The Industrial Development Authority of Russell County, Virginia *Agenda Packet* Thursday, March 10, 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

# March 10, 2016

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on March 10, 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 February 11, 2016 Minutes
- 5. Approval of Financial and Treasurer's Report
- 6. Attorney's Report
- 7. Legislative Reception in Richmond
- 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. Financial detail of Richmond Trip (Page A1)
- b. Lease of YMCA space to Russell County (Page A2)

# February 11, 2016

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on February 11, 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 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 Hincher, Member Mike Duty, Member
GUEST:	Mark Mitchell, Board of Supervisors David Eaton, Board of Supervisors Larry Carr, CPPD retired Tim Long, Sunset Digital LeAnn Francis, Highlander Builders (HIX)

The Chairman called the meeting to order at 5:06 p.m.

Chairman welcomed everyone and a special welcome to all guest.

Secretary called the roll and recorded the roll call.

# **APPROVAL OF MINUTES**

Upon motion made by J.C. Boyd, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of January 14<sup>th</sup> and January 25<sup>th</sup> meetings as presented

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

# FINANCIAL REPORT

Financial report was presented by Carlton Elliott, with the following adjustments: Russell County Board of Supervisors \$14,121.54 Perfect Petals \$39.86

Upon motion made by Sam Whited, second by Roger Sword, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of February 11, 2016 as presented and to pay all bills as presented with adjustments.

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

## **ATTORNEY'S REPORT**

Attorney Katie Patton presented the IDA needs to amend the by-laws to allow Sam Whited to step down as Secretary. The IDA needs to adopt resolutions to allow for only one vice-chair, one treasurer and allow the secretary to be a nonmember of the board.

Upon motion made by Roger Sword, second by Sam Whited, and duly approved by the Industrial Development Authority of Russell County, Virginia to amend the by-laws and adopt the resolutions in accordance to the attorney's report.

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

# **REPORT ON THE HOLIDAY INN EXPRESS – LEANN FRANCIS**

The Holiday Inn Express realized an average occupancy of 60% during 2015. During the time from April 2015 to December 2015 the motel showed a profit and operations are going well at this time. IHG will be inspecting the hotel soon for compliance to the standards of Holiday Inn. Future plans are for signage at the entrance and additional landscaping. The only complaint with the motel is the water pressure on the third floor.

# ACQUISITION OF BVU BY SUNSET DIGITAL - TIM LONG

Tim Long with Sunset Digital reported on their plan to acquire BVU Optinet. The acquisition will allow Sunset Digital to bring broadband internet to the home (last mile).

# NEWMARK GRUBB KNIGHT FRANK CONTRACT

Reconsideration of the Newmark contract with possibility of revisions was discussed. The revisions will be discussed in more detail with Lee County representatives at the February VCEDA meeting.

# YMCA SPACE IN THE GOVERNMENT CENTER

Upon motion made by Roger Sword, second by J.C. Boyd, and duly approved by the Industrial Development Authority of Russell County, to lease the YMCA space in the government center to the Russell County Board of Supervisors for the period of three years for \$1.00. The lease shall be terminated and the space returned to the IDA if the county no longer uses the space for a wellness center.

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

Upon motion made by Sam Whited, second by J.C. Boyd, and duly approved by the Industrial Development Authority of Russell County, to grant Russell County Board of Supervisors access the YMCA space for maintenance contingent on approval of the YMCA's attorney.

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

# **COMMITTEE REPORT**

Jay Boyd reported, Mrs, Potts from the day care center is getting the plans together for the footprint of the building to determine the amount of land required.

Jay Boyd reported window trim and connection of gutter drains is all that remains for competition of the new shell building.

Scott Gilmer reported the web site is being updated by Hillhouse Design to reflect the changes in board members and industrial sites.

# **CLOSED SESSION**

Upon motion made by Sam Whited, second by Becki Joyce 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 (5) Prospective new business that has not been previously announced, VA Code 2.2-3711 (7) Legal.

