



IDA

Russell County, VA

Agenda Packet

Thursday, April 12, 2018

Bonanza Family Restaurant

5:30 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 12, 2018

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on April 12, 2018 at Bonanza Family Restaurant Main Street, Lebanon, Virginia, and beginning at 5:30 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Approval of Financial and Treasurer's Report**
- 5. Guest Presentations**
- 6. Recess for Meal**
- 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**

Attachments

- a. Accounts payable invoices (Page 1 - 12)***

March 8, 2018

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on March 8, 2018, at 5:30 P.M. at Bonanza Family Restaurant, Main Street, Lebanon, Virginia.

MEMBERS

PRESENT: Ernie McFaddin, Chairman
Richard Lockridge, Vice Chairman
Carlton Elliott, Secretary
Roger Sword, Member
Tony Dodi, Member
David Mullins, Member

ABSENT: Scott Gilmer, Member
Jarred Glass, Member
Mike Hincer, Member

STAFF: Katie Patton, Attorney

GUESTS: Mike Owens, Bostic Tucker CPA's

The Chairman called the meeting to order at 5:33 P.M.

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by Tony Dodi, second by David Mullins and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of the February 8, 2018 meeting.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hincer

Nay: None

FINANCIAL REPORT

Financial report was presented by Carlton Elliott.

Upon motion made by Tony Dodi, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of March 8, 2018.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinchey

Nay: None

GUEST COMMENT

Mike Owens, with Bostic Tucker CPA's presented the audit report to the IDA board.

Roger Sword present the Comprehensive Development Plan from the Russell County Planning Commission. The IDA discussed the plan and additions to the plan.

The Chairman recessed the meeting for the evening meal at 6:24 PM

The Chairman called the meeting back to order at 7:12 PM

ATTORNEY REPORT

The Attorney reported 3B Consulting should be in compliance with The Tobacco Commission performance agreement. The performance agreement for COF requires an additional 15 employees by June 1st of 2018 to be in compliance.

COMMITTEE REPORTS

The Chairman reported the curb system at the DSS building broke away from the parking lot and water runoff is flooding the neighbor's property. The Town of Lebanon has agreed to repair the curb and gutter system for approximately \$5700.00 under emergency procurement.

The Chairman reported a need for extra space for the DSS and Health Department. The IDA discussed several possibilities; however, no action was taken at this time.

The chairman requested a need for some office equipment and supplies for the IDA office.

Upon motion made by Richard Lockridge, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to purchase office supplies per the small purchase policy.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinchler

Nay: None

CLOSED SESSION

Upon motion made by Roger Sword, second by Richard Lockridge and duly approved by the Industrial Development Authority of Russell County, Virginia to enter Closed Session as permitted by, VA Code #2.2-3711 (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinchler

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Roger Sword, second by David Mullins, 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: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinchler

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:

Ernie McFaddin	Yes	Mike Hinch	Absent
Carlton Elliott	Yes	Jarred Glass	Absent
Scott Gilmer	Absent	David Mullins	Yes
Tony Dodi	Yes	Richard Lockridge	Yes
Roger Sword	Yes		

MOTIONS FROM CLOSED SESSION

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 of support to VCEDA for a \$10,000.00 Seed Capital Grant to Next Level Fitness.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinch

Nay: None

Upon motion made by Tony Dodi, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing a letter of support for Appalachian Sustainable Development's VDACS grant request.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinch

Nay: None

ADJOURNMENT

Upon motion made by David Mullins, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 9:54PM.

The Vote was:

Aye: C. Elliott, R. Lockridge, R. Sword, T. Dodi, D. Mullins

Absent: S. Gilmer, Jarred Glass, Mike Hinch

Nay: None



Dominion Office Products Inc.

