

The Industrial Development Authority  
of Russell County, Virginia  
*Agenda Packet*  
Thursday, August 11, 2016  
**Holiday Inn Express Conference Room**  
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**

**August 11, 2016**

# **AGENDA**

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on August 11, 2016, at Holiday Inn Express Conference Room, 228 Regional Park Rd., Lebanon, Virginia, and beginning at 5:00 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome Guests**
  - a. Jamie Oliver – Holiday Inn Express**
  - b. Jonathan Belcher - VCEDA**
- 4. Approval of Minutes from July 21<sup>st</sup>**
- 5. Approval of Financial and Treasurer's Report**
- 6. Attorney's Report**
- 7. Committee Reports**
- 8. Old Business**
  - a. Tour of shell building**
- 9. New Business**
  - a. Overview of IDA**
  - b. Discussion of additional meetings**
- 10. Closed Session as permitted by Virginia Code #2.2-3711**
- 11. Adjourn Meeting**

## ***Attachments***

- a. Aspire Appalachia (Page 1A-2A)**
- b. Governor's Summit (Page 3A-4A)**
- c. VCEDA marketing calendar (Page 5A)**
- d. Lebanon Inn Lease 5<sup>th</sup> amendment (Page 6A-10A)**
- e. Modification agreement 500k loan (Page 11A-19A)**
- f. Lebanon Inn payment schedule to VCEDA & VSBFA (Page 20A-22A)**

**July 21, 2016**

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on July 21, 2016, at the Bonanza Family Restaurant, Main Street, Lebanon, Virginia, and beginning at 5:00 P.M.

**MEMBERS**

**PRESENT:** Becki Joyce, Chairman  
Roger Sword, Vice Chairman  
Scott Gilmer, Member  
Mike Hincer, Member  
Carlton Elliott, Member

**STAFF:** Ben Chafin, Attorney  
Lonzo Lester, County Administrator

**GUESTS:** David Eaton, Board of Supervisors  
Carl Rhea, Board of Supervisors  
Lou Ann Wallace, Board of Supervisors

The Chairman called the meeting to order at 5:07 P.M.

Secretary called the roll and recorded the roll call.

**ADJOURN JUNE 9<sup>TH</sup> MEETING**

Upon motion made by Roger Sword, second by Scott Gilmer, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn the June 9, 2016 meeting.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hincer, C. Elliott

Nay: None

**ADJOURN JUNE 29<sup>TH</sup> MEETING**

Upon motion made by Scott Gilmer, second by Mike Hincer, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn the June 29, 2016 meeting.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott

Nay: None

### **APPROVAL OF MINUTES**

Upon motion made by Mike Hinchler, second by Carlton Elliott and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of June 9<sup>th</sup>, June 22<sup>nd</sup>, and June 29<sup>th</sup> meetings as presented.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott

Nay: None

### **FINANCIAL REPORT**

Financial report was presented by Carlton Elliott

Upon motion made by Mike Hinchler, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of June 30, 2016 as presented and to pay all bills as presented with the following additions;

Bailey Engineering	\$4000.00
Chafin Law Firm	\$2799.50

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler

Nay: None

Abstain: C. Elliott

### **ATTORNEY'S REPORT**

The plat for the shell building has been completed and the contract with Newmark Grubb Frank Hart Industrial Group has been updated and ready to sign.

Upon motion made by Roger Sword, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Chairman to sign the contract with Newmark Grubb Frank Hart Industrial Group.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott

Nay: None

Mrs. Potts with the daycare center has been given a letter of intent for the land grant.

Mr. Chafin reported Appalachian Biofuels is in default with the Tobacco Commission grant and suggests taking a more aggressive approach with collections.

Upon motion made by Roger Sword, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Attorney to take necessary action in collecting Tobacco Commission Funds due from Appalachian Biofuels.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott

Nay: None

Mr. Chafin reported 3B Consulting is in default with the Tobacco Commission grant and suggests preparing an extension request due to delays in construction of the 3B office building.

