

ROCKY MOUNT TOWN COUNCIL  
AGENDA  
PUBLIC HEARING(S)  
TO BE HELD AT THE  
ROCKY MOUNT MUNICIPAL BUILDING  
345 DONALD AVENUE  
ROCKY MOUNT, VA.  
MAY 7, 2018  
AT 7:00 P.M.

- I. Roll Call
- II. Approval of Agenda
- III. Approval of Draft Minutes
  - April 9, 2018 – Regular Meeting Minutes
  - April 10, 2018 – Budget Work Session No. 1 Minutes
- IV. Public Hearings:
  - A. Public hearing on proposed Fiscal Year 2019 Budget and FY 19-23 CIP  
*(Note: No consideration of motions needed until May 14, 2018 Regular Council meeting.)*
  - B. Public hearing on proposed Fiscal Year 2019 Tax Rates.  
*(Note: No consideration of motion needed until May 14, 2018 Regular Council meeting.)*
- V. Adjournment

**ROCKY MOUNT TOWN COUNCIL  
REGULAR MEETING MINUTES  
APRIL 9, 2018**

The April 9, 2018 Regular Council Meeting of the Rocky Mount Town Council (hereafter referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia, at 7:00 p.m. with Mayor Steven C. Angle presiding.

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Billie W. Stockton

The following staff members were also present:

- Dallas Bailey, Interim Water Plant Superintendent
- John Boitnott, Town Attorney
- Tim Burton, Waste Water Superintendent
- Ken Criner, Chief of Police
- Rebecca H. Dillon, Executive Administrative Assistant
- C. James Ervin, Town Manager
- Matthew Hankins, Assistant Town Manager
- Jeff Rakes, Fire Chief
- Brian Schofield, Public Works Superintendent
- Linda P. Woody, Finance Director

The meeting was called to order by Mayor Steven C. Angle.

**PLEDGE OF ALLEGIANCE**

Mayor Angle led in saying the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Prior to the meeting, Council had received the agenda for review and consideration of approval.

**Motion:** To approve the agenda

**Motion By:** Council Member Snead

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the agenda by a unanimous vote

## **SPECIAL ITEMS**

None at this time

## **PUBLIC HEARING**

Verizon Cellular Tower Leases

Mr. Hankins stated that Verizon had requested to attach to the Town owned water tank on Scuffling Hill and the Town owned tower at the former tank hill water site. This was a secondary attachment in each location.

Mr. Hankins stated that town staff spent six months negotiating attachment agreements. The agreements presented to Council, allow for a monthly rent of \$2,800 per site and a term of five years, with four additional extensions of five years. The agreements were reviewed as to form by the Town Attorney.

Mr. Hankins stated that staff recommended accepting the agreements as submitted to Council and a public hearing on the leasing of public property was scheduled as required by law.

Mr. Ed Given, with GD Insights, at 5 Chimney Hill, Charleston, West Virginia, stated that he was in attendance if anyone had any questions or comments.

**Motion:** To approve the Verizon Cell Tower leases

**Motion By:** Council Member Moyer

**Second:** Council Member Stockton

**Motion Discussion:** The Town Attorney requested for the motion to be amended to include the Town Manager to be given the authorization to sign the lease documents. The motion was amended per the Mayor; agreed to by Council Member Moyer and again seconded by Council Member Stockton.

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the amended motion by a unanimous vote.

## **APPROVAL OF MINUTES**

Received by Council in their packet for this scheduled meeting were draft minutes for review and consideration of approval:

- March 12, 2018 – Regular Meeting Minutes

**Discussion:** None

**Motion:** To approve the draft minutes

**Motion By:** Vice Mayor Walker

**Second:** Council Member Snead

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote

## **APPROVAL OF CONSENT AGENDA**

This month's consent agenda consists of the following items:

- (1) **Miscellaneous Action** (none at this time)
- (2) **Miscellaneous Resolutions/Proclamations** (none at this time)
- (3) **Department Monthly Reports**
  - Community Development Department
  - Finance Department
  - Fire Department
  - Police Department
  - Public Works Department
  - Wastewater Department
  - Water Department

**Discussion:** None

**Motion:** To approve the consent agenda as presented

**Motion By:** Council Member Stockton

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the consent agenda as presented by a unanimous vote

## **HEARING OF CITIZENS**

Mayor Angle opened the floor to any citizens wishing to speak.

For the record, no one came forward.

### **OLD BUSINESS:**

#### 1. Harvester Performance Center Financial Report

Mr. Hankins stated that at the request of Council Member Cundiff, Mr. Andy Turner was in attendance to respond to questions and concerns regarding the Harvester 2017 summary to Council. The summary was given to Council at their regular meeting on March 12, 2018.

Mr. Turner began by asking if anyone of the Council members had any questions.

Council Member Cundiff asked how could someone indicate they are making a profit when the person is being subsidized in the amount of \$354,682 and the expenses far outweigh the income?

Mr. Turner responded that he wasn't sure he understood the question. Mr. Turner stated that the accountant starts with ticket sales and reports the expenses as they relate to the show.

Mr. Turner then asked if Council Member Cundiff could be more specific in the question he was asking. Mr. Turner asked in what regard was Council Member Cundiff speaking regarding the subsidy?

Council Member Cundiff stated that a subsidy of \$354,682 of tax payer money was being added to the Harvester and by the Council in the budget. Then a profit was shown. Council Member Cundiff asked Mr. Turner to explain.

Mr. Turner then asked if the question was how to show a profit based on payroll numbers and utilities; then Mr. Turner stated that he would have to reverse the question to Council Member Cundiff as to why the Harvester expenses are being shown as being underwritten by the Town, if it is not?