281 West Main Street
P.O. Box 760
Lebanon, Virginia 24266
Phone: 276-889-0481 • 800-688-0481
Fax: 276-889-5763
www.DominionOfficeProducts.com
 Your Local BUSINESS SOURCE®

Invoice Number 91962
3/14/2018
Paid

INVOICE

Bill-To Address
INDUSTRIAL DEV AUTHORITY OF
RUSSELL CO VA
PO BOX 2378
LEBANON, VA 24266
Phone: 276-873-6126
Fax: 276-873-6213

Ship-To Address
INDUSTRIAL DEV AUTHORITY OF
RUSSELL CO VA
P O BOX 1150
HONAKER, VA 24260

Order Taker: VH Sales Rep: HOUSE HOUSE **VICKIE** Terms: Net 30

Item #	Description	UOM	Qty	Filled	List Price	Customer Price	Total
NAT01051	Nature Saver Kraft Divider Recycled Classification Folders - Letter - 8 1/2" x 11" Sheet Size - 6 Fastener(s) - 2" Fastener Capacity for Folder, 1" Fa	00010 EA/BX	2	2	\$56.87	\$29.39	\$58.78
BSN65791	Business Source Redrope Letter Expanding File Pockets - Letter - 8 1/2" x 11" Sheet Size - 3 1/2" Expansion - Straight Tab Cut - Redrope - Redrope - R	00025 EA/BX	1	1	\$65.72	\$24.99	\$24.99
Subtotal:					\$179.46		\$83.77
FREIGHT COST:							\$0.00
Tax:							\$0.00
Total:							\$83.77

Received By: _____

All **RETURNS** must be made within 15 days from date of invoice.
A **FINANCE** charge of 1.5% will be added to all unpaid invoices over 30 days old.

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

March 20, 2018

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

RE: Billing from February 27, 2018 through March 20, 2018

Dear Sir/Madam:

Enclosed herewith is a statement for services rendered from February 27, 2018 – March 20, 2018, in the amount of \$300.00.

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

PLEASE PAY THIS AMOUNT:

\$ 300.00

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.

Encl. (As noted)

**BILLING FOR
RUSSELL COUNTY IDA**

(FEBRUARY 27, 2018 THROUGH MARCH 20, 2018)

FILE	FILE No.	AMOUNT
General File	92-G-2054	\$ 300.00
TOTAL		\$ 300.00

Chafin Law Firm, P.C.

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

March 20, 2018
Invoice No. 42035

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 3/20/2018.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
3/7/2018	KP3	Review agenda for March meeting	0.30	\$37.50
3/7/2018	KP3	Phone conference with Chairman	0.30	\$37.50
3/8/2018	KP3	March monthly meeting	0.00	\$200.00
3/9/2018	KP3	Review notes from March meeting	0.20	\$25.00
			Billable Hours / Fees:	0.80 \$100.00
			Flat Charge Hours / Fees:	\$200.00

Timekeeper Summary

Timekeeper KP3 worked 0.80 hours at \$125.00 per hour, totaling \$100.00.

Timekeeper KP3 - flat charges totaling \$200.00.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/14/2018	Check Number 5633	(\$575.00)
3/14/2018	Check Number 5633	(\$70.00)
Total Payments Received:		(\$645.00)

Continued On Next Page

Current Invoice Summary

Prior Balance:	\$645.00	
Payments Received:	(\$645.00)	Last Payment: 3/14/2018
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$300.00	
Advanced Costs:	<u>\$0.00</u>	
TOTAL AMOUNT DUE:	<u><u>\$300.00</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

March 20, 2018
Invoice No. 42033

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 3/20/2018.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/14/2018	Check Number 5633	(<u>\$100.00</u>)
Total Payments Received:		(<u>\$100.00</u>)

Current Invoice Summary

Prior Balance:	\$100.00	
Payments Received:	(<u>\$100.00</u>)	Last Payment: 3/14/2018
Unpaid Prior Balance:	\$0.00	
Current Fees:	\$0.00	
Advanced Costs:	\$0.00	
TOTAL AMOUNT DUE:	<u>\$0.00</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

March 20, 2018

Invoice No. 42034

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

Client Number: 14-G-2054.65 (General) IDA.APPALACHIAN BIOFUELS, LLC
Matter Number: 14-G-2054.65 IDA.Appalachian Biofuels, LLC (General File)
For Services Rendered Through 3/20/2018.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/14/2018	Check Number 5633	(\$100.00)
Total Payments Received:		(\$100.00)

Current Invoice Summary

Prior Balance:	\$100.00	
Payments Received:	(\$100.00)	Last Payment: 3/14/2018
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

