

BOARD OF SUPERVISORS



TUESDAY, APRIL 13, 2021
5:00 P.M.



Smyth County, Virginia
121 Bagley Circle, Suite 100
Marion, VA 24354
(276) 783-3298 p

Atkins District
Chilhowie District
North Fork District
Park District
Royal Oak District
Rye Valley District
Saltville District

Charles E. Atkins
Michael L. Sturgill
Charles P. Stevenson
Kristopher S. Ratliff, DPh
Judy Wyant
Lori H. Deel
Roscoe D. Call

County Administrator
Assistant County Administrator

Shawn M. Utt
Alicia Richardson

MEETING AGENDA
SMYTH COUNTY BOARD OF SUPERVISORS
Tuesday, April 13, 2021
5:00 PM

- 1) **CALL MEETING TO ORDER** Chairman
Pledge of Allegiance & Invocation
- 2) **AMENDMENTS TO AGENDA / ADOPTION OF AGENDA** Chairman
- 3) **SPECIAL RECOGNITIONS** Chairman
None scheduled
- 4) **MINUTES OF PREVIOUS MEETINGS** Chairman
Minutes of March 9, 2021 and March 25, 2021 meetings (Pg. 6-51)
- 5) **PUBLIC HEARING** Chairman
None scheduled
- 6) **FINANCIAL STATUS REPORT** Lisa Richardson,
Asst. Co. Admin.
- 7) **PAYMENT OF INVOICES** Chairman
- 8) **CITIZENS TIME** Chairman
The Board welcomes your input. You may address the Board using the sign-in sheet located in the rear of the room. At this time, you may address the Board on items that may or may not be on the agenda. Time limit is three (3) minutes.
- 9) **PRESENTATIONS** Chairman
 - a. Utility Enterprise Fund Review, Roland Kooch, Davenport & Company (Pg. 52-81)
 - b. FY21/22 Draft Budget Presentation (Pg. 82-84)
- 10) **OLD BUSINESS** Chairman
 - a. Planning Commission Recommendations (Pg. 85)
 - i. Special Use Permit request by Gregory Gordon for a restaurant on Allison Gap Road
 - ii. Special Use Permit request by David Peake for multi-family dwelling units on Walton Road
 - b. Board Retreat Review – Vision, Mission and Goals (Pg. 86-91)
 - c. Ordinance/Agreement for the Mount Rogers Cigarette Tax Board (Pg. 92-103)

- d. Committee Reports / Recommendations
 - i. Appointment Committee (Pg. 104)
 - ii. Broadband & Telecommunications Committee (Pg. 105-108)
 - iii. Budget Committee (Pg. 109-129)
 - iv. Buildings and Grounds Committee (Pg. 130-136)
 - v. Personnel Committee (Pg. 137)
 - vi. Public Safety Committee (Pg. 138-139)
- 11) **NEW BUSINESS** Chairman
- 12) **REPORT FROM COUNTY ATTORNEY** Scot Farthing, County Att'y
- 13) **REPORT FROM COUNTY ADMINISTRATOR / STAFF** Shawn Utt, County Admin.
- 14) **SUPERVISOR COMMENT TIME** Board Members
- 15) **CLOSED SESSION – 4 items total**
 - *Code of Virginia 2.2-3711(a)3* – Discussion for consideration of the disposition or acquisition of publicly held property (1 item – *Church Street Property*)
 - *Code of Virginia 2.2-3711(a)5* – Discussion concerning a prospective business or industry, or the expansion of an existing business or industry, where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community (1 item – *Project Cardinal*)
 - *Code of Virginia 2.2-3711(a)7* – Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation (2 items – *Jericho suit & Adwolfe Sewer Project*)



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Shawn M. Utt
Alicia Richardson

April 8, 2021

To: Members, Smyth County Board of Supervisors

CC: Smyth County Leadership Team

From: Shawn M. Utt, Smyth County Administrator

RE: Packet summary – April 13, 2021 Board meeting

Below are summaries related to specific agenda items. Should additional information become available, we will provide as quickly as possible:

