



**IDA**

**Russell County, VA**

*Agenda Packet*

Thursday February 6, 2025

**The Jefferson Room in the SVCC 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

**February 6, 2025**

## **AGENDA**

The Industrial Development Authority of Russell County Virginia has rescheduled the regular monthly meeting to Thursday, February 6, 2025 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 / Public Comment**
- 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**

**January 16, 2025**

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on January 16, 2025 at 5:30 P.M. in the Jefferson Room of 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  
John Bebber, Member  
Bick Gibson, Member

**ABSENT:** NONE

**STAFF:** Ernie McFaddin, Executive Director  
William Wampler, III, Attorney

**GUESTS:** NONE

The Chairman called the meeting to order at 5:36 P.M.

Upon motion made by Harry Ferguson second by Tony Dodi and duly approved by the Industrial Development Authority of Russell County, Virginia approving Ron Blankenship to attend the meeting remotely in accordance with the IDA's electronic meeting policy.

The Vote was:

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

Nay: None

Absent: None

**APPROVAL OF MINUTES**

Upon motion made by DeAnna Jackson second by Jarred Glass and duly approved by the Industrial Development Authority of Russell County, Virginia approving the minutes of the December 5, 2024 meeting.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, R. Blankenship, J. Bebber, B. Gibson  
Nay: None  
Absent: None

### **FINANCIAL REPORT**

Upon motion made by Tony Dodi, second by John Bebber and duly approved by the Industrial Development Authority of Russell County, Virginia approving the financial report for December 2024, and to pay the invoices presented and the additional invoice to Innovative Technology for \$147.00.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, R. Blankenship, J. Bebber, B. Gibson  
Nay: None  
Absent: None

### **ATTORNEY'S REPORT**

The Bates facilities agreement has been finalized to cover the cost of the roof replacement.

Upon motion made by Harry Ferguson, second by DeAnna Jackson and duly approved by the Industrial Development Authority of Russell County, Virginia approving the addendum to the Facilities Lease Agreement for the Bates project roof replacement.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, R. Blankenship, J. Bebber, B. Gibson  
Nay: None  
Absent: None

Samuel Pressure Vessels is in the process of purchasing the building.

### **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director asked the board to accept the bid from Baker Roofing to replace the roof on the Bates building with an additional \$53,000.00 to repair the gutter system which carries the water away from the front of the building.

Upon motion made by John Bebber, second by Ron Blankenship and duly approved by the Industrial Development Authority of Russell County, Virginia accepting the bid of \$338,474 from Baker Roofing and executing the contract for

the Bates roof replacement and gutter repair. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this project.

The Vote was:

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

Nay: None

Absent: None

The Executive Director asked the IDA to revise the motion applying for funds from VCEDA for the roof project to cover the gutter replacement.

Upon motion made by Jarred Glass, second by Bick Gibson and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Executive Director to apply for up to \$350,000 from VCEDA to fund the Bates roof replacement. The Executive Director, Chairman and Secretary are authorized to sign all documents relating to this application.

The Vote was:

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

Nay: None

Absent: None

Conflict of Interest forms are Due to the Board of Supervisors by February 1, 2025

The Region Park sign will be installed this week, weather permitting.

The Russell County Industrial Complex engineering bid has been received from Thompson and Litton which is slightly above the budget of \$274,900. The Executive Director is working with VEDP to secure the funding to cover the bid amount.

Simmons Equipment grant and loan documents have been executed with VEDP and the Tobacco Commission.

