

The Industrial Development Authority
of Russell County, Virginia
Agenda Packet
Thursday, January 14, 2016
Bonanza Family Restaurant
5:00 P.M.

Virginia Code

Closed Sessions 2.2-3711

- 1. Personnel**
- 2. Acquisition/Sale of Property**
- 3. Privacy of Individuals**
- 4. Prospective Business**
- 7. Legal**

JANUARY 14, 2016

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on January 14, 2016, at **Bonanza Family Restaurant**, Main Street, Lebanon, Virginia, and beginning at 5:00 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome New Members**
- 4. Welcome Guests**
- 5. Recognitions of Board Members**
- 6. Approval of December 10 and December 17 Minutes**
- 7. Approval of Financial and Treasurer's Report**
- 8. Debt Service and Depreciable Assets Report**
- 9. Discuss property request – Bee Stuart**
- 10. Discuss Russell County Fitness & Activity Center – Kim Short**
- 11. Discuss approval of Newmark Grubb Knight Frank Contract**
- 12. Richmond Agenda**
- 13. Pre-approve Richmond Expenses**
- 14. Attorney's Report**
- 15. Committee Reports**
- 16. Old Business**
- 17. New Business**
- 18. Closed Session as permitted by Virginia Code #2.2-3711**
- 19. Adjourn Meeting**

Attachments

- a. YMCA Lease (A1-A11)**
- b. VCEDA draw for Shell Building (A12-A19)**
- c. Holiday Inn Fire Suppression & Certificate of Occupancy (A20-A22)**
- d. Industrial Site DEQ Inspection (A23-A31)**
- e. Bond Fees From AEP (A32)**
- f. VSBFA Last Draw for Motel (A33)**
- g. Newmark Grubb Knight Frank Contract (A34-A38)**
- h. Russell County Fitness & Activity Center, Inc. (A39-A69)**

DECEMBER 10, 2015

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on December 10th, 2015, at the Bonanza Restaurant, Main Street, Lebanon, Virginia, and beginning at 5:00 p.m.

MEMBERS

PRESENT:

Harry T. Rutherford, Chairman
Steve Banner, Co-Vice Chairman
Tony Dodi, Co-Vice Chairman
Roger Sword, Co-Treasurer
Mike Duty, Co-Treasurer
Sam Whited, Secretary
J. C. Boyd, Member
Fred Meade, Member
Scott Gilmer, Member

STAFF:

Carlton Elliott, Financial Officer
Katie Crabtree, Attorney

ABSENT:

Jim Baldwin, Advisor
Joey Gillespie, Advisor

GUEST:

None

The Chairman called the meeting to order at 5:01 p.m. and welcomed all.

The Secretary called the roll and recorded the roll call.

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APPROVAL OF MINUTES

Upon motion made by Steve Banner, second by Mike Duty and duly approved by the Industrial Development Authority of Russell County, VA to approve the minutes of November 12th, 2015, and November 18th, 2015 as presented

The vote was:

Yea: S. Banner, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword,
S. Whited

Nay: None

Absent: None

FINANCIAL REPORT

Financial report was presented by Carlton Elliott, Financial Agent.

Upon motion made by J. C. Boyd, second by Steve Banner, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of November 12th, 2015, as presented and to pay all bills as presented.

The vote was:

Yea: S. Banner, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword,
S. Whited

Nay: None

Absent: None

There were no Public Comments.

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COMMITTEE REPORTS

Upon motion made by Steve Banner, second by Fred Meade, and duly approved by the Industrial Development Authority of Russell County, VA to approve the purchase of a back flow system and supplies from H D Supplies in the amount of \$5400.00 for the IDA Building in which Steel Fab resides and to contract with the Town of Lebanon to install.

The vote was:

Yea: S. Banner, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword,
S. Whited

Nay: None

Absent: None

HOLIDAY INN

Upon motion made by Tony Dodi, second by Mike Duty, and duly approved by the Industrial Development Authority of Russell County, VA to approve the signing of additional documents for VSBFA on the motel project.

