Industrial Development Authority of Russell County, Virginia

February 9, 2017

## AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on February 9, 2017 at Higher Education Center Jefferson Room, Highland Drive, Lebanon, Virginia, and beginning at 5:30 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

James Greer - St Paul Block
The Willis' - Meat packing Facility
7. Attorney's Report
8. Committee Reports
a. Marketing Material
b. Business Attraction Goals
9. Old Business
a. Recap Legislative Reception
b. DSS Lease
10. New Business
a. VCEDA Board Meeting Feb $15^{\text {th }}$
b. Speaking To Rotary Feb $16{ }^{\text {th }}$
11. Closed Session as permitted by Virginia Code \#2.2-3711
12. Adjourn Meeting

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on January 12, 2017, at 5:30 P.M. at Higher Education Center Jefferson Room, Highland Drive, Lebanon, Virginia.

MEMBERS
PRESENT: Becki Joyce, Chairman
Roger Sword, Vice Chairman
Richard Lockridge
Jarred Glass, Member
Ernie McFaddin, Member
Carlton Elliott, Member
Scott Gilmer, Member
Mike Hincher, Member
David Mullins, Member
STAFF: Katie Patton, Attorney
Lonzo Lester, Russell County Administrator
GUESTS: Frank Kilgore, Attorney Russell County
Bob Harrison, Chairman Wise County IDA
James Greer, St. Paul Block Project
The Chairman called the meeting to order at 5:50P.M.
Secretary called the roll and recorded the roll call.

## APPROVAL OF MINUTES

Upon motion made by Mike Hincher, second by Ernie McFaddin and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of December 8, 2016 meeting.

The Vote was:
Yea: R. Sword, J. Glass, C. Elliott, E. McFaddin, R. Lockridge, S. Gilmer, M. Hincher, D. Mullins

Nay: None
FINANCIAL REPORT
Financial report was presented by Carlton Elliott

Upon motion made by Roger Sword, second by Scott Gilmer, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of January 12, 2017 as presented.

The Vote was:
Yea: R. Sword, J. Glass, C. Elliott, E. McFaddin, R. Lockridge, S. Gilmer, M. Hincher, D. Mullins

Nay: None

## PUBLIC COMMENT

James Greer informed the board he is initiating a business plan to purchase the St. Paul Block operation. Once his plan is finalized, Mr. Greer will present the plan to the IDA.

Frank Kilgore and Bob Harrison presented a plan for the Bush Building in St. Paul. The third party appraisal of the building has been completed. The site plan includes possible plans of partitioning the building and making the building available to renewable energies.

## COMMITTEE REPORT

Richard Lockridge, prospect committee chair, reported he had been in conversation with Alcoa in regard to the building. They are willing to do an inventory of the building and to schedule a walk through. The committee is also working on an entrepreneurial challenge, however, not all the information has been collected at this time. The committee is trying to schedule a possible meeting with NASA on January 27, 2017.

Ernie McFaffin reported the schedule and itinerary for the Legislative reception had been completed. There are 20+ room filled and the IDA will gather for dinner at the Omni Hotel on Wednesday night, January $25^{\text {th }}$.

NEW BUSINESS
Upon motion made by Mike Hincher, second by Ernie McFaddin, and duly approved by the Industrial Development Authority of Russell County, Virginia to add Carlton Elliott, Secretary as a signatory on the bank accounts held by the IDA.

The Vote was:
Yea: R. Sword, J. Glass, E. McFaddin, R. Lockridge, S. Gilmer, M. Hincher, D. Mullins

Abstained: C. Elliott
Nay: None

## CLOSED SESSION

Upon motion made by David Mullins, second by Mike Hincher 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 (1) Personnel (3) Property (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:
Yea: R. Sword, J. Glass, C. Elliott, E. McFaddin, R. Lockridge, S. Gilmer, M. Hincher, D. Mullins

Nay: None

## RECONVENE TO PUBLIC SESSION

Upon motion made by Ernie McFaddin, second by Richard Lockridge, 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. Glass, C. Elliott, E. McFaddin, R. Lockridge, S. Gilmer, M. Hincher, D. Mullins

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 Hincher | Yes | Richard Lockridge Absent |  |
| Jarred Glass | Yes |  |  |

## ADJOURNMENT

Upon motion made by Scott Gilmer, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 9:45 PM. to reconvene January 25, 2017 at the Omni Hotel Richmond, VA.

