



IDA

Russell County, VA

Agenda Packet

Thursday May 13, 2021

Conference Call

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 & 8. Legal**



IDA Russell County, VA

Industrial Development Authority of
Russell County, Virginia

May 13, 2021

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting May13, 2021 at 5:30 PM via conference call, pursuant to the Russell County Emergency Ordinance of April 6, 2020.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/159451341>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 159-451-341

May Closed session

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/448577261>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 448-577-261

Call to Order

- 1. Roll Call**
- 2. Approval of Minutes**
- 3. Approval of Financial and Treasurer's Report**
- 4. Guest Presentations / Public Comment**
- 5. Attorney's Report**
- 6. Chairman's Report**
- 7. Old Business**
- 8. New Business**
- 9. Closed Session as permitted by Virginia Code #2.2-3711**
- 10. Adjourn Meeting**

April 8, 2021

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on April 8, 2021 at 5:30 P.M. via conference call pursuant to the Russell County Emergency Ordinance of April 6, 2020.

MEMBERS

PRESENT: Ernie McFaddin, Chairman
Richard Lockridge, Vice Chairman
Carlton Elliott, Secretary
Roger Sword, Member
John Stamper, Member
Donnie Christian, Member
Tony Dodi, Member
Jarred Glass, Member

ABSENT: Scott Gilmer, Member

STAFF: Katherine Patton, Attorney

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

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by Donnie Christian, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of the March 11, 2021 meeting.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian

Absent: S. Gilmer, J. Glass

Nay: None

FINANCIAL REPORT

Upon motion made by Roger Sword, second by Donnie Christian, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the February 2021 and March 2021 financial reports and pay invoices presented.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian

Absent: S. Gilmer, J. Glass
Nay: None

PUBLIC/GUEST PRESENTATIONS

No guest presentations.

ATTORNEY'S REPORT

No Report

CHAIRMAN'S REPORT

The chairman reported the IDA has been asked to support a seed capital grants to VCEDA.

Upon motion made by Richard Lockridge, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, authorizing the chairman to prepare a letter of support for The Fitness Authority, Lost Creek Off Road, and Trendy Belle Salon, seed capital applications to VCEDA. The chairman and secretary are hereby authorized to sign all documentation relating to this matter.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian

Absent: S. Gilmer, J. Glass

Nay: None

The chairman reported a need for the IDA to have a plotter/scanner for the office.

Upon motion made by Donnie Christian, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, authorizing he chairman to procure and purchase a multifunction plotter for the IDA not to exceed \$7,000. The chairman and secretary are hereby authorized to sign all documentation relating to this purchase.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian

Absent: S. Gilmer, J. Glass

Nay: None

CLOSED SESSION

Upon motion made by Donnie Christian, 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 (1) Personnel (3) Property (5) Prospective unannounced industry (7) & (8) Legal Counsel.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian, J. Glass

Absent: S. Gilmer

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Tony Dodi, second by Donnie Christian, 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 Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian, J. Glass

Absent: S. Gilmer

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	Donnie Christian	Yes
Carlton Elliott	Yes	Jarred Glass	Yes
Scott Gilmer	Absent	John Stamper	Yes
Tony Dodi	Yes	Richard Lockridge	Yes
Roger Sword	Yes		

MOTIONS FROM CLOSED SESSION

Upon motion made by Richard Lockridge, second by John Stamper, and duly approved by The Industrial Development Authority of Russell County, Virginia authorizing the chairman to apply for funding from VCEDA and the

Department of Agriculture to assist with the expansion of the Bates Family Farm project. The chairman and secretary are hereby authorized to sign all documentation relating to this project and pay all incurred expenses that are authorized by the funding agencies.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian, J. Glass

Absent: S. Gilmer

Nay: None

Upon motion made by Roger Sword, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia approving the lease with Department of General Services for the probation office, pending changes and final approval of legal counsel.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian, J. Glass

Absent: S. Gilmer

Nay: None

Upon motion made by Tony Dodi, second by Donnie Christian, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the chairman to advertise, negotiate and hire a part time secretary for a maximum of 20 hours per week to perform secretarial services, file services, assist with grant applications and project administration. The chairman and secretary are hereby authorized to sign all documentation relating to this matter.

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, T. Dodi, D. Christian, J. Glass

Absent: S. Gilmer

Nay: None

PUBLIC COMMENT

No public comment

ADJOURNMENT

The board discussed in person meeting for May, however the consensus of the board was to wait until June to consider in-person meetings.