Upon motion made by Roger Sword, second by Mike Hinchler and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Attorney to prepare an extension request to the Tobacco Commission for 3B Consulting.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott

Nay: None

### **COMMITTEE REPORT**

The Chairman appointed Roger Sword and Carlton Elliott to the Buildings Committee.

The Chairman appointed Mike Hinchler and Carlton Elliott to the Finance Committee.

The Chairman appointed Roger Sword and Scott Gilmer to the Prospect Committee.

The Chairman directed the building committee to meet with the director of DSS in reference to obtaining a renewed lease.

### **NEW BUSINESS**

Election of Officers:

The Chairman relinquished the Chair to the Attorney.

Nomination of Becki Joyce made by Roger Sword, second by Scott Gilmer for Chairman.

No further nominations.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hinchler, C. Elliott

Nay: None

The Attorney returned the Chair to the Chairman

Nomination of Roger Sword made by Scott Gilmer, second by Carlton Elliott for Vice-Chairman.

No further nominations.

The Vote was:

Yea: S. Gilmer, M. Hinchler, C. Elliott

Nay: None

Nomination of Carlton Elliott made by Mike Hinchler, second by Scott Gilmer for Secretary/Treasurer

No further nominations.

The Vote was:

Yea: S. Gilmer, M. Hinchler, R. Sword

Nay: None

Upon motion made by Mike Hincer, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia recognizing the resignations of Tony Dodi, Jay Boyd, Mike Duty, Sam Whited, and Tom Cook.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hincer, C. Elliott

Nay: None

Upon motion made by Roger Sword, second by Scott Gilmer and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Attorney and Carlton Elliott to prepare a RFP for bookkeeping services for the IDA.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hincer, C. Elliott

Nay: None

### **ADJOURNMENT**

The Chairman announced the regular August meeting will be held at the Holiday Inn Express conference room August 11, 2016 at 5:00 P.M.

Upon motion made by Mike Hincer, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn this meeting at 9:23 P.M.

The Vote was:

Yea: R. Sword, S. Gilmer, M. Hincer, C. Elliott

Nay: None

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 070116 To: 073116**

**IDA of Russell County VA (IDA)**

Bank Code: FB&T Operating Account

Document/ Check	Docume nt Type	Check Numbe r	Comment/ Check Payee Name	Document Amount	Bank Balance
				<b>Beginning</b>	308,478.41
				<b>Balance:</b>	
7/11/2016	Check	005397	Sign Shop	6,000.00	302,478.41
7/15/2016	Deposit		Close Contribution	0.82	302,479.23
7/15/2016	Check	W0003!	Internal Revenue Service	463.93	302,015.30
7/21/2016	Check	000226	Dodi, N.	319.40	301,695.90
7/21/2016	Check	000227	Duty, M.	184.70	301,511.20
7/21/2016	Check	000228	Sword, R.	184.70	301,326.50
7/21/2016	Check	000229	Whited, S.	184.70	301,141.80
7/21/2016	Check	000230	Boyd, J.	184.70	300,957.10
7/21/2016	Check	000231	Gilmer, S.	184.70	300,772.40
7/21/2016	Check	000232	Cook, E.	184.70	300,587.70
7/21/2016	Check	000233	Hincher, M.	184.70	300,403.00
7/21/2016	Check	000234	Joyce, B.	184.70	300,218.30
7/21/2016	Check	005398	Carlton Elliott	1,516.50	298,701.80
7/21/2016	Check	005399	Starnes, Inc	134.00	298,567.80
7/21/2016	Check	005400	Susan's Cleaning Service	1,516.00	297,051.80
7/21/2016	Check	005401	Tyco Simplex Grinnell	386.53	296,665.27
7/21/2016	Check	005402	The University of Virginia's	25.00	296,640.27
7/21/2016	Check	005403	VACORP	19,147.00	277,493.27
7/21/2016	Check	005404	Bailey Engineering	4,000.00	273,493.27
7/22/2016	Check	002458	Bonanza	154.88	273,338.39
7/22/2016	Check	005405	Chafin Law Firm, PC	2,799.50	270,538.89
7/31/2016	Interest		Bank Stmt	25.59	270,564.48
				<b>Ending</b>	270,564.48
				<b>Balance:</b>	

