

The Industrial Development Authority
of Russell County, Virginia
Agenda Packet
Thursday, February 11, 2016
Bonanza Family Restaurant
5:00 P.M.

Virginia Code

Closed Sessions 2.2-3711

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

February 11, 2016

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on February 11, 2016, at **Bonanza Family Restaurant**, Main Street, Lebanon, Virginia, and beginning at 5:00 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome Guests**
- 4. Approval of January 14th and January 25th Minutes**
- 5. Approval of Financial and Treasurer's Report**
- 6. Holiday Inn Express Update – Jamie Oliver**
- 7. Benchmark Denture – David Eaton and Others**
- 8. Discuss approval of Newmark Grubb Knight Frank Contract**
- 9. Attorney's Report**
- 10. Committee Reports**
- 11. Old Business**
- 12. New Business**
- 13. Closed Session as permitted by Virginia Code #2.2-3711**
- 14. Adjourn Meeting**

Attachments

- a. Newmark Grubb Knight Frank Contract (Page 1A)**
- b. Letter to Cumberland Plateau in regard to BVU revenue (Page 6A)**
- c. Letter to 3B Consulting approving sub-lease (Page 7A)**
- d. Letter from Four Seasons YMCA (Page 8A)**

JANUARY 14, 2016

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on January 14, 2016, at the Bonanza Family Restaurant, Main Street, Lebanon, Virginia, and beginning at 5:00 p.m.

MEMBERS

PRESENT:

Tony Dodi, Chairman
Roger Sword, Vice Chairman
Mike Duty, Treasurer
Sam Whited, Secretary
J. C. Boyd, Member
Scott Gilmer, Member
Becki Joyce, Member
Tom Cook, Member

STAFF:

Carlton Elliott, Financial Officer
Katie Patton, Attorney
Joey Gillespie, Advisor
Lonzo Lester, County Administrator

ABSENT:

Jim Baldwin, Advisor
Mike Hincer, Member

GUEST:

Mark Mitchell, Board of Supervisors
Carl Rhea, Board of Supervisors
Steve Banner & Rita Jo
Fred Meade & Jimmy
Harry Rutherford & Yvonne
Larry Carr
Kim Short & Russell County Fitness & Activity Center
Staff
Bee Stuart, United Country Realty

The Chairman called the meeting to order at 5:05 p.m.

Chairman welcomed everyone and a special welcome to all guest.

Secretary called the roll and recorded the roll call.

**PRESENTATION TO FORMER RETIRING MEMBERS
By The IDA**

Fred Meade – 22 years of service
Steve Banner – 15 years of service
Harry Rutherford – 36 years of service

**PRESENTATION TO FORMER RETIRING MEMBERS
By Mark Mitchell, Russell County Board of Supervisors**

Harry Rutherford – 36 years of service
Steve Banner – 15 years of service
Fred Meade – 22 years of service

APPROVAL OF MINUTES

Upon motion made by Roger Sword, second by Mike Duty and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of December 10, 2015 and December 17, 2015 as presented

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

Chairman called recess for the evening meal at 5:25 p.m.

Chairman called the meeting back to order at 6:30 p.m.

FINANCIAL REPORT

Financial report was presented by Carlton Elliott, Financial Agent
With the following adjustments:

Dominion Office Products \$908.42
Starnes Inc. \$204.14
Eddie's Trophies \$700.20

Upon motion made by J. C. Boyd, second by Mike Duty, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of January 14, 2016 as presented and to pay all bills as presented with adjustments.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

PROPERTY REQUEST

Bee Stuart reported on the possible sale of the real estate partial located between CGI and Gardenside. Susan Potts is interested in acquiring the partial to locate a Day Care Facility.

Upon motion made by Mike Duty, second by Scott Gilmer, and duly approved by the Industrial Development Authority of Russell County, Virginia to allow the building committee to meet with CGI and attorneys to approve the sale of the said partial.

The Client is to pay all surveying fees and etc.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

Chairman appointed Mike Duty to replace Fred Meade on the Property Committee.

RUSSELL COUNTY FITNESS & ACTIVITY CENTER

Kim Short and Bee Stuart presented a presentation for the newly formed Russell County Fitness & Activity Center. The organization would like to take over the daily operations of a fitness center located in the Government Center. (The present YMCA location)

The Chairman appointed Becki Joyce and Mike Duty as a committee to investigate the feasibility of the Russell County Fitness & Activity Center Group occupying the former YMCA location.

