



IDA

Russell County, VA

Agenda Packet

Thursday September 12, 2024

Jefferson Room in the SWCC Suite

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

September 12, 2024

AGENDA

The Industrial Development Authority of Russell County Virginia will hold the regular monthly meeting on Thursday September 12, 2024 at 5:30 PM at the Jefferson Room in the SWCC Suite.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Approval of Financial and Treasurer's Report**
- 5. Guest Presentations**
- 6. Attorney's Report**
- 7. Executive Director's Report**
- 8. Old Business**
- 9. New Business**
- 10. Closed Session as permitted by Virginia Code #2.2-3711 (if needed)**
- 11. Motions from Closed Session**
- 12. Adjourn Meeting**

August 8, 2024

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on August 8, 2024, at 5:30 P.M. in the Jefferson Room in the SWCC suite.

MEMBERS

PRESENT: Richard Lockridge, Chairman
Tony Dodi, Vice Chairman
Carlton Elliott, Secretary
Harry Ferguson, Member
Jarred Glass, Member
DeAnna Jackson, Member
Ron Blankenship, Member
Bick Gibson, Member
John Bebber, Member

STAFF: Ernie McFaddin, Executive Director
Terry Kilgore, Attorney

GUESTS:

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

The secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by DeAnna Jackson second by Bick Gibson and duly approved by the Industrial Development Authority of Russell County, Virginia approving the minutes of the July 11,2024 meeting.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, B. Gibson, R. Blankenship, J. Bebber

Nay: None

Absent: None

FINANCIAL REPORT

Upon motion made by Tony Dodi, second by Ron Blankenship and duly approved by the Industrial Development Authority of Russell County, Virginia approving the financial report for July 2024, and to pay the invoices presented, and the following additional invoices:

HBS	82.77
Kayla Wiseman	675.00

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, B. Gibson, R. Blankenship, J. Bebbler

Nay: None

Absent: None

ATTORNEY'S REPORT

The attorney is continuing the work on the industrial building purchase and negotiating the environmental language in the agreement.

EXECUTIVE DIRECTOR'S REPORT

The property beside the 911 building is being considered for rezoning by the town for the current owner. The Executive Director is going to check the covenants on the Industrial Park to see if the change is allowed.

The property behind the government center is being considered for rezoning from commercial to residential. The IDA board has no objections or concerns regarding the change.

The USDA grant for the revolving loan fund has been received.

The VEDP & Job Grant has been approved for the preliminary engineering work for the Moss III Industrial site.

Upon motion made by Jarred Glass, second by Harry Ferguson and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to issue an RFP for architectural and engineering services for the Business Ready Sites Project. The Executive Director,

Chairman and Secretary are authorized to sign all documentation regarding this proposal.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, B. Gibson, R.

Blankenship

Nay: None

Absent: J. Bebber

Cumberland Plateau Planning District is working on an initiative to incentivize middle class housing.

The USDA office build-out should be completed by the end of September.

There is a business interested in leasing the center section of the Russell County Professional Building.

Upon motion made by Tony Dodi, second by Bick Gibson and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to offer a lease to Joni Lester for the center section of the Russell County Professional Building. The lease will be deferred for 6 months with a 3-year term. The amount shall be \$12.00 per square foot, increasing a \$1.00 per foot each year.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, B. Gibson, R.

Blankenship

Nay: None

Absent: J. Bebber

Need to procure a CPA Firm to do the audit for the fiscal year just concluded. The secretary has spoken to several firms and has suggested Owens CPA Firm and their 3 year offer.

Upon motion made by Harry Ferguson, second by Ron Blankenship and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director and Secretary to sign an engagement

letter with Owens CPA to complete the next 3 years of audits for \$18,000.00 per year.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, B. Gibson, R.

Blankenship

Nay: None

Absent: J. Bebber

CLOSED SESSION

No Closed Session

ADJOURNMENT

Upon motion made by Bick Gibson, second by Jarred Glass, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 7:18 PM.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, B. Gibson, R.

Blankenship

Nay: None

Absent: J. Bebber



CONTRACT INVOICE

Invoice Number: 251032
Invoice Date: 9/3/2024
Account Number: RC07
Balance Due: \$7.64

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

Customer: Russell County IDA
135 Highland Dr.
Lebanon, VA 24266

Table with 5 columns: Account No, Payment Terms, Due Date, Invoice Total, Balance Due. Row 1: RC07, 30 Days from invoice, 10/3/2024, \$7.64, \$7.64

Table with 6 columns: Contract Number, Contact, Contract Amount, P.O. Number, Start Date, Exp. Date. Row 1: 2704-02, Treasurer (276) 971-0690, \$7.64, , 10/4/2023, 10/3/2024

Summary:

Contract base rate charge for this billing period \$0.00
Contract overage charge for the 8/4/2024 to 9/3/2024 overage period \$4.64 **
Freight/Fuel/Materials Surcharge \$3.00

Detail:

Equipment included under this contract

Xerox/C8045

Table with columns: Number, Serial Number, Base Adj., Location, Meter Type, Meter Group, Begin Meter, End Meter, Total, Covered, Billable, Rate, Overage. Includes data for H3940 and meter details.