The Vote was:
Yea: R. Sword, J. Glass, C. Elliott, E. McFaddin, R. Lockridge, S. Gilmer, M. Hincher, D. Mullins

Nay: None

# CHAFIN LAW FIRM, P.C. 

A. Benton Chafing, Jr. Attorney at Law

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

M. Katherine Patton

Attorney at Law
Jennifer A. Baker
Attorney at Law
${ }^{*}$ Licensed in VA and rN

January 30, 2017

# Russell County Industrial <br> Development Authority <br> P. O. 2378 <br> Lebanon, VA 24266 

RE: Billing from December 23, 2016 through January 30, 2017
Dear Sir/Madam:
Enclosed please find a statement for services rendered from December 23, 2016 through January 30, 2017, in the amount of $\$ 287.50$.
*Note: Billing may not be complete through the date listed above.

PLEASE PAY THIS AMOUNT:

$$
\text { \& } 287.50
$$

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

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

By:


Encl. (As noted)

## BILLING FOR RUSSELL COUNTY IDA

(DECEMBER 23, 2016 THROUGH JANUARY 30, 2017 )

|  | FILE |  |  |
| :--- | :--- | :--- | :--- | :---: |
| General File | File No. | AMOUNT |  |
|  | 92-G-2054 |  | 287.50 |
|  | TOTAL | $\$$ | 287.50 |

# Chafin Law Firm, P.C. 

44 East Main Street
P.O. Box 1210

Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

|  | January 30,2017 |
| :--- | ---: |
| RUSSELL COUNTY INDUSTRIAL | Invoice No. 37195 |
| 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 1/30/2017.

| Fees |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Date | Timekeeper | Description | Hours | Amount |
| 1/12/2017 | KP3 | Prepare for meeting | 0.30 | \$37.50 |
| 1/12/2017 | KP3 | January monthly meeting | 0.00 | \$200.00 |
| 1/13/2017 | KP3 | Review notes from meeting | 0.20 | \$25.00 |
| 1/16/2017 | KP3 | Sent e-mail to Ben's Legislative Aid. | 0.20 | \$25.00 |
|  |  | Billable Hours / Fees: | 0.70 | \$87.50 |
|  |  | Flat Charge Hours / Fees: |  | \$200.00 |

## Timekeeper Summary

Timekeeper KP3 worked 0.70 hours at $\$ 125.00$ per hour, totaling $\$ 87.50$.
Timekeeper KP3 - flat charges totaling \$200.00.

## Payment Detail

| Date | Description |  |
| :--- | :--- | ---: |
| $1 / 17 / 2017$ | Check Number 5437 |  |
| $1 / 17 / 2017$ | Check Number 5437 | $(\$ 412.50)$ |
|  |  | $(\$ 36.00)$ |
|  |  |  |
|  |  | Total Payments Received: |


| Client Number: <br> Matter Number: | $\begin{aligned} & 92-\mathrm{G}-2054 \\ & 92-\mathrm{G}-2054 \end{aligned}$ |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Matter Number: |  | Current I | Summary |  |
|  |  | Prior Balance: | \$448.50 |  |
|  |  | Payments Received: | (\$448.50) | Last Payment: 1/17/2017 |
|  |  | Unpaid Prior Balance: | \$0.00 |  |
|  |  | Current Fees: | \$287.50 |  |
|  |  | Advanced Costs: | \$0.00 |  |
|  |  | TOTAL AMOUNT DUE: | \$287.50 |  |