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

# **RECONVENE TO PUBLIC SESSION**

Upon motion made by Roger Sword, 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, S. Gilmer, S. Whited, B. Joyce, T. Cook Nay: None Absent: M. Hincher, M. Duty

# **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:

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

# **ACTION FROM CLOSED SESSION**

Upon motion made by Becki Joyce, second by Sam Whited, and duly approved by the Industrial Development Authority of Russell County, Virginia to authorize the chairman to send a letter to VEDP informing them the Appalachian Biofuels Project is closed.

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

### **ADJOURNMENT**

Upon motion made by Becki Joyce, second by Sam Whited, and duly approved by the Industrial Development Authority of Russell County, Virginia to adjourn this meeting at 8:51 p.m.

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

FB&T Operating Account

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Code: Document/ Docum Check Check ent Numb Type er		Comment/ Check Payee Name	Document Amount	Bank Balance	
	- 71			Beginning	242,582.11
2/1/2016	Deposit		CASH RECEIPT	1,400.00	243,982.11
2/1/2016	Deposit		Deposit	13,004.50	256,986.61
2/5/2016	Deposit		Deposit	5,517.04	262,503.65
2/9/2016	Check	00535	Eddie's Trophies & Gift	700.20	261,803.45 Plaques
2/10/2016	Check	00018	Dodi, N.	1,150.55	260,652.90 Payroll
2/10/2016	Check	00018	Duty, M.	184.70	260,468.20 Payroll
2/10/2016	Check	00018	Sword, R.	184.70	260,283.50 Payroll
2/10/2016	Check	00018 <sup>,</sup>	Whited, S.	184.70	260,098.80 Payroll
2/10/2016	Check	00018	Boyd, J.	184.70	259,914.10 Payroll
2/10/2016	Check	00018	Gilmer, S.	184.70	259,729.40 Payroll
2/10/2016	Check	00018	Cook, E.	184.70	259,544.70 Payroll
2/10/2016	Check	00018	Hincher, M.	184.70	259,360.00 Payroll
2/10/2016	Check	00018	Joyce, B.	183.87	259,176.13 Payroll
2/10/2016	Check	00244	Bonanza	262.48	258,913.65 Meeting
2/10/2016	Check	00535	Chafin Law Firm, PC	3,231.81	255,681.84 Legal
2/10/2016	Check	00535	Nelson A. Dodi	200.00	255,481.84 Expenses
2/10/2016	Check	00535	Carlton Elliott	732.39	254,749.45 Bookkeep
2/10/2016	Check	00535	Hillhouse Graphic	494.00	254,255.45 Web
2/10/2016	Check	00535	Perfect Petals	39.86	254,215.59 Flowers
2/10/2016	Check	00536	Russell County Board	14,121.54	240,094.05 Rents
2/10/2016	Check	00536	Starnes, Inc	221.00	239,873.05 HVAC
2/10/2016	Check	00536	Susan's Cleaning	1,400.00	238,473.05 DMME
2/11/2016	Check	00244	Sam Whited	44.00	238,429.05 Expenses
				Ending	238,429.05

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2/5/2016	Deposi	t	deposit	18,599.45	18,882.19
2/9/2016	Check	00243	Cumberland Plateau	3,247.30	15,634.89
2/9/2016	Check	00243	Virginia Coalfield	2,599.45	13,035.44
2/9/2016	Check	00243	Virginia Coalfield	4,779.74	8,255.70
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2/5/2016	Check 0	003069	Harry Rutherford	1,197.25	51,019.50 Richmond
2/10/2016	Check 0	003070	Halo Branded	323.27	50,696.23 Shirts
2/10/2016	Check 0	003071	Omni Richmond	9,549.49	41,146.74 Richmond
2/11/2016	Check 0	003072	Steve Breeding	385.25	40,761.49 Richmond
2/11/2016	Check 0	003073	Scott Gilmer	378.35	40,383.14 Richmond
				Ending	40,383.14