Mr. Turner stated that it was money in the budget that was allocated for certain items. The Mayor and Mr. Turner discussed that the Harvester is set up like any other building that the Town owns.

Council Member Moyer asked if he himself started a business, and someone supplemented him \$350,000 to pay the salaries of the employees, Council Member Moyer stated he could make a profit quickly as well.

Mr. Turner did not disagree with Council Member Moyer however, the report presentation of the Harvester Performance Center is the way Council had directed Mr. Turner to present the financials of the center. Mr. Turner further stated that the numbers were presented from the beginning the same way and the implication that the books were being cooked was not satisfactory.

Council Member Cundiff stated that he didn't believe he had said that.

Mr. Turner said it was the implication that was being given to the Town. Mr. Turner explained that he had spent the last month answering questions if the books were accurate or not accurate.

Council Member Cundiff stated that it was not implied from himself, that Mr. Turner was cooking the books.

Mr. Ervin stated that the Town had decided to operate the Harvester as an economic development tool and that the Town had agreed to on an annual basis, cover certain fixed expenses. The Harvester is financially accountable for its show by show revenue. Mr. Ervin stated that there were two Council members that preferred not to do the subsidy. However, Mr. Ervin also stated that it was still the policy of the Council as a whole, to govern our financial affairs with the Harvester building expenses covered by the Town.

Council Member Moyer stated that he was not trying to give Mr. Turner a difficult time. Council Member Moyer simply stated that he was bothered by the fact that the Town stated it is making money on the Harvester, when in fact, it is not. Council Member Moyer stated that the Town should be honest with the tax payers and citizens.

Vice Mayor Walker stated that the comments by Council Member Cundiff and Council Member Moyer were not meant to question Mr. Turner's integrity. Vice Mayor Walker further stated that he was sure that Mr. Turner's numbers were accurate.

Mr. Turner stated that he did not take offense from Council but that something was conveyed to the community in regard of the reputation that he had worked for 22 years as a professional and an accountant to gain. Mr. Turner stated that he was honest, accurate and of integrity.

Vice Mayor Walker asked when would the study by Virginia Tech be completed and made available. Mr. Ervin stated that it should be completed and available at the next regular Council meeting in May.

## 2. VDOT Funding Agreement

Mrs. Heckman stated that the resolution that was provided to Council in their packet would authorize the Town Manager to execute the agreements as needed for Town and VDOT joint projects. The resolution also commits the Town to fund its local share of preliminary engineering, right of way, and construction (as applicable) of the project(s) (the Angle Bridge repair project) in accordance with the project agreement(s) financial documents with VDOT. The Town's preliminary engineering suggests approximately \$750,000. Mrs. Heckman recommended for Council to approve the VDOT resolution for the Town Manager to execute agreement(s) with VDOT and to approve local funding commitment(s) as required in VDOT funding agreements.

The Mayor asked if the work was bid out, when would the work be started. Mrs. Heckman replied in the spring of 2019.

**Discussion:** None

**Motion:** To approve the VDOT resolution for the Town Manager to execute agreements with VDOT and to approve local funding commitments as required in VDOT funding agreements.

**Motion By:** Vice Mayor Walker

**Second:** Council Member Moyer

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote

## **NEW BUSINESS**

### 1. North Main Street Rock Facing

Mr. Ervin stated at the last regular Council meeting, staff was ask to prepare an estimated cost for installing a rock facing on the concrete wall on North Main Street next to Woodlawn Baptist Church. Mr. Ervin stated that staff estimated approximately \$14,000 to complete the facing. Mr. Ervin further stated that there were available funds in the general fund contingency account to cover the rock wall expense and recommended that Council approve the supplemental appropriation for \$14,000 that would be released from the general fund contingency.

**Discussion:** None

**Motion:** To approve the supplementation appropriation for \$14,000 coming from the general fund contingency.

**Motion By:** Vice Mayor Walker

**Second:** Council Member Snead

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote

### 2. Christian Heritage Academy Heritage Classic 5K

Mr. Ervin stated that the Heritage Classic 5K was to be held on Saturday, May 5, 2018 with the course set the same as in previous years. The event will begin at 8:00 a.m. and will conclude around an hour later at Christian Heritage Academy. Mr. Eric Miller with Christian Heritage Academy has been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.

**Discussion:** None

**Motion:** To approve the Heritage Classic 5K

**Motion By: Council Member Newbill**

**Second: Council Member Moyer**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker**

**Nays: None**

**Action: Approved the motion by a unanimous vote**

### 3. Southwest Virginia Antique Farm Days Parade

Mr. Jonathan Custer of 516 Deyerle Knob Road in Rocky Mount, VA, spoke regarding the Southwest Virginia Antique Farm Days kick-off parade to be held in town on Sunday, June 10, 2018. The parade would start at 3:00 p.m., beginning at Lowe's and proceed with the same route as in previous years. Mr. Jonathan Custer, who is the Tractor Parade Coordinator, has been in touch with the Rocky Mount Police Department and they have reviewed and approved the event.

