

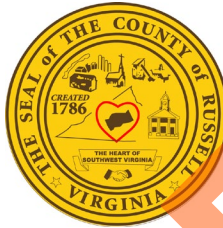
RUSSELL COUNTY
BOARD OF SUPERVISOR'S MEETING
AGENDA – MARCH 2, 2024

BOS Board Room

Regular Meeting

9:00 AM

Russell County Governmental Center
Lebanon, Virginia 24266



Russell County Board of Supervisors' "Public Board Packet" can be viewed or downloaded at
<https://russellcountyva.us/agendacenter>.

A hard copy of the Public Board Packet is located at the County Administrator's Office or the County's website electronically five (5) days prior to the board meeting or when the Chairman of the Board releases. In addition, one hard copy of the Public Board Packet will be available for public review at the board meeting.

CALL TO ORDER & ROLL CALL – Clerk of the Board**INVOCATION****PLEDGE OF ALLEGIANCE****APPROVAL OF AGENDA****PRESENTATION**

1. Shiloh Brooks – RC Tourism – 2023 Annual Tourism Presentation.....A-1

NEW BUSINESS

1. Approval of Minutes. Consider approval of the minutes of the following meeting of the Russell County Board of Supervisors.....B-1
 - a. Unapproved minutes of February 3, 2024
2. Approval of Expenditures. Consider approval of expenditures presented for payment.....B-2

3. Committee Appointments for Board Consideration.....B-3

**** Committee and Board Appointments Applications are currently being accepted. ****

CITIZEN'S COMMENT PERIOD (Limited to 3 Minutes)

CONSTITUTIONAL OFFICER REPORTS AND REQUESTS

COUNTY ATTORNEY REPORTS AND REQUESTS

COUNTY ADMINISTRATOR REPORTS AND REQUESTS

REPORTS

1. BOS Public Hearing (Informational Only) – Landfill Presentation – 3/8/2024
– 7 P.M. to 10 P.M.....C-1
2. Dante Depot Restoration Project – VDOT Reimbursement - \$276,854.88.....C-2
3. RC School Energy Performance (VA Saves Credit - \$127,046.25.....C-3
4. CPPD 2023 Annual Review.....C-4
5. Russell County By-Laws Update.....C-5
6. CPWMA By-Law Changes & Budget Deficit.....C-6
7. RC School & Sheriff Public Auction (March/April & October 2024).....C-7
8. Russell County Road Reporting System.....C-8
9. VDOT Monthly Road System Report.....C-9

REQUESTS

10. RC Disposal Truck Surplus – JM Wood Auction Co.....C-10
11. RC Planning Commission Organizational Membership Reduction.....C-11
12. RC Cigarette & Meal Tax Ordinances Public Hearing.....C-12
13. Travel Request – State Public Library Meeting – (3/20-23/2024).....C-13

BOARD DISCUSSIONS & REMINDERS

ADJOURNMENT

COUNTY AGENCY / BOARD REPORTS:

• Treasurer.....	D
• RC IDA	E
• RC PSA	F
• RC Tourism.....	G
• RC Planning Commission	H
• RC Conference Center.....	I
• RC Transportation & Safety.....	J
• RC Canneries.....	K
• RC Building Inspector.....	L
• RC Disposal.....	M
• RC Litter.....	N

DRAFT

Russell County Virginia

"The Heart of Southwest Virginia"

Tim Lovelace
District 1

Carl Rhea
District 3

David Eaton
District 4

Lou Ann Wallace, Chairperson
District 2

Oris Christian, Vice-Chairman
At-Large

Steve Breeding
District 5

Rebecca Dye
District 6

Lonzo Lester
County Administrator

PUBLIC NOTICE

**MARCH 2024
REGULAR BOARD MEETING**

RUSSELL COUNTY BOARD OF SUPERVISORS

TAKE NOTICE pursuant to Section 2.2-3707 of the Code of Virginia, the Russell County Board of Supervisors Regular Monthly Board Meeting will be held on **March 2, 2024, at 9 A.M.** at the **Russell County Board Room**, located at 137 Highland Drive, Lebanon, Virginia.

Notice Given Pursuant to Section 2.2-3707 of the Code of Virginia on the 3rd day of February 2024.

**BY ORDER OF THE
RUSSELL COUNTY BOARD OF SUPERVISORS**

Russell County, Virginia Tourism Department & Industry Partners Board of Supervisor Presentation

March 2nd, 2024

Russell County Tourism Coordinator, Shiloh Lyttle Brooks
VTC Destination Development Manager, Michelle Workman
Clinch River State Park, Scott Bowen Park Manager
Clinch River Valley Initiative Board President Nick Proctor
The Nature Conservancy Community Outreach Manager Nick Proctor

Overview



The Russell County Tourism Department (Experience Russell County, Virginia) is responsible for promoting a community as an attractive travel destination and enhancing its public image as a dynamic place to live and work. Through the impact of travel, they strengthen the economic position and provide opportunity for people in their community. Over the course of the past year there has been great success in marketing efforts of the county that has resulted in the partnerships with our industry organizations including Heart of Appalachia (HOA), Virginia Tourism Corporation (VTC), Clinch River State Park, Clinch River Valley Initiative (CRVI), and many more. Along with our local partners in our businesses, towns, and communities.

Some highlights of the past year 2023;

- Launch of updated website
- Successful social media ads/promotion
- Hosted the 1st Annual Heritage Festival
- Development of Russell County Adventure Guide- ARPA
- Professional Photography Database- ARPA

Key Stakeholders for Russell County



1. **Our local tourism industry leaders:** People who manage attractions, accommodations, events, dining establishments, and other visitor assets and experiences within our county.
1. **Elected Officials:** The local, regional, and statelevel leaders representing your area.
1. **County Residents:** Those who call Russell County home.
1. **Industry Partners:** Other officials in the tourism industries, organizations, DMOs, etc.



Russell

	2018	2019	2020	2021	2022	Percent Change
Travel Economic Impacts						
Employment	244	242	195	196	198	0.8%
Expenditures	\$ 25,702,922	\$ 25,430,836	\$ 18,316,084	\$ 24,539,799	\$ 25,924,400	5.6%
Labor Income	\$ 5,713,387	\$ 5,858,646	\$ 5,005,179	\$ 5,622,416	\$ 5,901,178	5.0%
Local Tax Receipts	\$ 938,342	\$ 949,414	\$ 746,230	\$ 848,146	\$ 924,435	9.0%
State Tax Receipts	\$ 711,638	\$ 713,784	\$ 496,250	\$ 660,217	\$ 706,890	7.1%

Background

These summary reports represent the direct impacts of travel in Virginia and its localities for the last five years, 2018-2022.

Economic Impact of Visitors in Virginia

The Economic Impact of Visitors in Virginia report is prepared annually for VTC by Tourism Economics. The report provides estimates of travel spending in Virginia and its 133 counties and independent cities as well as the employment, labor income, state and local tax revenues directly generated by these expenditures. The analysis is based on an Input-Output (I-O) model from IMPLAN for the Virginia economy.

The data in this report only represents the direct impact of travel estimates for the state and the localities. These five impact categories exclude the indirect and induced impacts.

Expenditures: Impacts created directly from spending by visitors to a destination within a discreet group of tourism related sectors (e.g., recreation, transportation, lodging etc.)

Employment: Jobs directly supported by visitor activity (includes part-time and seasonal work). One job is defined as one person working at least one hour per week for fifty weeks during the calendar year.

Labor Income: Income (wages, salaries, proprietor income and benefits) supported by direct visitor spending.

Local Taxes: City and County taxes generated by direct visitor spending.

State Taxes: State tax revenue generated by direct visitor spending.

Percent Change column represents the percentage change in each category over the previous year.

Tourism Impact on Economic Development in Russell County

Data provided by Virginia Tourism Corporation Research Department

Department Goals: 2024



1. Increase Brand Awareness:

Objective: Enhance the recognition and visibility of your brand among the target demographic and locals. Continuing to increase our social media presence/website traffic

1. Boost Revenue:

Objective: Drive more sales and generate increased tax revenue through effective marketing campaigns.

1. Content Marketing Goals:

Objective: Create and distribute valuable, relevant, and consistent content to attract and engage a specific target demographic.

1. Enhance Partnerships:

Objective: Further partnerships and connection with our industry organizations and local businesses.

1. Customer Experience:

Objective: Focus on providing a seamless and positive experience for customers at every touchpoint.

1. Share Grant and Funding:

Objective: Presistantly sharing grant and funding opportunities with tourism-related businesses / stakeholders in the community

1. Networking Opportunity:

Objective: Providing networking opportunities for current and future business owners



Questions & Comments

More About
Russell County Tourism Department
#ExperienceRussell



Experience Russell County,
VA



@experiencerussellcountyva



@Experience Russell County, Va

**VIRGINIA
STATE PARKS**



Clinch River State Park Russell County Properties

DRAFT



Artrip / Cleveland- 668.4 acres

Clinch River State Park
Artrip Bent Unit 2024



- 232 acre farm in Artrip purchased in 2019
- additional 7 tracts purchased in late 2023 totaling an additional 436.4 acres between Cleveland and Artrip
- Park Master Plan calls for day use areas, hiking trails, mountain bike trails, picnic shelters, visitor center, maintenance area, tent camping, Yurts

Day Use Boat Launches



**Artrip/Bent-
Artrip Road,
Cleveland**

**Carbo-
Carbo Church Ave.,
Cleveland, VA**



**Old Castlewood-
Luttie Banner Drive,
Castlewood**

Shepard Hollow, Honaker- 145 acres



- Currently under acquisition process, finalizes late 2024, early 2025
- Use to be determined in next Master Plan update
- ¼ mile downstream from Puckett's Hole DWR launch

Find us online

www.dcr.virginia.gov/state-parks/clinch-river



Instagram



Scott Bowen- Park Manager

Clinch River State Park
PO Box 67
St. Paul, VA 24283

Park Offices at the UVA Wise Oxbow Center
16620 East Riverside Drive Suites 120 & 123
St. Paul, VA 24283

Phone: 276-762-5076
Email: clinchriverv@dcrr.virginia.gov





Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item B-1
Presenter: Chairperson

Meeting: 3/2/24 9:00 AM

Approval of Minutes

Request approval of the minutes from the following meeting:

- **February 3, 2024 Board Minutes**

STAFF RECOMMENDATION(s):

Board discretion

SUGGESTED MOTION(s):

Motion to approve Board Minutes.

ATTACHMENTS:

- Board Minutes

DRAFT

February 3, 2024

A regular monthly meeting of the Russell County Board of Supervisors was held on Saturday, February 3, 2024, at 9:00 AM at the Russell County Government Center in Lebanon, Virginia.

CALL TO ORDER & ROLL CALL

The Clerk called the meeting to order.

Roll Call by the Clerk:

Present -

Andrew Hensley
Tara Dye
David Eaton
Steve Breeding
Rebecca Dye
Nate Kiser

Lonzo Lester, Clerk
Terry Kilgore, County Attorney

Absent -

Lou Ann Wallace

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation performed by Caleb Johnson, followed by the Pledge of Allegiance to the Flag.

APPROVAL OF THE AGENDA

Motion made by David Eaton, second Tara Dye and duly approved by the Board of Supervisors to amend the agenda to add:

1. Russell County Department of Social Services to item # 3 of New Business (Committee Appointments).

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

NEW BUSINESS

1. Approval of Minutes:

- a) Motion made by Tara Dye, second David Eaton and duly approved by the Board of Supervisors to amend the January 2, 2024, minutes to correct item 4 (e) under New Business to read "Andrew Hensley is appointed to Cumberland Plateau Regional Waste Authority Board concurrent with term".

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

- b) January 31, 2024, minutes will be presented at the next board meeting.

2. Approval of Expenditures:

Motion made by David Eaton second Andrew Hensley and duly approved by the Board of Supervisors to approve the expenditures presented for payment.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

3. Committee Appointments:

- a) Finney Community Center (2 Appointments)

Motion made by Tara Dye second David Eaton and duly approved by the Board of Supervisors to reappoint David Compton and Edward Tiller for two-year terms, said terms ending February 3, 2026.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

- b) Russell County Department of Social Services

Motion made by David Eaton second Tara Dye and duly approved by the Board of Supervisors to remove Jennifer Chumbley from the Russell County Department of Social Services board.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, and Nate Kiser

Nay: Rebecca Dye

Absent: Lou Ann Wallace

Motion made by David Eaton second Andrew Hensley and duly approved by the Board of Supervisors to appoint Sharon Owens to the Russell County Department of Social Services board.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, and Nate Kiser

Nay: Rebecca Dye

Absent: Lou Ann Wallace

- c) Cumberland Industrial Facilities Authority (2 Appointments, one being Appointment to Replace the Resigning Toni Dodi)

Andrew Hensley nominated David Eaton second Tara Dye for the first appointment.

No other nominations were made.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

David Eaton is appointed to the Cumberland Industrial Facilities Authority Board concurrent with term.

David Eaton nominated Steve Breeding second Tara Dye for the second appointment.

No other nominations were made.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

Steve Breeding is appointed to the Cumberland Industrial Facilities Authority Board concurrent with term.

Motion made by Nate Kiser, second David Eaton and duly approved by the Board of Supervisors to bypass the remaining committee and board appointments pending submittal and review of new applications.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

CITIZENS' COMMENTS

The Chair opened the citizens' comment period.

1. The following citizens voiced their opposition to the proposed landfill at Moss III:

Amy Branson, Castlewood

Tammy Garrett, Lebanon

Dana Tucker, Honaker

Ben Price, Cedar Bluff (Rosedale)

Betty Dickenson, Castlewood

Tim McClannahan, Honaker
Curt Salyers, Carbo
Charles King, Jr., Belfast
Josh Burgess, Cleveland
Tony Smith, Cleveland
Christina Caudill, Castlewood
Denver Rhea, South Clinchfield
Jarred Ring, Castlewood
RD Snead, Lebanon
Matthew Cassidy, Lebanon
Sherry Patton, Hansonville
George Campbell, Castlewood
Glen Hess, Swords Creek
Johnny Long, Castlewood
Oris Christian, Big Cedar Creek
Randy, Burke, Lebanon
Robert Chafin, Ivy Ridge
Sophie Chaffin Vance, Hansonville
Jennifer Chumbley, Cleveland
Mike Rhea, Ivy Ridge
Teresa Patrick, Long Hollow Road

2. Michelle Vance of the Moccasin area asked the Board to help encourage the Russell County School Board to come up with an alternative plan for closing schools for inclement weather based on the severity in certain areas, instead of closing all schools within the county.
3. JJ Eaton, of the Honaker area advised the citizens that the School Board and BOS budget committees have implemented a joint monthly meeting to work together on issues affecting the Russell County Schools, i.e., offering competitive pay and improving staff retention.

COUNTY ADMINISTRATOR REQUESTS

1. Motion made by Tara Dye, second Nate Kiser and duly approved by the Board of supervisors to approve the RC BOS Resolution Opposing Utility Rate Increase.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

2. Motion made by Nate Kiser, second David Eaton and duly approved by the Board of supervisors to approve the BOS Board & Commission Organizational Review.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser

Nay: None

Absent: Lou Ann Wallace

3. Motion made by David Eaton, second Tara Dye and duly approved by the Board of supervisors to approve the Virginia Opioid Authority Cooperative Partnership Grant – Project Pathfinder to contribute \$10,000.00.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

4. Motion made by David Eaton, second Tara Dye and duly approved by the Board of supervisors to approve the Russell & Dickenson County – Joint Resolution of Support for Recovery Residence and Providing Signatory Authority for the Proposal for Grant Funding from the Virginia Opioid Abatement Authority and to contribute \$25,000.00.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

5. Motion made by David Eaton, second Andrew Hensley and duly approved by the Board of supervisors to approve the CPRHA Environmental Exemption & 5 Yr. Plan Review.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

6. Motion made by Andrew Hensley, second Tara Dye and duly approved by the Board of supervisors to approve the Host Agreement Resolution Public Hearing Notice scheduled for March 8, 2024, at 7:00 PM at the Conference Center.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

7. Motion made by David Eaton, second Andrew Hensley and duly approved by the Board of supervisors to approve the DHCD Community Development Block grant #21-21-14 – Dante Sewer Project.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

8. Motion made by David Eaton, second Tara Dye and duly approved by the Board of supervisors to approve the Virginia Foundation of Humane Societies Direct Animal Award 2024 \$10,000.00.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

9. Motion made by Andrew Hensley, second Nate Kiser and duly approved by the Board of supervisors to approve the Oak Grove Land Use Permit – Right-of-Way Clearing & Fencing.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

10. Motion made by Andrew Hensley, second Nate Kiser and duly approved by the Board of supervisors to approve the RC Planning Commission Plats.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

11. Motion made by David Eaton, second Tara Dye and duly approved by the Board of supervisors to approve the Travel Request – Bridgett McGlothlin – Administrative Building Code Training.

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None
Absent: Lou Ann Wallace

ADJOURNMENT

Motion made by Andrew Hensley, second Nate Kiser and duly approved by the Board of Supervisors to adjourn.

The vote was:

Aye: Andrew Hensley, Tara Dye, David Eaton, Steve Breeding, Rebecca Dye, and Nate Kiser
Nay: None

Clerk of the Board

Chairperson



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item B-2
Presenter: Chairperson

Meeting: 3/2/24 9:00 AM

Approval of Expenditures

Request approval of the County's February 2024 Monthly Expenditures:

STAFF RECOMMENDATION(s):

County's February 2024 Monthly Expenditures are in compliance with budget and operational services.

SUGGESTED MOTION(s):

Motion to approve County's February 2024 Monthly Expenditures.

ATTACHMENTS:

- February 2024 Monthly Expenditures

DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
3/04/2024	2/13/2024	002615 A&A ENTERPRISES	79735		750.00	750.00	4100-031020-5410-	-
3/04/2024	2/15/2024	002615 A&A ENTERPRISES	79765		69.95	69.95	4100-031020-5410-	-
					819.95	819.95 *		
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO224		1,350.00	1,350.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO324		1,350.00	1,350.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO424		1,878.00	1,878.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO524		1,225.00	1,225.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO624		1,432.00	1,432.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO724		1,432.00	1,432.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO824		251.00	251.00	4100-031020-5408-	-
3/04/2024	2/13/2024	005101 ABOVE EXPECTATI	RCSO924		1,432.00	1,432.00	4100-031020-5408-	-
					10,350.00	10,350.00 *		
3/04/2024	1/09/2024	004568 ADDINGTON OIL C	121532		3,279.71	3,279.71	4100-042400-5408-	-
3/04/2024	1/31/2024	004568 ADDINGTON OIL C	129913		4,513.50	4,513.50	4100-042400-5408-	-
3/04/2024	2/15/2024	004568 ADDINGTON OIL C	127020		4,834.11	4,834.11	4100-042400-5408-	-
					12,627.32	12,627.32 *		
3/04/2024	2/13/2024	002623 ADVANCED MAILIN	176439		243.37	243.37	4100-031020-5201-	-
					243.37	243.37 *		
3/04/2024	1/08/2024	005062 ALERT 360	18572511	10	262.50	262.50	4100-073010-3002-	-
					262.50	262.50 *		
3/04/2024	2/19/2024	003845 ALSCO	LROA1116307		239.79	239.79	4100-072010-3008-	-
					239.79	239.79 *		
3/04/2024	1/30/2024	004982 AMAZON CAPITAL	JAN30-FEB19 24	10	32.50	32.50	4100-073010-5401-	-
3/04/2024	1/30/2024	004982 AMAZON CAPITAL	JAN30-FEB19 24	10	89.99	89.99	4100-073010-5414-	-
3/04/2024	1/30/2024	004982 AMAZON CAPITAL	JAN30-FEB19 24	10	1,028.01	1,028.01	4100-073010-5411-	-
					1,150.50	1,150.50 *		
3/04/2024	2/13/2024	005009 AMERICAN SOLUTI	7237573		9,428.25	9,428.25	4100-012130-5802-	-
					9,428.25	9,428.25 *		
3/04/2024	1/30/2024	003018 ARCMATE MANUFAC	INV111178		602.28	602.28	4100-042400-5414-	-
					602.28	602.28 *		
3/04/2024	2/14/2024	003103 AUTO MOTION SER	112		20.00	20.00	4100-042400-5408-	-
					20.00	20.00 *		
3/04/2024	2/07/2024	005153 AVENITY	RUSSELL CO 2024		11,357.00	11,357.00	4100-012090-5401-	-
					11,357.00	11,357.00 *		
3/04/2024	1/30/2024	000007 BAKER & TAYLOR	01302024	10	1,331.75	1,331.75	4100-073010-5411-	-
					1,331.75	1,331.75 *		
3/04/2024	1/31/2024	004494 BENTLEY DISTRIB	01312024		11.30	11.30	4100-012010-5401-	-
3/04/2024	1/31/2024	004494 BENTLEY DISTRIB	01312024		11.30	11.30	4100-012090-5401-	-
3/04/2024	1/31/2024	004494 BENTLEY DISTRIB	01312024		11.30	11.30	4100-035050-5401-	-
3/04/2024	1/31/2024	004494 BENTLEY DISTRIB	01312024		11.30	11.30	4100-034010-5401-	-
3/04/2024	1/31/2024	004494 BENTLEY DISTRIB	01312024		11.30	11.30	4100-012130-5401-	-
3/04/2024	12/20/2023	004494 BENTLEY DISTRIB	406356		15.80	15.80	4100-012010-5401-	-
3/04/2024	12/20/2023	004494 BENTLEY DISTRIB	406356		15.80	15.80	4100-012090-5401-	-
3/04/2024	12/20/2023	004494 BENTLEY DISTRIB	406356		15.80	15.80	4100-035050-5401-	-
3/04/2024	12/20/2023	004494 BENTLEY DISTRIB	406356		15.80	15.80	4100-034010-5401-	-
3/04/2024	12/20/2023	004494 BENTLEY DISTRIB	406356		15.80	15.80	4100-012130-5401-	-
3/04/2024	1/11/2024	004494 BENTLEY DISTRIB	409318		14.30	14.30	4100-012010-5401-	-
3/04/2024	1/11/2024	004494 BENTLEY DISTRIB	409318		14.30	14.30	4100-012090-5401-	-
3/04/2024	1/11/2024	004494 BENTLEY DISTRIB	409318		14.30	14.30	4100-035050-5401-	-
3/04/2024	1/11/2024	004494 BENTLEY DISTRIB	409318		14.30	14.30	4100-034010-5401-	-
3/04/2024	1/11/2024	004494 BENTLEY DISTRIB	409318		14.30	14.30	4100-012130-5401-	-
					207.00	207.00 *		
3/04/2024	2/03/2024	004675 BIZZACK CONSTRU	8860		2,286.00	2,286.00	4100-042010-3140-	-
					2,286.00	2,286.00 *		
3/04/2024	2/01/2024	005151 BODY ARMOR OUTL	INV36469		16,002.92	16,002.92	4100-094010-8041-	-
					16,002.92	16,002.92 *		

DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT		P.O.#
3/04/2024	1/25/2024	000669 BURSARS OFFICE	202402		15,189.18	15,189.18	4100-083050-1003-	-	-
3/04/2024	1/25/2024	000669 BURSARS OFFICE	202402		4,979.01	4,979.01	4100-083050-2003-	-	-
					20,168.19	20,168.19 *			
3/04/2024	2/01/2024	004350 CENTRAL HYDRAUL	21127		1,135.70	1,135.70	4100-042400-3004-	-	-
					1,135.70	1,135.70 *			
3/04/2024	1/16/2024	005149 CITY OF FALLS C	1622400000899		50.00	50.00	4100-035010-5408-	-	-
					50.00	50.00 *			
3/04/2024	2/16/2024	003569 CLARK PRINT SHO	4826		139.71	139.71	4100-013010-5401-	-	-
					139.71	139.71 *			
3/04/2024	1/24/2024	004044 CRAIG'S FIREARM	42294		7,914.80	7,914.80	4100-094010-8041-	-	-
					7,914.80	7,914.80 *			
3/04/2024	1/26/2024	004452 CRYSTAL SPRINGS	21468245 012624		114.58	114.58	4100-022010-5401-	-	-
3/04/2024	2/08/2024	004452 CRYSTAL SPRINGS	16981294 020824		27.28	27.28	4100-021060-5401-	-	-
3/04/2024	2/08/2024	004452 CRYSTAL SPRINGS	16981300 020824		26.32	26.32	4100-021020-5401-	-	-
					168.18	168.18 *			
3/04/2024	1/18/2024	000167 CSX TRANSPORTAT	8457953		100.00	100.00	4100-043020-8001-	-	-
					100.00	100.00 *			
3/04/2024	2/19/2024	000171 CUMBERLAND PLAT	320-		78,651.58	78,651.58	4100-042010-3002-	-	-
					78,651.58	78,651.58 *			
3/04/2024	2/06/2024	004958 DASTON CORPORAT	IN-6084		1,996.80	1,996.80	4100-012300-7002-	-	-
					1,996.80	1,996.80 *			
3/04/2024	1/19/2024	000184 DEMCO	7424151	10	1,815.74	1,815.74	4100-073010-5414-	-	-
3/04/2024	1/19/2024	000184 DEMCO	7424561	10	93.89	93.89	4100-073010-5401-	-	-
3/04/2024	1/23/2024	000184 DEMCO	7425462	10	1,349.79	1,349.79	4100-073010-5414-	-	-
3/04/2024	2/19/2024	000184 DEMCO	7440437	10	1,279.33	1,279.33	4100-073010-5414-	-	-
					4,538.75	4,538.75 *			
3/04/2024	5/06/2024	003752 DEPARTMENT OF M	202403700056		25.00	25.00	4100-031020-5408-	-	-
					25.00	25.00 *			
3/04/2024	1/29/2024	000193 DISCOUNT TIRE C	4428		62.00	62.00	4100-035010-5408-	-	-
					62.00	62.00 *			
3/04/2024	11/22/2023	000198 DOMINION OFFICE	157905.1		26.00	26.00	4100-022020-5401-	-	-
3/04/2024	12/21/2023	000198 DOMINION OFFICE	159363		34.64	34.64	4100-012130-5401-	-	-
3/04/2024	1/31/2024	000198 DOMINION OFFICE	160218		37.86	37.86	4100-021060-5401-	-	-
3/04/2024	1/31/2024	000198 DOMINION OFFICE	160234		71.98	71.98	4100-012010-5401-	-	-
3/04/2024	1/31/2024	000198 DOMINION OFFICE	160273		63.18	63.18	4100-043020-5405-	-	-
3/04/2024	2/02/2024	000198 DOMINION OFFICE	160329-		14.99	14.99	4100-042400-5401-	-	-
3/04/2024	1/18/2024	000198 DOMINION OFFICE	159314		24.99	24.99	4100-031020-5401-	-	-
3/04/2024	1/03/2024	000198 DOMINION OFFICE	159537		56.99	56.99	4100-031020-5401-	-	-
3/04/2024	1/05/2024	000198 DOMINION OFFICE	159622		187.98	187.98	4100-031020-5401-	-	-
3/04/2024	1/09/2024	000198 DOMINION OFFICE	159690		62.98	62.98	4100-031020-5401-	-	-
3/04/2024	1/12/2024	000198 DOMINION OFFICE	159843		57.29	57.29	4100-031020-5401-	-	-
3/04/2024	1/12/2024	000198 DOMINION OFFICE	159871		22.19	22.19	4100-031020-5401-	-	-
3/04/2024	1/23/2024	000198 DOMINION OFFICE	160069		129.14	129.14	4100-031020-5401-	-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160407		16.47	16.47	4100-012010-5401-	-	-
3/04/2024	2/06/2024	000198 DOMINION OFFICE	160413		56.99	56.99	4100-035050-5401-	-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160461		69.99	69.99	4100-043020-5405-	-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160510		18.44	18.44	4100-012010-5401-	-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160518		11.20	11.20	4100-034010-5401-	-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160421-		124.99	124.99	4100-021060-5401-	-	-
3/04/2024	2/14/2023	000198 DOMINION OFFICE	160536		372.98	372.98	4100-072010-5405-	-	-
3/04/2024	2/16/2024	000198 DOMINION OFFICE	160680		116.50	116.50	4100-042400-5413-	-	-
3/04/2024	2/16/2024	000198 DOMINION OFFICE	160678		235.19	235.19	4100-012130-5401-	-	-
3/04/2024	2/16/2024	000198 DOMINION OFFICE	160711		110.64	110.64	4100-012130-5401-	-	-
3/04/2024	2/20/2024	000198 DOMINION OFFICE	160779		87.85	87.85	4100-034010-5401-	-	-
3/04/2024	2/20/2024	000198 DOMINION OFFICE	167783		270.00	270.00	4100-043020-5405-	-	-

DUE DATE	INV. DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
3/04/2024	1/22/2024	000198 DOMINION OFFICE	160034	10	19.23	19.23	4100-073010-5401-	-
3/04/2024	2/06/2024	000198 DOMINION OFFICE	160410	10	56.99	56.99	4100-073010-5401-	-
3/04/2024	2/14/2024	000198 DOMINION OFFICE	160618	10	186.49	186.49	4100-073010-5407-	-
3/04/2024	2/02/2024	000198 DOMINION OFFICE	160332		25.98	25.98	4100-012090-5401-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160406		289.84	289.84	4100-012090-5401-	-
3/04/2024	2/12/2024	000198 DOMINION OFFICE	160406.2		149.95	149.95	4100-012090-5401-	-
3/04/2024	2/16/2024	000198 DOMINION OFFICE	160667		208.89	208.89	4100-012090-5401-	-
3/04/2024	2/21/2024	000198 DOMINION OFFICE	160776		134.25	134.25	4100-012130-5401-	-
3/04/2024	1/23/2024	000198 DOMINION OFFICE	160048		81.99	81.99	4100-013020-5401-	-
3/04/2024	2/02/2024	000198 DOMINION OFFICE	160333		11.98	11.98	4100-013020-5401-	-
3/04/2024	2/06/2024	000198 DOMINION OFFICE	160412		9.99	9.99	4100-013010-5401-	-
3/04/2024	2/09/2024	000198 DOMINION OFFICE	160537		69.99	69.99	4100-013020-5401-	-
3/04/2024	2/16/2024	000198 DOMINION OFFICE	160685		299.99	299.99	4100-013010-5401-	-
3/04/2024	2/13/2024	004959 DOWNSTREAM STRA	4481		3,827.01	3,827.01 *	4100-094010-8033-	-
3/04/2024	1/30/2024	004841 ELM USA	64534	10	440.00	440.00	4100-073010-5414-	-
3/04/2024	3/05/2024	004419 EQUATURE/DSS CO	23714		440.00	440.00 *	4100-032050-3005-	-
3/04/2024	2/12/2024	001445 FISHER AUTO PAR	402-583957		304.38	304.38 *	4100-042400-5407-	-
3/04/2024	2/06/2024	001445 FISHER AUTO PAR	397-298557		5,212.20	5,212.20 *	4100-031020-5408-	-
3/04/2024	2/21/2024	001445 FISHER AUTO PAR	397-299071		5,212.20	5,212.20 *	4100-042400-5407-	-
3/04/2024	1/30/2024	002747 FOLEY COMPANY	271281		153.26	153.26	4100-021060-5401-	-
3/04/2024	2/07/2024	000239 FOOD CITY	02072024		363.27	363.27	4100-011010-5413-	-
3/04/2024	2/07/2024	000239 FOOD CITY	02072024		29.99	29.99	4100-031020-5401-	-
3/04/2024	2/07/2024	000239 FOOD CITY	02072024		45.28	45.28	4100-031020-5401-	-
3/04/2024	2/07/2024	000239 FOOD CITY	02072024		145.82	145.82	4100-011010-5413-	-
3/04/2024	1/30/2024	003704 GALETON	2705049		442.93	442.93 *	4100-042400-5414-	-
3/04/2024	1/30/2024	003704 GALETON	2705128		134.55	134.55	4100-042400-5414-	-
3/04/2024	2/01/2024	003704 GALETON	2705314		14.95	14.95	4100-042400-5414-	-
3/04/2024	1/09/2024	000854 GALL'S, LLC	26739491		747.50	747.50	4100-031020-5409-	-
3/04/2024	1/23/2024	000854 GALL'S, LLC	26878103		897.00	897.00 *	4100-031020-5409-	-
3/04/2024	2/06/2024	005146 GLEANING FOR TH 2026			28.02	28.02	4100-035010-5905-	-
3/04/2024	2/06/2024	005146 GLEANING FOR TH 2026			276.90	276.90	4100-035010-5402-	-
3/04/2024	1/24/2024	004547 GUERNSEY	INV-2673249		304.92	304.92 *	4100-021020-5401-	-
3/04/2024	2/15/2024	004547 GUERNSEY	INV-2685433		70.00	70.00	4100-021020-5401-	-
3/04/2024	1/01/2024	005074 HD MEDIA CO INC	1933455		69.65	69.65	4100-011010-3007-	-
3/04/2024	2/12/2024	005152 HIGHALND SIGN S	5454		139.65	139.65 *	4100-031020-5409-	-
3/04/2024	1/26/2024	000308 HONAKER TIRE SE	302000		44.09	44.09	4100-042400-5407-	-
3/04/2024	2/08/2024	000308 HONAKER TIRE SE	302284		102.18	102.18	4100-042400-5407-	-
3/04/2024	1/05/2024	000314 HUFFMAN'S TIRE	RICK SALYERS--		146.27	146.27 *	4100-031020-5408-	-
3/04/2024	1/23/2024	003866 INNOVATIVE TECH	4025		385.20	385.20	4100-031020-3005-	-
3/04/2024	2/13/2024	003866 INNOVATIVE TECH	4046		385.20	385.20 *	4100-031020-3005-	-

DUE DATE	INV DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4055		150.00	150.00	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4056		6,459.00	6,459.00	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4056		645.00	645.00	4100-012300-7002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4057		825.00	825.00	4100-071040-5613-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4059		75.00	75.00	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4060		112.50	112.50	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4062		375.00	375.00	4100-022010-5415-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4062		19.50	19.50	4100-022010-5415-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4063		37.50	37.50	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4065		337.50	337.50	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4066		262.50	262.50	4100-031020-3005-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4066		18.00	18.00	4100-031020-3005-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4070		156.00	156.00	4100-012300-3002-	-
3/04/2024	2/22/2024	003866 INNOVATIVE TECH	4072		156.00	156.00	4100-012300-3002-	-
					10,914.43	10,914.43	*	
3/04/2024	2/05/2024	001685 JERRY'S SIGNS	15393		652.50	652.50	4100-031020-5408-	-
3/04/2024	2/05/2024	001685 JERRY'S SIGNS	15394		652.00	652.00	4100-031020-5408-	-
3/04/2024	2/13/2024	001685 JERRY'S SIGNS	15422		120.00	120.00	4100-031020-5408-	-
3/04/2024	2/19/2024	001685 JERRY'S SIGNS	15437		652.00	652.00	4100-031020-5408-	-
3/04/2024	2/19/2024	001685 JERRY'S SIGNS	15438		652.00	652.00	4100-031020-5408-	-
3/04/2024	2/20/2024	001685 JERRY'S SIGNS	15439		652.00	652.00	4100-031020-5408-	-
3/04/2024	10/10/2023	001685 JERRY'S SIGNS	15151		652.00	652.00	4100-031020-5408-	-
3/04/2024	10/24/2023	001685 JERRY'S SIGNS	15191		652.00	652.00	4100-031020-5408-	-
3/04/2024	10/24/2023	001685 JERRY'S SIGNS	15193		96.27	96.27	4100-031020-5408-	-
3/04/2024	2/05/2024	001685 JERRY'S SIGNS	15395		652.00	652.00	4100-031020-5408-	-
3/04/2024	2/09/2024	001685 JERRY'S SIGNS	15419		652.00	652.00	4100-031020-5408-	-
3/04/2024	2/09/2024	001685 JERRY'S SIGNS	15420		652.00	652.00	4100-031020-5408-	-
3/04/2024	2/23/2024	001685 JERRY'S SIGNS	15447		1,819.00	1,819.00	4100-031020-5408-	-
					8,555.77	8,555.77	*	
3/04/2024	12/28/2023	003587 JOHN DEERE FINA	1247704		90.00	90.00	4100-035010-5401-	-
3/04/2024	1/22/2024	003587 JOHN DEERE FINA	1249577		574.50	574.50	4100-043020-5407-	-
3/04/2024	2/25/2024	003587 JOHN DEERE FINA	02252024	1	361.19	361.19	4100-031020-5408-	-
					1,025.69	1,025.69	*	
3/04/2024	9/29/2023	001235 KIDS REFERENCE	KRC08-12508	10	222.80	222.80	4100-073010-5411-	-
3/04/2024	9/20/2023	001235 KIDS REFERENCE	KRC09-12590	10	139.80	139.80	4100-073010-5411-	-
3/04/2024	11/14/2023	001235 KIDS REFERENCE	KRC11-122769	10	151.92	151.92	4100-073010-5411-	-
3/04/2024	11/24/2023	001235 KIDS REFERENCE	KRC11-12770	10	246.86	246.86	4100-073010-5411-	-
					761.38	761.38	*	
3/04/2024	2/05/2024	005072 KILGORE LAW OFF	56628		995.00	995.00	4100-011010-3002-	-
					995.00	995.00	*	
3/04/2024	2/12/2024	000359 KWIK KAFE	3510:728722		42.00	42.00	4100-012010-5401-	-
					42.00	42.00	*	
3/04/2024	2/21/2024	004546 LEAF	16115064	10	95.52	95.52	4100-073010-3002-	-
					95.52	95.52	*	
3/04/2024	9/13/2023	004051 LEONARD AUTOMOT	RO 4784		6,917.55	6,917.55	4100-099000-5000-	-
3/04/2024	9/13/2023	004051 LEONARD AUTOMOT	RO 4784		500.00	500.00	4100-031020-5408-	-
3/04/2024	10/13/2023	004051 LEONARD AUTOMOT	RO 4788		1,991.62	1,991.62	4100-099000-5000-	-
3/04/2024	10/13/2023	004051 LEONARD AUTOMOT	RO 4788		500.00	500.00	4100-031020-5408-	-
3/04/2024	9/22/2022	004051 LEONARD AUTOMOT	RO 4852		1,114.75	1,114.75	4100-099000-5000-	-
3/04/2024	9/22/2022	004051 LEONARD AUTOMOT	RO 4852		500.00	500.00	4100-031020-5408-	-
3/04/2024	1/08/2024	004051 LEONARD AUTOMOT	RO 4903		1,170.00	1,170.00	4100-099000-5000-	-
3/04/2024	1/08/2024	004051 LEONARD AUTOMOT	RO 4903		500.00	500.00	4100-031020-5408-	-
					13,193.92	13,193.92	*	
3/04/2024	2/09/2024	005150 LESTER RHONDA	BAI TRAINING		25.31	25.31	4100-011010-5504-	-
					25.31	25.31	*	

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3/04/2024	2/07/2024	004838 LESTER TRUCK &	#399		1,222.89	1,222.89	4100-042400-5407-	-
					1,222.89	1,222.89 *		-
3/04/2024	2/01/2024	004083 LESTER, LONZO	RICHMOND 2024		42.67	42.67	4100-011010-5504-	-
					42.67	42.67 *		-
3/04/2024	2/06/2024	003051 LIGHTHOUSE SUPP	01313039		683.40	683.40	4100-043020-5407-	-
3/04/2024	2/12/2024	003051 LIGHTHOUSE SUPP	02123221		690.00	690.00	4100-043020-5407-	-
					1,373.40	1,373.40 *		-
3/04/2024	2/08/2024	003374 MCMASTER-CARR S	21794644		25.72	25.72	4100-043020-5407-	-
					25.72	25.72 *		-
3/04/2024	1/23/2024	003387 MOBILE COMMUNIC	345003266-1		6,016.00	6,016.00	4100-031020-7003-	-
3/04/2024	1/22/2024	003387 MOBILE COMMUNIC	354003229-1		375.00	375.00	4100-031020-7003-	-
3/04/2024	2/01/2024	003387 MOBILE COMMUNIC	80124386		3,418.45	3,418.45	4100-031020-7003-	-
					9,809.45	9,809.45 *		-
3/04/2024	2/01/2024	003399 MOODY SPRINKLER	02012024		1,800.00	1,800.00	4100-043020-3009-	-
					1,800.00	1,800.00 *		-
3/04/2024	2/13/2024	004511 NATIONAL TEST S	72979		3,267.20	3,267.20	4100-022010-5415-	-
					3,267.20	3,267.20 *		-
3/04/2024	1/10/2024	005070 NEWBERRY PEST S	5361		420.00	420.00	4100-043020-5407-	-
					420.00	420.00 *		-
3/04/2024	12/12/2023	003123 O'REILLY AUTO P	1221-146526		25.77	25.77	4100-031020-5408-	-
3/04/2024	1/18/2024	003123 O'REILLY AUTO P	1221-149514		25.77	25.77	4100-031020-5408-	-
3/04/2024	12/07/2023	003123 O'REILLY AUTO P	1943-128181		42.96	42.96	4100-031020-5408-	-
3/04/2024	12/13/2023	003123 O'REILLY AUTO P	1943-128710		25.77	25.77	4100-031020-5408-	-
3/04/2024	12/14/2023	003123 O'REILLY AUTO P	1943-128915		43.92	43.92	4100-031020-5408-	-
3/04/2024	12/18/2023	003123 O'REILLY AUTO P	1943-1292479		40.78	40.78	4100-031020-5408-	-
3/04/2024	12/28/2023	003123 O'REILLY AUTO P	1943-130123		40.78	40.78	4100-031020-5408-	-
3/04/2024	12/28/2023	003123 O'REILLY AUTO P	1943-130125		174.32	174.32	4100-031020-5408-	-
3/04/2024	2/15/2024	003123 O'REILLY AUTO P	1943-135090		14.99	14.99	4100-071040-5407-	-
3/04/2024	2/16/2024	003123 O'REILLY AUTO P	1943-135180		64.99	64.99	4100-043020-5408-	-
3/04/2024	1/04/2024	003123 O'REILLY AUTO P	1943-130766		66.48	66.48	4100-031020-5408-	-
3/04/2024	1/05/2024	003123 O'REILLY AUTO P	1943-130956		25.77	25.77	4100-031020-5408-	-
3/04/2024	1/10/2024	003123 O'REILLY AUTO P	1943-131355		14.99	14.99	4100-031020-5408-	-
3/04/2024	1/13/2024	003123 O'REILLY AUTO P	1943-131658		25.77	25.77	4100-031020-5408-	-
3/04/2024	1/16/2024	003123 O'REILLY AUTO P	1943-131902		101.10	101.10	4100-031020-5408-	-
					682.62	682.62 *		-
3/04/2024	2/09/2024	003041 OVERDRIVE INC	01572CO24043659	10	496.56	496.56	4100-073010-5411-	-
					496.56	496.56 *		-
3/04/2024	1/29/2024	005147 PHILLIPS LORI	01292024		70.00	70.00	4100-011010-5413-	-
					70.00	70.00 *		-
3/04/2024	3/17/2024	004972 PITNEY BOWES BA	03172024		520.99	520.99	4100-021060-5201-	-
					520.99	520.99 *		-
3/04/2024	1/10/2024	005148 PROVISION	INV2123491		541.94	541.94	4100-034010-5401-	-
3/04/2024	1/10/2024	005148 PROVISION	INV2123491R		195.00	195.00	4100-031020-5409-	-
					736.94	736.94 *		-
3/04/2024	3/09/2024	004843 QUADIENT LEASIN	Q1189339		537.93	537.93	4100-012010-3005-	-
					537.93	537.93 *		-
3/04/2024	2/15/2024	002812 RICOH USA, INC	39046623		98.73	98.73	4100-034010-5401-	-
					98.73	98.73 *		-
3/04/2024	2/23/2024	000663 RUSSELL COUNTY	FEB 24 WWTP		5,776.32	5,776.32	4100-082010-8025-	-
3/04/2024	2/22/2024	000663 RUSSELL COUNTY	FEB-24	1	7,740.00	7,740.00	4100-095010-9130-	-
3/04/2024	2/22/2024	000663 RUSSELL COUNTY	1002		670.57	670.57	4100-042400-5413-	-
					14,186.89	14,186.89 *		-
3/04/2024	2/09/2024	001333 RUSSELL COUNTY	02092024		150.00	150.00	4100-031020-5401-	-
					150.00	150.00 *		-
3/04/2024	12/27/2023	003554 S.E.P.T.I.C. IN	58840		360.00	360.00	4100-094010-7056-	-
					360.00	360.00 *		-