1. **Call to Order, Pledge of Allegiance & Invocation** – The pledge of allegiance will be led by the Registrar's office. The invocation will be provided by a local pastor.
2. **Amendments to Agenda / Adoption of Agenda** – if any are necessary, they will be presented at the meeting.
3. **Special Recognitions**
 - a. None planned at this time.
4. **Minutes of Previous Meeting(s)** – the minutes of the March 9, 2021 (*Att. 1*) and March 25, 2021 (*Att. 2*) meetings are **enclosed** for the Board's review and approval.
5. **Public Hearing** – None scheduled.
6. **Financial Status Report** – Lisa Richardson will provide the most recent financials for the Board's review.
7. **Payment of Invoices** – Appropriations and accounts payable items to be provided with the supplemental agenda.
8. **Citizen's Time** – Time has been set aside for citizens to provide comments to the Board on general items of interest or concern.
9. **Presentations:**
 - a. **Utility Enterprise Fund Review** – Roland Kooch with Davenport & Associates will be presenting their review of the County's water and sewer fund with recommendations that will help move it toward a most solvent stance and enable us to plan a "pay as you go" capital improvements plan. For your review, a copy of the report is **enclosed** (*Att. 3*). This presentation has been provided to the Budget Committee during a recent budget work

session but the Committee felt it needed to be provided to the full board rather than as a report from the Committee itself.

- b. **FY21/22 Draft Budget Presentation** – as a result of the work sessions held over the past several weeks, the Budget Committee and County staff have developed a draft budget for the Board's review and consideration. **Enclosed (Att. 4)** is a summary memo outlining the highlights of the proposed budget and we have also included a copy of the budget book as a separately bound document for your review. As a matter of consideration, I would like to recommend the Board consider scheduling the public hearing on the proposed budget for the May 11th Board meeting. I would also recommend scheduling the necessary public hearings on the same evening for the proposed Meal's Tax (6%), Cigarette Tax (\$0.40 per pack), and 5% increase in water and sewer rates, as recommended by Davenport & Associates. No action can be taken during the nights of the public hearings but we can use the feedback we receive to finalize the proposed budget for an anticipated adoption at either the May 27th meeting or June 8th meeting.

10. **Old Business Items:**

- a. **Planning Commission Recommendations:** following up on the public hearings that were held on March 25th regarding the two requests for Special Use Permits, **enclosed (Att. 5)** is a memo from Clegg Williams showing the recommendations from the Planning Commission.
 - i. *Special Use Permit request by Gregory Gordon for a restaurant on Allison Gap Road*
 - ii. *Special Use Permit request by David Peake for multi-family dwelling units on Walton Road*
- b. **Board Retreat Review – Vision, Mission and Goals** – I would like to take some time to review the Board Retreat documents, including the draft vision, mission and goals. **Enclosed (Att. 6)** is an excerpt from the document that was handed out at the March 9th Board meeting during the County Administrator's report. Depending on the review and discussion points, I would like to recommend the Board consider adopting the document to give it credence and value. We will in turn direct our work toward meeting the goals presented while at the same time understanding this should be a living document that is reviewed and amended on a regular basis.
- c. **Ordinance/Agreement for the Mount Rogers Cigarette Tax Board** – Following the public hearing on March 25th, the next step toward participation in the regional cigarette tax board would be the adoption of the Ordinance which includes the draft agreement. For your review and consideration, **enclosed (Att. 7)** is a copy of the ordinance as recommended.
- d. **Committee Reports/Recommendations:**
 - i. *Appointment Committee* – minutes of the meeting are **enclosed** for your information (**Att. 8**).
 - ii. *Broadband & Telecommunications Committee* – minutes of the meeting are **enclosed** for your information (**Att. 9**).

- iii. Budget Committee – minutes of the meeting are **enclosed** for your information (**Att. 10**). In addition, items related to specific committee recommendations are also **enclosed** for your review. It should be noted that the recommendation from the Budget Committee's meeting on March 23rd regarding the tax refund request was addressed at the Board's March 25th meeting, thus no additional action is necessary on that request.
- iv. Buildings and Grounds Committee – minutes of the meeting are **enclosed** for your information (**Att. 11**). In addition, items related to specific committee recommendations are also **enclosed** for your review.
- v. Personnel Committee – minutes of the meeting are **enclosed** for your information (**Att. 12**). In addition, items related to committee recommendations are also **enclosed** for your review.
- vi. Public Safety Committee – minutes of the meeting are **enclosed** for your information (**Att. 13**). In addition, items related to committee recommendations are also **enclosed** for your review.

11. New Business Items:

- a. None at this time.