**Discussion: None**

**Motion: To approve the Southwest Virginia Antique Farm Days parade**

**Motion By: Council Member Newbill**

**Second: Council Member Snead**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker**

**Nays: None**

**Action: Approved the motion by a unanimous vote**

### 4. USDA Vehicle(s)

Mr. Ervin stated that the Police Department and the Finance Director had been working together to receive two new police vehicles for the Police Department. The United States Department of Agriculture (USDA) offered the Town of Rocky Mount a grant of \$25,000 towards the purchase of two new police vehicles. The purchase price of two vehicles would be \$59,000 resulting in a Town cost of \$34,000. Staff asked that Council authorize the purchase of the vehicles, effectively helping our FY2019 budget by:

- Approving the USDA grant form
- Approving the attached Code of Conduct relative to the award of funds from USDA
- Approving the appropriation resolution that appropriates the USDA grant funds and fund balance towards the purchase of two police vehicles.
- Approve the grant application, Code of Conduct and Appropriation resolution

**Discussion:** None

**Motion:** Approve the USDA grant for two new police vehicles

**Motion By:** Council Member Moyer

**Second:** Council Member Snead

**Motion Discussion:** The Town Attorney requested for the motion to be amended to include the Town Manager to be given the authorization to sign the grant documents. The motion was amended per the Mayor; agreed to by Council Member Moyer and again seconded by Council Member Snead.

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the motion by a unanimous vote

## 5. Animal Shelter

Mr. Hankins stated that Franklin County had been working with the Town Planning staff and county architects for approximately 10 months to determine whether a M1 zoned location on State Street would be an appropriate location for a new county animal shelter. The proposed use would be a use by right in M1 industrial, and the county would be making a \$2 million public investment in the North Main Street corridor that is consistent with the Town's comprehensive plan. The facility is expected to be a significant water user. The shelter will have a central location away from the landfill with easy access for animal control officers and for those seeking to adopt. The county has exercised its option to purchase the property.

County Facilities Director Mike Thurman was in attendance and gave a presentation on the proposed animal shelter. Mr. Thurman also responded to questions and concerns some of which are listed below.

- The Mayor asked if there was a reason for the particular parcel that the County intended to build on. Mr. Thurman replied that the Franklin County animal shelter was over 40 years old and that the parcel itself would be approximately a 1 acre parcel with the proposed facility being a 5,700 square foot building with everything all on one level.
- The Mayor asked about noise. Mr. Thurman stated that all cats and dogs would be kept inside as Franklin County plans to have an outside exercise yard to use during the daytime and the building would be insulated to cut down on noise. Ms. Cindy Brooks from the Franklin County Animal Shelter was present and stated that there were sound barriers that could be put up in the ceiling or the shelter could use ceiling tiles to eliminate that problem.
- The Mayor asked if the shelter would be a no kill shelter. Ms. Brooks stated that the shelter would be a no kill shelter and additionally stated that Franklin County would not be allowed by the state of Virginia, to turn away any animals. Ms. Brooks stated that the number of animals that the shelter took in per year were approximately 1,000 animals.

- Council Member Cundiff asked how often did the sewer drain fields have to be pumped. Ms. Brooks stated that presently, there are two tanks and the lines are flushed every other month except for large feces or solids which are placed in the trash. When asked if the animal shelter was willing to pay for the water, Mr. Ervin stated that the shelter would pay the current rate.
- Council Member Stockton asked from start to finish, what would be the time line for building? Mr. Thurman stated it would likely be fall of the year before construction would begin.
- The Mayor asked if sound control would be included in the original building. Mr. Thurman stated that the building would accommodate such to be added on however, the Mayor stated he preferred that such measures be included in the building from the start.
- Council Member Snead asked what the maximum capacity of runs for the dogs would be. Mr. Thurman answered that there were 26 quoted runs in the preliminary plans.
- Vice Mayor Walker asked about the odor at the shelter. Mr. Thurman stated that there would be very little odor because all animals would be kept inside.
- Council Member Newbill inquired if there was another kennel that the County based its plans from, that Council could visit and take note of. Mr. Thurman stated that there was a kennel in Bath County that Council could visit to get a better idea of the proposed shelter.
- The current facility is not handicapped accessible and does not have a “sally port” (which is an enclosure). The proposed facility would have a garage area that could be backed into to unload, which would greatly diminish the chance of a dog getting loose in the shelter.

Council Member Moyer stated that Franklin County and the Town are in need of a much better animal shelter than what Franklin County and the Town currently have. Council Member Moyer stated that there was no better location than State Street if the Town could control the noise and if the property would allow for expansion, if needed in the future.

No action was required at this time.

## 6. Presentation of Budget FY19

Mr. Ervin shared staff's proposed budget for FY2019 for the period starting July 1, 2018 running to June 30, 2019. Mr. Ervin began by recognizing the Town's Finance Director for a great job. Mr. Ervin stated that sorting out what was essential from what is needed or desirable and working to establish a fit with the best needs of the Town going forward, was challenging and stressful.

Mr. Ervin stated that the primary governmental project for FY19 was new software for the Town's core functions (accounts payable, payroll, utility billing and collections, tax billing and collections etc.). The software suite used by the Town's Finance Department was over 23 years old and was running on an AS400 system that was difficult and costly to support. It would be called a "Legacy" system. The Finance Director and Town Manager spent the past decade evaluating ways to migrate off of the legacy system. The budget includes \$460,000 to purchase and convert to a new finance software system. The Town has not been able to fund the project in the past decade due first to the recession then to the need to address core unfunded projects in other areas. Part of the funding for the project would come from a transfer from Fund Balance, but the transfer would likely be less than an estimated FY2018 cash carry forward of \$400,000.

Mr. Ervin stated that for FY19, there was a utility project which was the proposed complete replacement of the Town's water meters. The Town's plan to replace all meters by doing 20 to 50 a year, was not keeping up with meter failure and additionally the technology purchased over a decade ago to implement, is now being phased out (the Town's touch read system). \$990,000 was budgeted for new water meters system wide (residential and small commercial). Other utilities, that the Town was in the process of having removed are the meters and technology that the Town was still struggling to implement and the Town finds itself with a portion of our system using a now outdated reading technology. The technology was funded through a Revenue bond with a proposed ten year term so that future utility customers assist in paying for this long-lived upgrade.