The vote was:

Yea: S. Banner, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword,
S. Whited

Nay: None

Absent: None

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SYSTEM INSTALLATION OF BACK FLOW

Upon motion made by Steve Banner, second by Fred Meade and duly approved by the Industrial Development Authority of Russell County, VA to allow the Town of Lebanon to install the back flow prevention system at Steel Fab for the cost of \$3500.00.

The vote was:

Yea: S. Banner, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword,
S. Whited

Nay: None

Absent: None

ATTORNEY'S REPORT

There were no Attorney's Reports.

ADJOURNMENT

Upon motion made by J. C. Boyd, second by Steve Banner, and duly approved by the Industrial Development Authority of Russell County, Virginia, to adjourn this meeting at 5:18 p.m. to reconvene on December 17, 2015 at 12:00 noon in the Technology Center.

The vote was:

Yea: S. Banner, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword,
S. Whited

Nay: None

Absent: None

DECEMBER 17, 2015

A reconvened meeting of the Industrial Development Authority of Russell County, Virginia was held on December 17, 2015, at the Russell County Technology Center, Lebanon, Virginia, and beginning at 12:00 noon

MEMBERS

PRESENT: Harry T. Rutherford, Chairman
Tony Dodi, Co-Vice Chairman
Roger Sword, Co-Treasurer
Mike Duty, Co-Treasurer
Sam Whited, Secretary
J. C. Boyd, Member
Fred Meade, Member
Scott Gilmer, Member

STAFF: Carlton Elliott, Financial Officer
Ben Chafin, Attorney
Lonzo Lester, County Administrator

ABSENT: Jim Baldwin, Advisor
Steve Banner, Co-Vice Chairman
Joey Gillespie

GUEST: Michael Hincer - New I D A Appointees
Becki Jones

Mark Mitchell – New BOS Members
LuAnn Wallace
David R. Eaton
Steven Breeding
Carl H, Ray
Rebecca Dye
Tim Lovelace

Vickie Porter – Assistant Co. Administrator

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The Chairman called the meeting to order at 12:08 p.m. and welcomed all.

The Secretary called the roll and recorded the roll call.

The Chairman called a recess for the noon meal at 12:09 p.m.

Ben Chafin, Attorney, presented an explanation to the New BOS Members and the new I D A members as to the role of the IDA and what it does and how it operates with a question and answer session after. Ben did an excellent job speaking to all in attendance.

The Chairman called the meeting back to order at 1:40 p.m. and called for a break at this time.

The Chairman called the meeting back to order at 1:55 p.m.

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CLOSED SESSION

The Chairman gave the chair to Vice-Chairman Tony Dodi and left the meeting.

The new members of the BOS and the IDA were asked to stay for the meeting for discussion.

Upon motion made by J. C. Boyd, second by Mike Duty, and duly approved by the Industrial Development Authority of Russell County, Virginia to go into Closed Session as permitted by , VA Code#2.2-3711 (2) Acquisition/Sale of Property, VA Code 2.2-3711 (4) Prospective new business that has not been previously announced; VA Code 2.2-3711(7) Legal Counsel.

The new members of the BOS and the IDA were excused from the meeting after general discussions were concluded

RECONVENE TO PUBLIC SESSION

Upon motion made by J. C. Boyd, second by Mike Duty, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Vice Chairman called the meeting back into regular session and requested the “Certification Motion after reconvening in Public Session”.

The vote was:

Yea, J. Boyd,, M. Duty, S. Gilmer, F. Meade, R. Sword, S. Whited

Nay: None

Absent: S. Banner, H. Rutherford

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CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Steve Banner	Absent	Roger Sword	Yes
Sam Whited	Yes	Mike Duty	Yes
Fred Meade	Yes	Tony Dodi	Yes
Harry Rutherford	Absent	Scott Gilmer	Yes
J. C. Boyd	Yes		

Upon motion made by J. C. Boyd, second by Mike Duty and duly approved by the Industrial Development Authority of Russell County, VA to have acting Chairman prepare Retirement Ceremony recognizing the Chairman's service to the community.