### **CLOSED SESSION**

Upon motion made by Harry Ferguson, second by John Bebber and duly approved by the Industrial Development Authority of Russell County, Virginia to enter Closed Session as permitted by, VA Code #2.2-3711 (3) Acquisition/Sale of

Property – Project “Wonder”, “Dog” and “Vet” (5) Prospective Unannounced Business - Project “Condor” & “Pat” (7&8) Legal - Project “Wonder”

The Vote was:

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

Nay: None

Absent: None

### **RECONVENE TO PUBLIC SESSION**

Upon motion made by Tony Dodi, second by Bick Gibson, 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:

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

Nay: None

Absent: 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 Call Vote Was:

Richard Lockridge	Yes	Carlton Elliott	Yes
Harry Ferguson	Yes	Tony Dodi	Yes
DeAnna Jackson	Yes	Bick Gibson	Yes
Jarred Glass	Yes	John Bebber	Yes
Ron Blankenship	Yes		

### **ADJOURNMENT**

Upon motion made by Jarred Glass, second by Harry Ferguson, and duly approved by the Industrial Development Authority of Russell County, Virginia rescheduling February’s meeting for the 6<sup>th</sup> at 5:30 PM in the Jefferson Room.

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, R. Blankenship, J. Bebber, B. Gibson  
Nay: None  
Absent: None

Upon motion made by DeAnna Jackson, second by Tony Dodi, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 7:19 PM

The Vote was:

Aye: C. Elliott, T. Dodi, H. Ferguson, D. Jackson, J. Glass, R. Blankenship, J. Bebber, B. Gibson  
Nay: None  
Absent: None

Draft



January 2025

Project or Lease Description	Income	Note Pymnts	Utilities	Janitorial and Mowing	Net
<b>Government Center Leases</b>					
TDEC	\$ 2,046.00	\$ -	\$ -	\$ -	\$ 2,046.00
Innovative Technology	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00
Southwest Community College	\$ 7,356.50	\$ -	\$ -	\$ -	\$ 7,356.50
3B Consulting	\$ 3,791.66	\$ -	\$ -	\$ -	\$ 3,791.66
I-Go Wireless	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00
The Christian Center	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00
Soil Conservation	\$ 833.33	\$ -	\$ -	\$ -	\$ 833.33
TACS	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
Cumberland Plateau Waste Mgt	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00
	<u>\$ 15,327.49</u>	<u>\$ 6,943.62</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,383.87</u>
<b>Lease Projects</b>					
Department of Social Services	\$ 13,582.00	\$ 5,764.59	\$ -	\$ -	\$ 7,817.41
Department of Health	\$ 17,668.34	\$ 11,175.14	\$ 1,850.17	\$ 1,600.00	\$ 3,043.03
Department of Corrections	\$ 9,248.75	\$ 7,079.00	\$ 500.00	\$ 600.00	\$ 1,069.75
USDA	\$ 7,134.05	\$ 3,082.93	\$ 430.00	\$ 500.00	\$ 3,121.12
	<u>\$ 47,633.14</u>	<u>\$ 27,101.66</u>	<u>\$ 2,780.17</u>	<u>\$ 2,700.00</u>	<u>\$ 11,930.19</u>
<b>Industrial Projects</b>					
Samuel Pressure Vessels	\$ 8,333.33	\$ 8,333.33	\$ -	\$ -	\$ -
JM Conveyors	\$ 12,500.00	\$ 12,500.00	\$ -	\$ -	\$ -
Acme Building	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -
Russell Place	\$ -	\$ -	\$ -	\$ -	\$ -
Simmons	\$ 18,000.00	\$ 18,000.00	\$ -	\$ -	\$ -
Project Wonder	\$ -	\$ 1,270.00	\$ -	\$ -	\$ (1,270.00)
	<u>\$ 41,333.33</u>	<u>\$ 42,603.33</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,270.00)</u>
<b>Totals</b>	<b>\$ 104,293.96</b>	<b>\$ 76,648.61</b>	<b>\$ 2,780.17</b>	<b>\$ 2,700.00</b>	<b>\$ 19,044.06</b>
<b>Operating Expense</b>					
Payroll & Stipens	\$ 11,249.00				
Legal	\$ -				
Website	\$ 50.00				
Office	\$ 942.00				
Accounting/Audit	\$ -				
Meeting	\$ 285.00				
Repairs	\$ -				
Bid Advertising	\$ 42.80				
	<u>\$ 12,568.80</u>				
Interest Savings	\$ 1,017.41				
Monthly Income/(Loss)	\$ 7,492.67				

Roof Note

Environmental Study

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 010125 To: 013125**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T Operating Account