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

Russell County IDA Member Expense Voucher

| Member Name | Carlton Elliott | Phone No. |  |
| :--- | :--- | :---: | :---: |
| Member Add: | PO Box 1396 Lebanon VA |  |  |
| Email address | $\underline{\text { wce0909@gmail.com }}$ | Date |  |


| Date | Description | Time Worked | Miles | Mileage 0.54 |  | Meals |  | Phone |  | Fee \$200.00 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1/31/17 | Meetings with Bostic Tucker (Oct-J an) | 1.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | 200.00 |
| 1/25/17 | Richmond Trip Mileage | 0.00 | 675.00 | \$ | 364.50 | \$ | - | \$ | - | \$ | - |
| 1/25/17 | Meal - Burger King | 0.00 | 0.00 | \$ | - | \$ | 7.53 | \$ | - | \$ | - |
| 1/26/17 | Meal - Arby's | 0.00 | 0.00 | \$ | - | \$ | 8.55 | \$ | - | \$ | - |
| 1/27/17 | Meal - Cracker Barrel | 0.00 | 0.00 | \$ | - | \$ | 14.66 | \$ | - | \$ | - |
| 2/6/17 | Meeting with Auditors | 1.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | 200.00 |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  |  | 0.00 | 0.00 | \$ | - | \$ | - | \$ | - | \$ | - |
|  | Totals | 2.00 | 675.00 | \$ | 364.50 | \$ | 30.74 | \$ | - | \$ | 400.00 |