DUE DATE	INV. DATE	VENDOR	INVOICE	CLASS	GROSS AMT.	NET AMOUNT	G/L ACCOUNT	P.O.#
3/04/2024	2/23/2024	000594 SAM'S CLUB/GEOR	02232024		267.04	267.04	4100-031020-5409-	-
					267.04	267.04 *		
3/04/2024	2/16/2024	003380 SHENTEL	02162024		149.97	149.97	4100-031020-5203-	-
3/04/2024	2/16/2024	003380 SHENTEL	02162024		149.97	149.97	4100-012010-5413-	-
3/04/2024	2/16/2024	003380 SHENTEL	02162024		145.98	145.98	4100-031020-5203-	-
					445.92	445.92 *		
3/04/2024	2/03/2024	001299 SIGN SHOP OF SO	1013		60.00	60.00	4100-042400-5414-	-
					60.00	60.00 *		
3/04/2024	2/01/2024	001439 SMYTH COUNTY	119654		35.00	35.00	4100-031020-3009-	-
					35.00	35.00 *		
3/04/2024	1/25/2024	001700 SOUTHWEST VA VE	157405		23,163.35	23,163.35	4100-035010-5404-	-
3/04/2024	2/20/2024	001700 SOUTHWEST VA VE	157896		2,474.58	2,474.58	4100-035010-5404-	-
3/04/2024	2/21/2024	001700 SOUTHWEST VA VE	157930		1,446.09	1,446.09	4100-035010-5905-	-
					27,084.02	27,084.02 *		
3/04/2024	2/18/2024	002562 STERICYCLE INC	8006268369		92.85	92.85	4100-021060-5401-	-
3/04/2024	2/18/2024	002562 STERICYCLE INC	8006268369		31.43	31.43	4100-012010-5401-	-
3/04/2024	2/18/2024	002562 STERICYCLE INC	8006268369		31.43	31.43	4100-012090-5401-	-
3/04/2024	2/18/2024	002562 STERICYCLE INC	8006268369		31.42	31.42	4100-012130-5401-	-
					187.13	187.13 *		
3/04/2024	2/08/2024	003924 TACS	9084		879.65	879.65	4100-011010-3002-	-
3/04/2024	2/16/2024	003924 TACS	9125		60.00	60.00	4100-011010-3002-	-
					939.65	939.65 *		
3/04/2024	2/06/2024	003698 THE HOME DEPOT	610280		61.96	61.96	4100-043020-5407-	-
3/04/2024	1/21/2024	003698 THE HOME DEPOT	6943990		1,499.00	1,499.00	4100-043020-5407-	-
					1,560.96	1,560.96 *		
3/04/2024	1/31/2024	000675 THOMPSON & LITT	107055		4,990.00	4,990.00	4100-094010-8036-	-
3/04/2024	1/31/2024	000675 THOMPSON & LITT	107054		1,557.50	1,557.50	4100-094010-8042-	-
					6,547.50	6,547.50 *		
3/04/2024	2/16/2024	000376 TOWN OF LEBANON	JAN16-FEB15 24		8,850.00	8,850.00	4100-042010-3140-	-
					8,850.00	8,850.00 *		
3/04/2024	2/15/2024	000696 TREASURER OF VI	21420		2,500.00	2,500.00	4100-021060-3002-	-
					2,500.00	2,500.00 *		
3/04/2024	2/12/2024	002133 TREASURER OF VI	02122024		20.00	20.00	4100-035030-3001-	-
					20.00	20.00 *		
3/04/2024	1/17/2024	000700 TRI CITY BUSINE	AR36424	10	181.28	181.28	4100-073010-3002-	-
					181.28	181.28 *		
3/04/2024	1/30/2024	003965 UNIFIRST CORPOR	1730107474		36.63	36.63	4100-031020-3005-	-
3/04/2024	2/13/2024	003965 UNIFIRST CORPOR	1730109697		38.41	38.41	4100-031020-3005-	-
3/04/2024	2/20/2024	003965 UNIFIRST CORPOR	1730110845		20.50	20.50	4100-043020-3008-	-
3/04/2024	2/20/2024	003965 UNIFIRST CORPOR	1730110847		81.06	81.06	4100-043020-3008-	-
3/04/2024	2/20/2024	003965 UNIFIRST CORPOR	1730110850		22.21	22.21	4100-043020-3008-	-
					198.81	198.81 *		
3/04/2024	2/23/2024	001469 VRAV	269		290.00	290.00	4100-013020-5801-	-
					290.00	290.00 *		
3/04/2024	1/12/2024	000758 WALLACE FURNITU	134146		14.28	14.28	4100-043020-5407-	-
3/04/2024	1/29/2024	000758 WALLACE FURNITU	134210		16.14	16.14	4100-043020-5407-	-
					30.42	30.42 *		
3/04/2024	2/09/2024	004166 WALLACE LOU ANN	FEB092024		69.78	69.78	4100-011010-5504-	-
					69.78	69.78 *		
3/04/2024	2/23/2024	003847 WEX BANK	95261584		14,826.17	14,826.17	4100-031020-5408-	-
					14,826.17	14,826.17 *		
3/04/2024	1/25/2024	000219 XPRESS LUBE	LITTERVAN 01-24		48.99	48.99	4100-031020-5408-	-
					48.99	48.99 *		
TOTAL FOR DUE DATE 3/04/2024					333,450.56	333,450.56		
TOTAL DUE FOR FUND- 4100					333,450.56	333,450.56		

AP060 2/26/2024

A/P CASH REQUIREMENTS PRE-LIST COMPANY #-001 FUND#4100

PAGE 7

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>	<u>P.O.#</u>
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DRAFT

<u>DUE DATE</u>	<u>INV. DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>CLASS</u>	<u>GROSS AMT.</u>	<u>NET AMOUNT</u>	<u>G/L ACCOUNT</u>		<u>P.O.#</u>
3/04/2024	2/22/2024	003866	INNOVATIVE TECH 4053		5,737.50	5,737.50	4211-094010-8029-	-	-
3/04/2024	2/22/2024	003866	INNOVATIVE TECH 4053		164.00	164.00	4211-094010-8029-	-	-
3/04/2024	2/22/2024	003866	INNOVATIVE TECH 4054		337.50	337.50	4211-094010-8029-	-	-
3/04/2024	2/22/2024	003866	INNOVATIVE TECH 4058		1,762.50	1,762.50	4211-094010-8029-	-	-
3/04/2024	2/22/2024	003866	INNOVATIVE TECH 4058		101.75	101.75	4211-094010-8029-	-	-
					8,103.25	8,103.25 *			
3/04/2024	1/21/2024	003698	THE HOME DEPOT 6943990		1,499.00	1,499.00	4211-094010-8029-	-	-
					1,499.00	1,499.00 *			
3/04/2024	1/31/2024	004260	2COLOR DESIGN L 1417		2,100.00	2,100.00	4211-081040-3007-	-	-
					2,100.00	2,100.00 *			
			TOTAL FOR DUE DATE 3/04/2024		11,702.25	11,702.25			
			TOTAL DUE FOR FUND- 4211		11,702.25	11,702.25			

DRAFT



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item: B-3
Presenter: Chairperson

Meeting: 3/2/24 9:00 AM

Board Appointments

****** Committee and Board Appointments Applications
are currently being accepted. ******

DRAFT



Board of Supervisors
137 Highland Drive
Lebanon, VA 24266

Action Item C-1 – C-13
Presenter: Administrator

Meeting: 3/2/24 9:00 AM

County Administrator Reports & Requests

The County Administrator Reports & Request for March 2024:

REPORTS

1. **BOS Public Hearing (Informational Only) – Landfill Presentation – 3/8/2024
– 7 P.M. to 10 P.M.....C-1**
2. **Dante Depot Restoration Project – VDOT Reimbursement - \$276,854.88.....C-2**
3. **RC School Energy Performance (VASaves Credit - \$127,046.25.....C-3**
4. **CPPD 2023 Annual Review.....C-4**
5. **Russell County By-Laws Update.....C-5**
6. **CPWMA By-Law Changes & Budget Deficit.....C-6**
7. **RC School & Sheriff Public Auction (March/April & October 2024).....C-7**
8. **Russell County Road Reporting System.....C-8**
9. **VDOT Monthly Road System Report.....C-9**

REQUESTS

10. **RC Disposal Truck Surplus – JM Wood Auction Co.....C-10**
11. **RC Planning Commission Organizational Membership Reduction.....C-11**
12. **RC Food & Meal Tax Ordinances Public Hearing.....C-12**
13. **Travel Request – State Public Library Meeting – (3/20-23/2024).....C-13**

Russell County Virginia

“The Heart of Southwest Virginia”

Andrew Hensley
District 1

Rebecca Dye
District 6

Lou Ann Wallace
District 2

Steve Breeding, Chairman
District 5

Nathan Kiser
At-Large

Tara Dye
District 3

David Eaton, Vice-Chairman
District 4

Lonzo Lester
County Administrator

PUBLIC NOTICE

Public Hearing

The Russell County Board of Supervisors' will hold a **Public Hearing** on Friday, March 8, 2024, at 7:00 P.M. – 10:00 P.M. to hear public comments concerning the consideration of the “**Landfill Host Agreement Resolution.**” The Public Hearing will be held in the **Russell County Government Conference Center**, 137 Highland Drive, Lebanon, Virginia 24266.

The public is invited to attend and speak concerning the “**Landfill Host Agreement Resolution.**” The Public Hearing is for “**Informational Purposes Only**”

BY ORDER OF THE
RUSSELL COUNTY BOARD OF SUPERVISORS

THE HEART OF
SOUTHWEST VIRGINIA

UPC 113499 - Dante Depot Restoration - Reimbursement 1 - FINAL

1 message

Shortridge, Andrew (VDOT) <Andrew.Shortridge@vdot.virginia.gov>

Wed, Feb 14, 2024 at 1:33 PM

To: "Lester, Lonzo" <lonzo.lester@russellcountyva.us>

Cc: "Musser, Roger (VDOT)" <Roger.Musser@vdot.virginia.gov>, "Dew, John (VDOT)" <John.Dew@vdot.virginia.gov>, "Frye, Amy, PMP (VDOT)" <Amy.Frye@vdot.virginia.gov>, "Edwards, Michelle Y (VDOT)" <MichelleY.Edwards@vdot.virginia.gov>

Good Afternoon Lonzo,

This is to inform you that the above subject invoice has been processed and you should receive payment in the amount of \$276,854.88 within the next 7 business days.

Please note that the project has incurred VDOT staff charges for oversight activities in the amount of \$44,160.44. The payment amount has been reduced by \$8,832.09; which is 20% of these charges. The remaining 80% of the charges have been deducted from the federal allocation amount.

If you have questions regarding this invoice, please contact Roger Musser or John Dew

Thanks,

Drew Shortridge

Program Management Analyst / Bristol District Programming

Virginia Department of Transportation

276-696-3273

andrew.shortridge@VDOT.Virginia.gov

Commonwealth of Virginia

EDI Remittance Detail

Total Amount: 276,854.88

Deposit Date: 02/16/2024

Trace Number 82300765

Agy No	Amt.	CDS Offset Amount	TOP Offset Amount	Invoice Number	Invoice Date	Cust. Number	Voucher Number	Description
501	276,854.88	0.00	0.00	1134991	12/20/2023		01614441	UPC 113499
Tot 501	276,854.88							

DRAFT

Dante Depot

FIXED RATE BOND - DEBT SERVICE SCHEDULE

For Servicing Period Ending 12/31/2023

Virginia Resources Authority Taxable Qualified Energy Conservation Revenue Bond, (VirginiaSAVES Green Community Program - Russell County Projects) Series 2017 (Direct					
Debt Service Schedule					
Amount	\$ 5,588,478.16	Average Principal Payment	\$ 266,118.01	Applicable Credit Rate	4.36%
Payments/Year	1	Total Interest	\$ 2,895,313.31	Published	4/17/2017
Total Payments	21	Maturity	10/1/2036	Total Projected Credit Payment (3)	\$ 1,920,977.44
Annual Rate	4.60%			Actual Credit Payment Received	\$ 913,891.34
				Projected Credit Payment Remaining (3)	\$ 951,585.10

Notes to Servicing Records

- (1) Credit payments acknowledged by IRS & received in Custodial Account. *Red indicat*
 (2) Sequestration set for FY9/30/24 at **5.70%**
 (3) Before impact of Sequestration

Scheduled Debt Payments					QECB Credit Payment Calculation		Amount of Credit Payment Submitted to IRS on Form 8038-CP*		Projected Credit Payment Recv'd by Russell in Custody Acct	Actual Credit Payment Received by Russell into Custody Account		Actual Sequestration Rate
Pmts	Date	Balance	Principal	Interest	Interest Calculated Using the Credit Rate	Calculated Credit Payment*	Date	Amount	Amount (2)	Date	Amount	
						*At 70% of Credit Rate		*Lesser of interest or calc CP				
0	4/19/2017	\$ 5,588,478.16										
1	10/1/2017	\$ 5,365,990.84	\$ 222,487.32	\$ 115,681.50	\$ 109,645.94	\$ 76,752.16	7/27/2017	\$ 76,752.16	\$ 71,456.26	9/20/2017	\$ 71,456.25	6.9%
2	5/21/2018	\$ 5,349,932.49	\$ 16,058.35	\$ -	\$ -	\$ -		\$ -	\$ -			
3	10/1/2018	\$ 5,176,161.76	\$ 173,770.73	\$ 246,096.89	\$ 233,257.06	\$ 163,279.94	7/27/2018	\$ 163,279.94	\$ 152,503.46	9/4/2018	\$ 152,503.46	6.6%
4	10/1/2019	\$ 4,990,498.17	\$ 185,663.59	\$ 238,103.44	\$ 225,680.65	\$ 157,976.46	7/26/2019	\$ 157,976.46	\$ 148,181.92	9/10/2019	\$ 148,181.91	6.2%
5	10/1/2020	\$ 4,792,450.42	\$ 198,047.75	\$ 229,562.92	\$ 217,585.72	\$ 152,310.00	7/24/2020	\$ 152,310.00	\$ 143,628.33	12/8/2020	\$ 144,917.26	5.7%
6	10/1/2021	\$ 4,581,512.01	\$ 210,938.41	\$ 220,452.72	\$ 208,950.84	\$ 146,265.59	7/23/2021	\$ 146,265.59	\$ 137,928.45	9/27/2021	\$ 137,928.44	5.7%
7	10/1/2022	\$ 4,357,157.38	\$ 224,354.63	\$ 210,749.55	\$ 199,753.92	\$ 139,827.75	7/25/2022	\$ 139,827.75	\$ 131,857.56	9/13/2022	\$ 131,857.57	5.7%
8	10/1/2023	\$ 4,118,843.29	\$ 238,314.09	\$ 200,429.24	\$ 189,972.06	\$ 132,980.44	7/21/2023	\$ 132,980.44	\$ 125,400.56	10/31/2023	\$ 127,046.45	5.7%

es not yet rec'd

(3) Assigned to Banc of America and payments made directly by Russell County

Virginia Resources Authority Taxable Qualified Energy Conservation Revenue Bond, (VirginiaSAVES Green Community Program - Russell County Projects) Series 2017 (Direct Pay)						
Financing Lease ("Lease")(1)						
Actual Debt Payments						
Date	Pmt #	Transaction	Amount	Principal	Interest	Balance
4/19/2017		Funding	\$ 5,588,478.16			\$ 5,588,478.16
10/1/2017	1	Payment	\$ 338,168.82	\$ 222,487.32	\$ 115,681.50	\$ 5,365,990.84
5/21/2018	2	Principal	\$ 16,058.35	\$ 16,058.35	\$ -	\$ 5,349,932.49
10/1/2018	3	Payment	\$ 419,867.62	\$ 173,770.73	\$ 246,096.89	\$ 5,176,161.76
10/1/2019	4	Payment	\$ 423,767.03	\$ 185,663.59	\$ 238,103.44	\$ 4,990,498.17
10/1/2020	5	Payment	\$ 427,610.67	\$ 198,047.75	\$ 229,562.92	\$ 4,792,450.42
10/1/2021	6	Payment	\$ 431,391.13	\$ 210,938.41	\$ 220,452.72	\$ 4,581,512.01
10/1/2022	7	Payment	\$ 435,104.18	\$ 224,354.63	\$ 210,749.55	\$ 4,357,157.38
10/1/2023	8	Payment	\$ 438,743.33	\$ 238,314.09	\$ 200,429.24	\$ 4,118,843.29

(4) Payments under the Lease are credited against the Note.

Virginia Resources Authority Taxable Qualified Energy Conservation Revenue Bond, (VirginiaSAVES Green Community Program - Russell County Projects) Series 2017 (Direct Pay)						
VRA Bond						
Actual Debt Payments						
Date	Pmt #	Transaction	Amount	Principal	Interest	Balance
4/19/2017		Funding	\$ 5,588,478.16			\$ 5,588,478.16
10/1/2017	1	Payment	\$ 338,168.82	\$ 222,487.32	\$ 115,681.50	\$ 5,365,990.84
5/21/2018	2	Principal	\$ 16,058.35	\$ 16,058.35	\$ -	\$ 5,349,932.49
10/1/2018	3	Payment	\$ 419,867.62	\$ 173,770.73	\$ 246,096.89	\$ 5,176,161.76
10/1/2019	4	Payment	\$ 423,767.03	\$ 185,663.59	\$ 238,103.44	\$ 4,990,498.17
10/1/2020	5	Payment	\$ 427,610.67	\$ 198,047.75	\$ 229,562.92	\$ 4,792,450.42
10/1/2021	6	Payment	\$ 431,391.13	\$ 210,938.41	\$ 220,452.72	\$ 4,581,512.01
10/1/2022	7	Payment	\$ 435,104.18	\$ 224,354.63	\$ 210,749.55	\$ 4,357,157.38
10/1/2023	8	Payment	\$ 438,743.33	\$ 238,314.09	\$ 200,429.24	\$ 4,118,843.29



A Region Connected

Cumberland Plateau Planning District

February 12, 2024

Lonzo Lester, County Administrator
Russell County Board of Supervisors
P.O. Box 1208
137 Highland Drive, Suite A
Lebanon VA, 24266

Re: A Heartfelt Thanks from CPPDC

Dear Mr. Lester:

I'm writing today to thank you for Russell County's continued support of Cumberland Plateau Planning District Commission. Since 1968, we have enjoyed a fruitful partnership that has resulted in the successful completion of many significant quality of life projects that benefit your county and its citizenry. We are proud of this work and hope you remain appreciative of the role we play in these efforts.

For your annual contribution of \$35,000 to our organization, Russell County and its local governments received in return a total of \$1,888,023 in calendar year 2023, including grant awards for several critical infrastructure projects and downtown revitalization efforts. These funds were acquired through our grantsmanship and technical assistance work on your behalf.

In addition to your local projects, we were pleased to lead multiple regional efforts that also benefit Russell County, including an update to the district-wide Hazard Mitigation Plan, the launch of a Comprehensive Housing Needs Assessment and the continued deployment of high-speed broadband as part of an overall \$68.3 million project to realize universal broadband coverage in our counties.

Since the PDC's inception 56 years ago, we have secured more than \$102 million in grant dollars for projects in Russell County, as well as an additional \$201 million for important regional projects. We look forward to continuing our work on your behalf in the coming year. Please do not hesitate to reach out to discuss Russell County's needs and priorities as they arise.

Sincerely,

Scotty Wampler
Executive Director

www.cppdc.org • www.cumberlandbroadband.com

P. O. Box 548 • Phone (276) 889-1778 • Fax (276) 889-5732 • Lebanon, Virginia 24266

Serving Buchanan, Dickenson, Russell, and Tazewell Counties

By Laws

Russell County

- Adopted May 5, 2014

Article I

Russell County Board of Supervisors, Officers & Their Selection

A. There shall be seven (7) members of the Board of Supervisors, six (6) elected for four-year terms by citizen vote of each of the six (6) Districts of Russell County and one (1) member elected at-large by the entire County for four years.

B. The Officers of the Board of Supervisors shall consist of a Chairman and Vice Chairman, each of whom shall serve for a term of one (1) calendar year.

C. Nomination of Officers shall be made from the Board at the first meeting of each calendar year. Election of Officers shall follow immediately.

D. A standing Budget/Finance Committee shall be appointed by the newly elected Board Chairman. This committee shall consist of two (2) Board members and two (2) staff members.

Article II

Duties of Officers

A. The Chairman shall:

- (1) Preside at all meetings;
- (2) Work closely with the County Administrator on day to day matters, approve appropriate financial documents, and approve the agenda for all meetings;
- (3) Carry out such other duties as assigned by the Board.

B. The Vice-Chairman shall act in the absence or inability of the Chairman to act.

C. The Budget/Finance Committee shall be responsible for preparation of the annual County budget and for presentation during a regular or special Board meeting before a vote is taken on the Budget each year. Other financial matters shall be considered by this committee before presentation to the full Board.

Article III

Agenda Preparation Policy

A. The County Administrator shall prepare an agenda for each regular meeting of the Board of Supervisors. Supervisors, staff, and others may submit to the County Administrator items for the agenda at any time prior to Noon Wednesday of the week preceding the regular meeting to which such item relates. Emergency items will be added as an amendment to the agenda.

B. Copies of the agenda shall be made available electronically for each Supervisor by close of business on Tuesday prior to the Board meeting and an agenda complete with a packet of materials for the Board members and News Media serving the County and the public not later than close of business on Thursday preceding the meeting to which it relates.

Article IV

Meetings

A. The time and place of Board Meetings shall be set from time to time by resolution of the Board in conformance with State Law. The regular meeting schedule shall be set at the organizational meeting held in January each year.

B. Minutes from the previous meeting shall be delivered to the Board members with the agenda prior to the next meeting. Unless requested by a Board member, the minutes will not be read and will be approved upon motion and vote of the Board.

C. Order of Business

(1) Commencement of Meetings:

At the time established in accordance with Article IV (A) of these By-Laws for the commencement of regular meetings or at the hour specified for continued or special meetings, the Chairman shall call the meeting to order and shall direct the clerk to note the absence of any Board members by roll call. A quorum shall be required for commencement of any meeting.

(2) Agenda:

An agenda shall be prepared by the County Administrator in accordance with Article III under these By-laws. The proposed agenda shall be adopted by the Board at each meeting. The agenda will include under New Business "Reports from Designated Standing Committees". Should the chairman or any member of the Board have a matter which he or she feels needs to be brought to the attention of the Board but which is not on the agenda, or if there is an amendment to the order of the agenda, he or she may make a motion that an addition or amendment be made to the agenda. Such amended agenda must be approved by a majority of the Board members present.

D. Presentations:

Matters to be presented to the Board may be arranged by persons prior to the meetings and placed on the Agenda. The County Administrator must be notified by Wednesday of the week prior to the Board meeting. Any materials to be used for the presentation must be provided and included in agenda packet. Additional materials presented at the Board meeting must be approved by the Chairman prior to dissemination. These presentations are strongly encouraged to be limited to five (5) minutes and when four (4) minutes has elapsed, the Chairman may instruct the speaker that one (1) minute is remaining.

E. Quorum & Method of Voting

A majority of the members of the Board of Supervisors shall constitute a quorum of the Board. All questions submitted to the Board for decision shall be determined by voice vote of a majority of the supervisors voting on any such questions, unless otherwise provided by law. The name of each member voting and how he or she voted must be recorded. Roll Call votes may be requested by any Board member.

F. Procedure for Roll Call of Board Members

(1) The Members of the Board of Supervisors shall cast votes in district order on a rotating basis per meeting.

(2) The Chairman of the Board of Supervisors shall cast the last vote.

(3) The Chairman/Clerk shall restate all motions before a vote is taken and the result of the

vote shall be announced following each vote.

G. General Rules of Procedure

The Board's Parliamentary Procedures shall be Robert's Rules of Order, Newly Revised, 11th edition, specifically to include Section 49, Conduct of Business in Boards, pages 486 – 488, in all matters not covered by the Board's bylaws, to the extent compatible with law and the historical practices of the Board. The County Attorney, or his or her designee, shall act as Parliamentarian to the Board. Any questions involving the interpretation or application of Robert's Rules shall be addressed to the County Attorney. The Board may amend, by Resolution, the rules as it deems appropriate. The following rules shall apply:

- (1) Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- (2) All motions require a second except for nominations for appointments to other boards, authorities or commissions.
- (3) There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained.
- (4) Informal discussion of a subject is permitted while no motion is pending.
- (5) The Chairman can speak in discussion without leaving the chair, can vote on all questions, but cannot make motions unless by consent of a majority of Board members present.
- (6) No Board member is required to vote on any issue. If any Board member determines, prior to the calling of any issue before the Board, that he, because of conflict or otherwise, will abstain from voting on such issue, he shall announce such intention at the time the issue comes before the Board and shall not participate in the discussion on such issue or question. An abstention shall be counted for the purpose of determining a quorum. An abstention defeats a motion requiring a unanimous vote.
- (7) In the incidence of a tie vote, the issue voted upon by the Board is dead and therefore voted down.
- (8) If a primary or substitute motion is made at a Board meeting where at least six (6) members are present and the motion is voted on and fails, the same or a substantively similar motion cannot be reconsidered by the Board within the following twelve (12) months except by a primary or substitute motion made by a member of the Board who voted on the prevailing side where there are no less than six (6) Board members present, and only if two-thirds (2/3) of the Board members present vote to reconsider the action previously decided.
- (9) Only Board members and the Parliamentarian shall have standing to raise noncompliance with these General Rules of Procedure, and only during the current meeting at the time of violation. Failure of the Board to comply with these General Rules of Procedure shall not invalidate any action taken by the Board.

