

The Industrial Development Authority
of Russell County, Virginia
Agenda Packet
Thursday, April 13, 2017
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 Unannounced Business**
- 7. Legal**



IDA Russell County, VA

Industrial Development Authority of
Russell County, Virginia

April 13, 2017

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on April 13, 2017 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 Minutes**
- 5. Approval of Financial and Treasurer's Report**
- 6. Guest Presentations**
Bob Harrison – Bush Building , St Paul
- 7. Attorney's Report**
- 8. Committee Reports**
- 9. Old Business**
- 10. New Business**
- 11. Closed Session as permitted by Virginia Code #2.2-3711**
- 12. Adjourn Meeting**

March 9, 2017

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on March 9, 2017, at 5:00 P.M. at Bonanza Family Restaurant, Main Street, Lebanon, Virginia.

MEMBERS

PRESENT: Becki Joyce, Chairman
Roger Sword, Vice Chairman
Richard Lockridge
Ernie McFaddin, Member
Carlton Elliott, Member
Mike Hincer, Member
David Mullins, Member
Scott Gilmer, Member
Jarred Glass, Member

STAFF: Ben Chafin, Attorney
Joe Gillespie, Advisor
Lonzo Lester, Russell County Administrator

GUESTS: Tim Long, Sunset Digital
James Greer, St. Paul Block Project
Justin Honaker, Lebanon Community Fellowship
John McDaniel, Lebanon Community Fellowship

The Chairman called the meeting to order at 5:30P.M.

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by Mike Hincer, second by Ernie McFaddin and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of February 9, 2017 meeting.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hincer, D. Mullins
S. Gilmer, J. Glass

Nay: None

FINANCIAL REPORT

Financial report was presented by Carlton Elliott

Upon motion made by Roger Sword, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of March 9, 2017 as presented.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: None

PUBLIC COMMENT

Justin Honaker, Pastor Lebanon Community Fellowship, presented his church's vision for the Lebanon area. Justin said his church had interest in purchasing the new shell build to expand the facilities of the church. The chairman directed the attorney to investigate the legality of transferring the building to an entity such as the church.

James Greer, St. Paul Block Project, presented the funding agencies are not willing to fund the project. The IDA board suggested he try to get the owner to agree on an owner finance agreement.

Upon motion made by Mike Hinchler, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia tabling the application of James Greer for the purchase of St. Paul Block.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: None

Tim Long, Sunset Digital, presented the desire of his company to locate offices and warehouse in the industrial park in the deal can be finalized with CPC. Tim informed the board Sunset's plan was an initial hire of 75 with a possible total of 125 employees at an average of \$15.00/hour.

COMMITTEE REPORT

Cumberland Mental Health has been approved for the CIT facility.

Jarred Glass reported Cumberland Marketing has submitted a proposal for web site maintenance.

Ernie McFaddin reported DSS & Highland Glass have met to finalize the automatic door project.

ATTORNEY'S REPORT

Mr. Chafin reported the CIT metal health facility can be placed in the industrial park.

OLD BUSINESS

3B Consulting has requested an extension on their agreement with VEDP due to construction delays on their offices.

Upon motion made by Roger Sword, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to apply with VEDP for a one year extension of terms on the office project for 3B Consulting.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: None

The last report from the daycare project indicated Mrs. Potts was to check with VSBFA on funding, however no action has been taken.

Upon motion made by Richard Lockridge, second by Ernie McFaddin, and duly approved by the Industrial Development Authority of Russell County, Virginia resending the land grant to Mrs. Potts in 30 days if no financing is in place for the project.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: None

Upon motion made by Roger Sword, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing a letter be sent informing Cumberland Metal Health the IDA intends to grant a 1 acre +/- lot for the purpose of an intake facility.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: None

CLOSED SESSION

Upon motion made by Mike Hinchler, second by Ernie McFaddin 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 (3) Property (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Roger Sword, second by Mike Hinchler, 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:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins
S. Gilmer, J. Glass

Nay: 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:

Becki Joyce	Yes	Ernie McFaddin	Yes
Carlton Elliott	Yes	Davis Mullins	Yes
Scott Gilmer	Yes	Roger Sword	Yes
Mike Hincer	Yes	Richard Lockridge	Yes
Jarred Glass	Yes		

MOTION FROM CLOSED SESSION

Upon motion made by David Mullins, second by Ernie McFaddin, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing Ernie McFaddin to proceed with application to the Tobacco Commission for the Veterinarian project.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hincer, D. Mullins
S. Gilmer, J. Glass

Nay: None

Mr. Chafin presented how industrial/economic package are brought in fruition. Mr. Chafin explained most of the meetings with prospected clients consist of only one or two representative from the IDA and the attorney. Many of the proposals have to remain flexible until the deal is closed. Nondisclosure is a key element of any project.

ADJOURNMENT

Upon motion made by Roger Sword, second by Mike Hincer, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 9:45 PM.