NEWMARK GRUBB KNIGHT FRANK CONTRACT

Upon motion made by Jay Boyd, second by Becki Joyce, and duly approved by the Industrial Development Authority of Russell County, Virginia **NOT** to approve the Newmark Grubb Knight Frank Contract to market the new shell building in the Regional Industrial Park.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

ANNUAL RICHMOND LEGISLATIVE RECEPTION

Upon motion made by Roger Sword, second by Jay Boyd, and duly approved by the Industrial Development Authority of Russell County, Virginia

1. Pre-approve expenses for the annual Richmond reception payable from the private contributions fund.
2. Invite and pay expenses for retired members Harry Rutherford, Steve Banner, and Fred Meade also payable from the private contribution fund.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

ATTORNEY'S REPORT

Attorney Katie Patton presented the Freedom of Information Act packet to the board members, informing the members of the important content.

COMMITTEE REPORT

Jay Boyd reported the shell building in the Regional Industrial Park is near completion.

Jay Boyd reported 3B Consulting will begin construction of their facility, in the Cumberland Plateau Industrial Park, in the very near future.

CLOSED SESSION

Upon motion made by Jay 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 (1) Personnel, VA Code 2.2-3711 (4) Prospective new business that has not been previously announced.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

RECONVENE TO PUBLIC SESSION

Upon motion made by Jay Boyd, second by Becky Joyce, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

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:

Tony Dodi	Yes	Roger Sword	Yes
Sam Whited	Yes	Mike Duty	Yes
Mike Hincer	Absent	Tom Cook	Yes
Becki Joyce	Yes	Scott Gilmer	Yes
J. C. Boyd	Yes		

ACTION FROM CLOSED SESSION

Upon motion made by Jay Boyd, second by Becki Joyce, and duly approved by the Industrial Development Authority of Russell County, Virginia to employee Carlton Elliott as Secretary/Treasurer with additional financial and administrative duties. Mr. Elliott’s salary will be increased to \$750.00 per month.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hincer

3B CONSULTING REQUEST

Upon motion made by Roger Sword, second by Jay Boyd, and duly approved by the Industrial Development Authority of Russell County, Virginia to allow the Chairman to contact Preston Breeding with 3B Consulting in regard to requirements for changes in the sub-lease agreement.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hincer

AMENDMENT TO BY-LAWS

Upon motion made by Roger Sword, second by Jay Boyd, and duly approved by the Industrial Development Authority of Russell County, Virginia to amend the by-laws to deny the secretary/treasurer authority to sign checks.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

ADJOURNMENT

Upon motion made by Roger Sword, second by Becki Joyce, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn this meeting at 9:40 p.m. to reconvene in Richmond, VA Wednesday January 20, 2016 at 4:30 p.m.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook

Nay: None

Absent: M. Hinchler

JANUARY 25, 2016
SPECIAL CALLED MEETING

A Special called meeting of the Industrial Development Authority of Russell County, Virginia was held on January 25, 2016, at the Bonanza Family Restaurant, Main Street, Lebanon, Virginia, and beginning at 5:00 p.m.

MEMBERS

PRESENT: Tony Dodi, Chairman
Roger Sword, Vice Chairman
Mike Duty, Treasurer
Sam Whited, Secretary
J. C. Boyd, Member
Scott Gilmer, Member
Becki Joyce, Member
Tom Cook, Member
Mike Hincer, Member

STAFF: Carlton Elliott, Secretary
Katie Patton, Attorney
Lonzo Lester, County Administrator

ABSENT: Jim Baldwin, Advisor
Joey Gillespie, Advisor

GUEST: Susan Potts
Wayne Potts

The Chairman called the meeting to order at 5:05 p.m.

Chairman welcomed everyone.

Secretary called the roll and recorded the roll call.

YMCA LEASE

The board discussed the end date of the current lease agreement with the YMCA. The current lease agreement expires on February 28, 2016.

Upon motion made by Roger Sword, second by Becky Joyce, and duly approved by the Industrial Development Authority of Russell County, Virginia to have the attorney send a letter to the Tazewell County YMCA informing them of the February 28, 2016 lease termination date.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook, M. Hinchler

Nay: None

Absent: None

PROPERTY ACQUISITION

Discussed property needs for day care center owned and operated by Susan Potts. The proposed 40' x 54' day care facility would serve approximately 50 children ranging in age from 0 to 12 years. The facility would need approximately 1+ acre to satisfy all requirements and regulations. The employment projections are 10 to 20 employees, of which 7 would be full time. The facility plans to be open 15 to 16 hours a day. The initial investment in the project by the owner would be approximately \$200,000.00.