12. Report from County Attorney: Scot Farthing will provide any updates he may have on various projects he has been working on.

13. Report from County Administrator/Staff: Time has been reserved on the agenda to allow the County Administrator and/or staff to provide input and various updates as needed.

14. Supervisor Comment Time: Roundtable discussion for individual Board members.

15. Closed Session under Code of Virginia Section 2.2-3711(a) – 4 items total

- *Code of Virginia 2.2-3711(a)3* Discussion for consideration of the disposition or acquisition of publicly held property (1 item – *Church Street Property*)
- *Code of Virginia 2.2-3711(a)5* Discussion concerning a prospective business or industry, or the expansion of an existing business or industry, where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community (1 item – *Project Cardinal*)
- *Code of Virginia 2.2-3711(a)7* Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation (2 items – *Jericho suit & Adwolfe Sewer Project*)

ATTACHMENT 1


The Smyth County Board of Supervisors held its regular meeting on Tuesday, March 9, 2021 at 5:00 p.m. The location of the meeting was in the First Floor Board Room of the County Office Building, 121 Bagley Circle, Suite 100, Marion, Virginia.


PRESENT: Chair, Atkins District Supervisor Charles Atkins; Vice Chair Lori H. Deel, Rye Valley District Supervisor (electronically); Kris Ratliff, Park District Supervisor (electronically); Michael Sturgill, Chilhowie District Supervisor; Roscoe Call, Saltville District Supervisor (electronically); Judy Wyant, Royal Oak District Supervisor (6)

ABSENT: Phil Stevenson, North Fork District Supervisor (1)


STAFF: County Administrator Shawn Utt; Assistant County Administrator Lisa Richardson; County Attorney Scot Farthing; Administrative Assistant Christy Bise (4)

OTHERS: Smyth County Sheriff's Deputy, Smyth County News and Messenger, and citizens

 3/9/2021 5:02 PM Chair, Atkins District Supervisor Charles Atkins called the meeting to order and welcomed everyone.

 3/9/2021 5:02 PM Shannon Williams, 911 Coordinator, led the Pledge of Allegiance. Pastor Lance Turner, Mt. Zion Temple Family Worship Center, gave the invocation.

 3/9/2021 5:03 PM No amendments were made to the meeting agenda.

 3/9/2021 5:04 PM A motion was made by Chilhowie District Supervisor Michael Sturgill to approve the minutes from the February 9th and February 25th, 2021 meetings. Royal Oak District Supervisor Judy Wyant seconded the motion.


After consideration, the motion PASSED by the following roll-call vote:


AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:04 PM Lisa Richardson, Assistant County Administrator, reviewed the County financial information.

 3/9/2021 5:09 PM A motion was made by Saltville District Supervisor Roscoe Call to approve the following payment of invoices:

General County		
Accounts Payable Listing:		\$1,182,623.52
Payroll:		\$745,000.00
Auto Draft Rural Development:		\$15,515.00
Utilities/Misc		\$30,000.00
County Administration Fund:		\$5,000.00
Total County Appropriation:		\$1,940,000.00

Chilhowie District Supervisor Michael Sturgill seconded the motion.


After consideration, the motion PASSED by the following roll-call vote:

AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:10 PM Saltville District Supervisor Roscoe Call made a motion to approve the following Social Services appropriations:

Social Services		
(March 10 – 31, 2021)		\$385,000.00
(April 1 – 13, 2021)		\$60,000.00
Total Social Services:		\$445,000.00

Chilhowie District Supervisor Michael Sturgill seconded the motion.

After consideration, the motion PASSED by the following roll-call vote:

AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,

*Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 *3/9/2021 5:11 PM Saltville District Supervisor Roscoe Call made a motion to approve the following School Board appropriations:*

Schools-Operating Fund	
Instruction	\$3,250,000.00
Administration, Attendance, & Health	\$112,000.00
Transportation	\$140,000.00
Facilities	\$400,000.00
School Food Service	\$275,000.00
Technology	\$30,000.00
Total School Operating Fund:	\$4,207,000.00
School Debt and Capital Outlay	\$0.00
School Textbook Fund	\$0.00

Vice Chair, Rye Valley District Supervisor Lori Deel seconded the motion.


