MEMBERS

Mr. Southall talked the Board through the resolution and the policy.

Upon motion by Mr. Spiers, and a second by Ms. Yates, the resolution for the Adoption of a Policy for Remote Participation in Meetings by Board Members was passed by the following vote.

Ayes: Mr. Van Landingham, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates

Nays: None

Absent: Mr. Kissner, Ms. Olgers

RESOLUTION OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE
COUNTY, VIRGINIA FOR THE ADOPTION OF A POLICY FOR REMOTE PATRTICIPATION
IN MEETINGS BY BOARD MEMBERS

WHEREAS, the Board of the Industrial Development Authority of Dinwiddie County, Virginia (the "IDA Board") wishes to enact a policy, pursuant to Virginia Code Section 2.2-3708.2, governing remote participation in IDA Board meetings by IDA Board members (the "Policy"); and

NOW, THEREFORE, BE IT RESOLVED that the IDA Board does hereby adopt the Policy for Remote Participation presented as Exhibit A.

EXHIBIT A

INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA POLICY
REGARDING ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, the Board of the Industrial Development Authority of Dinwiddie County, Virginia (the "Board") does not conduct any meeting wherein the public business is discussed through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

I. Definitions

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Meeting" means any gathering of three or more members of the Board, or a quorum of members if less than three, of any of its committees or advisory committees, at which public business is discussed.

II. Quorum Physically Assembled

A. The Board may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if:

1) On or before the day of a meeting, a member of the Board notifies the Chair that the member is unable to attend the meeting:

a. due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. that the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and

2) The Board approves the member's participation by a majority vote of the members present at the primary or central meeting location. Electronic participation by a Board member due to a

personal matter is limited to two meetings each calendar year. Electronic participation due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance is not subject to the same limitation.

B. If participation by a Board member through electronic communication means is approved pursuant to subsection A above, the Board records in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved due to a temporary or permanent disability or other medical condition, the Board also includes in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved due to a personal matter, the Board also includes in its minutes the specific nature of the personal matter cited by the member. If a Board member's participation from a remote location due to a personal matter is disapproved, such disapproval is recorded in the minutes with specificity.

C. A Board member may participate in a meeting by electronic means pursuant to subsections A and B above only when:

- 1) A quorum of the Board is physically assembled at one primary or central meeting location; and
- 2) The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Upon motion of Mr. Spiers, seconded by Ms. Yates, the Board voted to allow Ms. Olgers to participate remotely in the meeting from the Hotel Roanoke in Roanoke, Virginia, where she was on personal business for work.

Ayes: Mr. Van Landingham, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates

Nays: None

Absent: Mr. Kissner, Ms. Olgers

Ms. Collins called Ms. Olgers who participated remotely in the meeting.

4. ORGANIZATIONAL MEETING

A. Officer Nominations and Appointments

Ms. Yates was the Chairperson of the Nominating Committee. She told the Board that they had a slate of officers they wished to nominate. They wished to nominate Mr. Van Landingham for the position of Chairman, Ms. Olgers for the position of Vice Chairman, and Mr. Spiers for a second term as Secretary-Treasurer.

Upon motion by Mr. Watkins, and a second by Mr. Jones, the slate of officers was elected for the 2020 year by the following vote.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates

Nays: None

Absent: Mr. Kissner

BE IT RESOLVED, by the Industrial Development Authority of Dinwiddie County, Virginia that James Van Landingham shall be appointed as the Chairman of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2020, or until he or she resigns, is unable to hold office, or until a successor assumes office.

BE IT RESOLVED, by the Industrial Development Authority of Dinwiddie County, Virginia that Michelle Olgers shall be appointed as the Vice-Chairman of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2020, or until he or she resigns, is unable to hold office, or until a successor assumes office.

BE IT RESOLVED, by the Industrial Development Authority of Dinwiddie County, Virginia that Robert Spiers shall be appointed as the Secretary/Treasurer of the Industrial Development Authority of Dinwiddie County, Virginia for the year 2020, or until he or she resigns, is unable to hold office, or until a successor assumes office.