Upon motion made by Mike Hinchler, second by Mike Duty, and duly approved by the Industrial Development Authority of Russell County, Virginia to proceed with a conditional lease/purchase agreement for a 1+acre lot behind the Government Center, with plat on record, for the day care project. The conditions of the lease/purchase agreement, determined by the building committee and the IDA, must be met by Susan Potts of the day care project.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook, M. Hinchler

Nay: None

Absent: None

DSS LEASE

The Chairman appointed the property committee to work with the Russell County Social Services Board of Directors on the formation of a new lease agreement for the DSS facilities.

CLOSED SESSION

Upon motion made by Becki Joyce, second by Mike Hincer 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 (7) Legal Counsel

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook, M. Hincer

Nay: None

Absent: None

RECONVENE TO PUBLIC SESSION

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

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook, M. Hincer

Nay: None

Absent: None

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:

Tony Dodi	Yes	Roger Sword	Yes
Sam Whited	Yes	Mike Duty	Yes
Mike Hincer	Yes	Tom Cook	Yes
Becki Joyce	Yes	Scott Gilmer	Yes
J. C. Boyd	Yes		

ACTION FROM CLOSED SESSION

Upon motion made by Jay Boyd, second by Becki Joyce, and duly approved by the Industrial Development Authority of Russell County, Virginia to respond to 3B Consulting's request, granting permission for subleasing of property in the Cumberland Plateau Industrial Park.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook,
M. Hincer
Nay: None
Absent: None

ADJOURNMENT

Upon motion made by Jay Boyd, second by Mike Duty, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn meeting.

The vote was:

Yea: R. Sword, J. Boyd, M. Duty, S. Gilmer, S. Whited, B. Joyce, T. Cook,
M. Hincer
Nay: None
Absent: None

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

February 1, 2016

**Russell County Industrial
Development Authority**
c/o Nelson A. Dodi
P. O. 2378
Lebanon, VA 24266

RE: **Billing from December 23, 2015 through February 1, 2016**

Dear Tony:

Enclosed please find a statement for services rendered through February 1, 2016, in the amount of \$1,815.00.

**Note: Billing may not be complete through the date listed above. There are unpaid balances remaining from the September 23, 2015 through November 4, 2015 billing that are not reflected in the total for the current billing.*

PLEASE PAY THIS AMOUNT:

\$ 1,815.00

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. mg
A. BENTON CHAFIN, JR.

Encl. (As noted)

**Billing for
Russell County IDA**
(December 23, 2015 through February 1, 2016)

File	Amount
General File	\$ 1,815.00
TOTAL	\$ 1,815.00

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

February 01, 2016

RUSSELL COUNTY INDUST. DEVELOPMENT
P. O. BOX 2378
LEBANON, VA 24266

Invoice No. 31892

Client Number: 92-G-2054 IDA.GENERAL FILE

Matter Number: 92-G-2054 IDA.General File

For Services Rendered Through 2/1/2016.

Fees				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
12/29/2015	ABC	phone call and e-mail to Attorney General's Office	0.30	\$37.50
12/30/2015	ABC	E-mails with Katheryn at the Attorney General's Office; phone call with Chairman	0.40	\$50.00
12/30/2015	ABC	Preparation of revised Deeds for the Virginia State Police and Appalachian Natural Gas Distribution Company properties	0.00	\$200.00
1/4/2016	ABC	E-mail from John Ebert	0.20	\$25.00
1/4/2016	ABC	Review of applicable Code Sections; preparation of Virginia Freedom of Information Packets for 2016	2.00	\$250.00
1/4/2016	ABC	E-mails with Chairman regarding YMCA Lease	0.30	\$37.50
1/5/2016	KC3	TF with Chairman	0.20	\$25.00
1/5/2016	ABC	Phone conference with Chairman	0.30	\$37.50
1/6/2016	ABC	Phone conference with Assistant Attorney General regarding ANGDC/Virginia State Police matters	0.70	\$87.50
1/11/2016	KC3	Phone calls and e-mails with Chairman	0.50	\$62.50
1/12/2016	KC3	Reviewed Deed between IDA and 3B	0.20	\$25.00
1/13/2016	KC3	Review agenda for January meeting	0.20	\$25.00
1/14/2016	KC3	January monthly meeting	0.00	\$200.00
1/15/2016	KC3	Review notes from January meeting	0.20	\$25.00
1/20/2016	KC3	Phone call with Chairman	0.20	\$25.00

Continued On Next Page

Client Number: 92-G-2054
Matter Number: 92-G-2054

2/1/2016
Page: 2

1/25/2016	KC3	Review IDA lease with DSS and copy for meeting; phone call with Chairman	0.30	\$37.50
1/25/2016	KC3	Special Called Meeting	2.50	\$312.50
1/26/2016	KC3	Review notes from Special Called Meeting	0.20	\$25.00
1/28/2016	KC3	Provide By-Laws to new members of IDA Board	0.30	\$37.50
			Billable Hours / Fees:	9.00
				\$1,125.00
			Flat Charge Hours / Fees:	\$400.00

Timekeeper Summary

Timekeeper ABC worked 4.20 hours at \$125.00 per hour, totaling \$725.00.

