

# TOWN COUNCIL MEETING MINUTES

May 23, 2022

The Clarksville Town Council met in regular session on Tuesday, May 23<sup>rd</sup>, 2022 at 6:30 p.m. Council members present were Mayor Kevin Allgood, Vice-Mayor Bruce Woerner, Chris Clarke, Carolyn Hite, Robert Dennis, and Tammy Mulchi. Council member Danny Pittard was absent. Staff Members present were Town Manager Jeff Jones, Treasurer/Clerk Tara Murphy, Town Operations Director Richard Elliott, and Police Chief Ricky Wilkinson.

## Call to Order

Mayor Kevin Allgood called the meeting to order and provided the invocation.

## Approval of Minutes

The minutes of the April 19<sup>th</sup>, 2022 meeting were approved with no additions, deletions, or corrections with a motion by Council member Clarke, seconded by Council member Hite, and approved by all.

## Presentation of List of Vendors Paid

The list of vendors paid for April 2022 was presented to Council. Vice-Mayor Woerner motioned to approve the list of vendors paid for April 2022, seconded by Council member Clarke and approved by all.

The April 2022 financial statements were not presented but will be presented next month.

## Public Comment

There was no public comment.

## Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Town Operations Director Richard Elliott stated that the Russell Stover water tank will be serviced starting May 31<sup>st</sup> and it should be back in service by Thursday, June 3<sup>rd</sup>. He stated that there may be some discoloration in the water in some areas. He stated that they will no longer be picking up leaves due to the higher fuel costs. He stated that the leaves will need to be bagged and put out with the garbage. Director Elliott stated that the crew would continue to pick up brush provided leaves are not mixed with the limbs.

## Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Police Chief Wilkinson informed Council that Off. Brent Inscore instructed his first Officer Survival course and Off. Drew Jenkins is in Lynchburg finishing up his Firearms Instructor apprenticeship. He stated next they will be attending CIT training in Clarksville and Officer Wootton and Officer Becher will attend Intoxilizer training. Chief Wilkinson stated that Officer Elliott is attending a TOP Gun training with the State Police. He stated that last week was National Police Week and the 15<sup>th</sup> was Memorial Day. Chief Wilkinson showed the Council a plaque made by his grandson and signed by the Officers.

Chief Wilkinson presented a Certification to verify that the Police Department has amended and updated the Town Codes for all new DUI and Traffic Ordinances as of July 1<sup>st</sup>. He requested that Council approve the Certification.

Council member Hite motioned to approve the Certification from the Commonwealth Attorney of Mecklenburg County for the enforcement of the new DUI and traffic ordinances, seconded by Council member Dennis, and approved by all.

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## UNFINISHED BUSINESS

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### Planning Commission Update

Town Manager Jones stated that he received a special use permit request from Buggs Island Brewing to place an off-premise sign below the Chamber of Commerce sign. He stated that he plans to have a joint meeting with the Planning Commission to hold the public hearing on the same date as the 2022-2023 Budget public hearings on June 9, 2022.

### Sewer Plant Improvement Project Update

Town Manager Jones stated that the staff should get the finalized plans from Dewberry this week. He stated that Rural Development has to approve the specifications and they plan to go to bid by the middle of June. He stated that the easements have been signed.

### Update Search Grant – Water Plant Expansion

Town Manager Jones stated that Dewberry continues to work on the PER and Rural Development is reviewing the work. He stated that the staff and the county and the data center client are working to provide an equitable solution on the project and the data center client is doing additional assessments of the plant.

### Planters Warehouse Update

Town Manager Jones stated that the contractor submitted the first draw on the project and they are still working on the remainder of the footers.

### Financial Software Implementation Update

Town Manager Jones stated that all of the staff have been trained in the purchase requisitions software. He stated that the next phase is on permits, miscellaneous accounts receivable and business licenses.

### Upcoming Events

Town Manager Jones presented the 2022 events schedule and also the road closure schedule for the events. He stated that the Town will have the Memorial Day event on May 30<sup>th</sup> and hope to kick off the Lake Life Live events on June 4<sup>th</sup> and then the flag retirement ceremony on June 11<sup>th</sup>. He stated that the next events will be in July.

### Smart Scale Project

Town Manager Jones stated that the application has been submitted and there has been no feedback at this time.

## Southside Regional Brownfield Committee

Town Manager Jones informed Council that he is part of the Southside Regional Brownfield Committee and the group is looking at various sites around the area to see if the Brownfield funding could be used for improvements. He stated that the old Burlington site is one of the sites being looked at and they plan to perform a Phase I and Phase II analysis starting next week.

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## NEW BUSINESS

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### Budget Amendment - LLEBG

Treasurer Murphy stated that the Police Department was awarded another Local Law Enforcement Block Grant for \$1,403 that will be used for computer equipment in the department. She stated that if it pleases Council, the grant funds and offsetting expenditure needs to be appropriated into the 2021-2022 Budget.