Upon motion made by Richard Lockridge, second by Donnie Christian, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 7:56 PM

The Roll Call Vote was:

Aye: R. Lockridge, C. Elliott, R. Sword, J. Stamper, D. Christian

Absent: S. Gilmer, T. Dodi, J. Glass

Nay: None

9042MO - Russell County Industrial Development Authority

Bank Account Register

1 Operating Account

April 1, 2021 - April 30, 2021

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			153,860.74
04/01/21	TG		Data Entry		150.00	154,010.74
04/01/21	TG		First Bank & Trust - DSS	5,764.59		148,246.15
04/01/21	TG		Transfer from General	700.32		147,545.83
04/02/21	TG		Data Entry		1,705.00	149,250.83
04/06/21	6063	Virginia Co	Virginia Community Capital	10,685.24		138,565.59
04/07/21	6065	VCEDA	Virginia Coalfield Economic Development Authority	12,441.66		126,123.93
04/07/21	6066	BTC	Bostic, Tucker & Co.	500.00		125,623.93
04/07/21	6067	RCBOS	Russell County Board of Supervisors	14,180.81		111,443.12
04/08/21	1526		Sword, Roger D	184.70		111,258.42
04/08/21	1527		Gilmer, Scott J	184.70		111,073.72
04/08/21	1529		Elliott, Carlton	184.70		110,889.02
04/08/21	1530		McFaddin, Ernest	5,184.70		105,704.32
04/08/21	1531		Lockridge, Richard	184.70		105,519.62
04/08/21	1532		Glass, Jarred	184.70		105,334.92
04/08/21	1533		Christian, Donnie	184.70		105,150.22
04/08/21	1534		Stamper, John Michael	184.70		104,965.52
04/09/21	6068	Thompson LJ	Thompson & Litton, Inc.	1,256.00		103,709.52
04/13/21	TG	941	Internal Revenue Service	460.10		103,249.42
04/14/21			FB&T - Interest	1,456.46		101,792.96
04/14/21	6069	Hungate	Hungate Business Services	456.00		101,336.96
04/16/21			Polycap LLC		10,685.24	112,022.20
04/19/21	6070	SUSANCL	Susan's Cleaning Service	1,623.00		110,399.20
04/19/21	6071	SUSANCL	Susan's Cleaning Service	325.00		110,074.20
04/27/21	6072	Innovative	Innovative Technology Solutions	75.00		109,999.20
04/27/21	6073	Thompson LJ	Thompson & Litton, Inc.	295.00		109,704.20
04/30/21			Commonwealth of VA - DMME - 23525233 - February		6,149.38	115,853.58
04/30/21			SWVA Community College - 23519723 - 10- 1-21 to 12-31-20		11,290.50	127,144.08
04/30/21			Commonwealth of VA - DMME - February - 23476539		1,632.00	128,776.08
04/30/21			RCD of SS - March - 154984		13,582.00	142,358.08
04/30/21			JM Conveyors - April - 772303		14,233.00	156,591.08
04/30/21	TG		Data Entry		350.00	156,941.08
04/30/21	TG		April Interest		2.92	156,944.00
			Totals	<u>56,696.78</u>	<u>59,780.04</u>	<u>156,944.00</u>

Transaction count = 32

9042MO - Russell County Industrial Development Authority
Bank Account Register

Projects Account

April 1, 2021 - April 30, 2021

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			95.92
04/14/21	1130	Thompson LI	Thompson & Litton, Inc.	692.00		(596.08)
04/30/21	TG		April Interes		1.40	(594.68)
			Totals	<u>692.00</u>	<u>1.40</u>	<u>(594.68)</u>

Transaction count = 2

9042MO - Russell County Industrial Development Authority

Bank Account Register

Motel Construction

April 1, 2021 - April 30, 2021

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			3,281.24
04/07/21	2609	CPPD	Cumberland Plateau Planning District Commission	3,247.30		33.94
04/19/21	2610	VSBFA	VSBFA	5,287.86		(5,253.92)
04/30/21			Holiday Inn Express- 7118		17,075.32	11,821.40
			Totals	<u>8,535.16</u>	<u>17,075.32</u>	<u>11,821.40</u>

Transaction count = 3

9042MO - Russell County Industrial Development Authority

Bank Account Register

Steel Fab

April 1, 2021 - April 30, 2021

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			91,697.72
04/07/21	2772	Town of Leb	Town of Lebanon	22,099.16		69,598.56
04/07/21	2773	VCEDA	Virginia Coalfield Economic Development Authority	12,752.33		56,846.23
04/30/21			Samuel - April - 165824		35,145.98	91,992.21
04/30/21	TG		April Interest		1.95	91,994.16
			Totals	<u>34,851.49</u>	<u>35,147.93</u>	<u>91,994.16</u>