H. Member Absenting Himself from Meeting Prior to Adjournment

After the name of any member of the Board has been recorded as present at any meeting of the Board, he shall not absent himself from the remainder of the meeting prior to adjournment unless by consent of the Board.

I. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors and all persons conducting themselves in an orderly manner may attend the meetings; however, the Board may hold closed sessions as permitted by law and when deemed necessary by a majority vote of the Board.

A consent agenda shall be introduced by a motion "to approve" by any Board member, and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the consent agenda. The Clerk or his/her designee shall provide a brief written summary or memo on each item included in the consent agenda. Upon request of any Board member who wishes to question or discuss an item, that item shall be removed from the Consent Agenda. This item shall be transferred onto the agenda for consideration.

J. Citizens Comment Period

Rules for Citizen Comment Period

To ensure that the affairs of the Board and its committees may be conducted in an orderly manner, to ensure that all persons desiring to address the Board on matters pertinent to it are afforded an opportunity to do so, to permit persons in attendance to observe and hear the proceedings of the Board without distraction, and to permit to the fullest extent the Board to conduct County business with minimal disruption, the following rules are established.

(1) Each person desiring to speak during the Citizens' Comment period on the agenda must provide name and address prior to their comments.

(2) Each speaker is strongly encouraged to limit remarks to a period of three (3) minutes per comment period; when two (2) minutes have passed the speaker may be reminded that there is one (1) minute remaining.

(3) Speakers may not donate their time to other speakers.

(4) Speakers will not be permitted to use audiovisual materials or other visual displays, but may present written and photographic materials to the Board members.

(5) Comments must be confined to matters germane to the business of the Board of Supervisors and shall not be cumulative or repetitive.

(6) Speakers should address the Board with decorum – loud, boisterous, and disruptive behavior, obscenity, and vulgarity should be avoided as well as other words or acts tending to evoke violence or deemed to be a breach of the peace.

(7) The Citizens' Comment period is not intended to be a question and answer period or time for dialogue with County officials. Questions which are raised during a comment period may at the discretion of the Board be responded to by County officials after sufficient time for appropriate investigation.

(8) Speakers shall remain at the podium while addressing the Board.

(9) Speakers shall not be interrupted by audience comments, calls/whistles, laughter, or other gestures. Individuals in the audience who do not abide by this policy after a warning will be asked to leave the meeting.

(10) Expressive activities including, but not limited to, petitioning, picketing, displaying signs and posters, solicitation, demonstrating, pamphlet distribution, and conducting polls shall not be permitted within the Governmental Center Building or in any other building that the Board is meeting.

These rules do not preclude persons from delivering to the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions or to prohibit persons from presenting oral or written comments on any subject germane to the business of the Board to individual Board members or to the Board through its Clerk outside the context of the public meeting.

K. Agenda Item Procedure

The following guidelines shall be followed for comment addressed to specific agenda items:

(1) In order to prevent obvious questions from consuming Board Meeting time, the Chairman and/or designated person(s) will advise the speaker if a matter is to be considered during some other time during the meeting.

Article V

Procedure for Dealing with Items Not on the Agenda

A. All matters not on the agenda must be raised during citizens comment period. Any matter not on the agenda shall not be considered unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

B. For any special meeting, the business to be discussed shall be stated in the call for such meeting. The Chairman or Administrator shall prepare a written agenda listing all items to be considered for every special meeting. No other business shall be discussed or acted upon unless approved for consideration by the majority of the Board present in accordance with Article IV, C (2).

Article VI

Public Hearings

A. All public hearings will be advertised in accordance with the Virginia Code. Public hearings may be postponed, continued or canceled at the discretion of the Board.

B. In addition to those required by law, the Board at its discretion may hold public hearings when it decides that a hearing will be in the public interest.

C. The case before the Board shall be summarized by the Chairman or designated person(s). If there is expected to be many speakers on the issue, interested parties wishing to speak must sign the register at the rear of the room prior to the start of the hearing. Each person wishing to speak will be called to the podium by the Chairman or designated person(s) in the order such person signed the register and must state his or her name and address for the record. Generally, each citizen should be provided an opportunity to speak. Each speaker shall be limited to three (3) minutes, unless waived by the Board.

D. Board Members shall limit their comments in public hearings to insure participation by the public without Board interference.

Article VII

Appointment of Committees

Appointments to committees of the Board may be made by the Chairman. Appointments to other authorities, boards, and commissions, shall be made only by member motion adopted by a majority of the full Board. Prior to consideration of the nomination, the nominee shall be notified to determine his or her willingness to serve and to determine if he or she meets the qualifications for such appointment.

Article VIII

Duties of the County Administrator

The County Administrator shall:

- A. Prepare the agenda for each meeting for approval in conformance with the agenda preparation procedure outlined in these bylaws.
- B. Keep a written record of all business transacted by the Board.
- C. Administer the financial control procedures of the County.
- D. Advise and inform the Board on all matters affecting County government.
- E. Execute all formal documents authorized by the Board of Supervisors.
- F. Provide and supervise all staff services directly under the control of the Board of Supervisors.
- G. The County Administrator shall be responsible for all personnel management of the County. Department Directors, Coordinators, Supervisors or Managers will be hired and dismissed with the consent of a majority of the Board of Supervisors.
- H. Prepare an annual operating budget for the County government in accordance with guidelines established by the State auditor's office for approval by the Board of Supervisors. He shall be responsible for maintaining adequate financial and accounting records on all County business under his control.
- I. Serve as the Board's representative in all circumstances where the Chairman, Vice Chairman, or a majority of the Board Members are not available.
- J. Perform all other duties delegated by the Board as required by law.

Article IX

Amendments

- A. The Bylaws may be amended by a recorded majority vote of the entire membership of the Board provided that written notice has been given to all members of the Board and a copy of the proposed amendment is sent with the notice, prior to said meeting.

B. The Bylaws may be suspended in whole or in part only upon the unanimous vote of Board members present, relating to any matter before it.

DRAFT



Online Form Submittal: Russell County VDOT Repair Request

1 message

noreply@civicplus.com <noreply@civicplus.com> Mon, Feb 19, 2024 at 5:22 PM
To: lonzo.lester@russellcountyva.us, caleb.johnson@russellcountyva.us, hyder.hughes@russellcountyva.us

Russell County VDOT Repair Request

Location:

Town (If Applicable)	Lebanon
Route or Street Name	Frontage Road
Closest Intersection	In front of 389 Frontage Road, Lebanon, VA, 24266
I need a road repaired.	Other
Please describe the repair requested	Dead animal in road
First Name	Daniel
Last Name	Honeycutt
Address	389 frontage road
City	Lebanon
State	Va
Zip Code	24266
Phone Number	4109795201
Email Address	bemore21225@protonmail.ch

Email not displaying correctly? [View it in your browser.](#)



Lonzo Lester <lonzo.lester@russellcountyva.us>

Online Form Submittal: Russell County VDOT Repair Request

1 message

noreply@civicplus.com <noreply@civicplus.com>

Fri, Feb 9, 2024 at 10:44 AM

To: lonzo.lester@russellcountyva.us, caleb.johnson@russellcountyva.us, hyder.hughes@russellcountyva.us

Russell County VDOT Repair Request

Location:

Town (If Applicable)	Lebanon
Route or Street Name	Kennedy Drive
Closest Intersection	Kennedy and Deel Street
I need a road repaired.	Remove Debre
Please describe the repair requested	Hi! I live near Kennedy and Deel street in Green Valley Estates. We have so much gravel that was dumped during the snow storms on our street. I have little kids and it's near impossible for them to ride their bikes in the street (we have no sidewalks) or walk without gravel being tossed up if someone drives fast near us. Would it be possible to have some of it picked up or swept to the side possibly? Last year we did try sweeping in front of our house but there was still some left.
First Name	Laura
Last Name	Vose
Address	15 Kennedy Drive
City	Lebanon
State	Virginia
Zip Code	24266
Phone Number	7273853421
Email Address	Laurav8506@yahoo.com

Email not displaying correctly? [View it in your browser.](#)



Lonzo Lester <lonzo.lester@russellcountyva.us>

Online Form Submittal: Russell County VDOT Repair Request

1 message

noreply@civicplus.com <noreply@civicplus.com>

Tue, Feb 6, 2024 at 12:54 PM

To: lonzo.lester@russellcountyva.us, caleb.johnson@russellcountyva.us, hyder.hughes@russellcountyva.us

Russell County VDOT Repair Request

Location:

Town (If Applicable)	Castlewood
Route or Street Name	Miners DR
Closest Intersection	Banners corner
I need a road repaired.	Repair paved road
Please describe the repair requested	Miners drive has been left unrepaired for at least 5 years. Several extremely bad pot holes. Cold patch has been tried but didn't work. The cold patch asphalt squeezes out. And gravel works it way out too.
First Name	Justin
Last Name	Reynolds
Address	172 Chiggersville Circle
City	Castlewood
State	Va
Zip Code	24224
Phone Number	276-971-1750
Email Address	Jreynolds2712@gmail.com

Email not displaying correctly? [View it in your browser.](#)



Lonzo Lester <lonzo.lester@russellcountyva.us>

Online Form Submittal: Russell County VDOT Repair Request

1 message

noreply@civicplus.com <noreply@civicplus.com>

Sun, Feb 4, 2024 at 5:14 PM

To: lonzo.lester@russellcountyva.us, caleb.johnson@russellcountyva.us, hyder.hughes@russellcountyva.us

Russell County VDOT Repair Request

Location:

Town (If Applicable)	Field not completed.
Route or Street Name	Ivy Ridge Rd
Closest Intersection	Field not completed.
I need a road repaired.	Other
Please describe the repair requested	Please get some guard rails and widen this road. Ivy Ridge Road located between Clinchfield and Cleveland, Va.
First Name	Ty
Last Name	Harris
Address	143 Egg farm Rd
City	Cleveland
State	Va
Zip Code	24225
Phone Number	5408318384
Email Address	ty.l.harris96@gmail.com

Email not displaying correctly? [View it in your browser.](#)



Lonzo Lester <lonzo.lester@russellcountyva.us>

Online Form Submittal: Russell County VDOT Repair Request

1 message

noreply@civicplus.com <noreply@civicplus.com>

Thu, Jan 25, 2024 at 3:24 PM

To: lonzo.lester@russellcountyva.us, caleb.johnson@russellcountyva.us, hyder.hughes@russellcountyva.us

Russell County VDOT Repair Request

Location:

Town (If Applicable)	Rosedale
Route or Street Name	Old Rosedale Lane
Closest Intersection	Rt 19 & Rt 80
I need a road repaired.	Missing Highway signs.
Please describe the repair requested	Old Rosedale Lane street sign (at entrance to the HC Pratt Farm) has been down & laying underneath the guardrail along the road's shoulder—it's been down for over a year now.
First Name	Megan
Last Name	Scott
Address	761 Old Rosedale Lane
City	Rosedale
State	VA
Zip Code	24280
Phone Number	2766987677
Email Address	mcs4evers@gmail.com

Email not displaying correctly? [View it in your browser.](#)



Lonzo Lester <lonzo.lester@russellcountyva.us>

Online Form Submittal: Russell County VDOT Repair Request

1 message

noreply@civicplus.com <noreply@civicplus.com>

Tue, Jan 16, 2024 at 7:00 PM

To: lonzo.lester@russellcountyva.us, caleb.johnson@russellcountyva.us, hyder.hughes@russellcountyva.us

Russell County VDOT Repair Request

Location:

City or Town	Lebanon
Route or Street Name	68 Meadowlands Circle
Closest Intersection	Field not completed.
I need a road repaired.	Remove Debre
Please describe the repair requested	Field not completed.
First Name	Lonzo
Last Name	Lester
Address	68 Meadowlands Circle
City	Lebanon
State	Virginia
Zip Code	24266
Phone Number	2768804396
Email Address	e-silver@hotmail.com

Email not displaying correctly? [View it in your browser.](#)



Corporate Office: 3475 Ashley Road, Montgomery, AL 36108
South Carolina Office: 115 Belvedere Circle, West Columbia, SC 29172
Phone: 334.264.3265; Fax 334.269.6990

January 8, 2024

Russell County Virginia Board of Supervisors
P.O. Box 1208
Lebanon, VA 24266
Phone : 276-415-9102
E mail: brian.ferguson@russellcountyva.us

Re: Proposed Auction

We want to thank you for allowing J.M. Wood Auction Company, Inc. the opportunity of submitting a proposal on the auction of your surplus equipment. Since 1973, J.M. Wood Auction Co. Inc. has conducted thousands of public auctions and sold billions of dollars of heavy machinery and trucks to buyers across the world. We believe our marketing methods along with our extensive global reach to buyers are necessary for you to achieve the true global market value of your assets.

- ❖ **Auction Location and Date:** The proposed auction will be March 19 – 22, 2024 at our one-hundred-acre permanent auction facility in Montgomery, Alabama.
- ❖ **Traditional Auction Marketing:** J.M. Wood Auction will promote and feature your equipment in our full color auction magazine. A personalized mailing list will be selected from our database of over 100,000 domestic and international buyers. We will select potential buyers to market by targeting recent buying patterns, trending industries, and regional activity. Your auction will be promoted in numerous industry-specific trade magazines as well as in over (300) newspapers reaching a broad range of potential buyers.
- ❖ **Online Auction Marketing:** Our team will go to work immediately posting your inventory with multiple photos and inspections on JMWood.com. Our website is an essential tool in reaching thousands of buyers who visit our site daily. Your inventory will also be posted on numerous worldwide industry-related sites in front of millions of buyers searching for equipment for their operations in countries across the globe. Your equipment will also be featured in J.M. Wood Auction's award-winning social media marketing campaign consisting of outlets such as Face book, Twitter, YouTube and more. Both Facebook and Constant Contact have recognized J.M. Wood Auction as one of their annual top performing marketing companies.
- ❖ **Auction Delivery, Pre-Auction Services and Set Up:** We encourage you to schedule delivery of your equipment to the auction facility as soon as possible. This allows adequate time for pre-auction services such as detailed inspection reports, photography, video, clean-up, and repairs. J.M. Wood Auction will provide the seller with a detailed report on any

repairs and clean-up deemed necessary to make the equipment bring the maximum dollar. No repairs will be made without prior consent from the seller. J.M Wood Auction will coordinate an on-site detailed clean-up service on the equipment listed on the sellers (Exhibit "A"). J.M. Wood Auction will have representatives aggressively marketing your equipment and answering questions from prospective buyers prior to the auction.

- ❖ **Auction Day:** With over 40 years in the auction business, it is in our blood. We live for auction day, and it is exciting! When you arrive at one of our world class drive through auction facilities you will find a team of professionals that know and love their job. A detailed auction catalog with lot numbers will be presented to all the pre-approved buyers on hand. The equipment will be paraded past the auction theatre full of attendees and broadcast live on the internet as well. We will furnish all personnel to conduct the auction, collect proceeds, and assist in load-out.
- ❖ **Online Auction Bidding:** JMWoodLive.com is our exclusive proprietary online bidding service. Since its inception, we have registered tens of thousands of pre-approved national and international buyers. Multiple photos of the exterior, interior and components of every item will be posted for online buyers. In addition, we provide detailed inspection services on any equipment the prospective buyer may need.
- ❖ **Buyer Services:** Prior to the auction, J.M. Wood Auction provides the buyer with detailed inspection services, financing options and logistical estimates. After the auction, we will coordinate logistics as well as dismantle and containerize equipment headed to the port.
- ❖ **Post Auction and Payment Terms:** J.M. Wood Auction will furnish a computerized statement of each item sold. We will issue the seller a check for full settlement within 10 banking days after the date of auction. Any service fees incurred such as clean-up, repairs, and transportation will be deducted from seller's final net proceeds.
- ❖ **Liens and Encumbrances:** Auctioneer acts as Sellers's agent. The seller guarantees that he/she is the sole owner of items being sold and states that items are free of all mortgage liens and encumbrances. The seller agrees to disclose all specific liens, blanket liens, mortgages, taxes, encumbrances or claims of any sort and states he is not connected to claim by Bankrupt Court or IRS. In the event, such claim should exist Seller agrees to pay all legal expense incurred by Auctioneer to protect and defend clear title. Seller hereby authorizes J.M. Wood Auction Co., Inc (hereby known as Auctioneer) at the absolute discretion of Auctioneer to carry out title searches in respect of the equipment at the expense of Seller, but in no case, shall Auctioneer have a duty to conduct, nor be responsible for the results of any such title search.

Proposal Options:

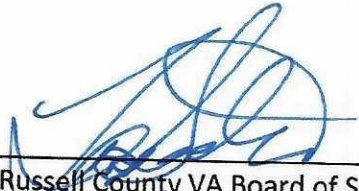
❖ **(Financial Guarantee)**

- J.M. Wood Auction gives a GROSS financial guarantee of **\$155,000.00** for the 2022 Mack GR64F T/A Roll Off Truck as per the specifications and conditions listed on the attached (Exhibit "A"). A commission rate of **7% Absolute** will be charged to gross sales.

This Equipment needs to be on our yard no later than March 8, 2024.

We would like to thank you for allowing J.M. Wood Auction Company, Inc. to present this proposal to you and we look forward to conducting your auction.

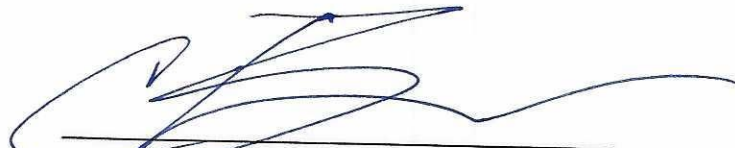
"We Turn Equipment into Cash"



Russell County VA Board of Supervisors



Date



Curt Brown, Territory Manager
J.M. Wood Auction Co., Inc.



Date



John D. Gray, Vice President
J.M. Wood Auction Co., Inc.
Kentucky Auctioneer's License # RP2876
Alabama Auctioneer's License # 1791



Date

THIS DOCUMENT IS CONFIDENTIAL; IT CONTAINS PROPRIETARY INFORMATION THAT IS INTENDED ONLY FOR USE BY AUTHORIZED J.M. WOOD AUCTION CO., INC. REPRESENTATIVES AND AUCTIONEERS. THIS DOCUMENT MAY NOT BE COPIED OR SHARED WITH ANY PARTY OTHER THAN J.M. WOOD AUCTION CO., INC. UNAUTHORIZED USE IS STRICTLY PROHIBITED.



"Exhibit A
 Russell County Virginia
 137 Highland Dr
 Lebanon, VA 24266
 Phone: 270-343-2112
 E mail: brian.ferguson@russellcountyva.us
 March 19 - 22, 2024 Auction in Montgomery, AL
 Due Date: March 8. 2024



	CATEGORY	YEAR	MAKE	MODEL	S/N	DESCRIPTION	HRS/MILES	CONDITION	REPAIRS REQUIRED
	Roll Off Trucks	2022	Mack	GR64F	1M2GR3GC3NM026559	T/A, 415 HP Mack MP8 engine, Mack mDrive trans, 44K rears, 18K front, PS, AC, 60,000# Galbreath Hoist, Pioneer Tarp System, tool box, full fenders, 315/80R22.5 front tires, 11R22.5 rear tires, disc wheels	107,000	GOOD	clean-up

Customer Initial
 * Must meet terms and conditions listed on Legal of this document.

JMW Initial

*subject to legal terms that are attached.

Article 2. Local Planning Commissions.

§ 15.2-2210. Creation of local planning commissions; participation in planning district commissions or joint local commissions.

Every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § 15.2-2200 the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.

Any locality may participate in a planning district commission in accordance with Chapter 42 (§ 15.2-4200 et seq.) of this title or a joint local commission in accordance with § 15.2-2219.

1975, c. 641, § 15.1-427.1; 1997, c. 587.

§ 15.2-2211. Cooperation of local planning commissions and other agencies.

The planning commission of any locality may cooperate with local planning commissions or legislative and administrative bodies and officials of other localities so as to coordinate planning and development among the localities. The planning commission of any locality shall consult with the installation commander of any military installation that will be affected by potential development within the locality so as to reasonably protect the military installation against any adverse effects that might be caused by the development. Planning commissions may appoint committees and may adopt rules as needed to effect such cooperation. Planning commissions may also cooperate with state and federal officials, departments and agencies. Planning commissions may request from such departments and agencies, and such departments and agencies of the Commonwealth shall furnish, such reasonable information which may affect the planning and development of the locality.

Code 1950, § 15-961.1; 1962, c. 407, § 15.1-428; 1975, c. 641; 1997, c. 587; 2013, cc. 149, 213.

§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions.

A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership.

Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.

Code 1950, §§ 15-901, 15-916, 15-963; 1956, cc. 282, 497; 1960, c. 309; 1962, c. 407, § 15.1-437; 1973, c. 160; 1974, c. 521; 1986, c. 208; 1988, c. 256; 1997, c. 587; 2006, c. 687.

§ 15.2-2213. Advisory members.

A member of a local planning commission may, with the consent of both governing bodies, serve as an advisory member of the local planning commission of a contiguous locality.

Code 1950, § 15-963.1; 1962, c. 407, § 15.1-438; 1997, c. 587.

§ 15.2-2214. Meetings.

The local planning commission shall fix the time for holding regular meetings. The commission, by resolution adopted at a regular meeting, may also fix the day or days to which any meeting shall be continued if the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule.

Commissions shall meet at least every two months. However, in any locality with a population of not more than 7,500, the commission shall be required to meet at least once each year.

Special meetings of the commission may be called by the chairman or by two members upon written request to the secretary. The secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof.

Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.

Code 1950, § 15-963.2; 1962, c. 407, § 15.1-439; 1990, c. 664; 1997, c. 587; 2003, c. 403.

§ 15.2-2215. Quorum majority vote.

A majority of the members shall constitute a quorum and no action of the local planning commission shall be valid unless authorized by a majority vote of those present and voting.

Code 1950, § 15-963.3; 1962, c. 407, § 15.1-440; 1974, c. 99; 1975, c. 641; 1997, c. 587.

§ 15.2-2216. Facilities for holding of meetings and preservation of documents; appropriations for expenses.

The governing body may provide the local planning commission with facilities for the holding of meetings and the preservation of plans, maps, documents and accounts, and may appropriate funds needed to defray the expenses of the commission.

Code 1950, § 15-963.4; 1962, c. 407, § 15.1-441; 1997, c. 587.

§ 15.2-2217. Officers, employees and consultants; expenditures; rules and records; special surveys.

The local planning commission shall elect from the appointed members a chairman and a vice-chairman, whose terms shall be for one year. If authorized by the governing body the commission may (i) create and fill such other offices as it deems necessary; (ii) appoint such employees and staff as it deems necessary for its work; and (iii) contract with consultants for such services as it requires. The expenditures of the commission, exclusive of gifts or grants, shall be within the amounts appropriated for such purpose by the governing body.