B. Adoption of IDA Meeting Schedule for 2020

Mr. Van Landingham asked the Board to look at the meeting schedule for 2020. It was noted the May 18th meeting had been moved up a week because of Memorial Day. Mr. Van Landingham asked for any other changes and there were none.

Upon motion by Mr. Jones, seconded by Ms. Yates, the meeting schedule for the IDA for 2020 was adopted by the following vote.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates

Nays: None

Absent: Mr. Kissner

Resolution

of the INDUSTRIAL DEVELOPMENT AUTHORITY of DINWIDDIE COUNTY, VIRGINIA ORGANIZATIONAL MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY SCHEDULE OF MEETINGS AND DATES FOR 2020

WHEREAS, the Industrial Development Authority of Dinwiddie County, Virginia is required by its Bylaws to adopt a regular meeting schedule,

NOW THEREFORE BE IT RESOLVED by the Industrial Development Authority of Dinwiddie County, Virginia, that the following rules shall apply for the year 2020:

1. Regular Meetings of the Industrial Development Authority shall be held as shown on the attached 2020 calendar, in the Dinwiddie County Airport Conference Room, 6775 Beck-Chappell Drive, North Dinwiddie, Virginia, and shall begin at 7:00 p.m. unless otherwise noted.

- 2. Should it be necessary to cancel a regular and/or an advertised Industrial Development Authority meeting due to weather or other conditions, the meeting shall be continued for 7 days to the same time and place.

Regular meeting dates are as follows:

January 27, 2020
 March 23, 2020
 May 18, 2020
 July 27, 2020
 September 28, 2020
 November 23, 2020

JANUARY						
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FEBRUARY						
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NOVEMBER						
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DECEMBER						
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**COUNTY OF
DINWIDDIE**

**INDUSTRIAL
DEVELOPMENT
AUTHORITY**

2020

**SCHEDULE OF
PUBLIC MEETINGS**

Unless otherwise noticed:

REGULAR MEETINGS, shown in **red**, are held on the **FOURTH MONDAY** of every month, at **2:00 PM** with the exception of May due to the Memorial Day Holiday.

LOCATION:
CONFERENCE MEETING ROOM
Dinwiddie County Airport
6775 Becke-Clayton Drive
North Dinwiddie, Virginia 23063

If a regular or advertised meeting is cancelled due to weather or other conditions, it shall be continued for 7 days to the same time and place.

Mailing address:
P. O. Drawer 70
Dinwiddie, Virginia 23041
Telephone: (804) 469-4800

Note:
The ORGANIZATIONAL MEETING for 2020 will be held on January 25, 2021 at 7:00 p.m.

C. Resolution Regarding Bank Accounts

Mr. Southall noted the need for the Resolution regarding Bank Accounts as the officers had changed.

Upon motion by Mr. Spiers, and a second by Mr. Jones, the following Resolution regarding Bank Accounts was passed by the following vote.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner

Resolution

**of the INDUSTRIAL DEVELOPMENT AUTHORITY
of DINWIDDIE COUNTY, VIRGINIA
REGARDING BANK ACCOUNTS OF THE INDUSTRIAL DEVELOPMENT AUTHORITY HELD
AT THE BANK OF SOUTHSIDE VIRGINIA AND TOUCHSTONE BANKS**

BE IT RESOLVED by the Industrial Development Authority of Dinwiddie County, Virginia (the "IDA") that any accounts of the IDA held at the Bank of Southside Virginia or Touchstone Bank be revised to reflect that the following IDA members are hereby authorized to sign for withdrawals: James Van Landingham, Chairman, Michelle Olgers, Vice Chairman and Robert Spiers, Secretary/Treasurer – any two of the three being required;

BE IT FURTHER RESOLVED by the IDA that any other signatories currently on record at the Bank of Southside Virginia and Touchstone Bank shall be removed and shall no longer be authorized to make withdrawals.

