

**ROCKY MOUNT TOWN COUNCIL  
SPECIAL CALLED MEETING MINUTES**

**July 28, 2020  
7:00 p.m.**

**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, with Mayor Steven C. Angle presiding.**

The following members of Council were present:

- Mayor Steven C. Angle
- Vice Mayor Jon W. Snead
- Council Member Bobby M. Cundiff
- Council Member J. Tyler Lee
- Council Member Robert L. Moyer
- Council Member Mark H. Newbill
- Council Member Billie W. Stockton

The following staff members were also present:

- John T. Boitnott, Town Attorney
- Rebecca H. Dillon, Town Clerk/Executive Administrative Assistant
- C. James Ervin, Town Manager
- Brian Schofield, Public Works Superintendent
- Elizabeth “Beth” Simms Campos, Economic Dev. Cultural Placemaking
- Linda P. Woody, Finance Director

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**1. Roll Call**

The Town Clerk called each member of the Rocky Mount Town Council by name to account that each one was present.

**2. Approval of Agenda**

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

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

**Moved: Council Member Stockton**

**Seconded: Vice Mayor Snead**

**Ayes: (6): Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton**

**Approved (6 to 0)**

**3. Review and Consideration of Tractor Purchase for Public Works Department**

During the budget work sessions, one of the items that the Public Works Superintendent asked for was a new tractor. The tractor would be used to mow all rights-of-way which are mowed roughly three times a year. The proposed contract quote submitted to Council from James River Equipment located at 11160 Virgil H. Goode Highway, Rocky Mount, VA, was given to Council for review in their meeting packet. Although the cost of such a tractor was quoted at \$72,259.99, the resolution was for \$80,000 and whatever was not used toward the tractor, would remain in the fund balance. The possibility of borrowing a mower from another department was reviewed but was decided due to the nature of the rough work, the work would shorten the life span of the borrowed mower. A lease purchase was looked into however, Council was reluctant to consider the lease purchase for cost reasons. The proposal given to Council was to take the funds out of the General Fund Balance and Utility Capital Fund Balance. A resolution was presented to Council in their meeting packet for the tractor purchase as well as a state contract estimate.

**Motion: To approve the purchase of the tractor and related equipment as presented.**

**Moved: Council Member Newbill**

**Seconded: Council Member Stockton**

**Ayes: (6): Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton**

**Approved (6 to 0)**

**4. Review and Consideration of Adding an Addition to the Farmers' Market**

Since the Farmers' Market was doubled as an outdoor music venue, many complaints regarding the Farmers' Market have come to light regarding social distancing and the ability to be able to use the market area as a multipurpose facility. Council was given in their meeting packet a rough sketch of an addition to the market or a third wing. The proposal given to Council was that the clock downtown at the market be removed and a display sign be installed with an outdoor area for busking and seating. The proposal would create a center section which would have a permanent stage with permanent fencing. The proposed addition would be approximately \$150,000. There may be signage and

landscaping work to be done where the clock stands currently that would incur cost as well.

An RFP was proposed for design build services to perform the work and develop an accurate price.

**Motion: To go forward with releasing an RFP to receive cost estimates for an addition to the Farmers' Market.**

**Moved: Council Member Lee**

**Seconded: Vice Mayor Snead**

**Ayes: (5): Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Newbill, Council Member Stockton**

**Nays: (1): Council Member Moyer**

**Approved (5 to 1)**

**5. Review and Consideration of Foxglove Marketing Contract for the Harvester Performance Center**

Presented to Council was a contract of which the provider was Foxglove Marketing, LLC. The contract was of an advertising service provider and a part time employee to oversee the Harvester Performance Center. The funding would be from the conversion of the prior full-time position of Ms. Sheila Silverstein. The net savings from the conversion would be over \$20,000 a year. The funding for the contract, previously being used for a salary, would need to be with the Town of Rocky Mount versus the Harvester but the Town would pay the contract payments. Some of the outlined services that Foxglove Marketing would provide to the Town would be managing social media, marketing, press media, maintaining a marketing budget, promoting the Harvester as well as maintaining the Harvester website.

The COVID-19 virus has provided the Town and in deed the whole country with uncertain territory. In light of COVID-19, having a marketing manager for the Harvester would enable the Harvester to be shut down again if that were to become a needed possibility. The contract presented to Council would allow for the ability to pause for an indefinite period of time, should a shutdown be needed. The annual fee for the contract including management of advertising services would be \$43,200 which would calculate out to \$3,600 a month for 30 months.

**Motion: To approve the Foxglove Marketing Contract as presented.**

**Moved: Council Member Lee**

**Seconded: Vice Mayor Snead**

**Ayes: (6): Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton**

**Approved (6 to 0)**

**6. Consideration of ABC License for Farmers' Market**

The ABC license belonging to the Harvester Performance Center cannot be used at the Farmers' Market. The ABC vendor was Friends of Live Music, LLC which was a local non-profit that obtained a license to use for the events at the Harvester. Town Council supported the Harvester Performance Center, LLC request to extend the ABC license to the Farmers' Market and authorize the Town Manager to write and send a letter to Virginia ABC stating so.

**Motion: To write the letter as presented.**

**Moved: Council Member Lee**

**Seconded: Vice Mayor Snead**

**Ayes: (4): Vice Mayor Snead, Council Member Lee, Council Member Newbill, Council Member Stockton**

**Nays: (2): Council Member Cundiff, Council Member Moyer**

**Approved (4 to 2)**

**7. CLOSED MEETING AND ACTION**

Mayor Angle read aloud section.

Enter Closed Meeting

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

**Time: 7:45 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. (Town Manager's Office)**

**Moved By: Council Member Stockton**

**Seconded: Council Member Lee**

**Ayes: (6): Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton**

**Approved (6 to 0)**

**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: 9:00 p.m.**

**Moved: Vice Mayor Snead**

**Seconded: Council Member Stockton**

**Ayes: (6): Vice Mayor Snead, Council Member Cundiff, Council Member Lee, Council Member Moyer, Council Member Newbill, Council Member Stockton**

**Approved (6 to 0)**

**Action: Meeting was adjourned**

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Steven C. Angle, Mayor

ATTEST:

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Rebecca H. Dillon, Town Clerk

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