

**TOWN COUNCIL
COMMITTEE MEETING
AGENDA
February 17th, 2022
4:00 P.M.**

- I. Agenda Changes
- II. Community Development
 - A. Regional All Hazards Mitigation Plan
- III. Finance Committee
 - A. Employer Compensation Study
- IV. General Information
- V. Town Council Agenda
- VI. Next Meeting: March 8th, 2022
- VII. Adjournment

TOWN COUNCIL
Community Development Committee and
Finance and Organization Committee Meeting
February 17th, 2022
4:00 P.M.

Jack Lawson called the meeting to order at 4:00 p.m. at 802 Main Street, West Point, Virginia 23181.

Members Present: Mayor, Jim Hudson; Vice Mayor, Deborah Ball, Tina Gulley, Robert Lawrence, Jack Lawson, James Pruett, John Ragsdale and Chris Vincent.

Also Present: John Edwards, Town Manager; Karen Barrow, Town Clerk; Walt Feurer, Director of Public Works, Jon Morr, Building Official; Susan Harlow, Town Treasurer; Holly McGowan, Director of Community Development and Donna Pauley, Human Resource Officer.

I. Agenda Changes

There were no changes made to the agenda.

II. Community Development

1. Regional All Hazards Mitigation Plan

Mr. Edwards introduced Jackie Rickards, Senior Planning Project Manager for the Regional Hazards Mitigation Plan.

Ms. Rickards advised that the Regional Hazards Mitigation Plan pertains to local governments commitment to reduce risk from natural hazards. The plan has to be approved by FEMA and updated every five years. once a locality adopts the plan, the locality is able to apply for FEMA assistance if a natural hazard or disaster occurs. It also funds Flood Plan Management programs so the locality remains compliant. Ms. Rickards also stated that new information is collected on an annual basis from the state and other federal agencies.

Mr. Edwards stated that adoption of the plan is required for town residents to obtain flood insurance.

Ms. Rickards stated that FEMA has to review the plan first once FEMA finish their review localities will be able to approve the plan.

Mr. Edwards asked Ms. Rickard if the plan will be ready for adoption in March.

Ms. Rickards advised that she is expecting the approval from FEMA within the next couple of weeks and that it should be ready for adoption at the end of March.

III. Finance Committee

1. Employer Compensation Study

Mr. Edwards advised the Brenda Taylor of BackerTilley will be presenting the final report on the Compensation Study via WebEx, but unfortunately Ms. Taylor is having technical difficulty. Mr. Edwards asked everyone for their patience while he contacts Ms. Taylor via phone.

Ms. Taylor presented the final report and how the information was collected for the Market Study. The town's last pay study was done in 2014, during this time the job market, duties, responsibilities and technology has changed affecting pay scales and job grades. Ms. Taylor presented Town Council with the following three scenarios, 1) Move employees below the minimum to the minimum of the

proposed salary range for the proposed grade. 2) Bring employees to the minimum of the proposed salary range or give a 2% increase. Or 3) bring employees to the minimum of the proposed salary range and .5% per years of service in the current position.

Mr. Edwards stated that he is recommending Town Council consider implementing option three. Mr. Edwards advised that he has built the salary study into the budget for next year and asked that Town Council implement option three effective April 1st to assist with keeping employees and recruiting.

Mrs. Ball made a motion to adopt option 3 that brings employees to the minimum of the salary range and .5% per years of service in the current position, effective April 1st 2022. Seconded by Mr. Vincent, upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson, Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

IV. General Information

1. Mask

Mr. Edwards advised that yesterday, the labor board of Virginia voted to rescind the mask protocol and to make the wearing of mask an option. Mr. Edwards suggest the town now make the wearing of mask optional for employees and customers.

The consensus of Town Council is for the wearing of mask to be optional.

2. Chamber of Commerce

Mr. Edwards stated that Tommy Adkins is the new President of the Chamber of Commerce and Brent Bohannon is the Vice President. There is a new board in place for this year.

3. Theresa Sirls Email

Mr. Edwards presented an email that the town received this morning from Theresa Sirls.

Mr. Hudson advised that he responded to the email and told Ms. Sirls that Town Council did approve her request for a UNESCO sign over a year ago. The Town Manager is waiting for Ms. Sirls to submit plans for the sign and waiting to hear from Ms. Sirls regarding the location. Mr. Hudson also stated that the town has not paid for any of the Historical markers in town. Mr. Hudson suggested Ms. Sirls look into the sign as an eagle project.

4. Audit Email

Mr. Edwards reviewed an email from Michael Lupton regarding the FY 2021 audit. The email outlines some adjustments the town needs to follow to comply with Robinson, Farmer and Cox accounting standards.

There has been the retirement of both an auditor from Farmer, Robinson, Cox and the former treasurer which has changed how things are being done.

Mr. Hudson advised that it is not anything that anyone has done wrong. It's a new auditor that has different accounting standards.

Susan Harlow stated that she will do whatever needs to be done to work with the auditors. This is a documentation issue that needs to be done across the board and includes bookkeeping with the schools.

V. Closed Session

Mr. Vincent made a motion to enter into closed meeting pursuant to Virginia Code §2.2-3711(3)(a), a matter involving the discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Seconded by Mrs. Ball, upon roll call, Mrs. Ball, Mrs. Gulley, Mr. Lawrence, Mr. Lawson, Mr. Pruett, Mr. Ragsdale and Mr. Vincent all voted "Aye". The motion was approved.

Reconvene

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

Certification

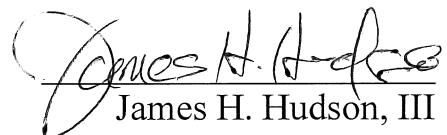
Mr. Lawson made a motion to certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or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

VI. Town Council Agenda


Mr. Edwards advised there were no items for the Town Council agenda and reminded Town Council that the meeting will be on Monday, February 28th 2022.

VII. Next Meeting: March 8th, 2022

VIII. Adjournment


James H. Hudson, III
Mayor

ATTEST:


Karen M. Barrow
Town Clerk