D. Bylaws

Mr. Southall noted that every year the Board is given a copy of the Bylaws to look over. He asked if any changes needed to be made. None were believed to be needed.

5. APPROVAL OF MINUTES

Mr. Van Landingham asked to move on to the minutes from the November 25, 2019 Regular Meeting. He asked if any additions or changes were needed. None were needed.

Upon motion by Mr. Watkins, and a second by Ms. Yates, the minutes for the November 25, 2019 meeting were approved as presented by the following vote.

Ayes: Mr. Van Landingham, Mr. Spiers, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner
Abstain: Ms. Olgers, Mr. Jones

Mr. Van Landingham asked about the minutes from the January 8, 2020 Nominating Committee Meeting. He asked if any additions or changes were needed. None were needed.

Upon motion by Ms. Yates, the minutes for the January 8, 2020 meeting were approved by the following vote.

Ayes: Mr. Van Landingham, Ms. Yates
Nays: None
Absent: Mr. Kissner
Abstain: Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins

6. TREASURER'S REPORT

Mr. Spiers started the Treasurer's report, as of January 22, 2020 by noting that the IDA had started with a balance of \$213,720.63, and there were several transactions. This left the IDA a balance of \$317,522.75. Mr. Spiers stated that the Touchstone CD had an interest payment of \$269.69 bringing the balance to \$67,887.11. Mr. Spiers went on to state that the second Touchstone CD had balance to \$103,561.42. The total IDA funds are \$528,621.47. The balance in the Aldi account was \$39,660.19. There was some discussion about deposits made and whether they would be in the marketing or general use balance.

Upon motion of Mr. Watkins, and a second by Ms. Yates, the Treasurer's Report as of January 22, 2020, was adopted as amended.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner
Abstain: Mr. Jones

No citizens were present to comment.

7. CLOSED SESSION

Mr. Van Landingham 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

- 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.

Upon motion of Ms. Yates, and a second by Mr. Jones, the Board voted to go into Closed Session at 7:34 P.M.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner

At 8:13 P.M., Mr. Southall noted a need for a motion to reconvene into Open Session.

Upon motion of Mr. Watkins, and a second by Ms. Yates, the board unanimously voted to approve reconvening into Open Session at 8:13 P.M.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner

CERTIFICATION

Mr. Southall read the Certification Resolution and upon motion by Mr. Spiers, seconded by Mr. Jones, the following Certification Resolution was adopted:

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner

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

- 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.

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.

8. OLD/NEW BUSINESS

A. Retail Development Marketing

Ms. Collins told the Board that staff would like to enter into a contract with a retail consultant that would help the County bring in more retail businesses. An RFP would be issued out through the County's normal procurement procedures and the best candidate selected. It would be a six-month contract and not to exceed \$15,000. There was discussion about what the consultant would do and what the RFP process looks like.

Upon motion by Ms. Yates, and a second by Mr. Spiers, the following resolution was passed by the following vote.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates
Nays: None
Absent: Mr. Kissner

The IDA Board hereby authorizes Morgan Ingram to publish an RFP for retail consulting services and choose the best proposal and negotiate the terms of the contract.

The IDA Board further authorizes the IDA Chair to execute an agreement not to exceed \$15,000 for a retail consulting agreement, the duration of which shall be at least six months, in a form approved by the IDA Counsel.

B. Marketing Expenditures

Ms. Collins reminded the Board that she had stated to them previously that the Economic Development and Tourism websites would soon need to be updated. She passed out a written proposal and went through some of it. She stated that it was a proposal and no action on it was required at this time.

9. INDUSTRIAL DEVELOPMENT AUTHORITY BOARD MEMBER COMMENTS

Mr. Van Landingham commented on Mr. Lyle's resignation and read it for the Board. It was decided to make a resolution to honor Mr. Lyle at their March meeting.

Mr. Van Landingham started a discussion on current legislation about Virginia's right to work laws and how that would affect economic development.

Mr. Jones stated he was looking forward to working with the Board in the future.

10. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND ECONOMIC DEVELOPMENT COMMENTS

Ms. Collins had no further comments

11. ADJOURNMENT

Mr. Van Landingham asked if there was any further business, and there was none. Upon motion by Mr. Watkins, and a second by Ms. Yates, the meeting was adjourned at 9:02 P.M.

Ayes: Mr. Van Landingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Watkins, Ms. Yates

Nays: None

Absent: Mr. Kissner

VIRGINIA: AT THE SPECIAL MEETING OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA, HELD ELECTRONICALLY IN DINWIDDIE, VIRGINIA, ON APRIL 30, 2020 AT 5:00 P.M.

PRESENT: JAMES VANLANDINGHAM – CHAIRMAN
MICHELLE OLGERS – VICE-CHAIRMAN
ROBERT SPIERS – SECRETARY-TREASURER
WILLIAM JONES
ALAN W. KISSNER
MAXWELL WATKINS
SHARON YATES

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

1. CALL TO ORDER AND ROLL CALL

Mr. VanLandingham called the meeting to order at 5:00P.M., and he made the following statement: "Welcome to the April 30, 2020 meeting of the Industrial Development Authority of Dinwiddie County, Virginia. I am Jim VanLandingham, and I presently serve as Chair of the IDA. Because of the threat posed to in-person meetings by COVID-19, this meeting is being held electronically in conformity and compliance with the Pandemic Disaster Continuity of Operations Ordinance approved by the Dinwiddie County Board of Supervisors on April 14, 2020. Notice of this meeting, including dial-in information for this meeting, was provided in the public notice for this meeting as well as the published meeting agenda. As was stated on the agenda for this meeting, Morgan Ingram, who is the Dinwiddie County Director of Economic Development, was responsible for receiving comments or questions related to the meeting. Mr. Southall is County Attorney and legal counsel to the IDA. Mr. Southall, may we please have the Roll Call?" Mr. Southall called roll.

Mr. VanLandingham was electronically present from 8817 Halifax Road, North Dinwiddie, VA. Ms. Olgers was electronically present from her home in Sutherland, VA. Mr. Spiers was electronically present from his home in Stoney Creek, VA. Mr. Jones was electronically present from 13217 Courthouse Road, Dinwiddie, VA. Mr. Kissner was electronically present from his home in North Dinwiddie, VA. Mr. Watkins was electronically present from his home in Sutherland, VA. Ms. Yates was electronically present from her home in Dinwiddie, VA.

2. APPROVAL OF/AMENDMENTS TO AGENDA

Mr. VanLandingham asked if there needed to be any amendments to the agenda. None were needed.

Upon motion by Mr. Kissner to adopt the amended agenda, seconded by Ms. Olgers, the agenda was adopted by the following vote.

Ayes: Mr. VanLandingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Kissner, Mr. Watkins, Ms. Yates
Nays: None

3. APPROVAL OF CONTINUITY OF GOVERNMENT RESOLUTION

Mr. VanLandingham asked Mr. Southall to present the Continuity of Government Resolution. Mr. Southall explained what the resolution was and why it was necessary. Mr. VanLandingham asked if there were any questions or comments about the resolution. There were none.

Upon motion by Mr. Jones, seconded by Ms. Yates, the Continuity of Government Resolution was approved as presented by the following vote.

Ayes: Mr. VanLandingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Kissner, Mr. Watkins, Ms. Yates
Nays: None

RESOLUTION OF INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA AUTHORIZING THE ADOPTION OF PROCEDURES FOR ELECTRONIC PUBLIC MEETINGS AND PUBLIC HEARINGS TO ENSURE THE CONTINUITY OF GOVERNMENT DURING THE COVID-19 PANDEMIC DISASTER

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 17, 2020, the Board of Supervisors of Dinwiddie County, Virginia (“BOARD”) confirmed the declaration of local emergency made by the local director of emergency management on March 16, 2020, and on April 14, 2020, the BOARD found that the COVID-19 Pandemic constitutes a “disaster” as defined in Virginia Code § 44-146.16, being a “communicable disease of public health threat”; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, on April 14, 2020, the BOARD, pursuant to Virginia Code § 15.2-1413, adopted an 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 (“Ordinance”); and