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning Balance:</b>	78,411.22
1/2/2025	Check	W000000574	First Bank & Trust Company DSS Payment	6,344.06	72,067.16
1/3/2025	Deposit		Deposit Bates Bates Rent	2,500.00	74,567.16
1/6/2025	Deposit		CASH RECEIPT DEPOSIT Rent	2,046.00	76,613.16
1/7/2025	Check	W000000575	Appalachian Power Company Utilities Probation	785.30	75,827.86
1/7/2025	Check	W000000576	Appalachian Power Company Utilities VDH	1,805.17	74,022.69
1/7/2025	Check	W000000587	Appalachian Power Company Utilities VDH	57.56	73,965.13
1/9/2025	Deposit		CASH RECEIPT DEPOSIT Rent	17,723.66	91,688.79
1/9/2025	Deposit		Deposit - Samuel Payment	8,333.33	100,022.12
1/9/2025	Deposit		Deposit - JM Conveyors Payment	12,500.00	112,522.12
1/10/2025	Check	W000000577	First Bank & Trust Company Consolidated Loan	36,254.14	76,267.98
1/10/2025	Check	W000000578	Town of Lebanon VA Utilities	217.00	76,050.98
1/13/2025	Deposit		Deposit - Tobacco Simmons Project	1,348.21	77,399.19
1/14/2025	Check	W000000579	First Bank & Trust Company Roof Payment	6,943.62	70,455.57
1/14/2025	Check	W000000580	Internal Revenue Service P/R Tax	5,341.90	65,113.67
1/15/2025	Check	W000000581	Virginia Employment Comm Unemployment Tax	125.00	64,988.67
1/15/2025	Check	W000000582	Virginia Department of State P/R Tax	1,596.95	63,391.72
1/16/2025	Check	0000006737	IngenAE, LLC Environmental Study	1,270.00	62,121.72
1/16/2025	Check	0000006738	H-D Media Company, LLC Bid Advertising	42.80	62,078.92
1/16/2025	Check	0000006739	Hungate Business Services Copier	718.47	61,360.45
1/16/2025	Check	0000006740	Innovative Technology IT Support	147.00	61,213.45
1/16/2025	Check	0000006741	Ernest McFaddin Reimbursement	318.65	60,894.80
1/16/2025	Check	0000006742	Susan's Cleaning Service Inc Cleaning	1,600.00	59,294.80
1/16/2025	Check	0000006743	VACORP Insurance Bates	2,920.00	56,374.80
1/16/2025	Check	0000006744	Virginia Coalfield Economic Project Payments	34,166.66	22,208.14
1/16/2025	Check	0000006745	Votivigy, LLC Web Page	50.00	22,158.14
1/16/2025	Check	0000006746	Kayla Wiseman Cleaning Prob USDA	1,100.00	21,058.14
1/23/2025	Deposit		CASH RECEIPT DEPOSIT Rent	200.00	21,258.14
1/24/2025	Deposit		CASH RECEIPT DEPOSIT Rent	7,134.05	28,392.19
1/24/2025	Deposit		CASH RECEIPT DEPOSIT Rent	9,248.75	37,640.94
1/24/2025	Deposit		CASH RECEIPT DEPOSIT Rent	17,668.34	55,309.28
1/27/2025	Check	W000000583	First Bank & Trust Company USDA Payment	3,005.37	52,303.91
1/31/2025	Deposit		CASH RECEIPT DEPOSIT Rent	30,385.33	82,689.24
1/31/2025	Deposit		Deposit - Simmons Payment	18,000.00	100,689.24
1/31/2025	Interest		Bank Stmtnt	7.62	100,696.86
1/31/2025	Check	000000422	William C. Elliott	696.97	99,999.89
1/31/2025	Check	000000423	Richard Lockridge	184.70	99,815.19
1/31/2025	Check	000000424	Jarred Glass	184.70	99,630.49
1/31/2025	Check	000000425	DeAnna C. Jackson	184.70	99,445.79
1/31/2025	Check	000000426	Harry Ferguson	184.70	99,261.09
1/31/2025	Check	000000427	Ronald L. Blankenship	184.70	99,076.39
1/31/2025	Check	000000428	Charles B. Gibson	184.70	98,891.69
1/31/2025	Check	000000429	John L. Bebber	184.70	98,706.99
1/31/2025	Check	000000430	Ernest McFaddin	4,605.81	94,101.18
1/31/2025	Check	000000431	Heather W. Musick	1,985.62	92,115.56
				<b>Ending</b>	92,115.56

