

**PUBLIC WORKS  
AGENDA  
June 11th, 2020  
10:30 A.M.**

- I. Agenda Changes
- II. Adoption of Minutes
  - 1. February 13<sup>th</sup> 2020
- III. Personnel Policy Revisions
  - A. Retirement
  - B. Performance Evaluations
- IV. H.O.P.E. Initiative Update
- V. ITI/Constellis Lease
- VI. Water Storage Tank Painting
- VII. General Information
  - A. Town Council Meetings
- VIII. Town Council Agenda
- IX. Next Meeting Date: July 9th, 2020
- X. Adjournment

**PUBLIC WORKS COMMITTEE  
MINUTES  
June 11th 2020**

Mr. Lawrence called the meeting to order at 10:30 A.M. at 329 6<sup>th</sup> Street, West Point, Virginia 23181.

Members present included Mayor Jim Hudson, Robert Lawrence, Chairman; Jack Lawson and James Pruett.

Also Present Via Electronic WebEx: Deborah Ball, Tina Gulley, Gail Nichols and John Ragsdale.

Also Present: John Edwards, Town Manager and Karen Barrow, Town Clerk.

Town Staff Present Via WebEx: Susan Harlow, Town Treasurer; Walt Feurer, Director of Public Works, Tim Sawyer, Chief of Police and Donna Pauley, Human Resource Officer.

The members participating by electronic meeting are doing so due to medical reasons because of the COVID-19 pandemic.

Mayor Hudson called the meeting to order at 10:40 a.m. Committee members present included Jack Lawson

Also Present: Jim Hudson, Mayor; John Edwards, Town Manager; Walt Feurer, Director of Public Works; Holly McGowan, Director of Community Development, Jon Morr, Building Inspector and Shari Carnell, Recording Clerk.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

A January 13th 2020

Mr. Lawson made a motion to adopt the minutes as presented, seconded by Mrs. Ball. Upon a unanimous vote, the motion was approved.

**III. Personnel Policy Revisions**

B. Retirement

Mr. Edwards stated that recently Town Council discussed benefit changes for retirees allowing them to continue on the Towns health insurance at their expense. The language for the change needs to be made to the Town Personnel Policy.

## C Performance Evaluations

Mr. Edwards advised that as part of the budget, Town Council adopted a merit pay system. The language for the personnel policy is to clarify a person's anniversary date.

Mr. Ragsdale asked who administers the evaluation.

Mr. Edwards stated that a department supervisor does the evaluation that is then sent to the Town Manager for approval. The amount of the merit increase is based on a range, the range is set by Town Council in the annual budget. This year the range is 0 to 5% the percentage will be based on how they score on the evaluation sheet.

Mr. Edwards advised that both items will be placed on the Town Council agenda for adoption.

## IV. H.O.P.E. Initiative Update

Mr. Edwards advised that he appreciates the help with distributing the voucher books. So far 700 books have been distributed, that's about \$35,000. The discussion on social media is that the pickup dates have not been convenient for members of the public. We added an extra day on Saturday morning from 9 till 11 am. We will also schedule some pickup times when the interns come back for the summer.

## V. ITI/Constellis Lease

The Town received \$135,000 from Constellis, the deed for the property was transferred to the Town and recorded last Monday. Town Staff will do an inspection of the property on Friday to see what kind condition it's in and to see what clean up needs to be done.

## VI. Water Storage Tank Painting

## VII. General Information

A Town Council Meeting

Mr. Edwards advised that the Governor has announced a Phased II opening of the State. We can now go back to meetings in the Town Chambers, however we can still limit the number of people in the building for a meeting or we can continue to meet the way we have been with the WebEx.

Mr. Hudson stated that he will be on vacation the week of the meeting.

Mrs. Ball stated that she is available to attend the meeting in Town Chambers.

Mr. Edwards stated that the 6 foot distance is challenging but we can make it work to set the meeting up in Town Chambers.

The consensus is to hold a regular meeting in Town Chambers for those who wish to attend and have the WebEx set up those that would prefer to take part in the meeting from home.

#### B. CARES Act Funding

Mr. Edwards advised that the Governor has announced the re-opening of the schools. The schools would qualify for some of the funds from the CARES Act. As the schools open, there is going to be an increase need for childcare. Town Staff is exploring a number of options for child care that would qualify for use of the CARES Act funds.

#### C. Business Opportunity for the Industrial Park

Mr. Edwards advised that there is business prospect for the Industrial Park. The business will be coming from out of state, there is a lot of work to be done to pull the property together for the business. Mr. Edwards stated that he would let Town Council know if there is any development with this prospect.

### **VIII. Town Council Agenda**

Mr. Edwards advised that the personnel policy changes will be on the agenda and the PPTRA.

### **IX. Closed Session**

Mr. Lawrence made a motion to enter into Closed Session pursuant to Virginia Code §2.1-3711(A)(3), a matter involving the acquisition of property for public purposes, because public discussion of that matter would adversely affect the Town's bargaining position and negotiation strategy. Seconded by Mr. Lawson. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson, Mrs. Nichols, Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

#### RECONVENE

Mr. Lawrence made a motion for Town Council to reconvene in open meeting, seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson, Mrs. Nichols, Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

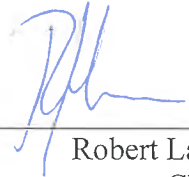
#### CERTIFICATION

Mr. Lawson made a motion to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed to considered in the meeting by the Council. Seconded by Mrs. Ball. Upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson, Mrs. Nichols, Mr. Pruett and Mr. Ragsdale all voted "Aye". The motion was approved.

X. **Next Meeting Date:** July 9th 2020

XI. **Adjournment**

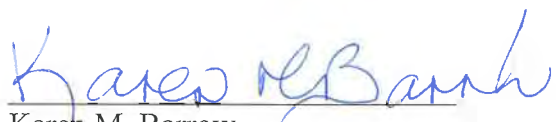
There being no further business, the meeting was adjourned.



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Robert Lawrence  
Chairman

ATTEST:



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Karen M. Barrow  
Town Clerk