MEMBER SIGN
Carton Ellistt
NOTES: $\qquad$
Finance Comm

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Arby's \#7990
```

1051 East Cary St. Suite 108 Richmond, 804-780-0748

THU JANUARY 26,2017 CHECK \#1585689-1


TELL US HOW WE DID TODAY and receive10 chances to win $\$ 1000$ Visit ArbysWeMakeItRight.com OR receive one chance to win by calling 1-800-984-8289. At "Arby's, We Make It Right!"

Here
Time: 12:09 1 CUSTOMER

> "He Love
> To Serve You!"

YOU HAVE BEEN SERYED BY: Grace
 *

* Tell us about your *
*Cracker Barrel 0ld Country Store*
*visit and you' 11 be entered into*
* a monthly drawing to win *
* your choice of either a *
* Cracker Barrel Rocker or *
* \$100 Cracker Barrel Gift Card *

ONLINE at: *
crackerbarrel-survey.com * or by PHONE * 1-800-651-6565 * ENTER YOUR ACCESS * COOE $=592-027-980-617$ and *(Access Code expires in 7 days) * * Visit crackerbarrel.com for * official sweepstakes rules. *
Encuesta disponible en espanol *
No purchase necessary. * Open to legal US \& DC * residents, 18 and older. *
Void where prohibited. *



Cracker Barrel Store $\$ 592$ Richmond, VA
1437045 Benjamin M 2
IBL $111 / 3 \quad 9806$ JAN27'17 9:51AM

1 MILK L.G 3.19
1 MOM CAKE MAPLE
8.39

OVER MED
BACON
Subtotal $\quad 11.58$
Tip $\quad 2.00$
State\&Local Tax 1.08
Total 14.66
Charged Tip \$ 2.00
REF:294764
AUTHCODE:034890
XXXXXXXXXXXX 1937
VISA
14. 66

- 1626371 CLOSED JAN27 11:01AM-

Thank You
Please Come Back
Www.CrackerBarrel.com

BURGER KING \#2984 号

> 900 Valley Ridge Covington, VA 24426 $540-962-0319$
(RDER $A A B$
3

## EAT IN



| SUBTOTAL 9.30\% TAX | $\begin{aligned} & 6.89 \\ & 0.67 \end{aligned}$ |
| :---: | :---: |
| TOTAL | 7. 咹 |
| CREDIT CARD | 7.5 |
| CHANGE | 0.00 |

 TOTAL CHARGE Visa

AcctNum: XXXXXXXXXXXX1937
Auth: 04477D

RefNum: 001644
Merchant Id: 456204016996 RETAIN THIS COPY FOR YOUR RECORDS

CUSTOMER COPY
********************************************* Survey Code: 48421-84011-05922-070409

Wed Jan 252017 02:08 PM $T=01 \mathrm{~L} I=4 \quad C=112$

## Expense Voucher IDA.numbers

## Russell County IDA Member Expense Voucher



Scott J. Gilmer
NOTES: Total: $\$ 410.83$
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łpproval

## Capital One

## Transaction Details

## Description:

Transaction Date:

| Posted Date: | $1 / 30 / 2017$ |
| :--- | :--- |
| Amount: | $\$ 22.26$ |
| Category: | Lodging |
| Details: | Lodging |

MCALISTER 'S DELI
\#1305
740 E. TOWN CENTER DRIVE, SUITE A
WAYNESBORO, VA. 22980
$540-949-8649$



Russell County IDA Member Expense Voucher
Member Name Becki Joyce

Phone No. 276-254-2816 $\qquad$
Member Address
Email address beckiioyce@yahoo.com
Date
2/6/2017 $\qquad$


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Russell County IDA Member Expense Voucher



| Bill To: <br> Russell County IDA <br> P.O. Box 2378 <br> Lebanon, VA 24266 |
| :---: |
|  |  |
|  |  |
|  |  |
|  |

Date: 02/01/17
Customer No.: Rus Co IDA
Invoice No.: 65326

## Attention:Carlton Elliott

| Department <br> Maintenance | Terms <br> Due in 30 Days | Due Date <br> $03 / 03 / 17$ | P.O. Number <br> February | Technician |
| :--- | :---: | :---: | :---: | :---: |
| Quantity | Item ID | Description | Unit Price | Extended Amount |
| 1.00 Maintenance Monthly |  | 66.00 | 66.00 |  |


| Invoice Total | 66.00 |
| ---: | ---: |
| Less Payments Received | 0.00 |
| Total Due $\$$ | 66.00 |

## SUSANS CLEANING SERVICE

## 2 IGI WARNERSUB-DIVISION RD

LEB ANON VA. 21266



Southwest Virginia Alliance for Manufacturing, Inc.
851 French Moore Jr. Blvd
Suite 109
Abingdon, VA
24210-4747

## INVOICE

| Date | Invoice \# |
| :--- | :--- |
| $12 / 21 / 2016$ | 1734 |


| Bill To: |
| :--- |
| Russell County IDA |
| Po BxO 1150 |
| Honaker, VA 24260 |


| Due | January 31, 2017 |
| :--- | :--- |


| Description | Amount |  |
| :--- | :--- | :--- |
| Per Article IV. Membership Fees. <br> Affiliate Membership is for one (1) calendar year. |  | $\$ 50.00$ |