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 010125 To: 013125**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - Projects

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>		<b>Document Amount</b>	<b>Bank Balance</b>
					<b>Beginning</b>	9,750.75
1/9/2025	Withdrawal		Transfer Project to RLF	Haltering Hope Depost Wrong Acc	262.92	9,487.83
1/16/2025	Deposit		Transfer		94,303.63	103,791.46
1/16/2025	Check	0000001230	Carlton Scale	Chk held til completion	94,303.63	9,487.83
1/16/2025	Check	0000001231	Chad Newberry Construction	USDA	410.23	9,077.60
1/16/2025	Check	W000000584	United States Postal Service	PO Box Rental	77.00	9,000.60
1/17/2025	Check	W000000585	Pat's Kountry Diner	Meeting	279.92	8,720.68
1/21/2025	Check	W000000586	Food City	Meeting	7.96	8,712.72
1/24/2025	Withdrawal		Transfer Project to Savings		90,000.00	81,287.28-
1/31/2025	Interest		Bank Stmt		3.02	81,284.26-
					<b>Ending</b>	81,284.26-

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 010125 To: 013125**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - Savings

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning</b>	325,793.85
1/16/2025	Withdrawal		Transfer Savings to Projects	94,303.63	231,490.22
1/24/2025	Deposit		Transfer Projects to Savings	90,000.00	321,490.22
1/31/2025	Interest		Bank Stmt	1,017.41	322,507.63
				<b>Ending</b>	322,507.63

**Bank Recap Report  
For All Document Types**

**Document Date Range: From: 010125 To: 013125**

**Industrial Development Authority of Russell County (IDA)**

**Bank Code:** FB&T - USDA RLF

<b>Document/ Check</b>	<b>Document Type</b>	<b>Check Number</b>	<b>Comment/ Check Payee Name</b>	<b>Document Amount</b>	<b>Bank Balance</b>
				<b>Beginning</b>	7,531.40
1/9/2025	Deposit		Deposit Old Mill	404.98	7,936.38
1/9/2025	Deposit		Haltering Hope deposited to	262.92	8,199.30
1/31/2025	Interest		Bank Stmt	0.73	8,200.03
1/31/2025	Deposit		Deposit	1,019.18	9,219.21
				<b>Ending</b>	9,219.21





**Final Details for Order #112-2000667-4335428**

[Print this page for your records.](#)

**Order Placed:** November 10, 2024

**Amazon.com order number:** 112-2000667-4335428

**Order Total: \$834.95**

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**Shipped on November 11, 2024**

**Items Ordered**

**Price**

1 of: *Dell Optiplex 7020 7000 SFF Intel i5-14500 (14 Cores, Beats Intel i7-13700T), 32GB DDR5, 512GB NVMe, RJ-45, DP Port, HDMI, Wired KB & Mouse, W11P, 3YR, Business Desktop* \$834.95

Sold by: OEMGENUINE ([seller profile](#))

Supplied by: Other

Condition: New

**Shipping Address:**

Carlton Elliott  
25 Scales Street - PO Box 1396  
Lebanon, VA 24266  
United States

**Shipping Speed:**

Standard Shipping

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**Payment information**

**Payment Method:**

Visa ending in 1937

**Billing address**

Carlton Elliott  
25 Scales Street - PO Box 1396  
Lebanon, VA 24266  
United States

**Credit Card transactions**

Visa ending in 1937: November 11, 2024: \$834.95

Item(s) Subtotal:	\$834.95
Shipping & Handling:	\$0.00
-----	
Total before tax:	\$834.95
Estimated tax to be collected:	\$0.00
-----	
<b>Grand Total:</b>	<b>\$834.95</b>

To view the status of your order, return to [Order Summary](#).