Timekeeper KC3 worked 4.80 hours at \$125.00 per hour, totaling \$800.00.

Timekeeper ABC - flat charges totaling \$200.00.

Timekeeper KC3 - flat charges totaling \$200.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
1/4/2016	Photocopies - (520 @ \$0.50 each) = \$260.00	\$260.00	
1/25/2016	Photocopies - (60 @ \$0.50 each) = \$30.00	\$30.00	
		Total Costs	\$290.00

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	
1/25/2016	Check Number 5342	(\$912.50)	
1/25/2016	Check Number 5342	(\$7.18)	
		Total Payments Received:	(\$919.68)

Continued On Next Page

Client Number: 92-G-2054
Matter Number: 92-G-2054

2/1/2016
Page: 3

Current Invoice Summary

Prior Balance:	\$1,616.04	
Payments Received:	(\$919.68)	Last Payment: 1/25/2016
Unpaid Prior Balance:	<u>\$696.36</u>	
Current Fees:	\$1,525.00	
Advanced Costs:	<u>\$290.00</u>	
TOTAL AMOUNT DUE:	<u><u>\$2,511.36</u></u>	

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

February 01, 2016

Invoice No. 31893

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
P. O. BOX 2378
LEBANON, VA 24266

Client Number: 11-G-2054.53 IDA.LEBANON INN, LLC
Matter Number: 11-G-2054.53 IDA.Lebanon Inn, LLC.General file
For Services Rendered Through 2/1/2016.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/25/2016	Check Number 5342	(\$337.50)
	Total Payments Received:	(\$337.50)

Current Invoice Summary

Prior Balance:	\$907.95	
Payments Received:	(\$337.50)	Last Payment: 1/25/2016
Unpaid Prior Balance:	\$570.45	
Current Fees:	\$0.00	
Advanced Costs:	\$0.00	
TOTAL AMOUNT DUE:	\$570.45	

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

February 01, 2016

Invoice No. 31894

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
P. O. BOX 2378
LEBANON, VA 24266

Client Number: 13-G-2054.63 (General) IDA.SAMUEL PRESSURE VESSELL GROUP, INC.
Matter Number: 13-G-2054.63 IDA.Samuel Steele Pressure Vessel Group, Inc. (Gen
For Services Rendered Through 2/1/2016.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
1/25/2016	Check Number 5342	(\$87.50)
Total Payments Received:		(\$87.50)

Current Invoice Summary

Prior Balance:	\$87.50	
Payments Received:	(\$87.50)	Last Payment: 1/25/2016
Unpaid Prior Balance:	\$0.00	
Current Fees:	\$0.00	
Advanced Costs:	\$0.00	
TOTAL AMOUNT DUE:	\$0.00	

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

February 01, 2016

Invoice No. 31895

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
P. O. BOX 2378
LEBANON, VA 24266

Client Number: 13-K-2054.58 (Lease) IDA.YMCA
Matter Number: 13-K-2054.58 IDA.YMCA (Lease)
For Services Rendered Through 2/1/2016.

Current Invoice Summary

Prior Balance:	\$150.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$150.00</u>
Current Fees:	\$0.00
Advanced Costs:	<u>\$0.00</u>
TOTAL AMOUNT DUE:	<u><u>\$150.00</u></u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

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 September 23, 2015 through November 4, 2015

Dear Harry:

Enclosed please find a statement for services rendered through November 4, 2015, in the amount of \$1,416.81.

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

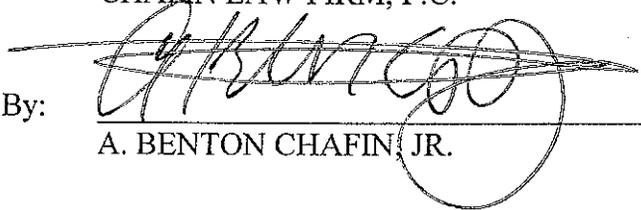
PLEASE PAY THIS AMOUNT:

\$ 1,416.81

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.