Effective June 1, 2012 a 1.5% finance charge per month will accrue after 30 days.

Summary table: Invoice Subtotal: \$7.64, Exempt: \$0.00, Total Tax: \$0.00, Invoice Total: \$7.64

Invoice



Invoice number 908EF3FC-0013
Date of issue September 1, 2024
Date due October 1, 2024

Votivigy LLC
7042 Campbell Dr.
Salem, Virginia 24153
United States
+1 540-588-4246

Bill to
Russell County IDA
133 Highland Dr.
Suite B
Lebanon, Virginia 24266
United States
+1 276-971-0690
russellcoida@gmail.com

Ship to
Russell County IDA
+12769710690

\$50.00 USD due October 1, 2024

[Pay online](#)

Description	Qty	Unit price	Amount
Website/Maintenance Subscription Sep 1 – Oct 1, 2024	1	\$50.00	\$50.00
Subtotal			\$50.00
Total			\$50.00
Amount due			\$50.00 USD

Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.
Routing number 121000248
Account number 40630169290243269
SWIFT code WFBIUS6S

SUSANS CLEANING SERVICE
261 WARNER SUB-DIVISION RD
LEBANON VA 24266
276-701-6962

Health Dept	AMOUNT:
August 2024. Clenning	

TOTAL

\$ 1,600.00

Thank you
Susan Bussing

Russell Co. Probation & Parole's Office Cleaning Invoice
for August 2024

Cleaned by: Kayla Wiseman

The Russell Co. Probation Office was cleaned twice a week for a total of 9 cleanings at the rate of \$75.00 per cleaning for the month of August in 2024 on the following dates:

08/02/2024

08/07/2024 and 08/09/2024

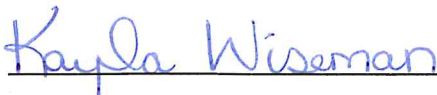
08/14/2024 and 08/16/2024

08/21/2024 and 08/23/2024

08/28/2024 and 08/30/2024

All 9 cleanings total a payment owed in the amount of \$675.00 for August of 2024.

Signature:



Kayla Wiseman

**Bank Recap Report
For All Document Types**

Document Date Range: From: 08/01/2024 To: 08/31/2024

Industrial Development Authority of Russell County (IDA)