WHEREAS, through its Ordinance, the BOARD specifically found that COVID-19 constitutes a real and substantial threat to public health and safety and constitutes a “disaster” as defined by Virginia Code § 44-146.16 being a “communicable disease of public health threat” and

WHEREAS, through its Ordinance, the BOARD further found that the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA and all local and regional boards, commissions, committees and authorities created by the BOARD or to which the BOARD appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures; and

WHEREAS, through its Ordinance, the BOARD adopted certain procedures to ensure the continuity of government during the COVID-19 Pandemic disaster (“Continuity Procedures”), suspended any deadlines applicable to Public Entities and their staff during the COVID-19 disaster, and authorized Public Entities, at their discretion, to postpone non-emergency public hearings and action items during the disaster; and

WHEREAS, the **INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA** is a Public Entity included within the scope of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED that the **INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA** hereby incorporates by reference and adopts the Continuity Procedures prescribed in the Ordinance, a copy of the text of which is attached hereto; and

BE IT FURTHER RESOLVED that the **INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA** hereby authorizes and directs its officers and staff to take all steps reasonably necessary or appropriate to implement such Continuity Procedures and to develop any specific procedures as applicable and appropriate for the **INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA** provided that such specific procedures are consistent with the terms and conditions of the Ordinance; and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall remain in effect during the pendency of the Ordinance including for any applicable period upon the re-adoption of the Ordinance by BOARD.

ADOPTED by the **INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA**.

4. DINWIDDIE IDA SMALL BUSINESS COVID-19 DISASTER GRANT FUND

Mr. VanLandingham stated that the next item is a proposal for the Dinwiddie IDA Small Business COVID-19 Disaster Grant Fund. He asked Ms. Ingram to present the proposal to create the grant program. She spoke about the background of the grant and eligibility. The grant funds would not exceed \$100,000. Mr. Jones asked a question about the time period and Ms.

Ingram informed the Board they would be approving who would receive grant money at their regular May meeting. Ms. Yates commended staff for getting this together. Mr. Spiers asked a question about the effect of SBA application. Ms. Ingram answered that it will affect the score of the application but not be an automatic disqualification. Mr. Spiers also asked if businesses in the Town of McKenney would be eligible and Ms. Collins said they were. Ms. Olgers asked if non-profits are disqualified and the answer was no. Mr. Kissner asked if there would be a second wave of grants and Ms. Ingram stated they had no plans for more than this first one at this time. Ms. Olgers asked for what purpose the money had been previously earmarked. Ms. Collins stated it was simply IDA funds not already slated for a specific purpose. Mr. Southall then explained the resolution. Language for non-profits was inserted into the resolution. Mr. VanLandingham asked if there was any further discussion or questions. There were no further questions or comments.

Upon motion by Mr. Kissner, seconded by Ms. Olgers, the Dinwiddie IDA Small Business COVID-19 Disaster Grant Fund Resolution was approved as amended by the following vote.

Ayes: Mr. VanLandingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Kissner, Mr. Watkins, Ms. Yates

Nays: None

RESOLUTION OF THE BOARD OF THE INDUSTRIAL DEVELOPMENT AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA FOR COVID-19 GRANT PROGRAM

WHEREAS, the COVID-19 pandemic has spread worldwide, including in the United States of America, the Commonwealth of Virginia, and Dinwiddie County, causing significant illness, loss of life, and economic disruption; and

WHEREAS, pursuant to Virginia Code Section 15.2-4901, the intent of the legislature in authorizing the creation of industrial development authorities was so “that such authorities may be able to promote industry and develop trade by inducing manufacturing, industrial, governmental, nonprofit, and commercial enterprises and institutions of higher education to locate in or remain in the Commonwealth and further the use of its agricultural products and natural resources, and to vest such authorities with all powers that may be necessary to enable them to accomplish such purposes, which powers shall be exercised for the benefit of the inhabitants of the Commonwealth, either through the increase of their commerce, or through the promotion of their safety, health, welfare, and convenience or prosperity”; and

