

**ROCKY MOUNT TOWN COUNCIL
SPECIAL MEETING
WORK SESSION
JUNE 16, 2014**

The Rocky Mount Town Council held a special meeting work session at the Rocky Mount Municipal Building located at 345 Donald Avenue, Rocky Mount, Virginia on June 16, 2014 at 5:30 p.m. with Mayor Steven C. Angle presiding.

On behalf of the Rocky Mount Town Council, the meeting was called to order by Mayor Angle, with the following members of Council being present:

Vice Mayor Gregory B. Walker and Council Members Jerry W. Greer, Sr., Bobby M. Cundiff, P. Ann Love, Robert L. Moyer and Billie W. Stockton

For the record, the following were present: All members of Town Council as noted, Town Manager C. James Ervin, Finance Director Linda Woody, Assistant Town Manager/Community Development Director Matthew C. Hankins, Town Attorney John T. Boitnott, Deputy Clerk Stacey B. Sink, and Town Clerk Patricia H. Keatts.

APPROVAL OF AGENDA

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

The Town Manager requested the agenda to be amended to add two items: (1) paving of Jubals Retreat; and (2) house located at 20 Spring Street.

- Motion was made by Council Member Greer to approve to amend the agenda as presented with motion on the floor being seconded by Council Member Stockton and carried unanimously by those present.

Reclassification of Certain Town Positions

Prior to the meeting, Council had received a detailed list showing a breakdown of proposed reclassification of certain Town positions. The Town Manager presented the following:

- Went over the history of when Condrey & Associates was hired by the Town to do a salary survey and recommended pay back in 2006, with it being realized at this time that some of the positions are not a good fit.
- Staff is now taking a swing on what should fit, with the intent being to get individuals on a pay plan so the positions can be attractive when there is a need to hire someone for those positions.

- Went over what the proposed positions are to be, with most being less than 3% change. One big change is for Amy Gordon's position from Accounting Technician to Assistant Finance Director from grade 17 to grade 22; Pat Keatts' Executive Assistant position from a grade 14 to a grade 21; and Matthew Hankins' Assistant Town Manager from a grade 26 to a grade 30, with the intent not being raises or promotions, but the proposals are designed to place positions on grades commensurate with similar positions in the Town.

Council Member Cundiff questioned why there were 23 positions being looked at now, versus the seven that were brought before them during a prior Finance & Human Services Committee meeting when this was discussed. The Town Manager explained that it was not the intent to leave the other positions off of the list.

The Town Manager confirmed the reclassifications were above and beyond the 2.5% and .5% raises given to all employees, and the reclassifications were for positions and not people.

The Finance Director confirmed to Vice Mayor Walker that the proposed reclassifications were in the budget, but not discussed. Vice Mayor Walker stated that the proposed reclassifications should have been discussed in April during the budget discussions, with Council Members Greer and Love agreeing. Vice Mayor Walker further stated the proposals now are sort of the last hour and this was not part of the budget original discussion. The Town Manager informed Council that it was mentioned in the Town Manager's narrative budget cover letter to Council.

The Town Manager commented to Council that if it is the consensus of Council not to look at the reclassification, ultimately, do have a need to transition to replace the Finance Director, and Executive Assistant position; and in the long run, trying to move bands and not so much dollars.

The Mayor stated that he does not think the intent was to give certain people more money than the 2.5% and .05% as discussed, but he took it as trying to get these positions on a level to filling people's positions.

Council Member Moyer stated that it should have been handled earlier. The Town Manager apologized and stated he tried to make it clear this was long term, and if Council does not want to consider it at this time, can roll it forward.

Council Member Greer stated he believes it is the consensus of Council not to discuss the matter at this time.

Council Member Cundiff pointed out that he believes the Town is paying decent salaries; that there is only one place to go to accommodate the proposed increases and that would be for the Town to have to raise taxes; also, if you pay out the proposed reclassification amounts, you will not have any funds in the budget to pay for other needed items; and also referenced people on limited incomes of \$20,000.

Consensus Action Taken:

The Mayor stated that the consensus of Council at this time was to leave the proposed reclassification of certain Town positions alone and address it at the next budget session for the next fiscal year.

Review of Utility Capital Fund

The Town Manager referenced the letter dated June 9, 2014 that was given prior to the meeting to Council from the Finance Director that went into detail regarding the Town's fund balance policy, and what is recommended by the Government Finance Officers Association.

There was discussion between Council, Town Manager and Finance Director on how best to fund the Utility Capital Fund. Council Member Cundiff voiced concerns that the Utility Capital Fund would be depleted and stripped of its funds in the first year of having it set up, and that was not the intent. Discussion proceeded on moving funds from the General Fund to the Utility Capital Fund in times of need to proceed with the utility fund projects that have to come out of the Utility Capital Fund, and these projects will need to be taken care of. Discussion also ensued regarding the Town borrowing from the General Fund and putting those funds into the Utility Capital Fund. The Town Manager stated that if this was the route Council wanted to take, he could put together a transfer document from the Town to itself. There was discussion on how much money to transfer and when to do so.