The Vote was:

Aye: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hincer, D. Mullins
S. Gilmer, J. Glass

Nay: None

CHAFIN LAW FIRM, P.C.

A. Benton Chafin, Jr.
Attorney at Law

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

M. Katherine Patton
Attorney at Law

Jennifer A. Baker
Attorney at Law
*Licensed in VA and TN

April 3, 2017

**Russell County Industrial
Development Authority
P. O. 2378
Lebanon, VA 24266**

RE: Billing from February 17, 2017 through April 3, 2017

Dear Sir/Madam:

Enclosed please find a statement for services rendered from February 17, 2017 through April 3, 2017, in the amount of \$1,863.50.

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

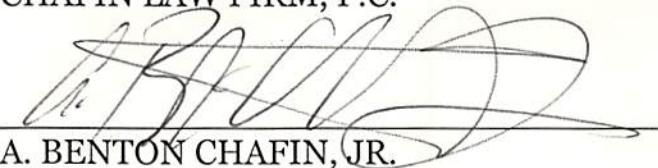
PLEASE PAY THIS AMOUNT:

\$ 1,863.50

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

(JANUARY 31, 2017 THROUGH FEBRUARY 16, 2017)

FILE	FILE NO.	AMOUNT
3B Consulting Services, LLC	13-K-2054.59	\$ 151.00
Discovery Daycare	16-G-2054.67	\$ 62.50
DSS Building	05-G-2054.36	\$ 62.50
General File	92-G-2054	\$ 1,262.50
Project Belt	17-G-2054.68	\$ 325.00
TOTAL		\$ 1,863.50

Chafin Law Firm, P.C.

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

April 03, 2017
Invoice No. 38312

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

Client Number: 13-K-2054.59 (Contract) IDA.3B CONSULTING SERVICES, LLC
Matter Number: 13-K-2054.59 IDA.3B Consulting Services, LLC
For Services Rendered Through 4/3/2017.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/28/2017	KP3	Received and Reviewed e-mail from Becki.	0.20	\$25.00
3/3/2017	KP3	Drafted and Mailed letter to VEDP.	1.00	\$125.00
Billable Hours / Fees:			<u>1.20</u>	<u>\$150.00</u>

Timekeeper Summary

Timekeeper KP3 worked 1.20 hours at \$125.00 per hour, totaling \$150.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
3/3/2017	Photocopies - (2 @ \$0.50 each) = \$1.00	\$1.00	
Total Costs		<u>\$1.00</u>	

Continued On Next Page

Client Number: 13-K-2054.59
Matter Number: 13-K-2054.59

4/3/2017
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:	<u>\$1.00</u>
TOTAL AMOUNT DUE:	<u><u>\$151.00</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

April 03, 2017
Invoice No. 38313

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

Client Number: 16-G-2054.67 IDA.DISCOVERY DAYCARE
Matter Number: 16-G-2054.67 IDA.Discovery Daycare
For Services Rendered Through 4/3/2017.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
3/15/2017	ABC	Preparation of letter to Suzanne Potts	0.50	\$62.50
			Billable Hours / Fees:	0.50 \$62.50

Timekeeper Summary

Timekeeper ABC worked 0.50 hours at \$125.00 per hour, totaling \$62.50.

Current Invoice Summary

Prior Balance:	(\$175.00)
Payments Received:	\$0.00
Unpaid Prior Balance:	(\$175.00)
Current Fees:	\$62.50
Adjustment:	\$175.00
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	\$62.50

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

April 03, 2017

Invoice No. 38314

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

Client Number: 05-G-2054.36 IDA.DSS BUILDING
Matter Number: 05-G-2054.36 IDA.DSS Building
For Services Rendered Through 4/3/2017.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/21/2017	KP3	TF with Roger. Revised Lease. E-mail to Patrick Brunty.	0.50	\$62.50
Billable Hours / Fees:			<u>0.50</u>	<u>\$62.50</u>

Timekeeper Summary

Timekeeper KP3 worked 0.50 hours at \$125.00 per hour, totaling \$62.50.

Current Invoice Summary

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$62.50
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	<u><u>\$62.50</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

April 03, 2017
Invoice No. 38315

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

Client Number: 92-G-2054 IDA.GENERAL FILE
Matter Number: 92-G-2054 IDA.General File
For Services Rendered Through 4/3/2017.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/22/2017	ABC	Phone call with Chairperson	0.20	\$25.00
2/24/2017	KP3	Research	1.00	\$125.00
2/27/2017	KP3	Drafted Consent Agreement.	0.50	\$62.50
2/27/2017	ABC	Special Called Meeting of the IDA	4.30	\$537.50
3/2/2017	ABC	Telephone conference with member	0.30	\$37.50
3/9/2017	ABC	March monthly meeting	0.00	\$200.00
3/10/2017	KP3	Research.	0.50	\$62.50
3/14/2017	ABC	Phone conference with member	0.20	\$25.00
3/14/2017	ABC	Review of files and preparation of 2017 auditing letter	1.00	\$125.00
3/14/2017	ABC	Review notes from March meeting	0.30	\$37.50
3/19/2017	ABC	Discussion regarding FOIA issue	0.20	\$25.00
			Billable Hours / Fees:	8.50 \$1,062.50
			Flat Charge Hours / Fees:	\$200.00

Timekeeper Summary

Timekeeper ABC worked 6.50 hours at \$125.00 per hour, totaling \$812.50.