Another item of note in the budget would be the significant cost in giving staff a cost of living allowance in addition to the usual merit increase that they can earn if their performance warrants it. The Town did not include COLAs in most of the Town's budgets over the past decade and the Town's pay and classification system is getting more and more out of date due to the Town not including it. Twelve years ago the Town was in a similar position and had to perform a complete review of its pay scale as inflation had eaten away at the Town's competitive position in hiring new employees. Where the Town would typically have over 40 applicants for a Public Works position, the Town recently had only seven. The way to avoid costly pay plan updates and to remain competitive would be to periodically adjust the plan for inflation. In the last decade (2008 and beyond) there has been an estimated 16% of total inflation and the Town has only addressed this with COLA'S totaling 6%. Mr. Ervin stated that if the Town does not manage the gap between inflation and pay plan maintenance; then the Town will eventually have to add another wholesale restricting of its pay and classification system.

There were also some staffing changes proposed. A new position was proposed in Public Works to dedicate time to our landscapes and to work on improving our welcoming appearance. Also, three part time grounds workers were proposed to increase the Town's productivity during the growing season and keep the Town's streets, parks and grounds, looking their best. One part time employee at the Harvester Performance Center was also proposed to be moved to full time.

Though the Town was focusing on two very large projects, the Town still had a few significant utility projects proposed. The projects included lining the sewer line on Hillcrest and rebuilding the flocculators at the water treatment plant. Together these projects will cost nearly \$300,000.

No action was required at this time.

#### 7. Review and Consideration of Paving Agreement

Mr. Hankins stated that staff had sought bids on street paving for an estimated 3,362 tons of asphalt overlay. Patterson Brothers Paving has submitted a bid of \$97.67 per ton with milling and cleanup charged separately.

Mr. Hankins stated that the Town was seeking a paving partner that could be renewed for up to four additional years so that paving could be managed better and be more efficiently handled. Patterson Brothers has been a great paving partner in the past and we are excited to be able to work with them for the next five years.

A list of proposed streets for paving had been presented to Council, but the list was only a preliminary document as the general paving contract proposed would allow the town to add or change streets based on needs and observed field conditions.

Mr. Hankins stated that staff requested Council authorize the issuance of a general paving contract to Patterson Brothers Paving at the price of \$97.67 a ton with optional renewals for four additional years, with pricing scaled per the standard index published by VDOT.

**Discussion: None**

**Motion: Authorize the issuance of a general paving contract to Patterson Brothers Paving.**

**Motion By: Council Member Newbill**

**Second: Council Member Snead**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker**

**Nays: None**

**Action: Approved the motion by a unanimous vote**

## **COMMITTEE REPORTS**

Public Utilities Committee Meeting Report from March 19, 2018.

Mr. Ervin stated that the Public Utilities Committee met on March 19, 2018 to consider ways to reduce the number of cutoffs associated with the Town's water and sewer utility.

With recent staffing changes, the Town has had a much more "by the book" approach to utility cutoffs and the Town has been finding without the multiple calls and requests for payment, there are many that regularly get their water cutoff. The Town Finance Department has been averaging about 50 cutoffs a month since September of 2017. The Committee members felt that the nearly three days of staff time that this represented, was significant and that steps should be taken to encourage people to pay their utility bill prior to being cutoff.

The Committee recommended the following changes to our utility billing practices to help encourage customers to pay without cutoff:

- That the reconnect fee be changed by adding a third tier of \$100, resulting in a reconnect fee of \$25 for your first cutoff, \$50 for your second and \$100 for your third (within a 12 month period)
- That after a third cutoff in a 12 month period a \$100 deposit be required for in-town customers and \$150 be required for out of town customers
- That the language in our standard rules that commits to a same day cut-on if the outstanding balance is paid by 2:30 p.m. be removed and in its place a statement be added that the "Town will strive for a resumption of service within 48 hours"

**Discussion: None**

**Motion: Approve the committee's recommendation**

**Motion By: Council Member Cundiff**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker**

**Nays: None**

**Action: Approved the motion by a unanimous vote**

Council Member Moyer asked if the changes in utility billing would be advertised so the public would be aware of what the Town's plans were.

Mr. Ervin stated that the Public Utilities Committee suggested sending a letter in with the utilities billing to all of the Town's current customers. Mr. Ervin stated that if Council wanted to proceed with an advertised change he would be glad to do so. Mr. Ervin stated that he would work with Ms. Woody to make those changes and begin them July 1, 2018.

The Mayor stated he would like to see the utility changes in the utility billing monthly. Council Member Moyer then stated he would like to see the changes in the newspaper as well. Also, included in the letter would be the Town's garbage collection rules.

**REFERRALS TO PLANNING**

None at this time

**OTHER MATTERS AND CONCERNS**

Mr. Hankins was on Rise n' Shine.

**CLOSED MEETING AND ACTION**

None at this time

**ADJOURNMENT**

**Motion:** To adjourn meeting

**Time:** 8:10 p.m.

**Motion By:** Council Member Stockton

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Moyer, Newbill, Snead, Stockton, Walker

**Nays:** None

**Action:** Adjourned by a unanimous vote

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Steven C. Angle, Mayor

ATTEST:

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Rebecca H. Dillon, Town Clerk

**ROCKY MOUNT TOWN COUNCIL  
FISCAL YEAR 2019  
BUDGET WORK SESSION NO. 1  
APRIL 10, 2018**

The April 10, 2018 Fiscal Year (FY) 2019 Budget Work Session No. 1 meeting of the Rocky Mount Town Council (here after referred to as "Council") was held in the Council Chambers of the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia at 5:00 p.m. with Mayor Steven C. Angle presiding. The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Gregory B. Walker
- Bobby M. Cundiff
- Robert L. Moyer
- Mark H. Newbill
- Jon W. Snead
- Billie W. Stockton

The following staff members were also present:

- Dallas Bailey, Interim Water Plant Superintendent
- Tim Burton, Wastewater Treatment Plant Superintendent
- Ken Criner, Police Chief
- Rebecca Dillon, Executive Administrative Assistant
- C. James Ervin, Town Manager
- Amy Gordon, Assistant Finance Director
- Matthew Hankins, Assistant Town Manager
- Jeff Rakes, Fire Chief
- Brian Schofield, Public Works Superintendent
- Linda Woody, Finance Director

The meeting was called to order by Mayor Steven C. Angle.