Consensus Action Taken:

It was the consensus of Council to have the Finance Director alert Council when the Utility Capital Fund is getting low and upon the direction of Council, to transfer funds from the General Fund into the Utility Capital Fund.

Fiscal Year 2015 Capital Items

The Town Manager referenced a memorandum dated May 14, 2014 that was given prior to the Council from the Finance Director that included updated sheets for the Fiscal Year 2015 budget document due to an updated capital items schedule. The Town Manager stated that staff wants to make sure they have all the guidance from Council regarding what capital items they felt were essential. The Chief of Police confirmed to the Mayor that he has not received any update on the proposed replacement of radios, from Franklin County yet, but that he will be attending a workshop on June 26th and will know more about it at that time. The Finance Director confirmed to Vice Mayor Walker that the Town will be charging a 3% convenience fee to the customer on credit card payments.

Footlights of the Blue Ridge

The Town Manager informed Council that he wanted to keep them in the loop regarding conversations that staff has had with Mr. Bill Fuller bringing his brand of music (Footlights of the Blue Ridge) into the Harvester Performance Center. These performances were previously held at the Community & Hospitality Center (Depot) and the Farmers' Market. There was discussion on how best to make the transition as there are a lot of technical problems involved with bringing that brand of music over due to the Harvester's sound system being highly technical and Mr. Fuller will have to be taught how to use it. Discussed bringing Mr. Fuller in on a part time basis, but that there would be a six to eight month period to teach him how to use the Harvester equipment as it was very different from how the Footlights of the Blue Ridge was operated. Town Manager did confirm to the Mayor that Mr. Fuller's schedule will be coordinated between Mr. Fuller and Mr. Gary Jackson (General Manager of the Harvester Performance Center).

At the request of the Town Manager, the Assistant Town Manager gave Council an update on the Harvester, pointing out that it looks like the numbers are trending in more of a direction of more profitability and it looks like the Town will exceed revenues as presented in the budget. The Town Manager informed Council that BT's Tax and Business Services in Rocky Mount, Virginia will be auditing the Harvester Performance Center account.

Paving at Jubals Retreat

The Town Attorney presented to Council for review and consideration of approval three documents related to the paving at Jubals Retreat:

- Memorandum of Agreement between the Town of Rocky Mount and Bonbrook LLC (owners of Jubals Retreat).
- Promissory Note between Town of Rocky Mount and Bonbrook LLC.
- Credit Line Deed of Trust between Town of Rocky Mount and Bonbrook LLC.

There was discussion regarding: (1) that the documents needed to be approved as soon as possible since the street paving company that the Town had previously hired were already in-town paving some Town streets; (2) payments from Bonbrook LLC would not be due for three years and there is no installment payments, and it would be a lump payment with no interest in 36 months; and (3) Town Attorney anticipates that if Bonbrook LLC is not able to pay, they will have to get additional funds from their lender (Franklin Community Bank) to pay the Town.

There being no further comments, the Mayor entertained a motion.

Motion Action Taken:

Motion was made by Council Member Moyer to approve the three documents as presented by the Town Attorney, with motion on the floor being second by Vice Mayor Walker. There being no discussion, let the record show that the motion on the floor passed unanimously by those present.

House Located at 20 Spring Street

The Town Attorney updated Council on the status of 20 Spring Street and the process it has gone through so far within the Franklin County Court system, with the Town possibly looking at the remediation of the property within 30 days.

Council Concerns

- The Assistant Town Manager confirmed to Vice Mayor Walker that the Farmers' Market bathroom locks have been installed. Discussed the need to replace the refrigerator at the Farmers' Market also, along with the lights in front.
- Town Manager confirmed that Indigo Signs is still working on the "In God We Trust" sign that will be placed in the Council Chambers.
- Town Manager confirmed that the South Main Street site at the corner of Herbert Street is for residential use, with the property owner submitting a zoning permit for a residential pad.
- Confirmed that a HVAC system will not be put in at the Community & Hospitality Center (Depot) until after its use will be determined since the Harvester Performance Center is now up and running.
- Assistant Town Manager relayed that there has been interest from businesses for micro-enterprise loans, but cannot take any action of this as there is not a full board in place. Mayor requested that this item be put on the July regular Rocky Mount Town Council agenda.

ADJOURNMENT

At 6:45 p.m., motion was made by Council Member Greer to adjourn, seconded by Vice Mayor Walker and carried unanimously.

Steven C. Angle, Mayor

ATTEST:

Patricia H. Keatts, Town Clerk

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