Transaction count = 4

9042MO - Russell County Industrial Development Authority

Bank Account Register

USDA RLF - Bus Int 0002

April 1, 2021 - April 30, 2021

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			8,218.72
04/01/21	TG		Transfer from General		700.32	8,919.04
04/16/21			NXTGEN Mobile Welding Services - April - 804		180.00	9,099.04
04/30/21	TG		April Interest		0.24	9,099.28
			Totals	<u>0.00</u>	<u>880.56</u>	<u>9,099.28</u>

Transaction count = 3

**9042MO - Russell County Industrial Development Authority
Bank Account Register**

XSavings
April 1, 2021 - April 30, 2021

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
04/30/21	tg		Beginning Balance			101,115.24
			April Interest		22.16	101,137.40
			Totals	<u>0.00</u>	<u>22.16</u>	<u>101,137.40</u>

Transaction count = 1

Russell County Board of Supervisors
May-21

DMME	23525233	6,149.38
SWVA Comm. College	23519723	11,290.50
		-
		-
		-
		-
		-

17,439.88

Retain:

-
-
-

17,439.88

CHAFIN LAW FIRM, P. C.

ATTORNEYS AT LAW

A. Benton Chafin, Jr. (1985-2020)

M. Katherine Patton (VA)

Jennifer A. Baker (VA & TN)

Nicholas B. "Nick" Compton (VA)

P. O. Box 1210

44 E. Main Street

Lebanon, VA 24266

Phone: (276) 889-0143

Fax: (276) 889-1121

Fax: (276) 889-1130

Website: <https://www.chafinlaw.com>

May 6, 2021

**Russell County Industrial
Development Authority**

P. O. Box 2378

Lebanon, VA 24266

RE: Billing from March 10, 2021 through May 6, 2021

Dear Sir/Madam:

Enclosed, herewith is a statement for services rendered from March 10, 2021 through May 6, 2021, in the amount of \$2,763.50.

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

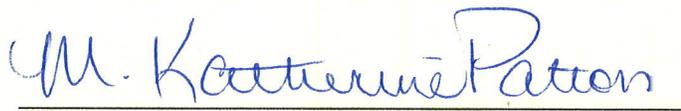
PLEASE PAY THIS AMOUNT:

\$ 2,763.50

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

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

By:



M. KATHERINE PATTON *kps*

Encl. (As noted)

BILLING FOR RUSSELL COUNTY IDA

(MARCH 10, 2021 THROUGH MAY 6, 2021)

FILE	FILE No.	AMOUNT
Chad Newberry Construction, Inc.	21-G-2054.90	\$ 490.00
General File	92-G-2054	\$ 1,128.00
Probation Building	21-G-2054.88	\$ 980.50
Special Project Reclaim	17-G-2054.70	\$ 165.00
TOTAL		\$ 2,763.50

Chafin Law Firm, P.C.

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

May 06, 2021

Invoice No. 50326

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY, INC.

P. O. BOX 2378
LEBANON, VA 24266

Client Number: 21-G-2054.90 IDA.CHAD NEWBERRY CONSTRUCTION, INC.

Matter Number: 21-G-2054.90 IDA.Chad Newberry Construction, Inc.

For Services Rendered Through 5/6/2021.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
4/9/2021	KP8	Preparation of Deed	0.00	\$200.00
4/9/2021	RS3	Search SCC for corporate entity; e-mails with Chairman regarding pending termination; check Russell County records for judgments	1.00	\$90.00
4/11/2021	MBJ	Open file, attorney action	1.00	\$50.00
4/12/2021	KP8	Work on preliminary documents	1.00	\$150.00
			Billable Hours / Fees:	3.00
			Flat Charge Hours / Fees:	\$290.00
				\$200.00

Timekeeper Summary

Timekeeper RS3 worked 1.00 hours at \$90.00 per hour, totaling \$90.00.

Timekeeper KP8 worked 1.00 hours at \$150.00 per hour, totaling \$150.00.

Timekeeper KP8 - flat charges totaling \$200.00.

Timekeeper MBJ worked 1.00 hours at \$50.00 per hour, totaling \$50.00.

Continued On Next Page

Client Number: 21-G-2054.90
Matter Number: 21-G-2054.90

5/6/2021
Page: 2

Current Invoice Summary

Prior Balance:	\$0.00
Payments Received:	\$0.00
Unpaid Prior Balance:	<u>\$0.00</u>
Current Fees:	\$490.00
Advanced Costs:	\$0.00
TOTAL AMOUNT DUE:	<u><u>\$490.00</u></u>

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

Chafin Law Firm, P.C.