|  | TOTAL | $\$ 50.00$ |

Make checks payable to:
The Southwest Virginia Alliance for Manufacturing

Russell County IDA Member Expense Voucher


MEMBER SIGN $\qquad$ NOTES: $\qquad$
Finance Comm

|  | Virginia Small Business Financing Authority |  |  |  | Page 1 of |
| :---: | :---: | :---: | :---: | :---: | :---: |
| VGBA | P. O. Box 4 Richmond, |  |  | Bill Date | Due Date |
| Virginia Small Business Financing Authority | 804-371-819 |  |  | 1/20/2017 | 2/7/2017 |
| Loan ID | Program/Project Code | Commitment | Available |  | Principal Balance |
| 11601095 | STATE/STATE | \$958,520.08 | \$0.00 |  | \$958,520.08 |
| Past Due Principal | Past Due Interest | Past Due Late Fee | Past Due Other Fee |  | Prior Period Adj. |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 |  | \$0.00 |
| Principal Amount | Interest Amount | Late Fee | Other Fee |  | Total Due |
| \$4,006.33 | \$1,281.53 | \$0.00 | \$0.00 |  | \$5,287.86 |

IDA of Russell County, VA
174 Clark Drive
P. O. Box 1150

Honaker, VA 24260

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT

| Transaction Detail |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Activity Date | Activity Description | Principal | Interest | Late Fee | Other Fees |
| 1/18/2017 | Loan Payment | (\$2,909.84) | (\$2,378.02) | \$0.00 | \$0.00 |
| 1/18/2017 | LATE FEE | \$0.00 | \$0.00 | \$250.00 | \$0.00 |
| 1/18/2017 | LATE FEE Reversal | \$0.00 | \$0.00 | (\$250.00) | \$0.00 |


| Interest Charges and Adjustments |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| From | то | Days | Balance | Rate | Daily Rate | Day Code | Charge |
| 1/7/2017 | 1/18/2017 | 11 | \$961,429.92 | 2.44000 | 0.0000668493 | Actual/365 | \$706.98 |
| 1/18/2017 | 2/7/2017 | 20 | \$958,520.08 | 2.44000 | 0.0000668493 | Actual/365 | \$1,281.53 |
| Totals: |  | 31 |  |  |  |  | \$1,988.51 |

Summary

| Customer ID | Loan ID | Customer Name |  |  |
| :---: | :---: | :---: | :---: | :---: |
| FSD471612 | 11601095 | IDA of Russell County, VA |  |  |
| Previous Balance | Period Payments | Period Disbursements | Finance Charges | New Balance |
| \$963,100.99 | \$5,287.86 | \$0.00 | \$1,988.51 | \$959,801.64 |
| Interest Paid This Year | Interest Paid Last Year | Interest Reserve Balance | Late Fee Balance | Other Fee Balance |
| \$2,378.02 | \$24,384.24 | \$0.00 | \$0.00 | \$0.00 |

Russell County Workforce Development 740.00
DMME 5,763.64
Va Coal \& Energy Alliance $\quad 1,436.43$

Total
7,940.07

| Transactions Operating Acct |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Receipts | \$\$\$\$ |  |  |  |
| 1/19/2017 Russell Co Health Dept | 10,125.00 |  |  |  |
| RC WIA | 740.00 |  |  |  |
| DMME-Cleaning | 1,632.00 |  |  |  |
| 2/8/2017 Fugate Forest Products | 1,000.00 |  |  |  |
| DMME Rent | 5,763.64 |  |  |  |
| DMME Cleaning | 1,516.00 |  |  |  |
| RCDSS | 6,400.00 |  |  |  |
| Va Coal Alliance | 1,436.43 |  |  |  |
| Total | 28,613.07 |  |  |  |
| Disbursements |  |  | County | AP/PR |
| Susan's Cleaning | 1,516.00 AP |  | 0.00 | 1,516.00 |
| Becki Joyce | 4,000.00 AP | Payroll | 0.00 | 4,000.00 |
| SVAM | 50.00 AP |  | 0.00 | 50.00 |
| Chafin Law | 287.50 AP |  | 0.00 | 287.50 |
| Bostic, Tucker \& Co. | 1,000.00 AP |  | 0.00 | 1,000.00 |
| Carton Elliott | 395.24 AP | Payroll | 0.00 | 395.24 |
| Ernest McFaddin | 47.88 AP | Payroll | 0.00 | 47.88 |
| Richard Lockrodge | 357.48 AP | Payroll | 0.00 | 357.48 |
| Roger Sword | 7.56 AP | Payroll | 0.00 | 7.56 |
| Scott Gilmer | 410.83 AP | Payroll | 0.00 | 410.83 |
| Starnes, Inc |  |  | 0.00 | 0.00 |
| RC WIA | 740.00 County |  | 740.00 | 0.00 |
| DMME | 5,763.64 County |  | 5,763.64 | 0.00 |
| Va Coal Alliance | 1,436.43 County |  | 1,436.43 | 0.00 |
|  |  |  | 0.00 | 0.00 |
| Total | 16,012.56 | - | 7,940.07 | 8,072.49 |
| Billed |  |  |  |  |
| 2/8/2017 DMME Cleaning RC WIA | $\begin{array}{r} 1,516.00 \\ 740.00 \end{array}$ |  |  |  |
| Total | 2,256.00 |  |  |  |




