



**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY MEETING**

**A G E N D A**

**Monday, November 25, 2019  
6:30 PM**

**CALL TO ORDER AND QUORUM ESTABLISHED:**

**UNFINISHED BUSINESS:**

- [1.](#) Approval of October 28, 2019 Meeting Minutes

**NEW BUSINESS:**

- [2.](#) Approval of Williams Mullen Invoice (11.15.19) Bill No. 5007230
3. Appoint EDA Chairman

**INFORMATIONAL ITEMS**

4. Facade Improvement Grant Program

**CLOSED SESSION:**

**RECONVENE:**

**ADJOURNMENT**

**TOWN OF BOWLING GREEN  
ECONOMIC DEVELOPMENT AUTHORITY  
MINUTES**

OCTOBER 28, 2019

**CALL TO ORDER AND QUORUM ESTABLISHED:** Chairman, John Sieg called the meeting to order at 6:35 PM and noted that a quorum of the EDA board was present.

**MEMBERS PRESENT:** Chairman John Sieg, John Lane, Glenn McDearmon, Hardy Dunnington, Donny Cutlip, and Jean Davis.

**OTHERS PRESENT:** Jo-Elsa Jordan, Economic Development Coordinator

**MEMBERS ABSENT:** David Storke

**UNFINISHED BUSINESS:**

1. Approval of July 12, 2019 Minutes  
A motion was made by Hardy Dunnington with a second by John Lane to approve the July 12, 2019 minutes. The meeting minutes were approved by a unanimous vote by the board.
2. Approval of July 22, 2019 Minutes  
A motion was made by Hardy Dunnington with a second by John Lane to approve the July 22, 2019 minutes. The meeting minutes were approved by a unanimous vote by the board.
3. Approval of July 30, 2019 Minutes  
A motion was made by Hardy Dunnington with a second by John Lane to approve the July 30, 2019 minutes.  
The meeting minutes were approved by a unanimous vote by the board.

**NEW BUSINESS:**

1. Approval of Williams Mullen Invoice – Bill No. 5000510 (10/12/19)  
A motion was made by John Lane with a second by Hardy Dunnington to approve the invoice dated 10/12/19 (Bill No. 5000510). Remittance of payment was approved by a unanimous vote by the board.
2. Façade Improvement Request – 111 N. Main Street  
John Lane moved to deny approval of the application as submitted, citing the following required criteria:
  - A detailed cost estimate from a Professional Contractor of the work being done and/or a schedule of estimated material costs.
  - More detailed plans, supporting documentation or material samples that specify materials being used, colors and general aesthetic improvements of the project that will allow the Board to gain a better understanding of how your proposed project will improve the façade's appearance.The motion was seconded by Hardy Dunnington. The motion passed with a unanimous vote by the board.

**CLOSED SESSION:**

John Lane moved and seconded by Glenn McDearmon that in accordance with Section 2.2-3711(A)(3) of the Code of Virginia, the Board entered into closed session for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Motion passed unanimously.

The Bowling Green EDA Board Members voted unanimously to come out of closed session and reconvene with a motion by Glenn McDearmon and seconded by Donny Cutlip.

John Sieg read the following certification:

**Whereas**, the Bowling Green EDA has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**Whereas**, Section 2.2-3712 D. of the Code of Virginia requires a certification by the Bowling Green EDA members that such closed meeting was conducted in conformity with Virginia law;

**Now Be It Resolved**, that the Bowling Green EDA this the 28th day of October, 2019, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Bowling Green EDA.

Each member then certified to the above.

There being no further business to come before the board, John Sieg adjourned the meeting at 7:12 p.m.

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Respectfully submitted:  
Jo-Elsa Jordan, Economic Development Coordinator

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Approved:  
John Sieg, Chairman

# WILLIAMS MULLEN

NOV 15 2019

Town of Bowling Green Economic Development Authority  
Attn: John Sieg  
Chairman  
P. O. Box 468  
Bowling Green, VA 22427

November 15, 2019  
071063.0002  
A. Graham Jr.  
BILL NO. 5007230

Regarding: HOTEL DEVELOPMENT ISSUES

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## BILLING SUMMARY THROUGH October 31, 2019

Fees For Professional Services	\$1,560.00
CURRENT BILLING	\$1,560.00
<b>TOTAL BALANCE DUE</b>	<b>\$1,560.00</b>

Vend# \_\_\_\_\_  
GL# \_\_\_\_\_ Date: \_\_\_\_\_  
Auth. By: \_\_\_\_\_  
Appr. By: \_\_\_\_\_

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To ensure proper credit, please return remittance page or refer to invoice number when payment is made.  
**Invoices are payable upon receipt.** Please make checks payable to **Williams Mullen.**

*If you have questions regarding this invoice, please contact  
Client Account Services at 844.848.6535*

**PLEASE REMIT TO OUR DEPOSIT ACCOUNT**  
WILLIAMS MULLEN  
P.O. BOX 800  
RICHMOND, VA 23218-0800

OR

**PAYMENT MAY BE MADE BY WIRE**  
SUNTRUST BANK  
ABA #: 061000104 / SWIFT: SNTRUS3A  
ACCOUNT #: 201145499

*Williams Mullen Clark & Dobbins, P.C. TIN 54-1246519*

# WILLIAMS MULLEN

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Town of Bowling Green Economic Development Authority  
Attn: John Sieg  
Chairman  
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Attorney-Client Privilege

FOR PROFESSIONAL SERVICES RENDERED

**Itemized Services Bill**

<b>Date</b>	<b>Tkpr</b>	<b>Narrative</b>	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
10/11/19	ACG	Call from Frank Moore to discuss my letter and next steps in development process.	0.70	600.00	\$420.00
10/14/19	ACG	Email to Jo-Elsa about call from Frank Moore in New Jersey.	0.30	600.00	\$180.00
10/21/19	ACG	Call from Frank Moore with update about status of development team and bank commitments.	0.40	600.00	\$240.00
10/22/19	ACG	Email to Jo-Elsa about call from Frank Moore yesterday.	0.20	600.00	\$120.00
10/25/19	ACG	Call from Frank Moore about inspection of hotel site on 10/30/19; call to Jo-Elsa about someone meeting the group at the site.	0.40	600.00	\$240.00
10/28/19	ACG	Letter from Frank Moore responding to my earlier questions; emails to Jo-Elsa about site visit; email to Frank Moore's secretary.	0.60	600.00	\$360.00

**Total Fees:** \$1,560.00

**Timekeeper Recap**

<b>Timekeeper</b>	<b>Rate</b>	<b>Hours</b>	<b>Amount</b>
Alexander Graham Jr.	600.00	2.60	\$1,560.00
		<u>2.60</u>	<u>\$1,560.00</u>