Encl. (As noted)

**Billing for
Russell County IDA**
(September 23, 2015 - November 4, 2015)

File	Amount
General File	\$ 696.36
Lebanon Inn	\$ 570.45
YMCA	\$ 150.00
TOTAL	\$ 1,416.81

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

November 04, 2015

Invoice No. 30537

RUSSELL COUNTY INDUST. DEVELOPMENT
C/O HARRY RUTHERFORD
P. O. BOX 1150
HONAKER, VA 24260

Client Number: 92-G-2054 IDA.GENERAL FILE

Matter Number: 92-G-2054 IDA.General File

For Services Rendered Through 11/4/2015.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/5/2015	ABC	Telephone w/Harry & County Attorney.	0.50	\$62.50
10/8/2015	ABC	Review agenda for October meeting	0.30	\$37.50
10/8/2015	ABC	October monthly meeting	0.00	\$200.00
10/26/2015	KC3	Special Called Meeting of the IDA	2.70	\$337.50
			Flat Charges/Hours:	
			3.50	637.50

Timekeeper Summary

Timekeeper ABC worked 0.80 hours at \$125.00 per hour, totaling \$100.00.

Timekeeper KC3 worked 2.70 hours at \$125.00 per hour, totaling \$337.50.

Timekeeper ABC - flat charges totaling \$200.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
10/23/2015	Miscellaneous cost - Drinks for Meeting	\$9.36	
10/26/2015	Photocopies - (99 @ \$0.50 each) = \$49.50	\$49.50	
Total Costs		\$58.86	

Continued On Next Page

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
10/27/2015	Check Number 5307	(\$600.00)
Total Payments Received:		(\$600.00)

Current Invoice Summary

Prior Balance:	\$1,380.00	
Payments Received:	(\$600.00)	Last Payment: 10/27/2015
Unpaid Prior Balance:	<u>\$780.00</u>	
Current Fees:	\$637.50	
Advanced Costs:	\$58.86	
TOTAL AMOUNT DUE:	<u><u>\$1,476.36</u></u>	

Thank You for Letting Us Serve You.

Payment Due Upon Receipt.

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

November 04, 2015

Invoice No. 30538

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
C/O HARRY RUTHERFORD
P. O. BOX 1150
HONAKER, VA 24260

Client Number: 11-G-2054.53 IDA.LEBANON INN, LLC
Matter Number: 11-G-2054.53 IDA.Lebanon Inn, LLC.General file
For Services Rendered Through 11/4/2015.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/6/2015	ABC	Various telephone calls and e-mails regarding upcoming draws and escrow of funds	0.80	\$100.00
10/8/2015	ABC	Update title; phone calls and e-mails with Virginia Title Center; phone calls with VCEDA and LeeAnn Francis; meet with Jamie Oliver; phone call from Chairman; review endorsement to title policy; e-mails with VCEDA and others	2.20	\$275.00
10/9/2015	ABC	Phone calls and e-mails regarding pending disbursement	0.40	\$50.00
10/28/2015	ABC	E-mails and telephone calls with Jamie Oliver; order Certificate of Fact	0.50	\$62.50
11/2/2015	ABC	Phone conference with Chairman	0.20	\$25.00
11/4/2015	ABC	Phone call from Chairman; phone call to Sheriff's Office	0.40	\$50.00
Billable Hours / Fees:			4.50	\$562.50

Timekeeper Summary

Timekeeper ABC worked 4.50 hours at \$125.00 per hour, totaling \$562.50.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
10/28/2015	Miscellaneous cost - Certificate of Fact	\$7.95	

Continued On Next Page

Total Costs \$7.95

Current Invoice Summary

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$562.50
Advanced Costs:	<u>\$7.95</u>
TOTAL AMOUNT DUE:	<u>\$570.45</u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

November 04, 2015

Invoice No. 30539

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
C/O HARRY RUTHERFORD
P. O. BOX 1150
HONAKER, VA 24260

Client Number: 13-K-2054.61 (Contract) IDA.STARNES, INC.

Matter Number: 13-K-2054.61 IDA.Starnes, Inc. (Contract)

For Services Rendered Through 11/4/2015.

Current Invoice Summary

Prior Balance:	\$225.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$225.00</u>
Current Fees:	\$0.00
Advanced Costs:	<u>\$0.00</u>
TOTAL AMOUNT DUE:	<u><u>\$225.00</u></u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

November 04, 2015

Invoice No. 30540

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
C/O HARRY RUTHERFORD
P. O. BOX 1150
HONAKER, VA 24260

Client Number: 13-K-2054.58 (Lease) IDA.YMCA

Matter Number: 13-K-2054.58 IDA.YMCA (Lease)

For Services Rendered Through 11/4/2015.