The commission shall adopt rules for the transaction of business and shall keep a record of its transactions which shall be a public record. Upon request of the commission, the governing body or other public officials may, from time to time, for the purpose of special surveys under the direction of the commission, assign or detail to it any members of the staffs of county or municipal administrative departments, or such governing body or other public official may direct any such department employee to make for the commission special surveys or studies requested by the local commission.

Code 1950, § 15-963.5; 1962, c. 407, § 15.1-442; 1997, c. 587.

§ 15.2-2218. County planning commission serving as commission of town.

The governing body of any town may designate, with the consent of the governing body of a contiguous county, by ordinance, the county planning commission as the local planning commission of the town.

A county commission designated as a town commission shall have all the powers and duties granted under this chapter to a local planning commission.

Any town designating a county commission as its local planning commission may contract annually to pay the county a proportionate part of the expenses properly chargeable for the planning service rendered the town, and any such payments may be appropriated to the county planning commission in addition to any funds budgeted for planning purposes.

Code 1950, §§ 15-900, 15-903, 15-963.6; 1950, p. 487; 1962, c. 407, § 15.1-443; 1997, c. 587.

§ 15.2-2219. Joint local planning commissions.

Any one or more adjoining or adjacent counties or municipalities including any municipality within any such county may by agreement provide for a joint local planning commission for any two or more of such counties and municipalities. The agreement shall provide for the number of members of the commission and how they shall be appointed, in what proportion the expenses of the commission shall be borne by the participating localities, and any other matters pertinent to the operation of the commission as the joint local planning commission for the localities. Any commission so created shall have, as to each participating locality, the powers and duties granted to and imposed upon local planning commissions under this chapter.

Code 1950, §§ 15-900, 15-903, 15-963.6; 1950, p. 487; 1962, c. 407, § 15.1-443; 1997, c. 587.

§ 15.2-2220. Duplicate planning commission authorized for certain local governments.

The Cities of Chesapeake and Hampton may by ordinance establish a duplicate planning commission solely for the purpose of considering matters arising from the provisions of the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq.). Sections 15.2-2210 through 15.2-2222 shall apply to the commission, mutatis mutandis.

The procedure, timing requirements and appeal to the circuit court set forth in §§ 15.2-2258 through 15.2-2261 shall apply to the considerations of this commission, mutatis mutandis.

To distinguish the planning commission authorized by this section from planning commissions required by § 15.2-2210, the commission established hereunder shall have the words "Chesapeake Bay Preservation" in its title.

The governing body of a city that establishes a commission pursuant to this section, in its sole discretion by ordinance, may abolish the duplicate planning commission.

1993, c. 738, § 15.1-502.1; 1997, c. 587; 2007, c. 813.

§ 15.2-2221. Duties of commissions.

To effectuate this chapter, the local planning commission shall:

1. Exercise general supervision of, and make regulations for, the administration of its affairs;
2. Prescribe rules pertaining to its investigations and hearings;
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
8. If deemed advisable, establish an advisory committee or committees.

Code 1950, § 15-963.7; 1962, c. 407, § 15.1-444; 1997, c. 587.

§ 15.2-2222. Expenditures; gifts and donations.

The local planning commission may expend, under regular local procedure as provided by law, sums appropriated to it for its purposes and activities.

A locality may accept gifts and donations for commission purposes. Any moneys so accepted shall be deposited with the appropriate governing body in a special nonreverting commission fund to be available for expenditure by the commission for the purpose designated by the donor. The disbursing officer of the locality may issue warrants against such special fund only upon vouchers signed by the chairman and the secretary of the commission.

Code 1950, §§ 15-905, 15-917, 15-963.8; 1962, c. 407, § 15.1-445; 1997, c. 587.

§ 15.2-2222.1. Coordination of state and local transportation planning.

A. 1. Prior to adoption of any comprehensive plan pursuant to § 15.2-2223, any part of a comprehensive plan pursuant to § 15.2-2228, or any amendment to any comprehensive plan as described in § 15.2-2229, the locality shall submit such plan or amendment to the Department of Transportation for review and comment if the plan or amendment will substantially affect transportation on state-controlled highways as defined by regulations promulgated by the Department. The Department's comments on the proposed plan or amendment shall relate to plans and capacities for construction of transportation facilities affected by the proposal.

2. If the submitting locality is located within Planning District 8, the Department of Transportation shall also determine the extent to which the proposed plan or amendment will increase traffic congestion or, to the extent feasible, reduce the mobility of citizens in the event of a homeland security emergency and shall include such information as part of its comments on the proposed plan or amendment. In making such determination, the Department shall specify by name and location any transportation facility within the scope of the review specified in subdivision 1 having a functional classification of minor arterial or higher for which an increase in traffic volume is expected to exceed the capacity of the facility as a result of the proposed plan or amendment. Such information shall be provided concurrently to the submitting locality and the Northern Virginia Transportation Authority. Further to the extent that such information is readily available, the Department shall also include in its comments an assessment of the measures and estimate of the costs necessary to mitigate or ameliorate the congestion or reduction in mobility attributable to the proposed plan or amendment.

3. Within 30 days of receipt of such proposed plan or amendment, the Department may request, and the locality shall agree to, a meeting between the Department and the local planning commission or other agent to discuss the plan or amendment, which discussions shall continue as long as the participants may deem them useful. The Department shall make written comments within 90 days after receipt of the plan or amendment, or by such later deadline as may be agreed to by the parties in the discussions.

B. Upon submission to, or initiation by, a locality of a proposed rezoning under § 15.2-2286, 15.2-2297, 15.2-2298, or 15.2-2303, the locality shall submit the proposal to the Department of Transportation within 10 business days of receipt thereof if the proposal will substantially affect transportation on state-controlled highways. Such application shall include a traffic impact statement if required by local ordinance or pursuant to regulations promulgated by the Department. Within 45 days of its receipt of such traffic impact statement, the Department shall either (i) provide written comment on the proposed rezoning to the locality or (ii) schedule a meeting, to be held within 60 days of its receipt of the proposal, with the local planning commission or other agent and the rezoning applicant to discuss potential modifications to the proposal to address any concerns or deficiencies. The Department's comments on the proposed rezoning shall be based upon the comprehensive plan, regulations and guidelines of the Department, engineering and design considerations, any adopted regional or statewide plans, and short-term and long-term traffic impacts on and off site. If the locality is in Planning District 8, the Department's review shall specify by name and location any transportation facility within the scope of the review specified in subdivision A 1 having a functional classification of minor arterial or higher for which an increase in traffic volume is expected to exceed the capacity of the facility as a result of the proposed plan or amendment. The Department shall complete its initial review of the rezoning proposal within 45 days, and its final review within 120 days, after it receives the rezoning proposal from the locality. Notwithstanding the foregoing provisions of this subsection, such review by the Department shall be of a more limited nature and scope in cases of rezoning a property consistent with a local comprehensive plan that has already been reviewed by the Department as provided in this section.

C. If a locality has not received written comments within the timeframes specified in subsection B, the locality may assume that the Department has no comments.

D. The review requirements set forth in this section shall be supplemental to, and shall not affect, any requirement for review by the Department of Transportation or the locality under any other provision of law. Nothing in this section shall be deemed to prohibit any additional consultations concerning land development or transportation facilities that may occur between the Department and localities as a result of existing or future administrative practice or procedure, or by mutual agreement.

E. The Department shall impose fees and charges for the review of applications, plans and plats pursuant to subsections A and B, and such fees and charges shall not exceed \$1,000 for each review. However, no fee shall be charged to a locality or other public agency. Furthermore, no fee shall be charged by the Department to a citizens' organization or neighborhood association that proposes comprehensive plan amendments through its local planning commission or local governing body.

**BOARD OF SUPERVISORS
COUNTY OF RUSSELL
LEBANON, VIRGINIA**

CL21-577
Pg 2 Amended

Ordinance

At a regular meeting of the Russell County Board of Supervisors held in the Russell County Government Center, Lebanon, Virginia on the 3rd day of May 2021:

<u>Present</u>	<u>Vote</u>
Rebecca Dye, Chairperson	Yes
Tim Lovelace, Vice Chairman	Yes
Lou Ann Wallace	Yes
Carl Rhea	Nay
David Eaton	Yes
Steve Breeding	Yes
Oris Christian	Yes

On motion of Lou Wallace, seconded by Steve Breeding, which carried 6-1, the following ordinance was adopted:

RUSSELL COUNTY CIGARETTE TAX ORDINANCE

WHEREAS, § 58.1-3830 and § 58.1-3832 *et seq.* of the Code of Virginia (1950), as amended, authorizes Russell County, Virginia to levy cigarette tax upon the sale and use of cigarettes.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Russell County, Virginia, pursuant to the authority granted to it by § 58.1-3830 and § 58.1-3832 *et seq.* of the Code of Virginia (1950), as amended, after notice and public hearing, as required by law, hereby adopts the following:

Definitions.

The following words and phrases, when used in this article, shall, for the purposes of this article, have the following respective meanings except where the context clearly indicates a different meaning:

Carton means any container, regardless of material used in its construction, in which packages of cigarettes are placed.

Cigarette means and includes any roll of any size or shape for smoking, whether filtered or unfiltered, with or without a mouthpiece, made wholly or partly of cut, shredded or crimped tobacco or other plant or substitute for tobacco, whether it is flavored, adulterated or mixed with another ingredient, if the wrapper or cover is made of any material other than leaf tobacco or homogenized leaf tobacco, regardless of whether the roll is labeled or sold as a cigarette or by any other name.

Commissioner of revenue means the commissioner of revenue of the county and any of his or her duly authorized deputies and agents.

Dealer means and includes every manufacturer's representative, wholesaler, retailer, cigarette machine operator, public warehouseman or another person who shall sell, receive, store, possess, distribute or transport cigarettes within or into the County.

Package means any container, regardless of the material used in its construction, in which separate cigarettes are placed without such cigarettes being placed into any container within the package. Packages are those containers of cigarettes from which individual cigarettes are ordinarily taken when they are consumed by their ultimate user. Ordinarily, a package contains twenty (20) cigarettes; however, the term "package" includes those containers in which fewer or more than twenty (20) cigarettes are placed.

Person means any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, and any combination of individuals.

Purchaser means every person to whom title to any cigarettes is transferred by a seller within the jurisdictional limits of the county.

Sale means every act or transaction, irrespective of the method or means employed, including the use of vending machines and other mechanical devices, whereby title to any cigarettes is transferred from the seller to any other person within the jurisdictional limits of the county.

Seller means every person who transfers title to any cigarettes or in whose place of business title to any cigarettes is transferred, within the jurisdictional limits of the county, for any purpose other than resale.

Stamp means a small, gummed piece of paper or decal to be sold by the treasurer and to be affixed to every package of cigarettes sold at retail in the county, and any insignia or symbols printed by meter machine upon any such package under the authorization of the treasurer.

Treasurer means the treasurer of the county and any of his or her duly authorized deputies and agents.

Registration required.

Each distributor, wholesaler, vendor, retailer, or other person selling, storing, or possessing cigarettes within or transporting cigarettes within or into the county for sale or use shall first register with the commissioner of revenue. The application form, which shall be supplied upon request, shall require such information relative to the nature of the business engaged in by the applicant as the commissioner of revenue deems necessary for the administration and enforcement of this article. Any applicant whose place of business and residence is outside the county shall automatically, by filing his application, submit himself to the county's legal jurisdiction and appoint the county administrator as his agent for any service of lawful process. A copy of any such process served on the county administrator shall be sent forthwith by registered mail to the distributor, wholesaler, vendor, retailer, or other person.

Levied; amount.

There is hereby levied and imposed by the county, upon every sale of cigarettes, an excise tax of one and twenty-five hundredths (1.25) cents per cigarette sold within the county (i.e., twenty-five (25) cents per pack), the amount of such tax to be paid by the seller, if not previously paid, in the manner and at the time provided for in this article.

Method of payment.

- (a) The tax imposed by this article shall be paid by affixing or causing to be affixed a stamp or stamps, of the proper denominational or face value, to every package of cigarettes sold within the county, in the manner and at the time or times provided for in this article. Every dealer and every seller in the county, once registered, shall have the right to buy such stamps from the county treasurer and to affix the same to packages of cigarettes as provided in this article.
- (b) The commissioner of revenue may require the permit the payment in advance of the tax levied and imposed by this article by the method of placing imprints of the stamps upon original packages using meter machines, in lieu of the method of paying such tax by the purchase and affixing of gummed stamps and may prescribe and enforce the necessary regulations setting forth the method to be employed and the condition to be observed in the use of such meter machines.

Preparation and sale of stamps.

For the purpose of making stamps available for use, the commissioner of revenue shall prescribe, prepare, and furnish to the county treasurer, and the county treasurer shall sell stamps of such denominations and in such quantities as may be necessary for the payment of the taxes imposed by this article. In the sale of such stamps, the county treasurer shall allow a discount of one-tenth (0.10) of a cent per cigarette (i.e., two (2) cents per pack) to cover the costs which will be incurred in affixing the stamps to packages of cigarettes. In the event the printing by an authorized meter machine is used in lieu of gummed stamps, there shall be allowed a discount of six (6) percent of the denominational or face value of the imprints of such stamps so printed by such meter machine to cover the costs incurred in printing such imprints.

General duties of dealers and sellers with respect to stamps.

- (a) Every dealer in cigarettes is hereby required and it shall be his duty to purchase such stamps, at the office of the county treasurer, as shall be necessary to pay the tax levied and imposed by this article, and to affix or cause to be affixed a stamp or stamps of the monetary value prescribed by this article to each package of cigarettes prior to delivery or furnishing of such cigarettes to any seller. Nothing herein contained shall preclude any dealer from using a stamp meter machine in lieu of gummed stamps to effectuate the provisions of this article.
- (b) Every seller shall examine each package of cigarettes prior to exposing the same for sale, for the purpose of ascertaining whether such package has the proper stamps affixed thereto or imprinted thereon, as provided by this article. If, upon such examination, unstamped or improperly stamped packages of cigarettes are discovered, the seller, where such cigarettes were obtained from a dealer, shall immediately notify such dealer, and upon such notification, such dealer shall forthwith either affix to or imprint upon such unstamped or improperly stamped packages the proper number of stamps, or shall replace such packages with others to which stamps have been properly affixed or imprinted thereon.
- (c) Should a seller obtain or acquire possession of, from any person other than a dealer, any unstamped or improperly stamped cigarettes, such seller shall forthwith, before selling or offering or exposing such cigarettes for sale in the county, purchase and affix or cause to be affixed to such packages of cigarettes the proper stamps, or the markings of a meter machine, covering the tax imposed by this article.
- (d) In the event any seller elects to purchase and affix stamps or imprints of a meter machine, before offering cigarettes for sale, any dealer delivering and furnishing cigarettes to such seller shall not be required to purchase and affix such stamps or imprints to such cigarettes so sold or furnished; provided that any such dealer shall, on the day after such delivery and furnishing, file with the commissioner of revenue a copy of the delivery memorandum showing the name and address of the seller and the quantity and type of cigarettes so delivered and furnished.

Visibility of stamps or meter markings.

Stamps or the printed markings of a meter machine shall be placed upon each package of cigarettes in such manner as to be readily visible to the purchaser.

Altering design of stamps.

The commissioner of revenue may, from time to time, and as often as he or she may deem advisable, provide for the issuance and exclusive use of stamps of a new design and forbid the use of stamps of any other design.

Refund for unused stamps or meter imprints.

- (a) Should any person, after acquiring from the county treasurer any stamps provided for in this article, cease to be engaged in a business necessitating the use thereof, or should any such stamps become mutilated and unfit for use, other than by cancellation as provided in this article, such person shall be entitled to a refund of the denominational or face amount of any stamps so acquired and not used by him, less five (5) percent of the denominational or face amount thereof, upon presenting such stamps to the commissioner of revenue and furnishing the commissioner of revenue with an affidavit showing, to his satisfaction, that such stamps were acquired by such person and have not in any manner been used and the reason for requesting such refund. In the case of any authorized meter machine, should any imprints of such machine theretofore paid for not be used, such person shall, upon furnishing the commissioner of revenue with a similar affidavit, be entitled to a refund of the denominational or face amount thereof, less six (6) percent of the denominational or face amount of such imprints of such machine not so used.
- (b) All refunds for unused and mutilated stamps and for nonuse of imprints of stamps by meter machines provided for under this section are hereby authorized to be made on vouchers approved by the commissioner of revenue and, when made, the same shall be charged against the sums collected for the sale of such stamps and for the use of such imprints.

Seizure and sale of unstamped cigarettes.

- (a) Whenever the commissioner of revenue shall discover cigarettes in quantities of more than six (6) cartons within the county which are subject to the tax imposed by this article and upon which the tax has not been paid or upon which stamps have not been affixed or evidence of such tax shown thereon by the printed markings of an authorized meter machine, as this article requires, such cigarettes shall be conclusively presumed for sale or use within the county and the commissioner of revenue may forthwith seize and confiscate such cigarettes, if:
 - (1) They are in transit, and are not accompanied by a bill of lading or other document indicating the true name and address of the cosigner or seller and of the cosigner or purchaser, and the brands and quantity of cigarettes so transported; or are in transit and accompanied by a bill of lading or other document which is false or fraudulent in whole or in part; or
 - (2) They are in transit and are accompanied by a bill of lading or other documents indicating:
 - a. A consignee or purchaser in another state or the District of Columbia who is not authorized by the law of such other jurisdiction to receive or possess such tobacco products on which the taxes imposed by such other jurisdiction have not been paid, and unless the tax of the state or district of destination has been paid and the said products bear the tax stamp of that state or district; or
 - b. A consignee or purchaser in the Commonwealth but outside the county who does not possess a Virginia sale and use tax certificate, a Virginia retail tobacco license and where applicable, both a business license and retail tobacco license issued by the local jurisdiction of destination; or

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- (3) They are not in transit and the tax has not been paid, nor have approved arrangements for payment been made, provided that this subsection shall not apply to cigarettes in the possession of distributors or public warehouses which have filed notice and appropriate proof with the commissioner of the revenue that those cigarettes are temporarily within the county and will be sent to consignees or purchasers outside the county in the normal course of business.
- (b) All cigarettes seized and confiscated according to subsection (a) of this section shall thereupon be deemed to be forfeited to the county and may be sold within a reasonable time thereafter, after proper notice of such seizure is given to the known holders of property interests in the cigarettes. Such notice shall be given to known holders of property interests, if any, by certified mail and by written notice posted on the bulletin board of the courthouse of the county at least seven (7) days before the date of sale. Such notice shall contain the time and place at which the sale is to occur and procedures for administrative appeal as well as affirmative defenses which may be asserted by such holders. All moneys collected under this section shall be paid to the county treasurer and treated as other taxes collected under this article. No credit from any sale or other disposition shall be allowed toward any tax or penalties owed.

Seizure and sale of coin-operated vending machines and counterfeit stamp or impression devices.

- (a) Any coin-operated vending machine, in which any cigarettes are found, stored, or possessed bearing a counterfeit or false tobacco tax stamp or impression or any unstamped cigarettes, or any cigarettes upon which the tax has not been paid, may be declared contraband property and be subject to confiscation and sale as provided in section 14-180(b). When any such vending machine is found containing such cigarettes, it shall be presumed that such cigarettes were intended for distribution, sale or use therefrom. In lieu of immediate seizure and confiscation of any vending machine used in an illegal evasion of the tax, it may be sealed by appropriate enforcement authorities to prevent continued illegal sale or removal of any cigarettes and may be left unmoved until other civil and criminal penalties are imposed or waived. Notice requirements shall be the same as if the machine had been seized. Such seal may be removed, and the machine declared eligible for operation only by authorized enforcement authorities. Nothing in this section shall prevent seizure and confiscation of a vending machine at any time after it is sealed.
- (b) Any counterfeit stamps or counterfeit impression devices found may also be seized and confiscated.

Dealers' and sellers' records.

It shall be the duty of every dealer and seller to maintain and keep, for a period of two (2) years, such records of cigarettes sold and delivered by him as may be required by the commissioner of revenue and to make all such records available for examination by such commissioner of revenue, upon demand, at all reasonable times.

Rules and regulations for enforcement and administration of article; examination of books, records, etc.

- (a) The commissioner of revenue may prescribe, adopt, promulgate, and enforce rules and regulations relating to the method and means to be used in the cancellation of stamps and to all other matters pertaining to the administration and enforcement of the provisions of this article. It shall be unlawful for any person to fail, neglect or refuse to comply with such rules and regulations.
- (b) The commissioner of revenue may examine books, records, invoices, papers, and all cigarettes in and upon any premises where the same are placed, stored, sold, offered for sale, or displayed for sale by a seller or dealer.

Tax is in addition to other taxes.

The tax levied and imposed by this article shall be in addition to all other taxes of every kind levied and imposed by any other ordinance or law.

Violations of article—Generally.

- (a) Any person violating any of the provisions of this article shall be guilty of a Class 1 misdemeanor. In addition, any person who shall perform any fraudulent act or fail to perform any act for the purpose of evading the payment of any tax imposed by this article shall be required to pay a penalty in the amount of fifty (50) percent and interest not to exceed three quarters of one percent per month upon any tax found to be overdue and unpaid. Conviction and payment of a fine for such violation shall not relieve any person from the payment of any tax imposed by this article.
- (b) Each violation of, or noncompliance with, any of the provisions of this article shall be and constitute a separate offense and shall subject every person convicted thereof to the penalties prescribed.

Prohibited acts enumerated.

It shall be unlawful and a violation of this article for any person:

- (1) To perform any act or fail to perform any act for the purpose of evading the payment of any tax imposed by this article or of any part thereof; or for any dealer or seller, with intent to violate any provision of this article, to fail or refuse to perform any of the duties imposed upon him under the provisions of this article or to fail or refuse to obey any lawful order which the commissioner of revenue may issue under this article.
- (2) To make falsely or fraudulently, forge, alter or counterfeit any stamp or the printed markings of any meter machine or to procure or cause to be made, forged, altered or counterfeited any such stamp or printed markings of a meter machine or to knowingly and willfully alter, publish, pass, or tender as true any false, altered, forged, or counterfeited stamp or stamps or printed markings of a meter machine.
- (3) To sell any cigarettes upon which the tax imposed by this article has not been paid and upon which evidence of payment thereof is not shown on each package of cigarettes.
- (4) To reuse or refill with cigarettes any package from which cigarettes, for which the tax imposed has been theretofore paid, have been removed.
- (5) To remove from any package any stamp or the printed markings of a meter machine with intent to use or cause the same to be used after the same have already been used, or to buy, sell or offer for sale or give away any used, removed, altered or restored stamps or printed markings of a meter machine to any person, or to reuse any stamp or printed markings of a meter machine which had theretofore been used for evidence of the payment of any tax prescribed by this article, or, except as to the county treasurer, to sell or offer to sell any stamps or printed markings of a meter machine provided for in this article.

Presumption of violation by seller.

