



**SOUTH HILL TOWN COUNCIL**  
**REGULAR MEETING MINUTES**  
**MONDAY, JULY 9, 2007 AT 7:00 PM**

The regular monthly meeting of the South Hill Town Council was held on Monday, July 9, 2007 in the Council Chambers of the South Hill Municipal Building located at 211 South Mecklenburg Avenue in South Hill, Virginia.

**1. CALL TO ORDER**

Honorable Mayor Earl O. Horne called the regular meeting to order at 7:00 p.m.

**2. INVOCATION**

Mayor Horne rendered the invocation.

**3. ROLL CALL**

Mayor Horne called upon Anna Cratch to call the roll which was as follows:

**A. Council Members**

Chad J. Barbour	Lillie Feggins-Boone	M. B. "Millie" Bracey
William R. Gregory	Gregg Harper	J. Woodrow "Woody" Kidd
Mike Moody		

Councilman C. Leroy Sasser was not present at the meeting.

**B. Staff in Attendance**

Kim Callis, Town Manager	Anna Cratch, Town Clerk
Julie Hancock, Human Resources Mgr.	Charles Hudson, Code Compliance Official
Norman Hudson, Police Chief	Heidi Porter, Finance Director
Bill Wilson, Public Works Dir.	

**4. APPROVAL OF MINUTES – JUNE 11, 2007**

**Councilman Moody moved** and **Councilman Harper seconded** to dispense with the reading of the minutes from the regular meeting held on June 11, 2007, since all Council members had received a copy prior to the meeting, and approve as submitted by Anna Cratch. The motion was adopted by unanimous consent.

**5. SERVICE AWARDS**

Kim Callis recognized Daniel J. Martin, Public Works, for his **5 years** of service, effective July 17, 2007.

All clapped in recognition of Mr. Martin.

**6. CODE COMPLIANCE OFFICIAL'S REPORT**

Charles Hudson presented his report of activity for the month of June 2007 as follows:

Inspections Completed	-	106
Permits Issued	-	43
Fees Collected	-	\$ 6,390.31
UEZ Exemption	-	\$ Ø
Rehab Exemption	-	\$ Ø
General Exemption	-	\$ 700.00
Work Value	-	\$ 4,823,326.00
Jobs Completed	-	63

**Councilman Harper moved** and **Councilman Kidd seconded** to approve the report of the Code Compliance Official for the month of June 2007 as submitted by Charles Hudson. The motion was adopted by unanimous consent.

**7. POLICE CHIEF'S REPORT**

Norman Hudson presented his police report for the month of June 2007. Chief Hudson informed Council there was a total of 235 arrests and 485 call types in June. He presented the following administrative news:

- Ronnie Edmonds, Norman Hudson, Mike Mayer, Bernie Puryear, Jimmy Robinson and Jamie Velvin completed ICS 400 Training at the Town Office.
- Mike Mayer attended the ACTS Conference in Richmond.
- Chris Parrott completed Intoxilyzer Certification at the lab in Richmond.
- Staff is currently advertising for a patrol officer.

**Councilman Harper moved** and **Councilman Barbour seconded** to approve the report of the Police Department for the month of June 2007 as submitted by Chief Hudson. The motion was adopted by unanimous consent.

**8. CITIZENS TO ADDRESS COUNCIL**

**A. Dennis Hargrove – Family Day Cookout at Centennial Park on September 2, 2007**

Dennis Hargrove addressed Council to request permission for a Family Day Cookout to be held at Centennial Park on September 2, 2007.

**Councilman Gregory moved** and **Councilman Harper seconded** to authorize a Family Day Cookout to be held on September 2, 2007 from 1:00 p.m. to 7:00 p.m. at Centennial Park. The motion was adopted by unanimous consent.

**B. Carolyn Alexander – Youth Day and Fellowship Run at Centennial Park on September 15, 2007 from 8:30 AM to 8:00 PM**

Carolyn Alexander was not present at the meeting to address Council.

**C. Kim Callis – Battle of the Bands at Centennial Park on September 29, 2007**

On behalf of the South Hill Market Square Committee, Kim Callis addressed Council to request permission for a Battle of the Bands to be held in the upper field of Centennial Park on September 29, 2007 from 1:00 p.m. to 5:00 p.m. In case of rain, the date would be moved to October 6. The first four bands that respond to the advertisement and pay the \$100 entry fee will be the four participating bands that each perform 45 to 50 minutes. The winning band will receive \$1200. There will be a \$5 admission fee with gates opening at noon. Assorted vendors will be present at the event. The South Hill Market Square Committee will be working out the details of the event.

**Councilman Kidd moved** and **Councilwoman Feggins-Boone seconded** to authorize the South Hill Market Square Committee to hold a Battle of the Bands in the upper field of Centennial Park on September 29, 2007 from 1:00 p.m. to 5:00 p.m. (rain date: October 6). The motion was adopted by unanimous consent.

**9. COMMITTEE REPORTS**

Mayor Horne commented that the 2007 event was one of the best Picnic in the Park's thus far. The fireworks were outstanding as was the turnout.