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

May 06, 2021

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY

Invoice No. 50327

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 5/6/2021.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
3/10/2021	KP8	Review agenda for March meeting	0.20	\$30.00
3/11/2021	KP8	TF with Chairman.	0.20	\$30.00
3/11/2021	KP8	March monthly meeting	1.70	\$255.00
3/16/2021	KP8	Received Reviewed and Replied to E-mail from Chairman.	0.40	\$60.00
4/8/2021	KP8	Review agenda for April meeting	0.20	\$30.00
4/8/2021	KP8	Review probation lease; telephone with Chairman	2.20	\$330.00
4/9/2021	KP8	April monthly meeting; preparation for meeting	2.50	\$375.00
4/13/2021	RS3	E-mails with Chairman	0.20	\$18.00
Billable Hours / Fees:			7.60	\$1,128.00

Timekeeper Summary

Timekeeper KP8 worked 7.40 hours at \$150.00 per hour, totaling \$1,110.00.

Timekeeper RS3 worked 0.20 hours at \$90.00 per hour, totaling \$18.00.

Continued On Next Page

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

5/6/2021
Page: 2

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/19/2021	Check Number 6049 against Inv# 49842	(\$735.00)
Total Payments Received:		(\$735.00)

Current Invoice Summary

Prior Balance:	\$735.00	
Payments Received:	(\$735.00)	Last Payment: 3/19/2021
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$1,128.00	
Advanced Costs:	\$0.00	
TOTAL AMOUNT DUE:	<u><u>\$1,128.00</u></u>	

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

Chafin Law Firm, P.C.

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

May 06, 2021

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY, INC.

Invoice No. 50325

P. O. BOX 2378
LEBANON, VA 24266

Client Number: 21-G-2054.88 IDA.PROBATION BUILDING
Matter Number: 21-G-2054.88 IDA.Probation Building (General)

For Services Rendered Through 5/6/2021.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
4/12/2021	KP8	Received and Reviewed E-mail from Chairman.	0.20	\$30.00
4/21/2021	KP8	Reviewed and Revised Lease. E-mail to Chairman.	3.20	\$480.00
4/23/2021	RS3	Pull Deed, plat and tax map; e-mail to Chairman	0.30	\$27.00
5/5/2021	KP8	Received and Reviewed Temporary Lease. Received and Reviewed Revised Long-Term Lease. TF with Chairman.	2.70	\$405.00
Billable Hours / Fees:			6.40	\$942.00

Timekeeper Summary

Timekeeper KP8 worked 6.10 hours at \$150.00 per hour, totaling \$915.00.

Timekeeper RS3 worked 0.30 hours at \$90.00 per hour, totaling \$27.00.

Cost Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Check No.</u>
4/21/2021	Photocopies - (77 @ \$0.50 each) = \$38.50	\$38.50	
Total Costs		\$38.50	

Continued On Next Page

Client Number: 21-G-2054.88
Matter Number: 21-G-2054.88

5/6/2021
Page: 2

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/19/2021	Check Number 6049 against Inv# 49960	(\$510.00)
Total Payments Received:		(\$510.00)

Current Invoice Summary

Prior Balance:	\$510.00	
Payments Received:	(\$510.00)	Last Payment: 3/19/2021
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$942.00	
Advanced Costs:	\$38.50	
TOTAL AMOUNT DUE:	<u><u>\$980.50</u></u>	

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

Chafin Law Firm, P.C.

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

May 06, 2021

Invoice No. 50324

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
P. O. BOX 2378
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 5/6/2021.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
3/22/2021	RS3	E-mails and phone calls regarding closing	0.50	\$45.00
3/22/2021	KP8	Advised paralegal. Received and Reviewed E-mail from Mike Kaestner. TF to Karl Kindig.	0.40	\$60.00
3/23/2021	KP8	TF to Karl Kindig. E-mail to Mike Kaestner.	0.40	\$60.00
Billable Hours / Fees:			1.30	\$165.00

Timekeeper Summary

Timekeeper RS3 worked 0.50 hours at \$90.00 per hour, totaling \$45.00.
Timekeeper KP8 worked 0.80 hours at \$150.00 per hour, totaling \$120.00.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
3/19/2021	Check Number 6049 against Inv# 49844	(\$255.00)
Total Payments Received:		(\$255.00)

Continued On Next Page

Client Number: 17-G-2054.70
Matter Number: 17-G-2054.70

5/6/2021
Page: 2

Current Invoice Summary

Prior Balance:	\$255.00	
Payments Received:	(\$255.00)	Last Payment: 3/19/2021
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$165.00	
Advanced Costs:	\$0.00	
TOTAL AMOUNT DUE:	<u><u>\$165.00</u></u>	

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