WHEREAS, pursuant to Virginia Code Section 15.2-4905(13), the Industrial Development Authority of Dinwiddie County, Virginia (the “IDA”) has the authority “to make . . . grants to any person, partnership, association, corporation, business, or governmental entity in furtherance of the purposes of this chapter including for the purposes of promoting economic development”; and

WHEREAS, the IDA Board finds that local businesses have been adversely impacted by COVID-19, resulting in a business climate that is arguably more difficult than any that has been seen in decades; and

WHEREAS, the IDA Board does hereby find that the creation of a Small Business COVID-19 Disaster Grant Fund in the amount of \$100,000 to commercial enterprises and non-profits within

Dinwiddie County so that local small businesses (including non-profit entities) may remain in existence or otherwise support the economy during the pandemic is for the benefit of the inhabitants of the Commonwealth, either through the increase of their commerce, or the promotion of their prosperity;

BE IT THEREFORE RESOLVED THAT the Board of the Industrial Development Authority of Dinwiddie County, Virginia (the "Board") does hereby authorize and direct that that the marketing materials and grant application for the Small Business COVID-19 Disaster Grant Fund be published and that applications be taken with a submission deadline of 5 p.m. on May 12, 2020.

BE IT FURTHER RESOLVED THAT pursuant to Virginia Code Section 2.2-3109(B)(ii), the Chairman of the IDA shall be authorized to find in writing as the administrative head of the IDA that the purposes of the grant program cause competitive bidding or negotiation to be contrary to the best interest of the public.

BE IT FURTHER RESOLVED THAT each grant application shall certify that (x) the application is not made by or for the financial benefit of any of the following persons or their immediate family members (where immediate family members includes a spouse and any other person who resides in the same household of such person or is a dependent of such person): (i) any IDA board member, (ii) any officer or employee of Dinwiddie County (including, but not limited to, the Board of Supervisors and the Planning Commission), or (iii) any constitutional officer of Dinwiddie County or any employee of a constitutional officer and (y) the award of an IDA COVID-19 grant to the applicant would not violate the Virginia State and Local Government Conflict of Interest Act.

BE IT FURTHER RESOLVED THAT the IDA Board directs the Deputy County Administrator for Planning and Community Development and the Director of Economic Development to screen the applications with any necessary legal advice from the County Attorney's Office to provide a recommendation on grant awards for the IDA at its regular May meeting.

5. DEPUTY COUNTY ADMINISTRATOR OF PLANNING AND COMMUNITY DEVELOPMENT COMMENTS

Ms. Collins commented on the IDA's positive engagement with staff and community during the COVID-19 pandemic.

Ms. Collins told the Board that the local newspaper would like to work with the IDA in spotlighting local businesses. It would be \$50/week. Currently there was no action needed on this but Ms. Collins simply wanted to inform them. There was some discussion among the Board on what businesses would be selected and how.

6. INDUSTRIAL DEVELOPMENT AUTHORITY BOARD MEMBER COMMENTS

Mr. Jones asked questions about the grant application process and his questions were answered.

Ms. Olgers then asked about the letterhead used for the grant application and adding EEO language on it.

Mr. Spiers stated that he supports this grant program and wishes it to go well.

7. **ADJOURNMENT**

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

Upon motion by Mr. Jones, seconded by Mr. Kissner, the meeting was adjourned at 5:53 P.M. by the following vote.