**Bank Recap Report**  
**For All Document Types**  
**Document Date Range: From: 063016 To: 073116**

**IDA of Russell County VA (IDA)**

Bank Code: **FB&T Motel Account**

Document/ Check	Docum ent Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				<b>Beginning Balance:</b>	282.74
6/30/2016	Check	002459	Cumberland Plateau	3,247.30	2,964.56-
6/30/2016	Check	002460	Virginia Coalfield Economic	2,599.45	5,564.01-
6/30/2016	Check	002461	Virginia Coalfield Economic	4,779.74	10,343.75-
6/30/2016	Check	002462	Virginia Coalfield Economic	2,685.10	13,028.85-
6/30/2016	Check	002463	Virginia Small Business	5,287.86	18,316.71-
7/14/2016	Depos		Deposit	18,599.45	282.74

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 070116 To: 073116**

**IDA of Russell County VA (IDA)**

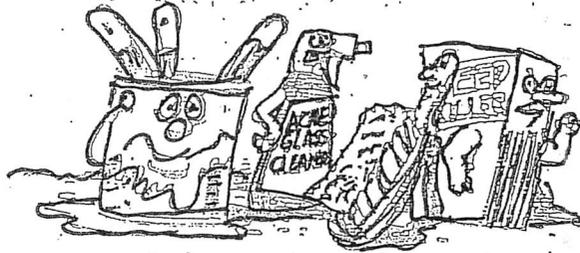
Bank Code: **FB&T - Steel Fab**

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				<b>Beginning Balance:</b>	41,996.90
7/21/2016	Check	002653	Town of Lebanon VA	22,099.16	19,897.74
7/21/2016	Check	002654	Virginia Coalfield	12,266.19	7,631.55
7/31/2016	Interest		Bank Stmt	5.64	7,637.19
				<b>Ending</b>	7,637.19

Government Center Rents Collected

Date	Description	Amount
6/30/2016	DMME	5763.64
8/8/2016	3B	3500.00
6/30/2016	WIB	1480.00
8/8/2016	VA Coal	1396.05
8/8/2016	DMME	5763.64
		17903.33

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



DMMÉ	AMOUNT:
Cleaning July 2016	
July 1	
July 5-6-8	
July 12-13-15	
July 19-20-22	
July 26-27-29	
SPT clean carpet	
TOTAL	

\$ 1516.<sup>00</sup>/<sub>100</sub>

Thank you  
 Susan & Betty

# STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Bill To:

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

Date: 08/01/16

Customer No.: Rus Co IDA

Invoice No.: 63754

Attention: Carlton Elliott

Department	Terms	Due Date	P.O. Number	Technician
Maintenance	Due in 30 Days	08/31/16	August	
Quantity	Item ID	Description	Unit Price	Extended Amount
1.00	Maintenance	Social Services, Health Dept	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

**Carlton Elliott**

PO Box 1396  
Lebanon, VA 24266

Invoice July 31, 2016

Russell County IDA  
PO Box 2378  
Lebanon, VA 24266

I am requesting reimbursement for the PO Box Rent in the amount of \$116.00  
The receipt is attached.

Sincerely,

Carlton Elliott

LEBANON  
304 W MAIN ST  
LEBANON  
VA  
24266-9998  
5150521266

07/30/2016 (800)275-8777 9:12 AM

Product Description	Sale Qty	Final Price
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1-Yr Box (Box ZIP Code:24266) (Box Number:2378) (Box Size:Size 3 - 11 in x 5.5 in) (Rental Period:Annual) (Rental Start Date:07/30/2016) (Next Renewal Date:07/31/2017)		\$110.00
Key Fee (Keys Delivered:2)		\$0.00
Key Deposit (Key Count:2) (Key Number:06678)		\$6.00

Total \$116.00

Cash \$116.00

\*\*\*\*\*  
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\*\*\*\*\*

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or call 1-800-410-7420.

YOUR OPINION COUNTS

Bill #: 840-52510111-1-1034082-2  
Clerk: 02