**APPROVAL OF AGENDA**

**Motion:** To approve an amended agenda to include a closed session under the sited code section 2.2-3711(A)(1) for Town Council.

**Motion By:** Council Member Newbill

**Second:** Vice Mayor Walker

**Motion Discussion:** None

**Ayes:** Cundiff, Newbill, Moyer, Snead, Stockton, Walker

**Nays:** None

**Action:** Approved the agenda by a unanimous vote

## **GENERAL FUND**

General Fund Revenues: Ms. Woody began the Proposed FY19 Budget book with the General Fund on page 3. Ms. Woody stated that General Property taxes such as Personal Property taxes would increase \$18,032.00 to be more in line with what the trend would be. There were no tax rate changes in the Proposed FY19 Budget.

Other Local Taxes: Meals Tax increased \$229,925 to adjust to what the trend would be.

Business & Occupational Licenses: There was a decrease in the business licenses as internet sales still continue to shape the Town Business License revenue. Projected Retail, Professional, Repairs and Personal Services business licenses decreased.

Fines & Forfeitures: Page 4, Court Fines decreased \$5,701.

Proceeds From the Use of Assets: Bond Proceeds for FY19 show the balance of funds to spend on approved FY18 projects.

At this time Council Member Newbill asked the Mayor if he might ask a question in regard of him missing the last Regular Council Meeting. The question was regarding grave preparation. Council Member Newbill stated he had been approached by someone who dug graves and the person asked regarding the Town marking of graves, where to dig the grave at in the cemetery. The Mayor explained that the Town was running into a problem with there not being graves to be interred where folks said there should be availability. Mr. Ervin stated that he had previously worked with a cemetery in Bedford which brought in equipment to find where an interment could go. Council Member Newbill then stated that as Mr. Cecil Mason had worked with folks regarding the cemetery at High Street; perhaps Mr. Mason could be hired on as a subcontractor to locate graves when needed. Mr. Ervin stated that the Town really did not want to be involved with locating where an interment would possibly be able to go but Mr. Ervin then stated that the Town would provide logistical help when needed. Council Member Newbill asked if the subject had gone before a committee or if the subject could go before a committee now. Council Member Newbill stated that he was not present at the last Regular Council meeting and would like more information regarding the subject.

The Budget Work Session continued.

Categorical Aid: Page 5, the Town planned to apply for a CDBG Grant for the North Main Street master plan in the amount of \$25,000. There was an offsetting expense in Community Development for that revenue line item. Also in Categorical Aid, was the VDOT Grant of \$600,000 for Floyd, Franklin intersection in FY18 which was moved to the Angle Bridge project in FY19.

Mr. Ervin spoke regarding the Town's pay plan, the COLA, and how the Town had increased by only a small amount or skipped an increase altogether over the course of the past 10 years. Mr. Ervin also spoke regarding where Rocky Mount was on the pay scale as opposed to other municipalities around Rocky Mount which also played a part in how many applicants the Town received when a job opening was posted.

## **General Government**

Mayor and Council: Ms. Woody stated that on page 9, the numbers were cut more toward trend and to free up the budget dollars so that the dollars might be used in other departments in the budget.

Town Manager: On page 11, the numbers were pretty flat except for the salaries.

Town Attorney: The Town Attorney was paid a monthly stipend as a retainer for the attorney's services. Also, there were additional fees for legal work outside of the attorney's regular duties. Ms. Woody stated that the Town Attorney's stipend for FY18 was \$1,750. The Proposed FY19 stipend would be \$1,837 which was an increase of 5%.

Finance Department: On page 15, of the Proposed FY19 Budget Book, there was an increase of \$345,000 for FY19 for data processing or software. There was also an increase in contractual services so Ms. Woody could receive the help she would need to get the new software up and running for the finance department. The cost will be a onetime cost projected to be \$25,200 in contractual services. Also, \$345,000 was projected in the FY19 budget for data processing software which would help the Finance Department with the actual conversion of the data and travel cost for the professionals that would help bring the Finance Department online with the new computer software.

## **Public Safety**

Police Department: On page 19, Ms. Woody stated there were a few improvements proposed for the Rocky Mount Police Department. Those improvements were as follows:

- Requested were cameras, a gate, and paving of the parking area to complete the new Impound Lot. The Impound Lot was not funded however, Council said to spend the funds that the Town had already received for the sale of the previous Impound Lot, in FY18 before June 30, 2018.
- A fully trained K-9 dog was proposed at \$10,000 in the FY19 budget so the K-9 that had reached age could be rotated out. The rotation was needed because typically a K-9 dog would stay in service about 8 or 9 years depending on the breed of the dog. The police department had 2 drug dogs and 1 bomb dog. The bomb dog will be rotated out.
- For FY19 the police department motor vehicle lease expense that was in year 1 of 4 was \$10,000 which was the motor vehicle lease expense for year 1 of 4 years. The current fiscal year (FY18), was year 4 for the Town's other lease so the Town would start a new lease with just 2 vehicles on that lease, on July 1, 2018.

