



SOUTH HILL TOWN COUNCIL

WORK SESSION 1 MINUTES

WEDNESDAY, MARCH 20, 2024, 3:00 P.M.

The South Hill Town Council met for a work session on Wednesday, March 20, 2024 at 3:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 S. Mecklenburg Avenue, South Hill, Virginia 23970. The work session was held to review the Town’s proposed budget for FY24-25. Proposed budget details were distributed to Council beforehand for review. Town Clerk Anna Cratch took minutes of the work session.

1. CALL TO ORDER

The Honorable Mayor Dean Marion called the work session to order at 3:00 p.m.

2. ROLL CALL

Mayor Marion called upon Town Clerk Anna Cratch to call the roll, which was as follows:

A. Council Members

Ashley C. Hardee
Delores Luster

Gavin Honeycutt
Mike Moody

Dr. Lisa Jordan
Michael Smith

Councilors Lillie Feggins-Boone and Joseph E. Taylor, Jr. were absent from the work session.

B. Staff in Attendance

Keli Reekes, Town Manager
Krystle Connell, Dir. of Finance and Admin.
C.J. Dean, Dir. of Municipal Services
David Hash, Code Compliance Official
Brent Morris, Business Dev. Manager

Stuart Bowen, Police Chief
Anna B. Cratch, Town Clerk
Greg Geist, Deputy Police Chief
Kristine Martin, HR Manager
Michael Vaughan, Fire Dept. Admin.

3. DISCUSSION

Agenda items of discussion included the following:

A. Revenues, Rates, Fees, and Benefits

B. Mayor and Town Council

C. Finance and Administration – Krystle Connell

D. Town Manager Department – Keli Reekes

E. Business Development Department – Brent Morris

- F. Human Resources – Kristine Martin**
- G. Police Department – Stuart Bowen**
- H. Code Compliance Department – David Hash**
- I. Non-Departmental**
- J. Community Development** (*Discussion to continue on March 27, 2024.*)

As a follow up to discussions, staff will look into providing Council with the following:

- personnel classifications with generic breakdown by department
- amount brought over into 2024 for prior legal services
- how the county funds animal shelters
- one page list of steps required by citizens on dilapidated properties
- draft ordinance on dilapidated properties (Council favors enforcing \$2,500 fine per day/per violation as included in the Virginia Code.)
- financial statements from all organizations requesting funding
- breakdown from the Chamber specifying separate funding amount requests per event

At The Berkley Group’s recommendation, instead of a COLA, a flat annual wage increase of \$3,000 is proposed for the Town’s 75 employees. There are no increases to any tax rates/license and permit fees. Brent Morris commented that land acquisition is required for the Town to continue to grow. Councilor Honeycutt shared he feels the HR Manager's salary should be higher.

No public comment was received, and no matters were voted upon during the work session.

4. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the work session at 5:07 p.m.

VALIDATION

Minutes approved this _____ day of _____, 20_____.

Anna B. Cratch, Town Clerk

Dean Marion, Mayor



**FY 2024-2025 Proposed Budget Summary
Per Administration's Recommendation
At March 11, 2024**

GENERAL FUND

Total General Fund Revenues:	\$13,069,866
Total General Fund Expenditures:	\$13,069,866
Surplus/(Deficit):	\$0.00

Budget Assumptions

Revenue:

- 1) **No increases to any tax rates/license and permit fees**
- 2) Increase in current tax revenue totals per prior year actuals
- 3) Increase in business license revenue totals per prior year actuals
- 4) Increase in building permit revenue totals due to ongoing Microsoft construction
- 5) Decrease in landfill tipping fee revenue due to discontinuing commercial trash service effective January 1st
- 6) Addition of economic incentives (shared tax revenue) from Microsoft based on projections from the County
- 7) One-time payment for park development from Marrow Street Solar

Expenses:

- 1) Decrease in VRS (retirement) rate
- 2) Estimated 15% increase to health insurance premiums
- 3) Annual wage increase for all employees
- 4) Salary adjustments per Pay and Compensation Study (The Berkley Group)
- 5) Police Department includes –
 - a. Personnel requests of Investigations Administrator & overhire of Police Officer due to anticipated retirements
 - b. Equipment requests of defibrillators and single launcher
 - c. Capital requests of four (4) vehicles & firearm upgrade
- 6) Fire Department includes capital request of standby generator for Fire Department building
- 7) Code Compliance includes capital request of one (1) vehicle for Code Compliance Officer/Inspector
- 8) Street Maintenance includes capital requests of equipment trailer and air compressor
- 9) Reduction of solid waste expenses due to discontinuing commercial trash service effective January 1st
- 10) Facility Maintenance includes engineering costs to determine cost to repair Town Hall façade
- 11) Community Development includes increased funding over the prior year to the Community Development Association and South Hill Revitalization Committee, and new funding requests from the Chamber of Commerce, South Hill Volunteer Fire Department, and Mecklenburg County Senior Citizens.

Other Budget Considerations: County Real Estate Reassessment



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Capital Project Requests:

Police Department

Four (4) Police Vehicles (<i>funded with current revenues</i>)	\$220,000
Firearm Upgrade (<i>funded with current revenues</i>)	\$36,000
Police Department Renovations to Workforce Development Building	\$500,000

Fire Department

Primary Structure Fire Apparatus (<i>funded with current revenues</i>)	\$400,000
Standby Generator	\$53,000

Code Compliance

Extended Cab Truck (<i>funded with current revenues</i>)	\$27,000
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Street Maintenance

Air Compressor	\$28,094
3-Axle Trailer with Hydraulic Ramps	\$30,930
Light Tower	\$15,874
Drainage Improvements - Windsor Street and Franklin Street	\$602,368
Drainage Improvements - Benton Street	\$929,349
Stoptlight and Battery Backup - Mecklenburg Ave. and Atlantic Street	\$165,000

Facility Maintenance

Repave Library Parking Lot (<i>funded with current revenues</i>)	\$25,000
Maintenance Shop Roof Coating (<i>funded with current revenues</i>)	\$25,000

Parks and Grounds

Centennial Park – Playground Upgrade	\$550,000
Replace Bobcat	\$86,000
Parker Park – Basketball Court Renovation	\$246,000
Centennial Park – Dog Park	\$167,000
Parker Park – Handicap Ramp	\$105,000

Community Development

Gateway Signs (2) – Reimagine South Hill 2032	\$350,000
Town Hall Parking Lot	\$500,000



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WATER/SEWER FUND

Total Water/Sewer Fund Revenues:	\$10,127,920
Total Water/Sewer Fund Expenditures:	\$10,127,920
Surplus/(Deficit):	\$0.00

Budget Assumptions

Revenue: **No increases to any water/sewer rates or connection fees**

Expenses:

- 1) Decrease in VRS (retirement) rate
- 2) Estimated 15% increase to health insurance premiums
- 3) Annual wage increase for all employees
- 4) Salary adjustments per Pay and Compensation Study (The Berkley Group)
- 5) Northside/Alpine Road Water Infrastructure – funded 80/20 with Microsoft; local share is funded using Series 2021 Debt Service
- 6) Plank Road Water Infrastructure – funded using remaining ARPA funds
- 7) Sycamore and Howerton Sanitary Sewer Extension Project – funded with DEQ grant funds; local share is funded using Series 2021 Debt Service

Capital Project Requests:

Water Distribution

Northside Water Infrastructure (80/20 - Microsoft/Debt Service)	\$4,450,000
Plank Road Water Infrastructure (ARPA)	\$400,000
Water Line Replacement – Circle Drive	\$850,000

Sewer Collection

Sanitary Sewer Extension - Sycamore & Howerton (Grant/Debt Service)	\$756,773
Install Gravity Sewer – Dockery Creek	\$1,799,107
Sewer Inspection Camera	\$140,000
Sewer Rehabilitation based on RedZone Report	\$500,000
Backup Pump for Binford Street Pump Station	\$100,000
Two (2) Utility Trucks	\$122,398

Wastewater Treatment Plant

Ultraviolet Disinfection Control Panel	\$40,000
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