Council member Clarke motioned to appropriate the Local Law Enforcement Block grant funds of \$1,403 and the offsetting expenditure into the 2021-2022 Budget, seconded by Council member Hite, and approved by all.

### Property Maintenance

Town Manager Jones stated that the staff have started monitoring the area properties and identified 40+ that need attention. He stated that Lori sent out 20+ notices. He stated that some have complied.

Council member Hite questioned if there is a time limit when someone is doing a renovation. Town Manager Jones stated that for an individual that has a zoning permit, the work has to be done in 24 months and if not, they have to reapply.

### Lions Club Request

Town Manager Jones stated that he was approached by the Lions Club about holding a scavenger hunt in Town. He stated that they want to hold the event on June 18<sup>th</sup> at 11:00 a.m.

### Presentation of the Budget 2022-2023

Town Manager Jeff Jones thanked the Budget Committee for their help with the 2022-2023 Budget. Town Manager Jones discussed the highlights of the proposed budget. He stated that there was an 8% increase in the employee health care cost this year. He stated that the budget is proposing a \$4,000 salary increase with an additional \$1,000 adjustment for the Police officers. He stated that the VRS rate did not increase this year. Town Manager Jones stated that the budget reflects some effects from the State mandated minimum wage increases, increased costs for goods and services as well as the increase in demand for certified employees. Town Manager Jones stated that the Worker's Compensation insurance mod rate decreased from 1.07% to 1% and the commercial insurance realized an overall 11% increase. He stated that the current revenue collections have been stable and better than projections. He stated that the Real Estate assessed valuation for 2022-2023 increased 7%, which will require a separate public hearing. But there is a decrease in Personal Property namely the Business Personal property category by 70%. He stated that the meals tax and lodging tax have come in better than projections as well as business licenses and sales tax. He stated that the budget reflects the return to pre-pandemic revenue projections and the American Rescue Plan is incorporated into the budget. Town Manager Jones stated that the Town tax rates are staying the same even though the Real Estate tax assessment increased over 1%.

He stated that a portion of the new fire truck loan is included in the 2022-2023 budget. He stated that the Community Center loan resets in 10/2024. He stated that the Town will also have to plan for the impending Marina Building financing. He stated that there no is no proposed increase in the garbage rates.

Town Manager Jones stated that in working with the Water Fund budget, he stated that water consumption is returning to pre-pandemic levels, and there is increased operating costs and the minimum wage increase. Town Manager Jones stated that no debt restructuring is available until November 2022. Town Manager Jones stated that there is no proposed increase in the Water rates this year. He stated that there is also no proposed increase in the Sewer rates this year since the consumption is returning to pre-pandemic usage. He stated that the sewer improvement project will occur in this budget cycle and increased costs are a concern this year as well as the demand for certified staff. Town Manager Jones stated that the Town is reviewing and evaluating the impending American Rescue Plan to see if any of the funds can be utilized in the Water and Sewer funds.

Town Manager Jones discussed the plans for the upcoming year. Town Manager Jones stated that there are still plans to develop a tourism strategic plan and an economic development strategic plan.

Town Manager Jones stated that the Planters Warehouse Project will be completed this year with the new plans. He stated that the Town Hall will complete the implementation of the new financial software.

Town Manager Jones presented categorical budgets and discussed more details of the proposed 2022-2023 budget. Treasurer Murphy stated that the total proposed revenues for the General Fund are \$3,313,359.78. He stated that the changes to the revenue line items are based on receipts throughout the year as items like meals tax and lodging tax as well as the ARPA funds. She stated that the total proposed expenditures for the General Fund are \$3,174,193.74 with a proposed contingency of \$139,166.04.

Treasurer Murphy stated that the total proposed Water fund revenues are \$696,544.52 and the total proposed Sewer Fund revenues are \$3,075,855 for a total of \$3,772,399.52. He stated that the Sewer Fund includes the funds for the sewer improvement project. He stated that the total proposed Water fund expenditures are \$658,520.97 and a proposed contingency of \$38,023.55. Treasurer Murphy stated that the total proposed sewer expenditures are \$3,017,906.49. He stated that the proposed Sewer Fund contingency is \$57,948.51.

Town Manager Jones stated that the budget will be advertised on June 1<sup>st</sup>. He presented the budget calendar to hold a special meeting on Thursday, June 9, 2022 for the public hearing and first reading of the proposed 2022-2023 Budget as well as the public hearing on the tax increase. He stated that the final approval of the budget will be during the June 21<sup>st</sup> Council meeting.

## Adjournment

With no further business, the meeting was adjourned.

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Kevin Allgood, Mayor

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Tara Murphy, Treasurer/Clerk