**10. TOWN MANAGER'S REPORT**

Kim Callis submitted the following report for the month of June 2007:

**A. Monthly Financial Report**

Kim Callis submitted the financial report for month ended June 30, 2007 as follows:

General Fund	-	\$3,084,701.44	Investment Account	-	\$1,174,559.71
Water and Sewer Fund	-	<48,475.04>	2002 G.O. Bond	-	\$ 269,694.13
Cemetery Fund	-	50,754.79	2006 G.O. Bond	-	\$ 127,675.21
CDBG2 Halifax	-	<u>28,896.32</u>	Certificate of Deposit	-	\$ 80,000.00
Total in Checking	-	\$3,115,877.51	Total Police Dept. Savings	-	\$ 24,812.21
			Outstanding Taxes All Years	-	\$ 94,582.22

**Councilman Kidd moved** and **Councilman Barbour seconded** to approve the financial report for month ended June 30, 2007 as submitted by Kim Callis. The motion was adopted by unanimous consent.

Mr. Callis reported that for the year ended June 30, 2007, employees have achieved savings of \$184,000 over the budgeted expenses. Savings of \$100,000 entitle each employee to a \$200 bonus which will be included in the July 27 payroll.

**Councilman Moody moved** and **Councilman Harper seconded** to approve the employee bonus program for FY08 which includes a \$200 bonus for \$100,000 savings and a \$350 bonus for \$200,000 savings. The motion was adopted by unanimous consent.

**B. Parks Update**

Mr. Callis reported that the Parker Park Phase 2 official opening was held on June 27. He thanked Council for their support of the project. The final payment on the contract of approximately \$240,000 will not be made until punch list items have been satisfactorily completed by R. J. Smith General Contracting.

South Hill hosted the Babe Ruth 13 year all-star old district tournament at Parker Park June 28 through July 1. Our local all-star team finished second.

This agenda item was for informational purposes only; therefore, no Council action was taken.

### **C. Twin Oaks Community Improvement Project – 3 Items**

Mr. Callis reported that staff is working with the SPDC to obtain a DHCD planning grant related to various improvements in the Twin Oaks community. To be eligible for the grant, Council must adopt the following as attached:

- Local Business and Employment Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Grievance Procedure

**Councilman Gregory moved** and **Councilman Barbour seconded** to adopt the Town of South Hill Local Business and Employment Plan with respect to the DHCD Twin Oaks II Community Improvement Grant. The motion was adopted by unanimous consent.

**Councilman Gregory moved** and **Councilman Harper seconded** to adopt the Town of South Hill Residential Anti-Displacement and Relocation Assistance Plan with respect to the DHCD Twin Oaks II Community Improvement Grant. The motion was adopted by unanimous consent.

**Councilman Gregory moved** and **Councilman Kidd seconded** to adopt the Town of South Hill Grievance Procedure with respect to the DHCD Twin Oaks II Community Improvement Grant. The motion was adopted by unanimous consent.

## **11. HUMAN RESOURCES MANAGER'S REPORT**

Julie Hancock presented the following administrative news for the month of June 2007:

### **1) New Hires**

- Effective July 9, 2007, Heidi Porter joined the Town as Finance Director.

### **2) Promotions**

- Effective June 1, 2007, Anna Cratch, Town Clerk, was promoted to Town Clerk and Technology Administrator.

### **3) Open Positions**

- Applications for Public Works Maintenance Operator I will be accepted until July 20.

### **4) Lay Offs**

- Effective June 30, 2007, the Public Works Custodian position has been abolished. Glory I. Reavis was laid off effective July 2, 2007.

**5) Education**

- Bill Wilson, Public Works, completed FEMA course ICS-400: Advanced ICS for Command and General Staff on June 11 and 12, 2007.
- M. Jerry Eyer, Jr., Fleet Maintenance/Public Works, passed ASE tests A1, 2, 3 and 4 as part of the requirements for ASE certification and has received his ASE certification as Automobile Technician.

This agenda item was for informational purposes only; therefore, no Council action was taken.

**12. PUBLIC WORKS DIRECTOR’S REPORT**

Bill Wilson submitted the following report for the month of June 2007:

**A. FY08 Fuel Bids**

Bill Wilson reported that the Town accepted bids for fuel for FY08 on June 26, 2007. Bids were based on a fluctuating basis as cost per gallon above the rack price. The average rack prices on June 22, 2007 were \$2.25 for gasoline and \$2.16 for diesel. Two bids were received as follows:

<b>PER GALLON</b>	<b>PARKER OIL COMPANY, INC.</b>	<b>SADLER BROTHERS OIL COMPANY, INC.</b>
<b>Gasoline (Fleet)</b>	\$0.0570	\$0.0549
<b>Ultra Low Sulfur Diesel (Fleet)</b>	\$0.0590	\$0.0589
<b>Gasoline (Delivered)</b>	\$0.1070	\$0.1385
<b>Low Sulfur Diesel (Delivered)</b>	\$0.1090	\$0.1385

Based on the fleet quotes, both of Sadler’s submittals (\$0.0021 for gasoline and \$0.0001 for diesel) were low.

**Councilman Barbour moved** and **Councilman Harper seconded** to approve the low bid and award the FY08 fuel contract to Sadler Brothers Oil Company, Inc. The motion was adopted by unanimous consent.

**13. OLD BUSINESS**

There was no old business.

**14. NEW BUSINESS**

There was no new business.

**15. ADJOURNMENT**

There being no further business matters before the South Hill Town Council, Mayor Horne adjourned the meeting at 7:25 p.m.

Respectfully submitted by Anna B. Cratch.

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Earl O. Horne, Mayor

Attest:

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Anna B. Cratch, Town Clerk