March 20, 2018

Invoice No. 42036

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

Client Number: 13-G-2054.63 (General) IDA.SAMUEL PRESSURE VESSEL GROUP, INC.
Matter Number: 13-G-2054.63 IDA.Samuel Steele Pressure Vessel Group, Inc. (Gen
For Services Rendered Through 3/20/2018.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/14/2018	Check Number 5633	(\$175.00)
Total Payments Received:		(\$175.00)

Current Invoice Summary

Prior Balance:	\$175.00	
Payments Received:	(\$175.00)	Last Payment: 3/14/2018
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

March 20, 2018

Invoice No. 42037

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY

P. O. BOX 2378

P. O. BOX 1150

LEBANON, VA 24266

Client Number: 17-G-2054.70 IDA.SPECIAL PROJECT RECLAIM

Matter Number: 17-G-2054.70 IDA.SPECIAL PROJECT RECLAIM

For Services Rendered Through 3/20/2018.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/14/2018	Check Number 5633	(\$25.00)
Total Payments Received:		(\$25.00)

Current Invoice Summary

Prior Balance:	\$25.00	
Payments Received:	(\$25.00)	Last Payment: 3/14/2018
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.

NELSON A. "TONY" DODI, Mayor
J.C. "JAY" BOYD, Vice Mayor
MICHAEL L. DUTY, Town Manager
KEVIN D. TILLER, Town Attorney



COUNCIL MEMBERS
JAMES H. KEGLEY
DeANNA C. JACKSON
A. DOYLE FIELDS
SCOTT J. GILMER
KEVIN B. FERGUSON

TOWN OF LEBANON

Telephone (276) 889-7200 Fax (276) 889-7208
405 West Main Street
P.O. Drawer 309
Lebanon, Virginia 24266

INVOICE

To:

Russell County IDA
Attn: Carlton Elliott
PO Box 1396
Lebanon, VA 24266

Date: April 4, 2018

For: Curb and Gutter Repair – Russell County DSS

Labor	\$3,375.25
Equipment Rental	353.80
Materials:	
Concrete	936.00
Plastic Sheeting and Tie Wire	92.15
Stone	<u>304.91</u>

Total Amount Due: \$5,062.11

Payment Terms: Due within thirty (30) days of invoice date



STARNES, INC.
REFRIGERATION & AIR CONDITIONING
1-800-STARNES

Starnes Refrigeration & A/C, Inc

P.O. Box 2259
Lebanon, VA 24266

Phone: 276-889-2410

Fax: 276-889-2246

Visit us at:
www.starnesinc.com

Invoice 68931

Date: 04/02/18

Customer ID: Rus Co IDA

Bill to:

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

Department	Terms	Due Date	P.O. Number
	Net 30	05/02/18	

Quantity	Item ID	Description	Unit Price	Amount
1.00	Lab Mai	Maintenance Monthly April	66.00	66.00

Invoice Total: 66.00

Total Due: \$ 66.00

Thank You !

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



Dmme	AMOUNT:
MARCH 2018 Cleaning	
MARCH 2	
MARCH 6-7-9	
MARCH 13-14-14	
MARCH 20-21-23	
MARCH 27-28-30	

TOTAL

\$ 1516.⁰⁰

Thank you
 Susany Belling

Thrower, Blanton & Associates P.C.

Certified Public Accountants and Consultants

612 Trent Street NE
Norton, VA 24273

Phone: 276-679-2780

Fax: 276-679-7445

Invoice: 421762 Date: 02/08/18

Amount: \$6,500.00 Due: 02/18/18

Industrial Dev. Authority of Russell County

Becki Joyce - Chairperson

P.O. Box 1150

Honaker, VA 24260

This invoice is for the following services rendered for Industrial Dev. Authority of Russell County.

Preparation of audit report for the year ended June 30, 2017.

Billed Amount	\$6,500.00
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Invoice Total	<u>\$6,500.00</u>
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Please return this portion with payment. Thank you for your prompt payment.

Invoice: 421762 Date: 02/08/2018 Due Date: 02/18/2018	Payment Amount: \$ _____ Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	ID: I00215 Industrial Dev. Authority of Russell County 276-254-2816 - Becki Joyce
Payable upon receipt-Finance charges apply 15 days after invoice date-1 1/2 % per month	Card Type / Exp Date / Zip Code _____ Card #: _____ CVS # _____ Signature: _____	
Please make checks payable to Thrower, Blanton & Associates P.C..		