Fees				
<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
10/9/2015	ABC	E-mails and phone call with Fred Harman; discussion with Mike Duty; phone call to Harry Rutherford	0.90	\$112.50
10/26/2015	KC3	Drafted Letter and E-mailed to Chairman.	0.30	\$37.50
Billable Hours / Fees:			1.20	\$150.00

Timekeeper Summary

Timekeeper ABC worked 0.90 hours at \$125.00 per hour, totaling \$112.50.

Timekeeper KC3 worked 0.30 hours at \$125.00 per hour, totaling \$37.50.

Continued On Next Page

Client Number: 13-K-2054.58
Matter Number: 13-K-2054.58

11/4/2015
Page: 2

Current Invoice Summary

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$150.00
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	<u><u>\$150.00</u></u>

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Date: 02/01/16

Customer No.: Rus Co IDA

Invoice No.: 62338

Bill To:

Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Attention: Carlton Elliott

Department	Terms	Due Date	P.O. Number	Technician
Maintenance	Due in 30 Days	03/02/16	DSS, Health Dept	
Quantity	Item ID	Description	Unit Price	Extended Amount
1.00	Maintenance	February	66.00	66.00

Invoice Total 66.00

Less Payments Received 0.00

Total Due \$ 66.00

Service Address:

THANK YOU!

Remit with one copy of invoice to:

Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Bill To:
IDA of Russell Co.
P.O. Box 2378
Lebanon, VA 24266

Date: 01/13/16

Customer No.: IdA of Rus Co

Invoice No.: 62223

Attention:

Department Service	Terms	Due Date	P.O. Number	Technician
	Due in 30 Days	02/12/16	Health Dept	
Quantity	Item ID	Description	Unit Price	Extended Amount
2.50	L/P Switch		62.00	155.00

Invoice Total 155.00

Less Payments Received 0.00

Total Due \$ 155.00

Service Address:

THANK YOU!

Remit with one copy of invoice to:
Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

Starnes, Inc Refrigeration & A/C
P.O. Box 2258 / 210 West Main Street
Lebanon, VA 24268

Phone#:

Mechanic J Yates Date 1-12-16

Name: Russell CO FDA

Address: Health Dept

Type	Refrigerant Report
Lbs Recovered	Lbs Recycled
Ser#	Lbs
Ser#	Lbs
Ser#	Lbs

Esa Customer: Yes: ___ No: ___

Esa Due:

Signature: Jiffamy R. Heckford

Problem Reported Refrigerator (For meds) Running a little
Upon Arrival too cold.

Model # _____ Serial # _____ Map Unit _____

Unit Notes Continental Refrigerator

Service Performed Temp recorder indicated that
Box temp dips down to 1.5 °C
(5 °C is desired) I adjusted
the Ranco temp control so box temp
stays around 5.5 °C.
I calibrated units onboard
digital thermometer (which the alarm
is connected to.)
Operations normal

Complete Pending

Material List

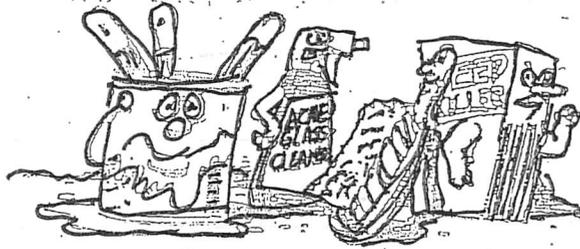
Material	Price	Material	Price	Material	Price
<u>None</u>					

Pending Report: None

- 1.) Accounts past the due date will be charged a finance charge of 24% annually.
- 2.) Accounts delinquent 60 days past due date will be turned over to a collection agency.
- 3.) In the event of collections, Starnes Inc. shall be entitled to all court cost and attorney fees not to exceed 25%.

Labor Hrs _____ x _____ Total _____ Mileage _____ x _____ Total _____
Material List _____ Time & Material _____ Quoted _____

SUSANS CLEANING SERVICE
 261 WARNER SUB-DIVISION RD
 LEBANON VA. 24266



DMME	AMOUNT:
Cleaning Jan. 2014 Jan 5-6-8	
Jan 12 13 14	
Jan 19 20-21	
Jan 24 27 29	