- (a) In the event any package of cigarettes is found in the possession of a seller, without the proper stamps being affixed thereto or without authorized printed markings of a meter machine thereon, and the seller shall be unable to submit evidence establishing that he received such package within the immediately preceding forty-eight (48) hours and that he has not offered the same for sale, the presumption shall be that such package is being kept by such seller in violation of the provisions of this article and shall subject him to the penalties provided for such violation.
- (b) Any cigarettes placed in any coin-operated vending machine located within the county shall be presumed for sale within the county. Any vending machine located within the county containing cigarettes upon which the stamp has not been affixed or containing cigarettes placed so as not to

allow visual inspection of the stamp through the viewing areas as provided for by the vending machine manufacturer shall be presumed to contain untaxed cigarettes in violation of this article.

- (c) Any cigarettes, coin-operated vending machines, counterfeit stamps, or other property found in violation of this article shall be declared contraband goods and may be seized by the commissioner of revenue. In addition to any tax due, the dealer or other person liable for the tax possessing such untaxed cigarettes shall be subject to civil and criminal penalties herein provided.
- (d) In lieu of seizure, the commissioner of revenue may seal such vending machines to prevent continued illegal sale or removal of such cigarettes. The removal of the seal from a vending machine by any unauthorized person shall be in violation of this article. Nothing in this article shall prevent the seizure of any vending machine at any time after it is sealed.
- (e) All cigarette vending machines shall be plainly marked with the name, address, and telephone number of owners of the machine.

Severability.

The sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, the remaining phrases, clauses, sentences, paragraphs, and sections of this article shall remain valid.

Effective Date.

This Ordinance shall be in full force and effect on July 1, 2021.

Adopted this 3rd day of May 2021.

RUSSELL COUNTY BOARD OF SUPERVISORS

BY: _____

Rebecca T. Dye
Rebecca Dye, Chairperson

Attest: _____

George Lester, Jr.

Clerk

**BOARD OF SUPERVISORS
COUNTY OF RUSSELL
LEBANON, VIRGINIA**

Ordinance

At a regular meeting of the Russell County Board of Supervisors held in the Russell County Government Center, Lebanon, Virginia on the 3rd day of May 2021:

<u>Present</u>	<u>Vote</u>
Rebecca Dye, Chairperson	Yes
Tim Lovelace, Vice Chairman	Yes
Lou Ann Wallace	Yes
Carl Rhea	Yes
David Eaton	Yes
Steve Breeding	Yes
Oris Christian	Yes

On motion of Lou Wallace, seconded by Steve Breeding, which carried 7-0, the following ordinance was adopted:

**RUSSELL COUNTY FOOD AND BEVARAGE TAX
ORDINANCE**

WHEREAS, § 58.1-3833 *et seq.* of the Code of Virginia (1950), as amended, authorizes Russell County, Virginia to levy food and beverage tax upon the sale and use of food and beverages sold, for human consumption, by a restaurant, as such term is defined in § 35.1-1.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Russell County, Virginia, pursuant to the authority granted to it by § 58.1-3833 *et seq.* of the Code of Virginia (1950), as amended, after notice and public hearing, as required by law, hereby adopts the following:

Grocery items means any food and foodstuffs, green groceries, including whole fruits and vegetables, beverages and household goods usually prepackaged or measured into quantities for household use from containers made for retail grocery or baking sales and usually not suitable for immediate consumption by the purchaser. Grocery items, sometimes called staples, include, by way of illustration and not limitation, sugar, flour, spices, dry pasta, loaves of bread, whole chickens, ground coffee, coffee beans, loose or bagged tea, cooking oils, and canned and jarred goods.

Meals means any prepared food and beverage sold for human consumption, whether designated as breakfast, lunch, dinner, supper or by some other name, and without regard to the manner, time, and place of service or consumption, except that the following do not constitute meals: (1) grocery items, (2) snack foods alone, (3) beverages alone, and (4) any combination consisting entirely of snack foods, beverages, or grocery items.

Restaurant means any one of the following:

(1) Any place where food is prepared for service to the public on or off the premises, or any place where food is served. Examples of such places include but are not limited to lunchrooms, short order places, cafeterias, coffee shops, cafes, taverns, delicatessens, dining accommodations of public or private clubs, kitchen facilities of hospitals and nursing homes, dining accommodations of public and private schools and colleges, and kitchen areas of local correctional facilities subject to standards adopted under Code of Virginia, § 53.1-68. Excluded from the definition are places manufacturing packaged or canned foods which are distributed to grocery stores or other similar food retailers for sale to the public.

(2) Any place or operation which prepares or stores meals for distribution to persons of the same business operation or of a related business operation for service to the public. Examples of such places or operations include but are not limited to operations preparing or storing food for catering services, pushcart operations, hotdog stands, and other mobile points of service. Such mobile points of service are also deemed to be restaurants unless the point of service and of consumption is in a private residence.

Snack foods means any candy, chewing gum, peanuts and other nuts, popcorn, cookies, crackers, donuts, muffins, bagels, and fried or baked goods of a similar nature, potato chips, ice cream or frozen yogurt, single-serving cakes and pies, and other items of essentially the same nature consumed for essentially the same purpose.

Levy of tax; amount

For the purpose of funding the operational needs and capital projects of Russell County, there is hereby imposed and levied by the county a tax on food and beverages sold as meals by restaurants and on prepared foods ready for human consumption at a delicatessen counter sold by grocery stores and convenience stores. The rate of the tax shall be six (6) percent of the sales price. In the computation of this tax, any fraction of one-half cent (\$.005) or more shall be treated as one cent (\$.01).

Exemptions

The following transactions shall not be subject to the tax under this ordinance:

- (1) Food and beverages sold through vending machines;
- (2) Food and beverages sold by boardinghouses that do not accommodate transients;
- (3) Food and beverages sold by cafeterias operated by industrial plants for employees only;
- (4) Food and beverages sold by restaurants to their employees as part of their compensation when no charge is made to the employee;
- (5) Food and beverages sold by volunteer fire departments and rescue squads; nonprofit churches or other religious bodies; educational, charitable, fraternal, or benevolent organizations the first three times per calendar year and, beginning with the fourth time, the first \$100,000.00 of gross receipts per calendar year from sales of food and beverages (excluding gross receipts from the first three times), as a fundraising activity, the gross proceeds of which are to be used by such church, religious body or organization exclusively for nonprofit educational, charitable, benevolent, or religious purposes;
- (6) Food and beverages sold by churches that serve meals for their members as a regular part of their religious observances;
- (7) Food and beverages sold by public or private elementary or secondary schools, colleges, and universities to their students or employees;
- (8) Food and beverages sold by hospitals, medical clinics, convalescent homes, nursing homes, or other extended care facilities to patients or residents thereof;
- (9) Food and beverages sold by day care centers;
- (10) Food and beverages sold by homes for the aged, infirm, handicapped, battered women, narcotic addicts, or alcoholics;
- (11) Food and beverages sold by age-restricted apartment complexes or residences with restaurants, not open to the public, where meals are served and fees are charged for such food and beverages and are included in rental fees;
- (12) Food and beverages when used or consumed and paid for by the Commonwealth of Virginia, any political subdivision of the Commonwealth of Virginia, or the United States;

- (13) Food and beverages provided by a public or private nonprofit charitable organization or establishment to elderly, infirm, blind, handicapped, or needy persons in their homes, or at central locations;
- (14) Food and beverages provided by private establishments that contract with the appropriate agency of the Commonwealth of Virginia to offer food, food products, or beverages for immediate consumption at concession prices to elderly, infirm, blind, handicapped, or needy persons in their homes or at central locations;
- (15) That portion of the amount paid by the purchaser as a discretionary gratuity in addition to the sales price;
- (16) That portion of the amount paid by the purchaser as a mandatory gratuity or service charge added by the restaurant in addition to the sales price, but only to the extent that such mandatory gratuity or service charge does not exceed 20 percent of the sales price;
- (17) Alcoholic beverages sold in factory sealed containers and purchased for off-premises consumption; and
- (18) Food purchased for human consumption as "food" is defined in the Food Stamp Act of 1977, 7 U.S.C. § 2012, as amended, and federal regulations adopted pursuant to the Act, except for the following items: sandwiches, salad bar items sold from a salad bar, prepackaged single-serving salads consisting primarily of an assortment of vegetables, and non-factory sealed beverages.

Certificate of Registration

- (a) Every person responsible for the collection of the tax levied under this ordinance shall file an application for a certificate of registration with the commissioner of the revenue. The application shall be on a form prescribed by the commissioner of the revenue to provide information for the assessment and collection of this tax and for the enforcement of the provisions of this ordinance.
- (b) Upon approval of the application by the commissioner of the revenue a certificate of registration authorizing the collection of this meals tax shall be issued to the applicant.
- (c) Each person with a certificate of registration pursuant to this section shall notify the commissioner of the revenue of any changes to the information provided on their application for the certificate within 30 days of the change.

Payment and collection of tax

Every seller of food and beverages with respect to which a tax is levied under this ordinance shall collect the amount of tax imposed under this ordinance from the purchaser on whom the

same is levied at the time payment for such food and beverages becomes due and payable, whether payment is made in cash, by check, by electronic funds transfer, or on credit by means of a credit card or otherwise. The amount of tax owed by the purchaser shall be added to the cost of the food and beverages by the seller who shall pay the taxes collected to the county as provided in this article. Taxes collected by the seller shall be held in trust by the seller until remitted to the county. The wrongful and fraudulent use of such collections other than remittance of the same as provided by law shall constitute embezzlement pursuant to Code of Virginia, § 18.2-111.

Commission to seller for collection of tax

For the purpose of defraying some of the costs incurred by the seller in collecting the tax imposed by this ordinance, every seller who files and pays the tax levied under this ordinance shall be allowed one and half percent of the amount of the tax due and accounted for in the form of a deduction on his return, provided the amount due was not delinquent at the time of payment.

Reports and remittances generally

(a) Every seller of food and beverages with respect to which a tax is levied under this ordinance shall make out a report, upon such forms and setting forth such information as the commissioner of the revenue may prescribe and require and shall sign and deliver such report to the commissioner of the revenue. All payment of monies shall be made payable to the treasurer of the county. Such reports and remittance shall be made on or before the 20th day of each month, covering the amount of tax collected during the preceding month.

(b) Notwithstanding the foregoing provisions of this section, the commissioner of the revenue may allow any person collecting the tax to elect to make reports and remittances on a quarterly basis when the person has established for a period of one year that his monthly remittances average less than \$100.00 per month or on a seasonal basis for persons operating in the county only periodically during the year. Persons electing to make reports and remittances on a quarterly basis shall make them on or before the 20th day of the month following the close of the quarter. Persons electing to make reports on a seasonal basis shall make reports and remittances on or before the 20th day of the month following each month during which they operated, covering the amount of tax collected during the preceding month.

Preservation of records

It shall be the duty of any seller of food and beverages liable for collection and remittance of the taxes imposed by this ordinance to keep and preserve for a period of two (2) years records showing gross sales of all food and beverages, the amount charged to the purchaser for each such purchase, the date of the purchase, the taxes collected on the purchase, and the amount of tax required to be collected under this article. The commissioner of the revenue shall have the power to examine such records at reasonable times and without unreasonable interference with the business of the seller for the purpose of administering and enforcing the provisions of this article and to make copies of all or any parts of the records.

Duty of seller when going out of business

Whenever any person required to collect or pay to the county a tax under this ordinance shall cease to operate or otherwise dispose of a business required to collect or pay to the county a tax under this article, any tax payable under this article shall become immediately due and payable, and such person shall immediately make a report and pay the tax due.

Enforcement; duty of director of finance; powers of business section manager

The commissioner of the revenue shall promulgate rules and regulations for the interpretation, administration, and enforcement of this article. It shall also be the duty of the commissioner of the revenue to ascertain the name of every seller liable for the collection of the tax imposed by this article who fails, refuses or neglects to collect such tax or to make the reports and remittances required by this article. The commissioner of the revenue shall have all of the enforcement powers authorized under Code of Virginia, title 58.1, chapter 31, article 1 (Code of Virginia, § 58.1-3100 et seq.) for purposes of this article.

Penalty for failure to file report or pay tax; interest on unpaid tax

- (a) If any person shall fail or refuse to file with the commissioner of the revenue the report required under this ordinance within the time specified in this article, there shall be assessed a penalty in the amount of ten (10) percent of the tax assessable on such report. Such penalty shall be assessed on the day following the day on which the report was due. Any such penalty, when assessed, shall become a part of the tax. The imposition of such penalty shall not be deemed a defense to any criminal prosecution for failing to make any report required in this ordinance.
- (b) If any person shall fail or refuse to remit to the commissioner of the revenue the tax required to be collected and paid under this ordinance within the time specified in this article, there shall be assessed a penalty in the amount of ten (10) percent of the tax past due. Such penalty shall be assessed on the day following the day on which the tax was due. Any such penalty, when assessed, shall become a part of the tax.
- (c) In addition, there shall be assessed interest at the rate of ten (10) percent per year on the amount of tax past due, which interest shall commence on the day following the day on which the tax was due and continue until paid.

Procedure upon failure to file return or pay tax

If any person shall fail or refuse to collect the tax imposed under this ordinance or to make within the time provided in this ordinance the reports and remittance required in this ordinance, the commissioner of the revenue shall make an estimate of the amount of taxes due the county by such person upon the best information available and shall proceed to determine and assess against such person such tax and penalty and interest as provided for in this ordinance. The commissioner of the revenue shall notify such person by registered mail, sent to his last known

address, of the amount of such tax and interest and penalty, and the total amount thereof shall be payable within ten (10) days from the date of such notice.

Bond or letter of credit

The commissioner of the revenue shall require any seller with a record of late filing of the tax returns or of late remittance of the taxes required by this ordinance to post annually a bond in a form acceptable to the commissioner of the revenue and payable to the county to insure the seller's faithful performance of the requirements of this article. The bond shall be in an amount which is three (3) times the taxes collected, or which should have been collected by the seller during the preceding month, but in no case shall be less than \$1,000.00. An irrevocable letter of credit from a local bank approved by the commissioner of the revenue with an expiration date not earlier than one year from the date of issuance in the amount specified in this section and payable to the county may be accepted in lieu of the bond.

Criminal penalties

Any person required to collect, account for, and pay over the tax levied in this ordinance who willfully fails to collect or truthfully account for and pay over such tax, and any such officer or person who willfully evades or attempts to evade any such tax or the payment thereof, shall be guilty of a class 1 misdemeanor. Any person who willfully violates any other provision of this ordinance shall be guilty of a class 3 misdemeanor. Each violation or failure shall constitute a separate offense and conviction shall not relieve any person from payment, collection or remittance of the tax as provided in this ordinance.

Severability

The sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of a court of competent jurisdiction, the remaining phrases, clauses, sentences, paragraphs, and sections of this article shall remain valid.

Effective Date.

This Ordinance shall be in full force and effect beginning on July 1, 2021.

Adopted this 3rd day of May 2021.

RUSSELL COUNTY BOARD OF SUPERVISORS

BY: Rebecca I. Dye
Rebecca Dye, Chairperson

Attest:

[Signature]
Clerk

Filed in the Clerk's Office the 5 day of May, 20 21
Writ Tax \$ 0
Clerk's Fee 0
Other Fees 0 ANN S. McREYNOLDS, CLERK
Total Paid \$ 0 Courtney G. McNeil D.C.

Russell County Board of Supervisors

276-889-8000

Travel Request Approval Form

Date Submitted	5-Feb-24				
Employee Name(s)	Kelly McBride Delph				
Department	Russell County Public Library				
Phone	276-889-8044				
Email (optional)	kmcbride@russell.lib.va.us				
Destination	Harrisonburg VA				
Purpose/ Dates of Travel	Attend state public library meeting, 20-23 March 2024				
Anticipated Expenses					
Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses	Amt Approved
Airfare					
Ground Transportation					
Conf/Registration Fees	membership & registration (meals included)			\$165.00	
Lodging	motel room, shared		2	\$120.16	
Meals and Tips	meals while traveling		2	\$65.00	
Mileage	214/428 RT x.5			\$214.00	
Other					
Employee Signature		Grand Total		\$564.16	
Department Head		Date Signed			
Co Admin Signature		Date Approved			

MONTHLY BANK BALANCES

January 31, 2024

Regular Account	6,510,208.04
Employee Insurance	2,609,146.04
Employee Claims Account	1,000.00
School Project Captial Fund	589,874.78
Non-Judicial Reals Estate Sales	31,891.87
School Textbook	4,317.75
Sheriff Domestic Violence	1,183.35
Petty Cash Treasurer	1,042.30
Sheriff Seized Assets	31,083.56
Sheriff Restitution	2,069.10
Sheriff Forfeited Assets	1,348.49
Comm Attorney Forfeited Assets	32,386.35
Sheriff Federal Forfeited Assets	1,327.50
Comm Attorney Fed Justice Forfeited Assets	51,243.94
Commonwealth Attorney Abanoned Property	500.00
Sheriff Federal Justice Forfeited Assets	1,566.64
Sheriff Special Projuects	4,155.82
SSI Recipients	(1.37)
Social Service -Coy Hall Dedicated Account	5,558.00
Bank of Honaker	1,000.00
New Peoples Bank	1,000.00
Certificates of Deposit General	49,575.00
Treasurer's Money Market	637,475.09
VACO Money Market	3,008,399.20
Certificate of Deposit Library Donations	24,788.80
Certificate Of Deposit Employee Insurance	4,007,010.69
Total Cash In Bank	17,609,150.94
Cash In Office	1,600.00
Petty Cash	100.00
TOTAL CASH	17,610,850.94

ACCOUNT	DATE	January 31, 2024
	DEBIT	CREDIT
Cash in Office	1,600.00	
Cash in Bank	17,609,150.94	
Petty Cash	100.00	
General Fund		4,787,843.26
Non-Judicial Real Estate Sales		31,891.87
Sheriff In State Trip		88,731.76
Sheriff Dare Fund		100.00
Sheriff Seized Assets		31,083.56
Sheriff Restitution		2,069.10
Sheriff Forfeited Assets		1,348.49
Comm Attorney Forfeited Assets		32,386.35
Honaker Library Donations		24,783.87
Russell County Housing Fund		4,424.36
Sheriff Federal Forfeited Assets		1,327.50
Sheriff Domestic Violence		1,183.35
Comm Attorney Abandoned Prop		500.00
Comm Attorney Fed Justice		51,243.94
Sheriff Fed Justice Forfeited		1,566.64
Sheriff's Special Projects		4,155.82
Social Services		(515,697.39)
Swva Asap		26,382.32
Coal Road Improvement		1,150,592.50
CSA		(1,105,140.23)
School Fund		558,968.28
School Food		1,598,000.39
School Skilled Trade Program		125,000.00
School Textbook		4,317.75
Regional Adult Education		242,666.57
Petty Cash Treasurer		1,042.30
COVID 19		2,068.07
Litter Fund Trash Pickup		(31,517.46)
American Rescue Act		2,852,349.55
School Projects Capital Fund		589,874.78
Opioid Settlement Fund		273,691.09
Current Credit		(0.79)
Current Debit		14.44
Title XX		11,321.05
SSI Recipients		(1.37)
Damage Stamp Fund		2,823.98
Valley Heights		98,522.85
Dante Sewer		53,706.00
Employee Health Insurance		2,609,146.04
Employee Insurance COD		4,007,010.69
Employee Insurance Claims		1,000.00
Law Library		64,128.79
Special Welfare		51,625.27
Housing Fund #2		7,700.00
Russell Co Health & Fitness		132,865.92
Cannery		(276,302.07)
WIB		10,051.75
Total	17,610,850.94	17,610,850.94

MINUTES OF THE MONTHLY BOARD OF DIRECTORS' MEETING

MINUTES OF THE MONTHLY MEETING OF DIRECTORS of The Russell County Public Service Authority held at 137 Highland Drive Lebanon, VA 24266 on this 20th day of February 2024 at 6:00 PM.

1. The following members were present, constituting a quorum (4):
Cuba Porter, Chairman;
David Edmonds, Jr., Vice-Chairman;
Stephen Perkins, Treasurer;
Clifford Hess;
Joe Huff;
Thomas Tignor;
Harry Ferguson; and
Rhonda Lester, Secretary.
2. Also present:
Tracy Puckett, RCPSA Director;
Brad Patton, RCPSA Operations Manager;
Jeremy O'Quinn, Legal Counsel;
Robbie Cornett, T&L Engineering;
Jon Broskey, The Lane Group;
Katie Patton; (for presentation only)
Shannon Hayes; (for public comment only) and
Terri Hayes. (for public comment only)
3. All the above directors of The Russell County Public Service Authority being present, formal notice calling the meeting was dispensed with, and the meeting declared to be regularly called.
4. Cuba Porter acted as Chairperson of the meeting and Rhonda Lester as Secretary of the meeting.
5. Cuba Porter opened the meeting with the Pledge of Allegiance followed by a prayer led by Stephen Perkins.
6. Motion to approve the agenda as presented made by Clifford Hess seconded by David Edmonds, Jr., and unanimously adopted.
7. Minutes of the meeting dated January 22, 2024 were reviewed and motion to approve as read made by Joe Huff seconded by Thomas Tignor, and unanimously adopted.
8. Presentation

- a) Cuba Porter presented a plaque to Katie Patton in appreciation of her years of service as Legal Counsel for the Russell County Public Service Authority's Board of Directors.

9. Public Comments:

- a) Shannon Hayes at 117 Buffalo Hollow in Castlewood addressed the Board to inquire about extending water services to his residence; advised by the Board that they would look into the matter and get back with him.

10. Rhonda Lester presented to the meeting:

- Account Balances Reports
- Operating Profit & Loss Report
- Construction Profit & Loss Report

Motion to adopt financial reports as presented made by Clifford Hess, seconded by Thomas Tignor, and unanimously adopted.

11. Brad Patton presented to the meeting Water Loss Reports.

12. Tracy Puckett presented to the meeting Director's Report updates from January 22, 2024 to date. (attached)

13. Robbie Cornett with T&L Engineering presented to the meeting Construction Projects Update Report (attached)

14. Old Business:

- a) Motion to approve the purchase of:

- 1) Takeuchi Excavator TB 260 for \$76,419.00
- 2) Takeuchi Excavator TB 250 for \$65,947.00
- 3) 54" Cut John Deere Mower for \$12,843.77

using the funds from the surplus sales as well as grant funds from Rural Development made by Harry Ferguson, seconded by Joe Huff, and unanimously adopted.

15. New Business:

- a) Motion to approve applying for grant funding to VDH for water sources and treatment study made by Clifford Hess, seconded by Stephen Perkins, and unanimously adopted.
- b) Motion to approve T&L agreement for the Lead & Copper Inventory Project at an hourly rate made by Clifford Hess, seconded by Harry Ferguson, and unanimously adopted.

- c) Motion to approve T&L agreement for the Tiller Trailer Park Project made by Clifford Hess, seconded by Thomas Tignor, and unanimously adopted.
- d) Motion to approve T&L agreement for the annual retainer made by Thomas Tignor, seconded by Clifford Hess, and unanimously adopted.

16. Matters presented by the Board: None

17. There being no further business to come before the meeting, a motion to adjourn at 7:37 PM was made by Joe Huff seconded by Thomas Tignor and adopted.