The vote was:

Yea, J. Boyd, M. Duty, S. Gilmer, F. Meade, R. Sword, S. Whited

Nay: None

Absent: S. Banner, H. Rutherford

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The acting Chairman returned the Chair to the Chairman.

MOTION TO ELECT

Upon motion made by Mike Duty, second by J. C. Boyd, and duly approved by the Industrial Development Authority of Russell County, VA to elect Tony Dodi, Chairman, and Roger Sword Vice-Chairman to serve effective 01-01-16 until the regular reorganization meeting due to the retirement of Chairman Harry Rutherford and Vice-Chairman Steve Banner.

The vote was:

Yea, J. Boyd, T. Dodi, M. Duty, S. Gilmer, F. Meade, R. Sword, S. Whited

Nay: None

Absent: S. Banner

The Chairman returned the Chair to the Vice-Chairman in order to made the following motion.

ADJOURNMENT

Upon motion made by Harry Rutherford, second by J. C. Boyd, and duly approved by the Industrial Development Authority of Russell County, Virginia, to adjourn this meeting on December 15th, 2015 at 3:30 p.m.

The vote was:

Yea, J. Boyd, M. Duty, S. Gilmer, F. Meade, H. Rutherford, R. Sword, S. Whited,

Nay: None

Absent: S. Banner

Government Center Rents Collected

Date	Description	Amount
12/23/2015	VA Coal	1407.52
1/6/2015	DMME	5104.50
12/23/2015	WIB	740.00
1/6/2015	WIB	740.00
		7992.02

CHAFIN LAW FIRM, P.C.

A. Benton Chafin, Jr.
Attorney at Law

44 East Main Street
Post Office Box 1210
Lebanon, Virginia 24266
(276) 889-0143
Fax: (276) 889-1121
Website: <http://www.chafinlaw.com>

M. Katherine Crabtree
Attorney at Law

November 4, 2015

**Russell County Industrial
Development Authority
c/o Harry Rutherford
P. O. Box 1150
Honaker, VA 24260**

RE: **Billing from November 5, 2015 through December 22, 2015**

Dear Harry:

Enclosed please find a statement for services rendered through December 22, 2015, in the amount of \$1,344.60.

**Note: Billing may not be complete through the date listed above.*

PLEASE PAY THIS AMOUNT:

\$ 1,344.60

If you have any questions, please do not hesitate to contact me.

Very truly yours,
CHAFIN LAW FIRM, P.C.

By:

A. Benton Chafin, Jr. mjb
A. BENTON CHAFIN, JR

Encl. (As noted)

**Billing for
Russell County IDA**
(November 5, 2015 - December 22, 2015)

File	Amount
General File	\$ 919.60
Lebanon Inn	\$ 337.50
Samuel Pressure Vessell Group	\$ 87.50
TOTAL	\$ 1,344.60



TOWN OF LEBANON

INVOICE

To:
Russell County IDA
Attn: Carlton Elliott, Secretary
PO Box 1150
Lebanon, VA 24266

Date: January 6, 2016

Installation of an 8-inch backflow preventer at Steel Fab:

\$3,500.00

Payment Terms: Due within thirty (30) days

Carlton Elliott

PO Box 1396
Lebanon, VA 24266

Invoice December 31, 2015

Russell County IDA
PO Box 2378
Lebanon, VA 24266

Bookkeeping Service	\$350.00
Extra Audit Work 10hrs @ \$35.00/hr	\$350.00
Total	\$700.00

Carlton Elliott

Bank Recap Report
 For All Document Types
 Document Date Range: From: 121115 To: 010816

IDA of Russell County VA (IDA)