Bank Code: FB&T Operating Account

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name		Document Amount	Bank Balance
					Beginning	28,848.06
8/2/2024	Deposit		Deposit Simmons	Rent	18,000.00	46,848.06
8/5/2024	Deposit		Deposit - Bates Farms	Rent	2,500.00	49,348.06
8/6/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	17,873.66	67,221.72
8/6/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	2,046.00	69,267.72
8/6/2024	Check	W000000518	Appalachian Power Company	Utilities Probation VDH	2,002.09	67,265.63
8/8/2024	Check	0000006675	Appalachian Natural Gas	Utilities Joe Gillespie	1.00	67,264.63
8/8/2024	Check	0000006676	Baker Roofing Company	SWCC Roof Reimbursed	19,800.00	47,464.63
8/8/2024	Check	0000006677	Hungate Business Services	Copier	593.75	46,870.88
8/8/2024	Check	0000006678	Kilgore Law Office, PLLC	Legal	2,350.00	44,520.88
8/8/2024	Check	0000006679	Andrew H. Musick	Mowing Probation	245.00	44,275.88
8/8/2024	Check	0000006680	Stateline Services	HVAC VDH	375.00	43,900.88
8/8/2024	Check	0000006681	Susan's Cleaning Service Inc	Cleaning VDH	1,600.00	42,300.88
8/8/2024	Check	0000006682	United Refrigeration Inc.	Repairs Gov Center	905.54	41,395.34
8/8/2024	Check	0000006683	Virginia Electric Suppy	Repairs Gov Center	159.99	41,235.35
8/8/2024	Check	0000006684	Votivigy, LLC	Web page	50.00	41,185.35
8/8/2024	Check	0000006685	Kayla Wiseman	Cleaning Probation	675.00	40,510.35
8/12/2024	Check	W000000519	First Bank & Trust Company	USDA Note Interest	3,664.99	36,845.36
8/12/2024	Check	W000000520	First Bank & Trust Company	Consolidated Note	36,254.14	591.22
8/14/2024	Check	W000000521	First Bank & Trust Company	Roof Note	6,943.62	6,352.40-
8/14/2024	Check	W000000522	Internal Revenue Service	P/R Tax	3,135.77	9,488.17-
8/19/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	13,533.33	4,045.16
8/22/2024	Deposit		Deposit Samuel	Rent	8,333.33	12,378.49
8/23/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	9,028.54	21,407.03
8/23/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	17,668.34	39,075.37
8/27/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	200.00	39,275.37
8/27/2024	Deposit		CASH RECEIPT DEPOSIT	Rent	19,800.00	59,075.37
8/27/2024	Check	0000006686	Virginia Coalfield Economic	Payment Bates	12,500.00	46,575.37
8/28/2024	Check	W000000523	Town of Lebanon VA	Utilities Probation VDH	127.00	46,448.37
8/29/2024	Deposit		Deposit Simmons	Rent	18,000.00	64,448.37
8/30/2024	Check	0000000366	Ernest McFaddin		4,586.93	59,861.44
8/30/2024	Check	0000000367	Heather W. Musick		1,981.08	57,880.36
8/30/2024	Check	0000000369	William C. Elliott		696.97	57,183.39
8/30/2024	Check	0000000370	Richard Lockridge		184.70	56,998.69
8/30/2024	Check	0000000371	Jarred Glass		184.70	56,813.99
8/30/2024	Check	0000000372	DeAnna C. Jackson		184.70	56,629.29
8/30/2024	Check	0000000373	Harry Ferguson		184.70	56,444.59
8/30/2024	Check	0000000374	Ronald L. Blankenship		184.70	56,259.89
8/30/2024	Check	0000000375	Charles B. Gibson		184.70	56,075.19
8/30/2024	Check	0000000376	John L. Bebbber		184.70	55,890.49
8/31/2024	Interest		Bank Strmnt		4.22	55,894.71
8/31/2024	Check	W000000517	First Bank & Trust Company	DSS Note	6,344.06	49,550.65
					Ending	49,550.65

Bank Recap Report
For All Document Types
Document Date Range: From: 08/01/2024 To: 08/31/2024

Industrial Development Authority of Russell County (IDA)

Bank Code: FB&T - Projects

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	2,837.34
8/5/2024	Check	W000000524	Food City Meeting	19.07	2,818.27
8/6/2024	Deposit		Transfer RL Wood Transfer from Savings	11,767.58	14,585.85
8/6/2024	Deposit		Transfer Don Johnson Doors Transfer from Savings	16,584.00	31,169.85
8/6/2024	Check	0000001218	Don Johnson's Door Service Russell Place	16,584.00	14,585.85
8/6/2024	Check	0000001219	R.L. Wood & Company Russell Place	11,767.58	2,818.27
8/7/2024	Deposit		Transfer Mailboxes Transfer from Savings	3,000.00	5,818.27
8/8/2024	Check	W	Salsbury Industries Proabtion USDA	2,676.70	3,141.57
8/14/2024	Check	W000000525	Pat's Kountry Diner Meeting	175.45	2,966.12
8/19/2024	Deposit		Deposit Joe Gillespie Drive Up VCEDA	152,472.51	155,438.63
8/27/2024	Check	0000001220	Twin Enterprises Joe Gillespie	61,896.83	93,541.80
8/31/2024	Interest		Bank Stmt	6.95	93,548.75
				Ending	93,548.75

**Bank Recap Report
For All Document Types**

Document Date Range: From: 08/01/2024 To: 08/31/2024

Industrial Development Authority of Russell County (IDA)

Bank Code: FB&T - USDA RLF

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	17,591.95
8/6/2024	Deposit		Deposit Nxt Gen	360.00	17,951.95
8/19/2024	Deposit		Deposit - RLF Payments	580.98	18,532.93
8/31/2024	Interest		Bank Stmt	1.64	18,534.57
				Ending	18,534.57

**Bank Recap Report
For All Document Types**

Document Date Range: From: 08/01/2024 To: 08/31/2024

Industrial Development Authority of Russell County (IDA)

Bank Code: FB&T - Savings

Document/ Check	Document Type	Check Number	Comment/ Check Payee Name	Document Amount	Bank Balance
				Beginning	568,957.64
8/6/2024	Withdrawal		Transfer Savings to Projects	11,767.58	557,190.06
8/6/2024	Withdrawal		Transfer Savings to Projects	16,584.00	540,606.06
8/7/2024	Withdrawal		Transfer Savings to Projects	3,000.00	537,606.06
8/31/2024	Interest		Bank Stmt	2,344.26	539,950.32
				Ending	539,950.32