# **Carlton Elliott**

PO Box 1396 Lebanon, VA 24266

Invoice February 29, 2016

Russell County IDA PO Box 2378 Lebanon, VA 24266

Bookkeeping Service	\$750.00
PO Box Key	9.00
Postage Agenda Packages	15.12

Total		\$774.12

**Carlton Elliott** 

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# 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: 02/15/16

Customer No.: Rus Co IDA

Invoice No.: 62444

Attention:Carlton Elliott

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		Description	in E	Unit Price	Extended Amount
1.00	Labor Service	in 1	þ.	62.00	62.00
1.00	Labor helper			48.00	48.00

Total Due \$	110.00
Less Payments Received	0.00
Invoice Total	110.00

Service Address:

THANK YOU!

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

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# 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: 02/18/16

Customer No.: Rus Co IDA

Invoice No.: 62493

Attention:Carlton Elliott

Department Service		FermsDue DateDue in 30 Days03/19/16		<u>P.O. Number</u> Social Services	Technician.	
Quantity	Item ID	Description		Unit Price	Extended Amount	
1.00	Labor Service			62.00	62.00	
1.00	Labor helper			48.00	48.00	

Invoice Total		110.00
Less Payments Received	_	0.00
Total Due	\$	110.00

Service Address:

THANK YOU!

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

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3.) In the event of se	ollections, C	Starnes Inc. shall be inti	ded to all ee	un cost and atteme	ly fees not	to facedo 2076.		
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191 661561116	1 Indiana						

# 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: 03/01/16

Customer No.: Rus Co IDA

Invoice No.: 62542

Attention:Carlton Elliott

<u>Departm</u> Maintenanc	And a second sec	<u>Terms</u> Due in 30 Days	<u>Due Date</u> 03/31/16	<u>P.O. Number</u> DSS Health Dept	Technician
Quantity	Item ID	Description		Unit Price	Extended Amount
1.00	Maintenance	DSS, Health Dept	and a second second	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

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

Omme Cleaning Feb 2014	9	4	AMOUNT:
Feb 2-3-5	and the second		
Feb 9-10-12			· ·
Feb 16-17-19			
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5.4.

# Perfect Petals Florist & Gifts

PO Box 2678 Lebanon, Virginia 24266 276-889-5040

# Bill To IDA Of Russell County PO Box 2378 Lebanon VA 24266

		-	Terms
Description	Qty	Rate	Amount
Floral Arrangement For J. Belcher 2/23 Delivery Charges		1 35.00 3.00	35.00 3.00
t's been a pleasure working with you!		Subtotal	\$38.00
		Sales Tax (5.3%)	
		Total	\$1.86
		Payments/Credits	\$0.00
		Balance Due	\$39.86

# Invoice

Date	Invoice #
2/25/2016	1406



www.DominionOfficeProducts.com

## 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 Invoice Number 60189 2/9/2016

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

Order Taker: GM Sales Rep: HOUSE HOUSE GELAINE Terms: Net 30

Item #	Description	UOM	Qty	Filled	List Price		Customer Price	Total
BSN 17526	Business Source Top Tab File Folder - Legal - 8.50" x 14" Sheet Size - 0.75" Expansion - 1/3 Tab Cut - Assorted Position Tab Location - Manila - Manil	ВХ	1	1		\$38.07	\$9.39	\$9.39
				Subtotal:		\$38.07		\$9.39
			FREI	GHT COST:				\$0.00
				Tax:				\$0.00
				Total:				\$9.39
			An	nount Due:				\$9.39

Received By:

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

#### Government Center Rents Collected

Date	Description	Amount
3/3/2016	Dmme	5104.50
3/3/2016	WIB	740.00
3/4/2016	3 B	3500.00
		9344.50

	ALL PENSES CHED	TOTAL EXPENSES	9.11	1.04	4.15																							MLD @ 7/01/2011
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