Bank Code: FB&T Operating Account

Document/ Check	Docume nt	Chec k	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	253,806.33
12/11/2015	Check	005340	Virginia Small Business	1,812.04	251,994.29 Motel Pymnt
12/15/2015	Check	W00031	Internal Revenue Service	692.60	251,301.69 P/R Tax
12/16/2015	Withdraw		Transfer to Motel	28,185.63	223,116.06 Trnsfer
12/16/2015	Deposit		Cover Check#5340	1,812.04	224,928.10 Pymnt fro HIX
12/17/2015	Check	002442	Stone Cellar	235.66	224,692.44 Meeting
12/17/2015	Check	002443	Sam Whited	209.00	224,483.44 Expenses
12/17/2015	Check	005341	C.L. Dale Construction	128,500.00	95,983.44 Shell Building
12/23/2015	Deposit		Deposit	23,818.60	119,802.04 Rent
12/23/2015	Deposit		CASH RECEIPT	740.00	120,542.04 Rent
12/31/2015	Interest		Bank Stmtnt	20.63	120,562.67 Int
1/6/2016	Deposit		CASH RECEIPT	2,256.00	122,818.67 Rent
1/6/2016	Deposit		Deposit	23,129.50	145,948.17 Rent
1/7/2016	Check	005342	Chafin Law Firm, PC	1,344.60	144,603.57 Legal
1/7/2016	Check	005343	Dominion Office Products	41.29	144,562.28 Supplies
1/7/2016	Check	005344	Carlton Elliott	700.00	143,862.28 Bookkeeping
1/7/2016	Check	005345	HD Supply	5,685.68	138,176.60 Backflow
1/7/2016	Check	005346	Russell County Board	7,992.02	130,184.58 Rents
1/7/2016	Check	005347	Harry Rutherford	368.06	129,816.52 Expenses
1/7/2016	Check	005348	Susan's Cleaning Service	1,750.00	128,066.52 Cleaning DMME
1/7/2016	Check	005349	SVAM	50.00	128,016.52 Membership
1/7/2016	Check	005350	Town of Lebanon VA	3,500.00	124,516.52 Backflow
				Ending	124,516.52

**Bank Recap Report
For All Document Types**

Document Date Range: From: 121115 To: 010816

IDA of Russell County VA (IDA)

Bank Code: FB&T Motel Account

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning Balance:	258.10-
12/16/2015	Deposit		Motel payments from	28,185.63	27,927.53 Payment from HIX
12/16/2015	Deposit		Deposit VSBFA &	83,465.24	111,392.77 Payments from HIX
12/16/2015	Withdrawal		Motel to General	1,812.04	109,580.73 Transfer for pymnt check
12/16/2015	Check	002428	Highlander	98,546.59	11,034.14 VSBFA Draw
12/16/2015	Check	002429	Virginia Coalfield	10,751.40	282.74 Motel Payment
1/7/2016	Deposit		Deposit	20,808.49	21,091.23
1/7/2016	Check	002430	Cumberland Plateau	3,247.30	17,843.93 Payment from HIX
1/7/2016	Check	002431	Virginia Coalfield	10,064.29	7,779.64 Motel Payment
1/7/2016	Check	002432	Virginia Small Business	5,287.86	2,491.78 Motel Payment
1/8/2016	Check	002433	Highlander	2,209.04	282.74 Refund for Ferguson

**Bank Recap Report
For All Document Types**

Document Date Range: From: 121115 To: 010816

IDA of Russell County VA (IDA)

Bank FB&T Contribution Fund
Code:

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning Balance:	47,500.87
12/31/2015	Interest		Bank Stmt	4.05	47,504.92 Interest
1/6/2016	Deposit		Deposit	3,100.00	50,604.92 Donations
1/6/2016	Check	003064	Carlton Elliott	1,263.75	49,341.17 Christmas Expense
				Ending	49,341.17

Bank Recap Report
 For All Document Types
 Document Date Range: From: 121115 To: 010816

IDA of Russell County VA (IDA)

Bank Code: FB&T - Steel Fab

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning Balance:	37,114.72
12/31/2015	Interest		Bank Stmt	3.55	37,118.27 Interest
1/5/2016	Deposit		Deposit	35,145.98	72,264.25 Payment from SF
1/5/2016	Check	002637	Town of Lebanon VA	22,099.16	50,165.09 Payment
1/5/2016	Check	002638	Virginia Coalfield	12,217.39	37,947.70 Payment
				Ending Balance:	37,947.70