Ayes: Mr. VanLandingham, Ms. Olgers, Mr. Spiers, Mr. Jones, Mr. Kissner, Mr. Watkins, Ms. Yates

Nays: None

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

BSV Checking Account Activity							
Date	Item #	Description	General Use	Marketing Use	General Balance	Marketing Balance	Total Balance
1/10/2020		Previous Balance			150,948.17	166,574.58	317,522.75
1/27/2020	513	Visa 0007		\$ 203.00	150,948.17	166,371.58	317,319.75
1/28/2020		Deposit Richard Bland College	2,873.52		153,821.69	166,371.58	320,193.27
3/23/2020	514	Visa 0007		17.43	153,821.69	166,354.15	320,175.84
4/29/2020	515	Va Gateway Region		480.00	153,821.69	165,874.15	319,695.84
4/29/2020	516	Timmons Group	550.00		153,271.69	165,874.15	319,145.84
							-
							-

12 Mos Touchstone CD-Issue Date 9/5/2019			
Current Rate: 1.60%		Next Maturity Date: 9/5/2020	
Date	Description	Amount	Balance
12/5/2019	Previous Balance		67,877.11
3/5/2020	Interest payment	270.24	68,147.35

9 Mos Touchstone CD-Issue Date 7/25/2019			
Current Rate: 2.0%		Next Maturity Date: 4/25/2020	
Date	Description	Amount	Balance
10/25/2019	Previous Balance		103,561.42
1/25/2020	Interest payment	521.69	104,083.11

Total IDA Available Funds*	\$530,851.49
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*Includes ALDI Project Funds

VISA Activity				
Date	Description	Card Holder	Amount	Balance
	Previous Balance			
2/14/2020	Food Lion Din	Ingram	17.43	

BSV ALDI Project Checking Account Activity				
Date	Item #	Description	Amount	Current Balance
12/18/2019		Previous Balance		39,660.19
1/27/2020	1043	Timmons Group CAP Admin	185.00	39,475.19
				-
				-

Respectfully Submitted by:

Robert Spiers

May 14, 2020

Date

**RESOLUTION OF THE BOARD OF THE INDUSTRIAL DEVELOPMENT
AUTHORITY OF DINWIDDIE COUNTY, VIRGINIA TO MAKE AWARDS FOR
COVID-19 SMALL BUSINESS GRANT PROGRAM**

WHEREAS, the COVID-19 pandemic has spread worldwide, causing significant illness, loss of life, and economic disruption; and

WHEREAS, pursuant to Virginia Code Section 15.2-4901, the intent of the legislature in authorizing the creation of industrial development authorities was so “that such authorities may be able to promote industry and develop trade by inducing manufacturing, industrial, governmental, nonprofit, and commercial enterprises and institutions of higher education to locate in or remain in the Commonwealth and further the use of its agricultural products and natural resources, and to vest such authorities with all powers that may be necessary to enable them to accomplish such purposes, which powers shall be exercised for the benefit of the inhabitants of the Commonwealth, either through the increase of their commerce, or through the promotion of their safety, health, welfare, and convenience or prosperity”; and

WHEREAS, pursuant to Virginia Code Section 15.2-4905(13), the Industrial Development Authority of Dinwiddie County, Virginia (the “IDA”) has the authority “to make . . . grants to any person, partnership, association, corporation, business, or governmental entity in furtherance of the purposes of this chapter including for the purposes of promoting economic development”; and

WHEREAS, the IDA Board found on April 30, 2020 that local businesses have been adversely impacted by COVID-19, resulting in a business climate that is arguably more difficult than any that has been seen in decades; and

WHEREAS, the IDA Board found on April 30, 2020 that the creation of a Small Business COVID-19 Disaster Grant Fund in the amount of \$100,000 to commercial and non-profit enterprises within Dinwiddie County so that local small businesses and non-profits may remain in existence or otherwise support the economy during the pandemic was for the benefit of the inhabitants of the Commonwealth, either through the increase of their commerce, or the promotion of their prosperity; and

WHEREAS, on April 30, 2020, the IDA Board authorized and directed that that the marketing materials and grant application for the Small Business COVID-19 Disaster Grant Fund be published and that applications be accepted with a submission deadline of 5 p.m. on May 12, 2020; and