Volunteer Fire Department: The quarterly stipend of \$12.50 was given for each emergency call answered. Ms. Woody stated that the numbers on page 21 of the Proposed FY19 Budget Book were more for what would be in trend and to allow for funds to be freed up that other departments might need to use.

## **PUBLIC WORKS**

Public Works: Ms. Woody stated the Town's VDOT revenue for the street maintenance should be \$1.4 million. However, Ms. Woody also stated that expenditures for street maintenance would be about \$2 million.

Here are the wage and fringe benefit cost for the Public Works Department employees:

Street Lighting	1.00%
Traffic Control	2.00%
Street Maintenance	53.00%
Sidewalks, Curbs, & Gutters	1.00%
Street Cleaning	0.50%
Refuse Collection	13.00%
Snow Removal	1.00%
Cemetery Maintenance	2.00%
Parks Maintenance	5.00%
Citizens Square	1.00%
Community & Hospitality Center	0.50%
Water Distribution System	8.00%
Meter Reading	4.00%
Sewer Collection System	8.00%
Total Public Works Labor	100.00%

The Public Facilities Director position was eliminated which gave a decrease to the Public Works Administration budget of \$13,140 that was referenced on page 23 of the Proposed FY19 Budget book. A new full-time Landscape Technician position was proposed for FY19 and three part-time summer grounds positions. The Public Works Superintendent's personnel cost were split 70% Public Works Administration, 15% Water Distribution, and 15% Sewer Collection. The Town provides up to \$155.00 for steel toed boots each year, per employee beginning in FY19. The previous reimbursement was \$125.00

Parking and Traffic Control: Traffic Signals were increased by \$2,800 in FY19. Council Member Snead spoke regarding the Town needing street lighting on Floyd Avenue as did Council Member Newbill. In review of page 27, in the Proposed FY19 Budget Book, Ms. Woody stated that the VDOT grant for \$600,000 was moved from the Angle Bridge project to the Floyd and Franklin Street Intersection to be used on that project.

Council Member Newbill asked where the \$17,200 would be spent for the Infrastructure or asphalt rejuvenation. Mr. Ervin stated the rejuvenation would be for some of the parking lots in downtown Rocky Mount behind J & J Fashions and behind the Union Bank drive thru.

Street Maintenance: On page 29, Wages – Part Time for \$28,651 or a grade 12 and step 1 for The 3 part-time summer grounds maintenance positions. Of the Contractual Services for 450,000; \$300,000 would be for paving. The Angle Bridge (bond proceeds) would be \$100,000. The Angle Bridge (VDOT share) would be \$600,000.

Council Member Cundiff asked what the initials ICMA stood for. Ms. Woody stated ICMA stood for International City Managers Association and was a hybrid plan with VRS. New employees since July, 2016 were called hybrid employees and ICMA was the administrator of that particular plan which functions more closely with a 401K plan than a 457 deferred comp. plan. The amount was \$2,932 for FY19 since Public Works hired more employees due to staff turnover.

Sidewalks, Curbs and Gutters: On page 31, Sidewalk Maintenance was discussed for \$40,000 for a third year. Also discussed, were sidewalks that had roots coming up underneath them and generally, were in bad need of repair.

Street Cleaning: On page 33, Ms. Woody stated there was a decrease of (\$12,002) in Street Cleaning for the FY19 budget and that was because of a past payroll allocation.

Refuse Collection: Page 35, there was a slight decrease in the payroll allocation and other expenses to total (\$27,312).

## **BUILDING AND GROUNDS**

Municipal Building Maintenance: On page 39, there was a decrease of (\$14,105) for contractual services because the Town finished the HVAC work and security upgrades it had previously been engaged in. Council Member Cundiff asked if all of the work had been completed regarding the HVAC unit. Mr. Hankins stated that all of the work was completed and the unit was under warranty so the Town did not have to pay any charges during the time of repairs.

Mr. Ervin stated the Municipal Building had some leaking gutters and that the Town was having difficulty with the façade or the white gravel part of the Municipal Building in general. The front of the building and the side of the building were both problem areas. The Mayor then suggested that Council Member Moyer take a look at them both to determine what would be needed to correct the problem as Council Member Moyer had knowledge of guttering since he had once had his own guttering business. Estimates to replace the guttering and siding are \$110,000 and is not funded at this time.

Emergency Services Building Maintenance: On page 41, the Floyd Avenue trim and doors, had \$5,000 allocated for the old fire department on Floyd Avenue which was an increase in funds for FY19.

Parks & Playgrounds: Ms. Woody stated there was one capital item in this budget for FY19 and that was for \$10,000 to replace the tables, trash cans and grills at all three of the town parks.

## **COMMUNITY DEVELOPMENT**

Economic & Community Development: Various contributions and sponsorships for special events for FY19 included the following listed items below. Of the sponsorships listed, the Ferrum Express Bus Service was discussed. Ms. Woody indicated the ridership continued to go down but the cost of the ridership continued to go up. Council Member Newbill asked what was the ridership and Ms. Woody stated it was estimated for FY19 to be about 980 riders.

The Crooked Road	\$5,000
Ferrum Express Bus Service	\$4,600
Rotary Club Christmas Parade	\$2,500
BUD Commission contribution	\$2,000
Come Home to a Franklin County Christmas	\$1,600
Court Days	\$1,600
Pigg River Ramble	\$1,000
Historical Society Bus Sponsor-Moonshine Tour	\$600
Historical Society Bus Sponsor-Ghost Tour	\$600
Rotary Club – Fourth of July Festival sponsor	\$500
Other Special Events	<u>\$1,000</u>
Total	\$21,000

Council Member Newbill stated that he would like to see improvements in the Seasonal Decorations for the FY19 especially for the ribbons to be replaced on the decorations. IT was determined to order the ribbons and banners before June 30<sup>th</sup>, 2018.