Timekeeper KP3 worked 2.00 hours at \$125.00 per hour, totaling \$250.00.

Timekeeper ABC - flat charges totaling \$200.00.

Continued On Next Page

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

4/3/2017
Page: 2

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/14/2017	Check Number 5465	(<u>\$450.00</u>)
Total Payments Received:		(<u>\$450.00</u>)

Current Invoice Summary

Prior Balance:	\$450.00	
Payments Received:	(<u>\$450.00</u>)	Last Payment: 3/14/2017
Unpaid Prior Balance:	\$0.00	
Current Fees:	\$1,262.50	
Advanced Costs:	<u>\$0.00</u>	
TOTAL AMOUNT DUE:	<u>\$1,262.50</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

April 03, 2017

Invoice No. 38316

RUSSELL COUNTY INDUST. DEVELOPMENT
P. O. BOX 2378
P. O. BOX 1150
LEBANON, VA 24266

Client Number: 17-G-2054.68 IDA.PROJECT BELT
Matter Number: 17-G-2054.68 IDA.Project Belt
For Services Rendered Through 4/3/2017.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
3/27/2017	MBJ	Open file	1.00	\$50.00
3/27/2017	ABC	Phone conferance with member; preparation of letter to New Peoples Bank, Inc.	1.00	\$125.00
3/28/2017	ABC	Preliminary research of land records	1.20	\$150.00
Billable Hours / Fees:			3.20	\$325.00

Timekeeper Summary

Timekeeper MBJ worked 1.00 hours at \$50.00 per hour, totaling \$50.00.
Timekeeper ABC worked 2.20 hours at \$125.00 per hour, totaling \$275.00.

Continued On Next Page

Client Number: 17-G-2054.68
Matter Number: 17-G-2054.68

4/3/2017
Page: 2

Current Invoice Summary

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$325.00
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	<u><u>\$325.00</u></u>

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

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



DMME	AMOUNT:
Cleaning MARCH 2017 MARCH 1-2	
MARCH 7-8-9	
MARCH 14-15-16	
MARCH 21-22-23	
MARCH 28-29-30	
Spot Clean CARPET	
TOTAL	

\$ 1432.00

Thank you
 Susany Rasing

Russell County IDA Member Expense Voucher

Member Name Becki Joyce

Phone No. 276-254-2816

Member Address _____

Email address beckjoyce@yahoo.com

Date 4/10/2017

Date	Description	Time Worked	Mileage	Fuel	Meals	Phone	Entertainment	Fee	Total
								\$0.00	\$ -
3/9/17	Meeting with Joseph Puckett	2						\$200.00	
3/13/17	Board of Supervisor Special Meeting	1						\$100.00	
3/14/17	Prospect Visit presentation	2						\$200.00	
3/13/17	Board of Supervisor Regular Meeting	4						\$0.00	
3/14/17	VEDP marketing meeting	2						\$0.00	
3/20/2017	Meeting with Bee Stuart, re: commercial property	0.5						\$50.00	
3/20/2017	Call from Anita Fugate	0.25						\$0.00	
3/22/17	Call with Kim Ellett, re: Steel Fab	0.5						\$50.00	
3/22/17	Call from Jim Belcher	0.25						\$50.00	
3/23/17	call with Bob Harrison	0.5						\$50.00	
3/24/17	Prospect call (North Carolina)	0.5						\$50.00	
3/28/17	Meeting at VCEDA, Project Flicka	2						\$200.00	
3/30/17	Call from Tony Dodi	0.25						\$50.00	
3/31/17	Meeting at Restore, Re: Steel Fab	1						\$100.00	
3/31/17	Call with Kim Ellett, VEDP	0.25						\$50.00	
3/31/17	Receipt of IDA audit, sign scan letter	0.25						\$50.00	
31-Mar	Meeting with Karen Sorber	1						\$100.00	
3-Apr	Meeting with Greg Hancock	1						\$100.00	
4-Apr	Email correspondence, Bush Building	0.25						\$100.00	
5-Apr	Receipt of request for letter of support for Heart grant and letter provided	0.5						\$50.00	
5-Apr	Call with Greg Hancock	0.5						\$50.00	
4/6/2017	ABC Communication, call with ABC, Tony Dodi, email	1							
		21.5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	

MEMBER SIGN Becki Joyce
 Finance Committee Approval _____

NOTES: Detail Hours below

Subtotal	\$ -
Advances	
Total	\$ 1,600.00