WHEREAS, on April 30, 2020, pursuant to Virginia Code Section 2.2-3109(B) (ii), the Chairman of the IDA was authorized to find in writing as the administrative head of the IDA that the purposes of the grant program cause competitive bidding or negotiation to be contrary to the best interest of the public, and the Chairman of the IDA made such finding in writing; and

WHEREAS, the IDA directed in its resolution on April 30, 2020 that each grant application certify that (x) the application is not made by or for the financial benefit of any of the following persons or their immediate family members (where immediate family members includes a spouse and any other person who resides in the same household of such person or is a dependent of such person): (i) any IDA board member, (ii) any officer or employee of Dinwiddie County (including, but not limited to, the Board of Supervisors and the Planning Commission), or (iii) any constitutional officer of Dinwiddie County or any employee of a constitutional officer and (y) the award of an IDA COVID-19 grant to the applicant would not violate the Virginia State and Local Government Conflict of Interest Act; and

WHEREAS, the IDA Board directed the Deputy County Administrator for Planning and Community Development and the Director of Economic Development to screen the applications with any necessary legal advice from the County Attorney's Office to provide a recommendation on grant awards for the IDA at its regular May meeting; and

WHEREAS, after reviewing the applications that were provided by the deadline, the Deputy County Administrator for Planning and Community Development and the Director of Economic Development have made a recommendation for the award of \$132,500 to 38 small businesses; and

WHEREAS, the United States Congress approved, and the President of the United States signed, the CARES Act, and the Secretary of Finance for the Commonwealth of Virginia has advised the County of Dinwiddie that the County of Dinwiddie is being provided with \$2,490,354 of federal CARES Act funds from the Commonwealth of Virginia; and

WHEREAS, each successful applicant for the grant program is a small business; and

WHEREAS, in furtherance of the governmental powers of the IDA as a political subdivision of the Commonwealth of Virginia and a component unit of the County of Dinwiddie, Virginia and its aforesaid mission, the IDA is desirous of (1) making awards to small businesses as a measure of economic support in connection with the COVID-19 public health emergency and (2) determining that its expenses on the COVID-19 Small Business Grant Program are necessary;

BE IT RESOLVED THAT the IDA finds that (1) the expenses associated with the IDA's COVID-19 Small Business Grant Program are for the provision of economic support in connection with the COVID-19 public health emergency and (2) the IDA's expenses on the COVID-19 Small Business Grant Program are necessary.

BE IT FURTHER RESOLVED THAT the IDA increases the size of the COVID-19 Small Business Grant Program to \$132,500.

BE IT FURTHER RESOLVED THAT upon receipt of (1) a business expense or other valid expense by the IDA (which shall not include a tax receipt or tax bill) (which expense shall be used as a evidence of operation of the business and shall not necessarily be the expense paid for with the IDA COVID-19 Small Business Grant Program funds) and (2) a certification that the receipt and use of the IDA COVID-19 Small Business Grant Program funds will not conflict with any other funds received by the business, each of the following small businesses shall be awarded \$5,000:

[Insert list of small businesses read at the meeting]

BE IT FURTHER RESOLVED THAT upon receipt of (1) a business expense or other valid expense by the IDA (which shall not include a tax receipt or tax bill) (which expense shall be used as a evidence of operation of the business and shall not necessarily be the expense paid for with the IDA COVID-19 Small Business Grant Program funds) and (2) a certification that the receipt and use of the IDA COVID-19 Small Business Grant Program funds will not conflict with any other funds received by the business, each of the following small businesses shall be awarded \$2,500:

[Insert list of small businesses read at the meeting]

BE IT FURTHER RESOLVED that the IDA requests reimbursement from the Board of Supervisors through the CARES Act funding provided to Dinwiddie County for the IDA COVID-19 Small Business Grant Program for the \$32,500 of additional grant funds awarded today above the initial \$100,000 and any amount of the initial \$100,000 as the Board of Supervisors finds appropriate.

BE IT FURTHER RESOLVED that the officers of the IDA, the Deputy County Administrator of Planning and Community Development, and the Director of Economic Development be authorized to take any and all actions in furtherance of the intent of this resolution.