Citizens Square: Ms. Woody stated that the totals on page 54 of the proposed budget FY19 would include the \$500.00 per month for the Retail Merchant's to oversee the Farmer's Market. Council Member Snead asked if Retail Merchants was the organization still overseeing the Retail Merchants Farmers Market. Mr. Hankins stated that the direction from Council was that as long as Mrs. Cundiff wanted to continue being over the Farmers Market; she would be. Mrs. Cundiff's daughter is helping her presently.

Community & Hospitality Center: Mr. Hankins stated that although it would not show up in the budget for this year, there was a major expense at the Community & Hospitality Center. Mr. Hankins stated that the Community & Hospitality Center had sustained a large water line break. The break had occurred during the coldest part of the winter and came up from under the kitchen area. \$16,000 of the repairs were covered under insurance however, there were mold issues and those repairs were not covered by insurance and have to be covered out of the operational fund.

Economic Development Authority: Ms. Woody stated the (\$10,000) decrease in land & buildings for the FY19 meant that the Town did not give the Economic Development Authority funds for FY2019.

Remediation of Blighted Structures: Ms. Woody stated that the budget for Remediation of Blighted Structures had been cut by \$5,000.

**NON-DEPARTMENTAL GF**

The amount proposed as contributions to outside agencies for this fiscal year was \$16,500 and included the following organizations listed below.

Franklin Center Workforce Consortium	\$6,000
Free Clinic of Franklin County	\$3,500
Helping Hands	3,000
Stepping Stone Mission	750
Franklin County Family Resource Center	500
Franklin County Perinatal Education Center	500
Franklin County Historical Society	500
We Care of Franklin County	500
Southern VA Child Advocacy Center (CAPS)	200
Warren Street Society	0
Franklin County Rescue Squad	0
Undesignated	1,050
<b>Total Contributions to Agencies</b>	<b>\$16,500</b>

Some of the accounts that Ms. Woody mentioned in addition to the accounts listed were the Town's Employee Wellness Program, and the Town's Employee Drug Testing Program. Among other accounts discussed were the Debt Service Principal and Interest account and the transfer to performance venue fund operations. In Contingency there was \$50,000 proposed for FY19 as was in other previous years. Also, line item 9959, which was Reserve for Council supplemental pay adjustments of \$29,550, was built into the budget for the Christmas Bonus should Council decide to grant that item specifically.

**CLOSED MEETING AND ACTION**

Enter Closed Meeting

**Motion: To go into closed session under the Virginia Code Section cited below**

**Time: 6:25 p.m.**

**Virginia Code Section:**

**Section 2.2-3711(A)(1) Discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.**

**Motion By: Vice Mayor Walker**

**Second: Council Member Stockton**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker**

**Nays: None**

**Action: To go into a closed meeting**

**Certificate of Closed Meeting Discussion:**

**Council certified unanimously that nothing was discussed in the closed meeting other than what was stated in the motion to enter the closed meeting. No action was taken during the closed meeting.**

Whereas, the Rocky Mount Town Council has convened a closed meeting on Monday, March 14, 2016 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Whereas, Section 2.2-3712 of the Code of Virginia (1950), as amended, requires certification by this Council that such closed meeting was conducted in conformity with Virginia law;

Now, Therefore, Be It Resolved that the Rocky Mount Town Council hereby certifies that, to the best of each members' knowledge: (1) only public business matters lawfully exempted from open meeting requirements under this chapter; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

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Steven C. Angle, Mayor

**ADJOURNMENT**

**Motion: To adjourn meeting**

**Time: 6:50 p.m.**

**Motion By: Vice Mayor Walker**

**Second: Council Member Cundiff**

**Motion Discussion: None**

**Ayes: Cundiff, Moyer, Newbill, Snead, Stockton, Walker**

**Nays: None**

**Action: Adjourned by a unanimous vote.**

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Steven C, Angle, Mayor

ATTEST:

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Rebecca H. Dillon, Town Clerk

ITEM(S) TO BE CONSIDERED UNDER:

- Hearing of Citizens**   
 **Consent Item**   
 **Old Business**   
 **New Business**  
 **Committee Report**   
 **Public Hearing**   
 **Other**

FOR COUNCIL MEETING DATED:	May 7, 2018
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STAFF MAKING REQUEST:	C. James Ervin, Town Manager Linda Woody, Finance Director
BRIEF SUMMARY OF REQUEST:	To hold the public hearing for the Fiscal Year 2019 proposed budget and on setting the tax rates for Fiscal Year 2019.
ACTION NEEDED:	<p>No action is needed for the public hearing.</p> <p>There is no proposed change in the tax rates of 13 cents per \$100 of assessed value for real estate, 51 cents for \$100 for personal property, and 17 cents per \$100 for machinery and tools. Interest is still at 10% per annum.</p> <p>For the proposed Fiscal Year 2019 budget, the General Fund is advertised at \$7,439,081, the Utility Operating Fund is advertised at \$3,038,743; the Utility Capital Fund is advertised at \$1,714,964; and the Harvester Performance Venue is advertised at \$394,982.</p> <p>A vote on the proposed Fiscal Year 2019 budget will be during the regular Council meeting on Monday, May 14, 2018.</p>

Attachment(s): Yes

<p>FOLLOW-UP ACTION: (To be completed by Town Clerk)</p>
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**NOTICE OF PUBLIC HEARING  
TOWN OF ROCKY MOUNT  
FY 2019 PROPOSED BUDGET**

Pursuant to Section 15.2-2506 of the Code of Virginia, the Rocky Mount Town Council will hold a public hearing on **Monday, May 7, 2018** at 7:00 p.m. at the Town Municipal Building for the purpose of receiving comments on the proposed fiscal year 2018-2019 (FY 2019) operating and capital budgets.