TOTAL

\$ 1,400.⁰⁰

Thankyou
 Susany Basing



3182 Momentum Place
Chicago, IL 60689-5331
Phone: (815) 625-0980

INVOICE

Invoice #	Date	Page #
2620368	01/21/16	1

Tax ID: 03-0509520

Sold To #: 379854

Sold To: I D A OF RUSSELL COUNTY, VA
CARLTON ELLIOTT
PO BOX 2378
LEBANON, VA 24266-2378

Bill To #: 379854

Bill To: I D A OF RUSSELL COUNTY, VA
CARLTON ELLIOTT
PO BOX 2378
LEBANON, VA 24266-2378

Ship Via: UPS GROUND
Ship To: I D A OF RUSSELL COUNTY, VA
TONI DODI
108 E MAIN STREET
LEBANON, VA 24266

FOB: SHIPPING POINT

Customer P.O. Number			Ship Date	Terms	Sales Representative		
			01/06/16	NET 10 DAYS	4015 RUTHERFORD, HARRY		
Ordered	Shipped	Back Order	Item Description / Comments		UM	Unit Price	Extended Price
4	4	0	6800 - BACK COUNTRY JACKETS >ITEM COLOR: BLACK >SIZE SMALL: 1 >SIZE LARGE: 1 >SIZE XLARGE: 2		EA	52.000	208.00
4	4	0	EMBW - EMBROIDERY LEFT CHEST >ITEM COLOR: BLACK >IMPRINT COLOR: BLACK		EA	0.000	0.00
1	1	0	LTMW - LESS THAN MINIMUM OF 12		EA	50.000	50.00
4	4	0	PERW - PERSONALIZATION >IMPRINT COLOR: BLACK		EA	8.300	33.20

To be paid from contribution fund

Subtotal: 291.20
Freight/Handling: 32.07
Tax: 0.00
Total: 323.27

Balance: 323.27

Thank you for your order. We appreciate your business! Help us serve you better! Please take our online survey at <http://www.halo.com/survey>.

Since careful inspection at the factory often results in some imprinted pieces being discarded, it is understood and agreed that an underrun or overrun of not more than 10% be billed pro-rata. Purchaser agrees to pay any sales or use tax, and additional freight charges billed us due to audits per ICC regulations. In some cases, freight charges may be billed separately. Quoted prices often do not include shipping charges or any applicable taxes. No credit will be issued for returned merchandise without the consent/authorization of HALO. All claims must be made within 10 days of merchandise receipt. **Shipping Liability:** This merchandise becomes your property at the time it is accepted by the carrier. Purchaser agrees to pay all charges within the payment terms stated on this invoice. Payments not made within such terms are subject to a late payment fee of 1.5% per month until payment is made. Purchaser also agrees to pay all necessary collection and reasonable legal fees in the event of default or of failure to pay for goods sold and delivered.

PLEASE MAKE CHECK PAYABLE TO: HALO Branded Solutions Inc
AND SEND TO: 3182 Momentum Place, Chicago, IL 60689-5331

FOR CREDIT CARD PAYMENTS, PLEASE COMPLETE THE BELOW AND
SEND TO: PO BOX 657 STERLING, IL 61081 OR FAX TO: (815) 632-6906

Master Card Visa American Express Discover Diners Amex Purchasing Card*

Invoice Number: 2620368
Invoice Date: 01/21/2016
Invoice Total: 323.27
Sales Order No.: 4739338 EH
Bill To Customer No.: 379854

Name on Credit Card: _____
Credit Card No.: _____ **Exp. Date:** _____
Amount to Charge: _____ ***P-Card Ref#/CVD Code:** _____

Signature required for authorization

Carlton Elliott

PO Box 1396
Lebanon, VA 24266

Invoice January 31, 2016

Russell County IDA
PO Box 2378
Lebanon, VA 24266

Bookkeeping Service	\$750.00
Table Cards for Richmond	16.05
Postage Agenda Packages	16.34
Total	\$782.39

Carlton Elliott



249 De Lee Drive
Kingsport, TN 37663
Phone: 423-239-5431
Fax: 423-239-9733

Invoice #: 00014851

Date: 1/20/16

Page: 1

Ship To:

Industrial Development Authority of Russell Co
P.O. Box 1150
Honaker, VA 24260

Description	Amount	Tx
RCI15004, Stationery Revisions Design/ Artwork, updates of business cards, electronic letterhead, and envelope art	\$85.00	X
Printing business cards for: T. Dodi, T. Cook, R.Sword, M. Hineher, B. Joyce (250 each)	\$390.00	X
Shipping	\$19.00	X

Your Order #:

Shipping Date:

Terms: Net 15 days from date of invoice. A Finance charge of 1.5% per month is charged on past due invoices.