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**Final Details for Order #113-8451924-3125821**

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**Order Placed:** November 8, 2024  
**Amazon.com order number:** 113-8451924-3125821  
**Order Total:** \$48.79

---

**Shipped on November 9, 2024**

**Items Ordered**

1 of: *LXun Upgraded 260W H260EBM-00 Power Supply Compatible with Dell Optiplex 3050 3060 3050M 5050 5060 7050 7060 7080 3080 5080 5090 7090 7080MT H7X3F Switching Power Supply 【6Pin+4Pin】* **Price** \$55.79

Sold by: Li-SUN Tec ([seller profile](#))  
Supplied by: Li-SUN Tec ([seller profile](#))

Condition: New

**Shipping Address:**

Carlton Elliott  
25 Scales Street - PO Box 1396  
Lebanon, VA 24266  
United States

**Shipping Speed:**

FREE Prime Delivery

---

**Payment information**

**Payment Method:**

Visa ending in 1937

**Billing address**

Carlton Elliott  
25 Scales Street - PO Box 1396  
Lebanon, VA 24266  
United States

**Credit Card transactions**

Item(s) Subtotal:	\$55.79
Shipping & Handling:	\$0.00
Your Coupon Savings:	-\$7.00
	-----
Total before tax:	\$48.79
Estimated tax to be collected:	\$0.00
	-----
<b>Grand Total:</b>	<b>\$48.79</b>
Visa ending in 1937: November 9, 2024:	\$48.79

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**Final Details for Order #111-3348286-2641866**

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**Order Placed:** December 14, 2024

**Amazon.com order number:** 111-3348286-2641866

**Order Total:** \$23.06

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**Shipped on December 15, 2024**

**Items Ordered**

1 of: *StarTech.com 1 Port PCIe Network Card - Low Profile - RJ45 Port - Realtek RTL8111H Chipset - Ethernet Network Card - NIC Server Adapter Network Card (ST1000SPEX2L)*

**Price**

\$23.06

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

**Shipping Address:**

Carlton Elliott  
25 Scales Street - PO Box 1396  
Lebanon, VA 24266  
United States

**Shipping Speed:**

FREE Prime Delivery

---

**Payment information**

**Payment Method:**

Visa ending in 1937

Item(s) Subtotal: \$23.06

Shipping & Handling: \$0.00

-----

Total before tax: \$23.06

Estimated tax to be collected: \$0.00

-----

**Grand Total: \$23.06**

**Billing address**

Carlton Elliott  
25 Scales Street - PO Box 1396  
Lebanon, VA 24266  
United States

**Credit Card transactions**

Visa ending in 1937: December 15, 2024: \$23.06

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CONTRACT INVOICE

Invoice Number: 259876
Invoice Date: 2/3/2025
Account Number: RC07
Balance Due: \$4.66

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, 3/5/2025, \$4.66, \$4.66

Table with 6 columns: Contract Number, Contact, Contract Amount, P.O. Number, Start Date, Exp. Date. Row 1: 2704-03, Treasurer (276) 971-0690, \$4.66, 10/4/2024, 10/3/2025

Summary:

Contract base rate charge for this billing period \$0.00
Contract overage charge for the 1/4/2025 to 2/3/2025 overage period \$1.66 \*\*
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: \$4.66, Exempt: \$0.00, Total Tax: \$0.00, Invoice Total: \$4.66

**Probation & Parole Office Cleaning Invoice**

**For January 2025**

**Cleaned by: Kayla Wiseman**

The Russell Co. Probation office was cleaned twice a week for a total of 10 cleanings at the rate of \$75.00 per cleaning for the month of January in 2025 on the following dates:

01/01/2025 and 01/03/2025

01/08/2025 and 01/10/2025

01/15/2025 and 01/17/2025

01/22/2025 and 01/24/2025

01/29/2025 and 01/31/2025

All 10 cleanings total a payment owed in the amount of \$750.00 for January 2025.