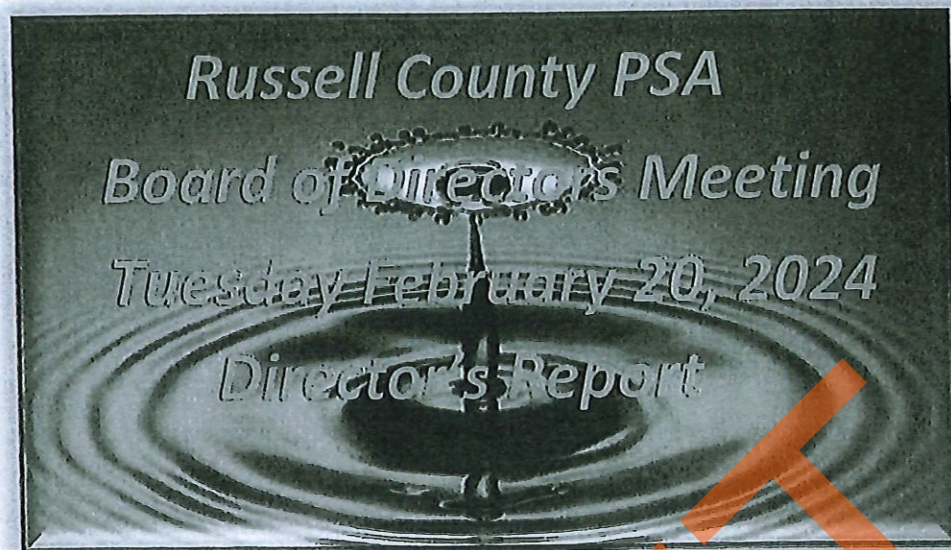
The next meeting is scheduled for March 19, 2024 at 6:00 PM.

Dated in the Commonwealth of Virginia on
the 20th day of February 2024.


(Signature)

Secretary Name: Rhonda Lester

DRAFT



RCPSA Board Members,

The items listed below provide a brief description of work performed in all departments of the PSA.

1. **Belfast Phase III:** Crews are currently installing the remaining meters on the project. I failed to mention the LMI (Low/Moderate Income) hookups in my previous reports which has resulted in a delay in completing this project as well. Per DHCD's criteria, any LMI customer qualifies to have a service line installed all the way into their residence. Weather has factored in some delays as well.
2. **House & Barn Mountain Project:** Robbie Cornett and I provided a proposal to the Virginia Department of Health on November 28, 2023, requesting additional principal forgiveness. We are currently awaiting a response.
3. **Sandy Ridge Project:** Engineers are working on the PER (Preliminary Engineering Report).
4. **Town of Lebanon Water Rates:** I still have not received notice of the formula request. I was in hopes the attorney would further discuss with the board a plan of action to move forward, however, I was recently informed by Will Wampler that their firm would no longer be representing the RCPSA.

5. **Dante Sewer:** The next step is to submit the plans and specs to the Virginia Department of Environmental Quality, begin the Environmental review and secure all easements. **Pending Plans and Specs, Environmental Review and Easements, it appears that we will have to move forward on this project as soon as Belfast Phase III is completed to meet deadline criteria.**
6. **Straight Hollow Waterline Replacement Project:** T&L has finished the design and submitted it to VDH on December 12, 2023. The Environmental Permitting through the Army Corp of Engineers, and the Virginia Department of Environmental Quality was submitted on December 14, 2023. The Virginia Department of Health did provide a Construction Permit dated December 29, 2023. We are currently awaiting a response from these agencies.
7. **Chiggersville Sewer:** It appears that this project will not be funded at this time. Although there was an offer made, it will not cash flow. However, if it is the pleasure of the board, we could look at resubmitting an application as well as exploring other options for funding to do this project in the future.
8. **Old Castlewood Galvanized Replacement Project:** These type projects will fall under the Engineering study for replacements.
9. **Copper Ridge/Green Valley Extension/Corn Valley Projects:** In a recent meeting with VDH/ODW, Brad Patton, Jon Broskey, Robbie Cornett, Tim Mullins, and I, discussed the possibility of a Water Source Study for Russell County. Topics discussed in the meeting were long-term and interim options. The Engineers and I will further discuss at the meeting.
10. **Nashes Ford Project:** Unfortunately, the Environmental Review drags on for this project. Robbie Cornett has reached out to Charlie Perkins, and he has assured us that he has prioritized this review. He is hoping to have it completed in March.
11. **Lead & Copper Data:** Engineers are working with VDH to begin the process of moving forward. RCPSA employees are currently working with Robbie Cornett / T&L to begin the process of identifying service areas. We will update the board at the meeting.

12. **Tiller Trailer Park:** Since this project is a Construction-Ready Project we will have to begin the installation soon. In a recent meeting held with the Cumberland Plateau Planning District I explained we would make the necessary provisions to move forward.
13. **RFP for Legal Counsel:** The deadline to submit Proposals for Legal Counsel Services is 2/16/24. At the meeting, I will present the board with the proposals for your consideration.
14. **Equipment Sales & Purchases:** Per discussion at the previous meeting and with the recent sales of some of the Surplus Equipment, I would like to purchase 2 new excavators and 1 new 54" cut, John Deere Mower with the funds from the surplus sales as well as grant funds from Rural Development. Once we have purchased the new machines, we can proceed with the sale of the other surplus property recently approved by the board to eventually purchase a 3rd new excavator.

Equipment: Takeuchi Excavator TB 260 - \$76,419.00

Takeuchi Excavator TB 250 - \$65,947.00

54" Cut JD Mower ----- \$12,843.77

PSA Investment ----- \$68,844.40

RD Grant ----- \$85,365.38

Water/Wastewater Plant Operations and Maintenance:

1. Replaced 1 Residential Sewer Grinder Unit in Dante.
2. Continue to work with Lane Engineering and Consolidated to calibrate and update software on Master Monitoring Meters.
3. Installed a New Monitoring Meter on Hwy 58.
4. Repaired telemetry at West Dante Tank.
5. Repaired Digester at Dante WWTP.

Water Maintenance/Operations:

- The PSA crews continue to perform general maintenance to all systems: work orders, disconnects, reconnects, new installations, meter reading, hydrant flushing and hydrant repairs, etc...
- **Asphalt/Stone Repair: Leak and Construction areas.**
- **Water Taps (new connections):** (5) Castlewood, Green Valley, Belfast, Big A Mtn
- **Sewer Taps/Flushing/Repairs:**
- **Leak Detection: In all systems.**
- **Valve/Valve Box Repairs:**
- **Line Setter Repairs/Replacement:**
- **Repaired/Replaced PRV's:**
- **Transducer Replaced:**
- **Fire Hydrants: Routine testing and maintenance.**

Water Line Repairs:

21- 3/4" Service Lines: Castlewood, Belfast, Swords Creek, Dante, Gravel Lick

1 - 1" Service Line: Hamblen

0 - 2" Water Main:

0 - 4" Water Main:

1 - 6" Water Main: Gravel Lick

0 - 8" Water Main:

0 - 12" Water Main:

Total Leaks Repaired.....23

Tracy Puckett

Tracy Puckett
RCPSA Interim Director



THOMPSON
& LITTON

Date: February 20, 2024

To: Russell County Public Service Authority
Board of Commissioners

From: Robbie Cornett
Project Manager
Thompson & Litton

Re: Projects Report and Update

BELFAST PHASE III WATER LINE PROJECT 15637

This project will consist of approximately 13,000 L.F. of 6-inch, 650 L.F. of 4-inch, 1,000 L.F. of 1-inch and 6,000 L.F. ¾-inch water line for approximately 47 residents in the Belfast Community. This Project has been awarded \$100,000 from Coalfield Water Development Fund and \$59,950 from Southwest Virginia Water and Wastewater Fund and \$640,000 from Department of Housing and Community Development. A Coalfield Water Development Fund application for an additional \$100,000 was approved.

Recent Activity: Approximately 200 feet of 2-inch water line installation remains north of Cricket Lane and approximately 10-meter installations.

NASH FORD AND CLINCH MOUNTAIN ROAD 14767

This project will be providing water service to approximately 58 customers. An offer from the Virginia Department of Health with a 20% grant and 80% loan. A request for additional grant funds was submitted to the Virginia Department of Health on September 17, 2021. Subsequently, we received an offer from the Virginia Department of Health for a 70% grant and 30% Loan. The Russell County Public Service Authority and Russell County Board of Supervisors approved acceptance of the Virginia Department of Health offer of funding. We met with the Virginia Department of Transportation on May 12, 2022. Coalfield Water Development Fund awarded \$50,000.00 for service line connections for this project. The Virginia Department of Health has issued the construction permit.

Recent Activity: The Environmental Review, led by the Cumberland Plateau Planning District Commission, continues. The public has an opportunity to comment on the proposed project and once this expires, the permitting process will be complete. The Virginia Resources Authority has requested a parity analysis from the USDA Rural Development before funds can be drawn down or work begins. The environmental and parity should be concluded in March 2024.

CASTLEWOOD (STRAIGHT HOLLOW) WATER LINE REPLACEMENT PROJECT 16344

The Virginia Department of Health through their 2021 American Rescue Plan Act awarded this project \$1,490,000. Design is underway. We have completed the survey on Straight Hollow and have a preliminary horizontal alignment. Due to the limited space within the shoulder of the road, there will be

water line in the roadway. The Department of Housing and Community Development will administer the funds for the Virginia Department of Health.

Recent Activity: Regarding environmental clearance, we await a response from the United States Army Corp of Engineers, and the Virginia Department of Environmental Quality. The Virginia Department of Health issued a Construction Permit dated December 29, 2023.

RUSSELL COUNTY PUBLIC SERVICE AUTHORITY WATER STUDY 15743

Thompson & Litton was commissioned by the Russell County Public Service Authority to study multiple areas for potential water projects. Copper Ridge, Corn Valley, and Green Valley were noted as the focus areas of the Study.

Recent Activity: Progress continues with submission to the Virginia Department of Health planned for next month.

DANTE SEWER PROJECT 15532

This project will provide public sewer service to 12 existing residences and allow for the decommissioning of the Dante Wastewater Treatment Plant by constructing a pump station in Dante and 30,000 L.F. of 6" force main sewer line from the pump station to St. Paul. \$2,500,000 was approved by the Department of Housing and Community Development; \$150,000 was awarded by the Southwest Virginia Water and Wastewater Fund; and \$150,000 was approved by Russell County for this project. Preliminary layout is complete, and design is under way.

Recent Activity: The next milestones are to submitting plans and specifications to the Virginia Department of Environmental Quality, begin the Environmental Review, and secure the needed easements.

SANDY RIDGE PRELIMINARY ENGINEERING REPORT 16731

The Preliminary Engineering Report was reviewed with Tracy Puckett on May 22, 2023.

Recent Activity: Thompson & Litton is finalizing the Preliminary Engineering Report for submission to the Virginia Department of Health next month.

BELFAST PHASE IV, HOUSE AND BARN MOUNTAIN 716581

The Belfast Phase IV, House and Barn Mountain Project will provide potable water to 20 homes and two businesses in the House and Barn Mountain Community utilizing approximately 4,700 L.F. of 6-inch water line, 4,400 L.F. of 4-inch water line, 3,000 L.F. of 2-inch water line, and provide some fire protection in the Honaker District of Russell County. The Virginia Department of Health denied funding for this project in 2022. At its meeting on April 23, 2023, the Russell County Public Service Authority Board approved reapplying and approved a budget increase of 20% to account for price increases. The application was submitted May 4, 2023. According to the Virginia Department of Health, funding offers are expected July/August 2023 with Award letters in September/October 2023 and initial meetings in

October/November 2023. If funded by the Virginia Department of Health, application to the Coalfield Water Development Fund and Southwest Virginia Water and Wastewater Fund for service line installations will be needed.

Recent Activity: The Russell County Public Service Authority received a funding offer from the Virginia Department of Health. Thompson & Litton has performed a cash flow analysis. As proposed by the Virginia Department of Health, the project will not cash flow. Tracy Puckett provided a letter to the Virginia Department of Health on November 28, 2023, requesting additional principal forgiveness (grant). We await a response from the Virginia Department of Health.

ELK GARDEN WATER LINE EXTENSION PROJECT, TILLER TRAILER PARK 716345

A Department of Housing and Community Development, Construction Ready Application was submitted circa 2021. Southwest Virginia Water & Wastewater Fund awarded this project \$50,000.00. After inquiring with the Department of Housing and Community Development many times, we were informed in October 2023 that the project would not be funded by the Department of Housing and Community Development.

Recent Activity: On December 29, 2023, Governor Youngkin announced the project is funded. The proposed project includes approximately 7,700 feet of 6", 2", and ¾" water line, 3 fire hydrants, 43 new water meters, and 7 handicap ramps. This is a pilot project for DHCD where residents were surveyed for a variety of needs. Safe water and handicap ramps were identified.

Thompson & Litton was asked to prepare a proposal for the Engineering to accomplish this project and it was presented to Tracy Puckett on February 15, 2024.

RCPSA Lead Service Line Inventory Project 717688

The United States Environmental Protection Agency and the Virginia Department of Health (VDH) are requiring all waterworks across the nation/Virginia to inventory all customer and utility owned water service lines before October 16, 2024, for lead pipe. This will be a tremendous undertaking for everyone, including the Russell County Public Service Authority. Recognizing the financial strain this may cause some waterworks, the Virginia Department of Health has established funding to help offset this cost. Thompson & Litton was asked to complete an application to the VDH for funds for the project. An application for \$250,000 was submitted on September 13, 2023.

Recent Activity: The Russell County Public Service Authority received notice of a \$250,000 grant on December 12, 2023. The Russell County Public Service Authority Board accepted the offer of funding at its meeting on December 19, 2023. Tracy Puckett requested a proposal from Thompson & Litton on January 11, 2024, to support the development of the Lead Service Line Inventory and if needed, a Lead Service Line Replacement Plan. A proposal was submitted to Tracy Puckett on January 30, 2024.

Presently, the Environmental Protection Agency, Lead Service Line Inventory deadline is October 16, 2024. Following an initial Lead Service Line Inventory prepare by TruePani, the Russell County Public Service Authority has 9,927 (utility and customer) services lines which it must determine what type of material (copper, PVC, galvanized, lead, etc....) the line is made of. All lead and unknown service lines at

the time of the deadline automatically go onto a Lead Service Line Replacement Plan. Lines on the Lead Service Line Replacement Plan must be reduced each year thereafter and all must be eliminated within 10 years.

The Lead Service Line Inventory work is proposed to be a team effort by the Russell County Public Service Authority and Thompson & Litton. If approved by the Virginia Department of Health, the Russell County Public Service Authority, could be reimbursed for its force account labor.

We anticipate discussion of the project and proposal at your February 20, 2024.

Russell County Public Service Authority, Water Source and Treatment Study 717948

For a long time, the Russell County Public Service Authority Board has expressed interest in the development of its own water treatment capability to meet current and future customers' needs at an economical cost. Russell County Public Service Authority Staff have shared operational challenges with the water treatment plants located near Castlewood and asked about the feasibility of bringing online a water source (Mine Portal) near Dante that was condemned by the Virginia Department of Health and turned "off" circa 2010. The feasibility of bringing the well that once served Belfast School back online has also been raised. Then, in January 2024, a water and wastewater treatment plant at CARBO was mentioned by Russell County.

Thompson & Litton, having been listening to the needs of the Russell County Public Service Authority and Russell County, believe the timing is right for a Water Source and Treatment Study. This was shared with and received favorably by the Russell County Public Service Authority Board at its January 22, 2024 meeting. With approximately 9 separate sources and 5 potential and separate water treatment plants, we believe systematically looking at each to determine which option(s) are truly feasible is the best way to proceed.

A meeting was held with the Virginia Department of Health on February 12, 2024. We were encouraged by the reception of the Virginia Department of Health who provided input on the type of water testing required at each of the potential sources before they could be considered and hopefully approved.

Following this meeting, contact was made with one of the funding arms of Virginia Department of Health where we discussed funding for the study. Again, we were encouraged by the response of the Virginia Department of Health and have begun completing a funding application for the Water Sources and Treatment Study. If funded, the funds would be in the form of a grant, up to \$45,000. Important to approval of the application by the Virginia Department of Health is the Russell County Public Service Authority Boards approval to apply. We anticipate asking the Board to consider approval of the application at your February 20, 2024, meeting.

Chestnut Ridge Circle Water System Extension 717723

Thompson & Litton was asked to complete an application to the Cumberland Plateau Planning District Commission, Water and Wastewater Fund for \$100,000 of the \$3.8 million in funds needed for the project. The proposed project would involve approximately 10,500 L.F. of various size water line, water pumping and storage facilities, pressure reducing valve vaults, and would serve approximately 18

existing residents. Application could be made to the Coalfield Water Development Fund (\$100,000) and Department of Housing and Community Development (\$450,000) in 2024. This would leave some \$3.15 million in remaining funding to be obtained.

CASTLEWOOD AREA – POTENTIAL PROJECTS

Rt. 63 Dante Road/Bunchtown Road – Replacement of 6,000 L.F. of 8-inch main line for approximately 30 customers with a proposed cost of \$1,019,900.

Hospital Hollow, Back Street, and 2-inch service line off Bunchtown Road – Replacement of 1,750 L. F. of 4-inch main line for approximately 13 customers with a proposed cost of \$326,500.

Gravel Lick Road – Phase I – Replacement of 15,200 L.F. of main line (various sizes) for approximately 100 customers with a proposed cost of \$2,865,000.

Gravel Lick Road – Phase II – Replacement of 13,500 L.F. of 8-inch main line for approximately 28 customers with a proposed cost of \$1,949,100.

Banner Drive/Chiggersville (Griffith Street, Dingus Street, Powers Street, 2-inch service lines, Lee Street/Longview Drive, Tates Street, Radio Road, Cedar Steet, North Counts & East Counts Drive) – Replacement of 9,700 L.F. of main line (various sizes) for approximately 128 customers with a proposed cost of \$2,498,100.

Old Castlewood Area (Boyd Drive, Winchester Street, Vinton Steet, Campbell Street, Church Street, Old Temple Drive, Porter Street, Regan Drive, Valley Circle, Chafin Lane, Farr Steet, Talbert Steet, Wohford Circle, Franks Drive, Beauchamp Drive, Quarry Road/Roger Circle Road, Quarry Road/Whites Street, Castlewood Quarry Office) – Replacement of 18,300 L.F. of main line (various sizes) for approximately 155 customers with a proposed cost of \$3,457,500.

Honey Branch – Replacement of 1,850 L.F. of 4-inch main line for approximately 17 customers with a proposed cost of \$342,800.

Morefield Bottom – Replacement of 4,360 L.F. of main line (various sizes) for approximately 42 customers with a proposed cost of \$1,013,500.

Neece Street and Blackstone Lane – Replacement of 1,000 L.F. of 4-inch main line for approximately 16 customers with a proposed cost of \$310,000.

Rt. 732 - Crooked Branch – Replacement of 3,500 L.F. of 4-inch main line for approximately 17 customers with a proposed cost of \$416,800.

Operating - The Russell County Public Service Auth

Profit and Loss

January 2024

	Total	
	Jan 2024	Jul 2023 - Jan 2024 (YTD)
Income		
4000.10 Water Revenue	240,878.48	1,774,228.34
4100.10 Sewer Revenue	20,762.85	158,826.17
4200.10 Trash Revenue	6,864.36	59,495.10
4300.10 Hookup Fees Revenue - Water	6,065.00	30,288.00
4310.10 Reconnect Revenue - Water	2,690.00	10,306.86
4600.10 County Contributions - Loan Payment Reimb.	15,480.00	54,180.00
4600.22 County Contributions - Dante WWTP Reimb.	5,753.04	54,523.43
4900.10 Late Fee, Penalties & Assessment Revenue - Water	4,484.61	37,250.25
4900.11 Late Fee, Penalties & Assessment Revenue - Sewer	990.41	11,501.71
4920.10 Transfer Fee Income - Water	1,100.00	7,900.00
4950.10 Sale of Product Income - Water	0.00	36.40
4960.10 Return Check/Return Fee - Water	245.00	2,250.00
Total Income	\$ 305,313.75	\$ 2,200,786.26
Gross Profit	\$ 305,313.75	\$ 2,200,786.26
Expenses		
5000.10 Water Purchases - Lebanon	40,100.42	265,693.28
5000.21 Water Purchase - Castlewood	24,591.10	72,576.43
5100.10 Sewer Fees - Lebanon	858.22	6,645.28
6030.00 Uniforms	815.88	6,429.21
6031.00 Employee Screening	215.00	1,167.03
6040.10 Bank Service Charges - Lebanon	100.00	709.32
6070.00 Retirement, VRS & Hybrid Expense	5,256.17	34,400.07
6090.21 Contract Labor - Water - Castlewood	0.00	8,575.00
6090.22 Contract Labor - Sewer - Castlewood	0.00	12,810.00
6100.00 Insurance Health, Dental, Vision	11,062.40	114,979.92
6110.00 Insurance - Short term Disability/Life Insurance	1,070.24	5,303.29
6120.00 Insurance - Worker's Compensation	0.00	11,421.75
6130.00 Insurance - Liability Insurance	0.00	0.00
6140.00 Telephone/Cell	2,363.37	16,428.02
6150.00 Electric	14,519.66	75,776.50
6160.00 Internet	926.37	7,256.24
6170.00 Other Utilities	125.00	531.35
6180.00 Chemicals	0.00	8,350.00
6185.00 Samples	2,965.20	20,559.40
6190.00 Monitoring	110.40	615.30
6200.00 Materials & Supplies	10,013.44	98,197.99
6205.00 Small Tools & Equipment	3,220.47	46,241.50
6206.00 Repairs & Maintenance	33,348.82	115,299.60
6207.00 R&M Buildings/Office	90.00	2,779.99
6210.00 R&M Equipment/Vehicles	6,546.13	18,614.50
6240.00 Gas Oil Grease	225.08	39,518.49
6250.00 Tags/Title/Licenses/Permits	0.00	1,312.00
6260.00 Office Supplies	601.50	6,756.45
6270.00 Postage & Delivery	1,794.41	13,427.03

6300.00 Accounting	578.00		28,875.45
6320.00 Water Works Operation Fees	0.00		13,890.00
6370.00 Rental/Lease Expense	4,762.87		38,884.33
6390.00 Advertisement	0.00		911.43
6420.00 Service Charges	1,654.96		5,139.71
6430.00 Dues, Subscriptions & Member Fees	2,358.50		18,124.43
6447.00 Legal Fees	0.00		3,105.00
6480.00 Training	530.00		905.00
6490.00 Meals and Entertainment	19.97		4,993.11
6500.00 Travel	78.35		484.15
6510.00 Director Fees	600.00		5,000.00
6610.00 Castlewood Sewage Processing	984.73		8,648.34
6630.00 Contribution to Town of St. Paul Sewer Plant Loan	2,865.99		20,061.93
6980.00 Misc Expenses	1,200.00		2,021.17
Debt Payments	24,357.07		227,317.48
8300.00 Payroll Expenses			
8300.10 Company Contributions			
8300.30 Retirement	3,874.06		26,811.08
Total 8300.10 Company Contributions	\$ 3,874.06	\$	26,811.08
8300.40 Taxes	6,329.25		46,335.65
8300.50 Wages	79,969.63		629,054.52
Total 8300.00 Payroll Expenses	\$ 90,172.94	\$	702,201.25
8300.60 Reimbursements	73.78		553.35
Total Expenses	\$ 291,156.44	\$	2,093,491.07
Net Operating Income	\$ 14,157.31	\$	107,295.19
Other Income			
4800.00 Interest Income			47.97
4930.00 Miscellaneous Income	826.00		9,216.69
8110.00 Other Income (Expense) - Sale of Assets	42,000.00		75,012.00
9003.00 Transfer In from Construction	0.00		38,261.75
Total Other Income	\$ 42,826.00	\$	122,538.41
Other Expenses			
9010.00 Reconciliation Discrepancies			82.24
Total Other Expenses	\$ 0.00	\$	82.24
Net Other Income	\$ 42,826.00	\$	122,456.17
Net Income	\$ 56,983.31	\$	229,751.36

Accrual Basis

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Russell County Tourism BOS Report January 2024

2024 Event Calendar

April 19th – 21st: Redbud Festival – Town of Honaker (Applying for Funds)

May 18th: Russell County Kid's Fishing Days – Town of Cleveland

May 31st – June 1st: Clinch River Days – Town of St. Paul

June 7th – 8th: Cedar Fest – Town of Lebanon (Applying for Funds)

June 29th: Town of Honaker 4th of July Celebration

July 3rd: Town of Cleveland 4th of July Celebration

July 4th: Town of Lebanon Independence Day Celebration

July 4th: Town of St. Paul Independence Day Celebration

August 9th – 10th: Big Rig Showdown – Town of Lebanon (Applying for Funds)

August 24th: Relay for Life Color Run – Town of Lebanon

September 1st – 7th: Russell County Fairgrounds – Castlewood (*possibly* Applying for Funds)

September 21st: Russell County Heritage Festival – Castlewood (Applying for Funds)

September 28th: VetFest – Town of Lebanon

October 5th: Crooked Road 20th Anniversary Show – The Russell Theatre (partnership)

October 19th: Tales from the Front Porch – The Russell Theatre

October 31st: Haunting on Main – Town of Lebanon

November 15th – 16th: Holiday Bazaar – Town of Lebanon

Adventure Guide – ARPA

The guide order has been placed to print 6,000 copies of the newly developed adventure guide which will total \$6,802 through Bison Printing in Bedford, VA from the quotes we have been given. Once these have been printed, we will distribute them properly throughout the commonwealth, county, region, and industry partners. To reiterate this is funding that has been provided by VTC with ARPA funds, this will not be coming out of our regular county-allotted budget.