Any person wishing to review the proposed budget may view the document at the Town Manager's Office or the Finance Department in the Rocky Mount Municipal Building between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday or on the Town's website at rockymountva.org. A synopsis of the proposed budget is shown here for information and fiscal planning purposes only. No entry in the budget constitutes an obligation on the part of the Town of Rocky Mount to collect such revenue or to expend such funds until a legal appropriation is adopted by the Rocky Mount Town Council. Adoption of the FY 2019 budget is expected during the regular meeting of Town Council on Monday, May 14, 2018 at 7:00 p.m.

**PROPOSED BUDGET FOR FISCAL YEAR 2019**

**GENERAL FUND:**

**REVENUES:**

Property & Other Local Taxes	\$4,592,896
Charges for Services & Other Fees	401,172
Non-Categorical Aid from the Commonwealth	76,435
Categorical Aid from the Commonwealth	2,234,811
Use of Fund Balance	<u>133,767</u>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$7,439,081</b>

**EXPENDITURES:**

General Government and Administration	\$1,125,462
Public Safety	2,291,790
Public Works	2,358,576
Buildings and Grounds	229,073
Community and Economic Development	487,654
Non-Departmental	<u>946,526</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$7,439,081</b>

**UTILITY FUND:**

**REVENUES:**

Water Use Charges	\$1,252,658
Wastewater Collection Charges	813,267
Miscellaneous Revenue	107,898
Transfers from Other Funds	55,970
Appropriated Fund Balance	<u>808,950</u>
<b>TOTAL UTILITY FUND REVENUES</b>	<b>\$3,038,743</b>

**EXPENSES:**

Water Treatment and Distribution	\$ 938,140
Wastewater Collection and Treatment	686,025
Utility Billing	188,004
Non-Departmental	<u>1,226,574</u>
<b>TOTAL UTILITY FUND EXPENSES</b>	<b>\$3,038,743</b>

**UTILITY CAPITAL PROJECTS FUND:**

REVENUES:	
Capital Recovery Fees	\$535,703
Proceeds from Use of Assets	1,000,000
Use of Fund Balance	<u>179,261</u>
TOTAL UTILITY CAPITAL PROJECTS FUND REVENUES	\$1,714,964

EXPENSES:	
Water Distribution & Treatment	\$1,309,500
Wastewater Collection & Treatment	168,000
Public Works	0
Non-Departmental	<u>237,464</u>
TOTAL UTILITY CAPITAL PROJECTS FUND EXPENSES	\$1,714,964

PERFORMANCE VENUE OPERATIONS

REVENUES:	
Transfers from Other Funds	<u>\$394,982</u>
TOTAL HARVESTER CENTER REVENUES	\$394,982

EXPENSES:	
Operating Expenses	<u>\$394,982</u>
TOTAL HARVESTER CENTER EXPENSES	\$394,982

5 YEAR CAPITAL IMPROVEMENT PLAN

The Town's 5-Year Capital Improvement Plan is a document to forecast significant expenditures and revenue needs for major capital improvements, equipment, property, utility infrastructure, and other public uses. The CIP is for planning purposes only and does not obligate the Town Council to carry out any project contained therein nor prohibit unanticipated capital needs to be purchased during the time period of the CIP but not contained as part of the adopted plan. A detailed version of the CIP is available for public inspection in the Town Manager's Office at 345 Donald Avenue between the hours of 8:00 a.m. – 5:00 p.m. Monday – Friday or on the Town's website. A summary of the FY 2019-23 Capital Improvement Plan is proposed as follows:

FY 2019	\$1,909,700
FY 2020	3,322,900
FY 2021	2,292,000
FY 2022	3,562,000
FY 2023	<u>2,957,000</u>
TOTAL CAPITAL IMPROVEMENT PLAN	\$14,043,600

All requests for reasonable accommodations due to a disability should be made to the Town Clerk 48 hours prior to the meeting.

**TOWN OF ROCKY MOUNT  
PUBLIC NOTICE  
HEARING ON SETTING OF TAX LEVIES**

In accordance with Sections 15.2-1427 of the Code of Virginia, as amended, notice is hereby given that the Rocky Mount Town Council will conduct a public hearing on **Monday, May 7, 2018** at approximately 7:00 p.m. in the Rocky Mount Municipal Building.

**A HEARING TO SET TAX LEVIES FOR THE  
FOLLOWING CLASSES OF PROPERTY:**

1. Setting a tax levy of \$0.13/\$100 of assessed value on real estate, public service corporation real property, and mobile homes, pursuant to the authority of 58.1-3200, 58.1-3201, 58.1-3202, 58.1-3203, 58.1-3204, 58.1-3205 of the Code of Virginia, as amended.
2. Setting a tax levy of \$0.51/\$100 of the assessed value of personal property and public service personal property pursuant to the authority of 58.1-3500, 58.1-3501, 58.1-3502, 58.1-3503, 58.1-3506 of the Code of Virginia, as amended.
3. Setting a tax levy of \$0.17/\$100 of the assessed value on machinery and tools based on original cost and declining depreciation over a 7-year period. By the seventh year of depreciation, the effective rate is \$0.07/\$100 assessed value. This rate is levied pursuant to the authority of 58.1-3507(B) of the Code of Virginia, as amended.
4. Interest at an annual rate of ten percent (10%) per annum shall be charged on any unpaid taxes commencing the first day of the first month following the due date of the unpaid taxes.