Sales Tax: \$0.00
Total Amount: \$494.00

Amount Applied: \$0.00

Balance Due: \$494.00

Bill To:

Industrial Development Authority of Russell Co
P.O. Box 1150
Honaker, VA 24260

Government Center Rents Collected

Date	Description	Amount
1/12/2016	3 B	3500.00
2/1/2016	DMME	5104.50
2/5/2016	3 B	3500.00
		12104.50

**Bank Recap Report
For All Document Types**

Document Date Range: From: 010116 To: 13116

IDA of Russell County VA (IDA)

Bank Code: FB&T Operating Account

Document/ Check	Docume nt	Check Numbe	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	120,562.67
1/6/2016	Deposit		CASH RECEIPT DEPOSIT	2,256.00	122,818.67
1/6/2016	Deposit		Deposit	23,129.50	145,948.17
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
1/7/2016	Check	005349	Southwest Virginia Alliance for Manufacturing	50.00	128,016.52 Membership
1/7/2016	Check	005350	Town of Lebanon VA	3,500.00	124,516.52 Backflow
1/11/2016	Deposit		Deposit	120,754.50	245,271.02
1/12/2016	Deposit		Deposit	3,500.00	248,771.02
1/12/2016	Check	W00032	Internal Revenue Service	692.60	248,078.42 Payroll Tax
1/14/2016	Check	000172	Rutherford, H.	2,401.10	245,677.32 P/R
1/14/2016	Check	000173	Banner, S.	184.70	245,492.62 P/R
1/14/2016	Check	000174	Dodi, N.	134.70	245,357.92 P/R
1/14/2016	Check	000175	Duty, M.	184.70	245,173.22 P/R
1/14/2016	Check	000176	Sword, R.	184.70	244,988.52 P/R
1/14/2016	Check	000177	Whited, S.	184.70	244,803.82 P/R
1/14/2016	Check	000178	Meade, F.	184.70	244,619.12 P/R
1/14/2016	Check	000179	Boyd, J.	184.70	244,434.42 P/R
1/14/2016	Check	000180	Gilmer, S.	184.70	244,249.72 P/R
1/14/2016	Check	002445	Bonanza	303.32	243,946.40 Meeting
1/14/2016	Check	005351	Dominion Office Products	908.42	243,037.98 Suppllies
1/14/2016	Check	005352	Starnes, Inc	204.14	242,833.84 Maint Soc Serv
1/19/2016	Check	005353	Nelson A. Dodi	49.17	242,784.67 Expenses
1/25/2016	Check	002446	Bonanza	221.15	242,563.52 Meeting
1/31/2016	Interest		Bank Stmnt	18.59	242,582.11 Int
				Ending	242,582.11

Bank Recap Report**For All Document Types****Document Date Range: From: 010116 To: 13116****IDA of Russell County VA (IDA)**

Bank FB&T Motel Account

Docume nt/	Docum ent	Check Numbe	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	282.74
1/7/2016	Deposit		Deposit	20,808.49	21,091.23 From HIX
1/7/2016	Check	002430	Cumberland Plateau	3,247.30	17,843.93 Payment
1/7/2016	Check	002431	Virginia Coalfield	10,064.29	7,779.64 Payment
1/7/2016	Check	002432	Virginia Small	5,287.86	2,491.78 Payment
1/8/2016	Check	002433	Highlander	2,209.04	282.74 Management
				Ending	282.74

**Bank Recap Report
For All Document Types**

Document Date Range: From: 010116 To: 13116

IDA of Russell County VA (IDA)

Bank FB&T Contribution Fund

Document/ nt/	Docume nt	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	47,504.92
1/6/2016	Deposit		Deposit	3,100.00	50,604.92
1/6/2016	Check	003064	Carlton Elliott	1,263.75	49,341.17 Expenses
1/14/2016	Check	003065	The Hard Shell	300.00	49,041.17 Richmond
1/18/2016	Check	003066	Nelson A. Dodi	225.00	48,816.17 Richmond
1/26/2016	Check	003067	Roger Sword	462.72	48,353.45 Richmond
1/26/2016	Check	003068	Nelson A. Dodi	2,965.89	45,387.56 Richmond
1/31/2016	Interest		Bank Stmt	4.19	45,391.75 Int
				Ending	45,391.75

**Bank Recap Report
For All Document Types**

Document Date Range: From: 010116 To: 13116

IDA of Russell County VA (IDA)

Bank Code: FB&T - Steel Fab

Document/ Check	Docume nt	Check Numbe	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	37,118.27
1/5/2016	Deposit		Deposit	35,145.98	72,264.25 From Steel Fab
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
1/31/2016	Interest		Bank Strmnt	3.72	37,951.42 Int
				Ending	37,951.42