Signature:



Kayla Wiseman

**USDA Office Cleaning Invoice**

**For January 2025**

**Cleaned by: Kayla Wiseman**

The USDA office was cleaned twice a week for a total of 10 cleanings at the rate of \$62.50 per cleaning for the month of January in 2025 on the following dates:

01/01/2025 and 01/03/2025

01/08/2025 and 01/10/2025

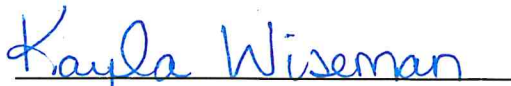
01/15/2025 and 01/17/2025

01/22/2025 and 01/24/2025

01/29/2025 and 01/31/2025

All 10 cleanings total a payment owed in the amount of \$625.00 for January 2025.

Signature:



Kayla Wiseman

SUSANS CLEANING SERVICE  
261 WARNER SUB-DIVISION RD  
LEBANON VA 24256  
276-701-6962

Health Dept.	AMOUNT:
January 2025 Cleaning	

TOTAL

\$ 1,600.00

Thank you  
Suzanne Bunting

# Invoice



Invoice number 908EF3FC-0018  
Date of issue February 1, 2025  
Date due March 2, 2025

**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 March 2, 2025**

[Pay online](#)

Description	Qty	Unit price	Amount
Website/Maintenance Subscription Jan 31 – Feb 28, 2025	1	\$50.00	\$50.00
<b>Subtotal</b>			<b>\$50.00</b>
<b>Total</b>			<b>\$50.00</b>
<b>Amount due</b>			<b>\$50.00 USD</b>

**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



281 W Main Street  
 P.O. Box 760  
 Lebanon, VA 24266  
 Fax: 276-889-5763  
 Phone: 276-889-0481  
 Toll Free: 800-688-0481  
[www.dominionofficeproducts.com](http://www.dominionofficeproducts.com)  
 Dominion Office Products

**INVOICE**

Invoice Number 167715  
 1/22/2025

**Bill-To Address**  
 INDUSTRIAL DEV AUTHORITY OF  
 RUSSELL CO VA  
 133 HIGHLAND DRIVE  
 SUITE B  
 LEBANON, VA 24266  
 Phone: 276-873-6126  
 Fax: 276-873-6213

**Ship-To Address**  
 INDUSTRIAL DEV AUTHORITY OF  
 RUSSELL CO VA  
 133 HIGHLAND DRIVE  
 LEBANON, VA 24266

Order Taker: VH	Sales Rep: HOUSE HOUSE	<b>VICKIE</b>	Terms: Net 30
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Item #	Description	UOM	Qty	Filled	List Price	Customer Price	Total
SOL26824	LoCor Bath Tissue - 2 Ply - 3.85" Width x 4.05" Length - 1500 Sheets/Roll - White - Fiber - 18 / Carton	00018 RL/CT	1	1	\$91.97	\$69.99	\$69.99
<b>Subtotal:</b>						\$91.97	\$69.99
<b>FREIGHT COST</b>							\$0.00
<b>Tax</b>							\$0.00
<b>Total</b>							\$69.99

Received By: \_\_\_\_\_

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



281 W Main Street  
 P.O. Box 760  
 Lebanon, VA 24266  
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 Dominion Office Products

INVOICE

Invoice Number 167799  
 1/28/2025

**Bill-To Address**  
 INDUSTRIAL DEV AUTHORITY OF  
 RUSSELL CO VA  
 133 HIGHLAND DRIVE  
 SUITE B  
 LEBANON, VA 24266  
 Phone: 276-873-6126  
 Fax: 276-873-6213

**Ship-To Address**  
 INDUSTRIAL DEV AUTHORITY OF  
 RUSSELL CO VA  
 133 HIGHLAND DRIVE  
 LEBANON, VA 24266

Order Taker: DD | Sales Rep: HOUSE HOUSE | **VICKIE** | Terms: Net 30

Item #	Description	UOM	Qty	Filled	List Price	Customer Price	Total
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<b>Total</b>							\$69.99

Received By: \_\_\_\_\_

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