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The original allocation for the Tourism ARPA funds was in total of \$30,000, which was distributed across multiple areas of development. Including tourism product development (Adventure Guide), marketing production, and paid media field.

**An attached copy of the plan narrative with the BOS board packets has been provided. **

Agritourism Meeting – Thursday, February 22nd, 2024

*Agritourism Subcommittee Meeting
February 22nd, 2024 at 5:30 PM – Pat's Kountry Dinner*

Discussion Topics: Century Farms, Farm Tours, Interactive Maps, Promoting Local Agriculture, & Farmers Markets

Heritage Festival Meeting Date/Update

Moving forward with the Heritage Festival for 2024, it will be beneficial for us to go ahead and have a meeting to set our date for the event and publicize it. Possible date of Saturday, September 21st, 2024. I have been in conversation with a local group of Civil War Reenactors who are interested in being a part of our event this year. They would attend with period dress, set up their Civil War camp, and provide educational opportunities to the event. After the Heritage Festival meeting scheduled for March 5th, 2024 at 5:30 PM at Romono's in Castlewood, Virginia – we will begin publicizing and putting a request out for local artisans and craftsmen.

Crooked Road Partnership: After a meeting with Crooked Road Executive Director, Tyler Hughes, we were able to establish a partnership/sponsorship with Crooked Road. With a \$500 sponsorship of our music for the event. Tyler will be getting back to me with possible musicians/bands that they specifically work with and run in that price range and who would be available. Crooked Road will also provide some marketing behind the event to help in promotion including putting the event in their quarterly event calendar (print and mailed out) as well as including the event in their 20th Anniversary events.

Tourism Advisory Committee (TAC) Meeting – February 20th

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2024 TAC Meeting Schedule

March 19th @5:30PM At Pat's Kountry Dinner	August 20th @5:30 PM At Pat's Kountry Dinner
April 16th @5:30 PM At Pat's Kountry Dinner	September 17th @5:30PM At Pat's Kountry Dinner
May 21st @5:30 PM At Pat's Kountry Dinner	October 15th @5:30 PM At Pat's Kountry Dinner
June 18th @5:30 PM At Pat's Kountry Dinner	November 19th @5:30 PM At Pat's Kountry Dinner
July 16th @5:30 PM At Pat's Kountry Dinner	December 17th @5:30 PM At Pat's Kountry Dinner

The February TAC Meeting was held on Tuesday, February 20th, 2024. During the meeting, we are able to discuss the upcoming events, festivals, grants, etc., and how we can continue to increase our footprint. We were happy to welcome our Board of Supervisor representatives who attended our committee meeting to be active and invested in the committee and the ongoings of tourism in Russell County.

Cleveland Boat Launch & Riverbend Campground Renovations Ribbon-Cutting

On Tuesday, March 26th, 2024, held at Riverbend Campground at 10 AM, through partnerships with multiple organizations, the Town of Cleveland has expanded river access at the Riverbend Campground by establishing a new access point for the Clinch River, completed in December 2023. The project included:

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- Newly planted native trees
- A new Clinch River access point for hand-launch vessels
- A gravel, easy-access walking path to the launch
- Directional signage and expanded gravel for day-use parking.
- A new picnic pavilion with full electric service and trash cans
- A new playground with ADA swings
- A portable pressure washing system to help maintain the wooden boardwalk connecting the campground to the town bridge.

This event aims to celebrate this achievement and recognize all the partners and collaborators involved in the project, highlighting the significant impact it will have on the Town of Cleveland and Russell County.

VTC Grants Opening Early 2024

*Since the opening of the event grants, I have been able to connect with and work with multiple businesses and events, that are applying for one of VTC grants that are available. As the DMO of Russell County, I will be applying for the **Virginia DMO Marketing Grant** requesting a minimum of \$4,000 in addition to funds to help supplement our existing budget of \$6,000. Once that funding plan is submitted with approval (announcements will be made in mid-April/May) that budget adjustment will be shared with the board and TAC committee.*

(VTC) Virginia Special Events and Festivals Program

Who is eligible: Virginia-based special events and festivals for marketing and production of special events and festivals.

The impact of special events and/or festivals must show a positive and significant impact on tourism.

Opens: February 8th, 2024 – March 14th, 2024

How: Online application portal; Requires at least 50% cash or in-kind match

Max Award tiers:

Tier One: 1,000-4,999 attendees; up to \$5,000 award with minimum 50% cash or in-kind match

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Tier Two: 5,000-19,999 attendees; up to \$10,000 award with minimum 50% cash or in-kind match

Tier Three: 20,000+ attendees; up to \$20,000 award with minimum 50% cash or in-kind match

(VTC) Virginia DMO Marketing Grants

Who is eligible: Official Virginia DMOs for marketing expenses that show a positive and significant impact on tourism

Opens: February 8th, 2024 – March 14th, 2024

How: Online application portal; Requires at least 50% cash or in-kind match

Max Award tier: Up to \$20,000 with a minimum 50% cash or in-kind match

(VTC) Marketing Leverage Program

Reimbursable grant program to leverage existing marketing funds. Requires a research-based and measurable marketing plan

Requires documented marketing match

Who is eligible: Virginia travel industry partners including small businesses, DMOs, private sector attractions, accommodations, and events.

Opens: February 8th, 2024 – March 14th, 2024

How: Online application portal

Max Award Tiers:

Tier One: 1:1 minimum cash match for award of up to \$20,000

Tier Two: 2:1 minimum cash match for award of up to \$50,000

VA 250 Tourism Marketing Program

Reimbursable grant program to leverage existing marketing funds. Requires a targeted and researched-based marketing plan.

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Marketing Focus: Destinations, programs, attractions, and events related to America's 250th Commemoration and the quest for freedom.

Who is eligible: Officially recognized VA250 Committees

Spring Round: March 5th, 2024 – April 11th, 2024

Fall Round: Opening Mid-October – Closing Mid-November

1:1 Cash Match

Max Award: \$10,000

(VTC) Microbusiness Marketing Leverage Program

Marketing Focus: Small business and shoulder season (September to May) marketing

Who is eligible: Small tourism-related business with 20 or fewer full-time equivalent employees including boutique retail, restaurants, food trucks, small attractions, craft breweries, distilleries, wineries, boutique lodging and B&Bs, and events focused on shoulder season visitation.

Additional eligibility: DMOs, Chambers of Commerce, and NGOs, such as PDCs and Main Street organizations, may apply but the application must support microbusinesses and/or shoulder season visitation with a robust marketing plan.

Opens: June 2024

Max Award: \$5,000 for small businesses; up to \$10,000 for eligible organizational applicants with a minimum 1:1 cash or in-kind marketing match

Wellspring Foundation Grants

Opens February 15th, 2024, and will close on March 31st, 2024

Eligible: Not-for-profit organizations and governmental entities that are located in and/or serve the counties of Washington, Grayson, Russell, and/or Smyth are eligible applicants.

Applications that focus on their areas of interest include *health, children and families, workforce development, education, and economic development.*

Minimum Award: \$25,000

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Relay for Life Color Run – August 24th, 2024

The Clinch Valley Relay for Life will be hosting one of its major color runs in the Town of Lebanon, Virginia this year. Starting at the Russell County Government Center and going all the way through town. I have been in contact with Sky VanDyke, and she informed me that they already have a large portion of their runners coming from out of town. We have been communicating on how might be able to work together as a partner to expand the event.

New 2024 Virginia Travel Guides

VTC has released the new Virginia Travel Guide, I have ordered and received our first order of cases of the guides and Virginia is for Lovers (VIFL) stickers. If you know of a business in your district interested in having the 2024 VA Travel Guide or stickers at their business/office, please let me know and I can direct them to the ordering form so they can receive free guides and stickers to be sent directly to them.

Blue Ridge Outdoors

Instagram Story BOGO

December and January Instagram Story – Blue Ridge Outdoors Instagram Stories (only up and active for 24hrs) average impressions are from 1500-2000 of the targeted audience in the outdoor recreation field within our average demographic for Russell County.

January Instagram Tiles Post 1 – 01/05/2024

Highlighting outdoor recreation in Russell County

Reached: 3,703

- Amount of people reached through the BRO social media sites.

Impressions: 3,745 (*exceeding the average impressions of 1,500 – 2,000*)

- Amount of people reached through social media, including shares, etc.

Engagements: 52

- Includes link clicks, likes/hearts, etc.

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January Instagram Tiles Post 2 – 01/31/2024

Highlighting the Redbud Festival, kayaking, and Dante ATV trails

Reached: 1,097

- Amount of people reached through the BRO social media sites.

Impressions: 1,108

- Amount of people reached through social media, including shares, etc.

Engagements: 22

- Includes link clicks, likes/hearts, etc.

Social Media & Webpage

Facebook Data

Followers: 8.7k

- Increase of 782 followers at 28.8% since January

Likes: 7.8k

- Gained 449 new page likes to our page.

People Reached: 27.1k

- Increase of 8.9%: content distributed to media accounts including both followers and non-followers.

Webpage Overview 2023

Site Sessions: 187

- A session is a visit to your site.

Unique Visitors: 160

- A visitor is considered unique when they connect from a different browser or device (IP address).

Traffic Sources: Ranked by top website drivers.

- Facebook (bio link, posts, etc.) **increase of 32%**
- Virginia.org (blog posts, event pages, listing, etc.) **decrease of 18%**
- Direct (sessions from direct website URL entry) **increase of 35%**

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- Google (searches from SEOs) **0% increase or decrease**

State Visitation: Our current highest out-of-state visitation and engagement come from Tennessee, primarily in Nashville. Additionally, we observe notable engagements on our website from states such as North Carolina, Georgia, and California. Analyzing state visitation provides us with an accurate outlook on the overall engagement, and this data aligns with the information we receive from our partners at the Heart of Appalachia Tourism Authority (HOA) and Virginia Tourism Corporation (VTC).

This valuable information enables us to strategically allocate and maximize our marketing budget, focusing on areas that would most effectively drive tourism to our county. We prioritize tracking visitor engagement on our website because it serves as a key indicator of the primary regions, we should target with our social media ads and identify the specific audiences we attract to our county. This is crucial as engagement with a locality's website signifies a genuine interest and investment in that location, making visitors more likely to plan a visit.

In Russell County, we are able to leverage our existing resources to ensure a high-quality travel experience. From backroad motorcycle routes and natural preserves to recreational activities and small businesses, we are well-equipped to provide authentic and memorable experiences for our visitors.

Russell County

Budget Breakdown Modification as of December 28th, 2023

Category	Activity	Description
Tourism Product Development	Adventure Guide Design & Printing	Created to be printed, design
Tourism Product Development	Website developing/updating	tourism
		Photography development
Marketing Production	Professional Photography	to grow photography
Marketing Production	Content Development Equipment	Equipment to develop high-c
Marketing Production	Promotional Product	Promotional products to
Paid Media	Google/Social Media Ads	Targeted social media ads
Paid Media	Blue Ridge Outdoor Ads	Targeted Regional Ad
Paid Media	Brochure Distribution	Print distribution of the

DRAFT



Timeline Revised Timeline		Funding Amount	Revised Funding Amount
May 2023 - November 2023	April 1, 2024	\$15,000	\$16,000
May 23, 2023	July 1, 2023	\$1,500	\$500
April 2023 – June 2023	November 1, 2023	\$5,000	\$3,100
N/A	April 1, 2024	\$0	\$1,100
N/A	January 2024 – May 2024	\$0	\$1,000
December 1, 2023	N/A	\$3,200	\$0
December 1, 2023	November 1, 2023	\$5,300	\$5,300
N/A	March 2024 – May 2024	\$0	\$3,000

DRAFT

Russell County Planning Commission

January 23, 2023

The Russell County Planning Commission met on Monday, January 23, 2024, in the conference room of the Board of Supervisors at the Russell County Government Center, 131 Highland Drive, Lebanon VA.

Members Present

Tara Dye

Jack Compton

Ernie McFaddin

Keith Ray

Philip Addington

Greg Stoots

Members Absent

John Mason

Charlie Edmonds

Others Present

Chairman Ernie McFaddin called the meeting to order at 6:30 p.m.

Invocation and Pledge of Allegiance given.

Agenda approved. Motion by, Philip Addington seconded by, Greg Stoots motion passed unanimously.

December 18, 2023 Meeting minutes approved. Motion by Jack Compton, seconded by Greg Stoots, motion passed unanimously.

New Business

Matthew Sargent requested the combination of 5 lots in Robert S Minton Subdivision, Lots 20-24, located on State Rt 811. Tax Map ID# 157LIC3307. After review a motion was made by Tara Dye, seconded by Greg Stoots recommending this request be approved by the Board of Supervisors, the motion passed unanimously.

RUSSELL COUNTY PLANNING COMMISSION

DECEMBER 19, 2023- JANUARY 17, 2024

1. Diana Roberts 1.584 AC Boundary Survey Gardner RD
2. 3B Consulting Services to Nicklestone Industries INC (Proposed ingress and egress right of way) US HWY19

Library Board of Trustees Meeting



Members Present

Judy Ashbrook	Karen Davis
Susan Breeding	Ann Monk
Bob Breimann	

Members Absent

Kim Fife
Sherry Lyttle Sharon Sargent
Sharon Van Dyke

Chair Karen Davis called the meeting to order 21 November 2023 at 5:09 pm.

Motion to approve agenda made by Bob Briemann and seconded by Susan Breeding; motion approved.

Minutes: Judy Ashbrook made and Bob seconded a motion to approve the October minutes as distributed; motion passed.

Financial: Bob made and Susan seconded a motion to approve the bills; motion passed.

Staff Reports: Kelly reviewed the staff & director's reports,

Old Business:

New Business: Bob made and Judy seconded a motion to authorize Kelly to pay the bills in December and cancel the December meeting; motion passed.

Review & Summary: Discussion of the library director job application. Board reviewed the Internet/Computer Policy and Technology Plan without change.

Next meeting: 16 January 2024

Susan made and Judy seconded a motion to adjourn; motion passed.

Respectfully submitted, Kelly McBride Delph



RUSSELL COUNTY BUILDING DEPARTMENT
137 HIGHLAND DR. SUITE D
LEBANON, VA 24266
Telephone: 276-889-8012
Fax 276-889-8009



Building Official Report

BUILDING PERMIT INFORMATION

BUILDING PERMITS	ACTIVE 31	INSPECTIONS	TOTAL—35
01/25/2024-02/20/2024	PENDING 2		
	TOTAL 33	01/25/2024-02/20/2024	

DILAPIDATED STRUCTURES

Address	Property Owner	Tax Map I.D	Comments
16483 Second St. Paul	Donna Glover	157 LIE 2965	10/5/2022: Recv'd notification from Town of St. Paul via County Administrator 10/24/2022: observation by Building Official- recommendation of demolition of building 10/27/2022: report submitted to County Administrator 11/17/2023: Re-evaluation of property by RC Building Inspector, Inspection Report sent to County Administrator, Certified Notice sent to property owner, Public Notification in The Lebanon News, to run 2 consecutive weeks Beginning Nov. 29, 2023 12/18/2023: Progress Status Observation by RC Building Official- No progress in securing structure, Location has been advertised for 2 consecutive weeks, in Lebanon News, Certified Letter was sent to. owner, no response, County did not receive the return receipt card from certified letter. 30 Day requirement for response will expire on Jan. 7, 2024. Follow up inspection will be conducted on Jan 8, 2024, and report will be presented to the Board of Supervisors in February Meeting 1/8/2024: No progress, Large hole remains in back of the home. No communication with the property owner 2/2/2024: Site Observation, DSS was on site, property owner refused assistance from DSS, advised she was tearing house/structure down in April 2/21/2024: Site evaluation by Building Official. No further actions taken by property owner.

GLOVIER PROJECT STATUS: FINAL NOTICE—ALL NOTIFICATION OPTIONS HAVE BEEN EXHAUSTED

DILAPIDATED STRUCTURES CONT'D

219 Timber Scent Rd	Laforest Leslie B	160RII2521	12/16/2022: Complaint recv'd. 12/19/2022: Observation by Building Official, property accessible, some windows are removed/busted. Significant amount of trash left in the areas around home Report submitted to County Administrator 11/21/2023: Building Official re-evaluated, building was not secured, and access is not limited to the public. Certified Notice to Comply Letter to be sent to the property owner. A follow-up inspection to be conducted in December. 11/30/2023: Property owner contacted RC Building Official via email. inquired what would need to be done to bring to compliance, requested name of complainant. 12/18/2023: Progress Status Observation by RC Building Official- Owners have installed a gate at the end of the driveway, to prevent entrance to property. Structure is structurally sound, there are no windows or doors. The owner has blocked off entrances and posted "NO TRESPASSING SIGNS". The owner has been in communication with the Building Office in regard to bringing the site into compliance and obtaining a demolition permit for the structure." 2/21/2024: Site evaluation by Building Official. Building Official Office has reached out via email , to property owner on intent going forward.
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LAFOREST LESLIE PROJECT STATUS: PROGRESSING

RUSSELL COUNTY BUILDING
DEPARTMENT 137 HIGHLAND DR. SUITE D
LEBANON, VA 24266
Telephone: 276-889-8012
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Building Official Report

291 Memorial Dr.	Henry and Patricia Phillips	156 RIJ 3212	1/10/2023: complaint received 9/12/2023: Per Building Official, single wide with busted windows in weeds. 11/17/2023: Building Official to follow-up and re-evaluate property for compliance. 11/21/2023: Building Official re-evaluated, Notice to Comply to be sent to the property owner. 12/18/2023: Progress Status observation by RC Building Official, manufactured home is currently being demolished. A letter was sent to the owner previously, however, no response from the property owner. Manufactured home should be completely torn down by new year. 02/21/2024: Building Official evaluation, site is considered compliant.
291 MEMORIAL DR. PROJECT STATUS: CLOSED			
173 Straight Hollow Rd	Fred/Sharon Rife	160RIG2453	4/6/23 Catherine Pratt submitted complaint, per phone. 9/12/2023: Inspected site again, no further demolition, tried to contact owner, 11/17/2023: Re-evaluation of property by RC Building Inspector, Inspection Report sent to County Administrator, Certified Notice sent to property owner, Public Notification in The Lebanon News, to run 2 consecutive weeks beginning Nov. 29, 2023. 12/7/2023: Russell County recv'd certified return receipt card, signed for by James Saunders, no further contact at this point. 12/18/2023: Progress Status Observation by RC Building Official-A tarp has been added to the end of the house. A tent is located beside the home. No progress in securing structure. Location has been advertised for 2 consecutive weeks, in Lebanon News, Certified Letter was sent to owner, no response, 30 Day requirement for response/explanation of intent, will expire on Jan. 7, 2024. Follow up inspection will be conducted on Jan 8, 2024, and report will be presented to the Board of Supervisors in February Meeting 1/8/2024: No demolition to the home. Several tarps have been added to the end of the house. A tent is beside them home, No communication from the property owner. 2/21/2024: No activity on property. All notifications have been exhausted.
RIFE PROJECT STATUS: ON/GOING—FINAL NOTICE			
192 Lower Bear Wallow	Tim & Rendy Hale Dante, VA 24273	159 R IB 2189	On-going project 11/17/2023: Re-evaluation of property by RC Building Inspector, Inspection Report sent to County Administrator, Certified Notice sent to property owner, Public Notification in The Lebanon News, to run 2 consecutive weeks. 11/17/2023: Re-evaluation of property by RC Building Inspector, Inspection Report sent to County Administrator, Certified Notice sent to property owner, Public Notification in The Lebanon News, to run 2 consecutive weeks beginning November 29, 2023. 12/18/2023: Progress Status Observation by RC Building Official- No progress in securing structure. Location has been advertised for 2 consecutive weeks, in Lebanon News, Certified Letter was sent to. Owner, no response, County did not receive the return receipt card from certified letter. 30 Day requirement for response will expire on Jan. 7, 2024. Follow up inspection will be conducted on Jan 8, 2024, and report will be presented to the Board of Supervisors in February Meeting 1/8/2024: No signs of work completed on the property 2/21/2024: No activity by property owner. All notifications have been exhausted.
HALE PROJECT STATUS: ON/GOING—FINAL NOTICE			

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Building Official Report JUNKYARD REPORT

Dogtown/Courthouse Est.	Rasnake Carl Allen Or Marsha	138 R 2292	08/24/2023: Observation for possible Junkyard Ordinance violation Encountered property owner on site, explained purpose of visit. Submitted report to County Administrator 11/16/2023: RC Building Dept personnel contacted Mel Counts with VDOT, was directed to contact VSP 1st Sergeant Ratcliff, Claypool Hill Residency. Sgt. Ratcliff will observe and be in contact with VDOT in regard to R-O_W for the road. Will be in touch with RC Bldg. Dept. 1/9/2024: Sgt. Ratcliff, continuing to research maps and R-O-W, delayed due to holidays. Will contact Russell County Building Dept. once research complete. No further updates from Sgt. Ratcliff

EROSION & SEDIMENT CONTROL DEPT.

Bridgett McGlothlin ESC Program Administrator---Josh Stinson-ESC Inspector/Plan Review

ESC PLAN	5 Active		5 Total
SINGLE FAMILY AGREEMENT IN LIEU PLAN	9 Active		9 Total