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: Chilhowie District Supervisor Michael Sturgill

ABSENT: North Fork District Supervisor Phil Stevenson

 *3/9/2021 5:12 PM Saltville District Supervisor Roscoe Call made a motion to approve the following Sheriff's Department Fund 748 appropriations:*

Sheriff Fund 748	\$7,818.76
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Vice Chair, Rye Valley District Supervisor Lori Deel seconded the motion.

After consideration, the motion PASSED by the following roll-call vote:


*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,*

*Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:12 PM Saltville District Supervisor Roscoe Call made a motion to approve the following Recovery Court Fund 749 appropriations:

Recovery Court Fund 749	\$31,662.09
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Chilhowie District Supervisor Michael Sturgill seconded the motion.


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:13 PM Saltville District Supervisor Roscoe Call made a motion to approve the following Circuit Court Fund 770 appropriations:

Circuit Court Fund 770	\$250.00
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Chilhowie District Supervisor Michael Sturgill seconded the motion.

After consideration, the motion PASSED by the following roll-call vote:


*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*


NAYS: None.


ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:13 PM Chair, Atkins District Supervisor Charles Atkins opened citizen's time.

 3/9/2021 5:13 PM Nathan Gary provided an update on the Saltville Rescue Squad. He noted the Squad is currently operating in the red due to their funding being cut by the Town of Saltville. He added that the funding cut decision has been appealed. He stated the Squad is covering calls and running proficiently. Mr. Gary expressed concern to the Board about lack of communication between the Squad and the Town of Saltville regarding the transition to a Town-funded EMS system. Vice Chair, Rye Valley District Supervisor Lori Deel stated that, as chair of the Public Safety Committee, she would like to use that committee to facilitate better communication between the two groups to ensure a peaceful transition and that all County citizens are best-served.

 3/9/2021 5:26 PM With no one else wishing to speak, Chair, Atkins District Supervisor Charles Atkins closed citizen's time.

 3/9/2021 5:26 PM Gabe Johnson, Grant Administrator for the Smyth County Sheriff's Office, presented grant information for the continuation of School Resource Officers at Marion Elementary, Atkins Elementary, and Chilhowie Middle School. The grant and match amounts will remain the same as last year and the Sheriff's Office is requesting the Board's approval to apply for the grants. The Board recognized the importance of the SRO's and expressed appreciation for the job they do. Saltville District Supervisor Roscoe Call has spoken with Saltville Mayor Todd Young and he is requesting consideration of an additional grant for the SRO at Saltville Elementary. *A motion was made by Vice Chair, Rye Valley District Supervisor Lori Deel to approve the three SRO grant applications as presented along with a fourth grant for the Saltville Elementary SRO, if needed. Saltville District Supervisor Roscoe Call seconded the motion.*


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:31 PM Mr. Utt presented a final draft of the Board's Rules of Procedures which includes the recommendations from previous meetings. *A motion was made by Royal Oak District Supervisor Judy Wyant to approve the revised Rules of Procedures as presented. Chilhowie District Supervisor Michael Sturgill seconded the motion.*

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,*

*Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

SMYTH COUNTY BOARD OF SUPERVISORS



RULES OF PROCEDURES ADOPTED SEPTEMBER 9, 2003

Amended January 9, 2018

Amended March __, 2021

SMYTH COUNTY BOARD OF SUPERVISORS - RULES OF PROCEDURE

Be It Resolved, the Smyth County Board of Supervisors does hereby accept and adopt these Rules of Procedure in order to facilitate its powers and duties in accordance with the provisions of Title 15. 2, Code of Virginia 1950, as amended. The official title of the governing body is "Smyth County Board of Supervisors" (Board).

ARTICLE 1 - Members

1.1 Members. The Smyth County Board of Supervisors consists of seven (7) members, one elected from each of the seven (7) election districts. Each member is elected for a term of four (4) years. Terms of office of the members run concurrently with the calendar year.

1.2 Chairperson. A Chairperson of the Board shall be elected from its members, by a plurality vote, at the first meeting of each calendar year. The Chairperson shall preside over all meetings, represent the Board at official functions and ceremonial events, and make such appointments as are not required by law to be made by the Board as a body.

1.3 Vice Chairperson. A Vice Chairperson of the Board shall be elected from its members, by a plurality vote, at the first meeting of each calendar year. The Vice Chairperson shall preside in the absence of the Chairperson, and perform such other duties as may be assigned by the Board.

1.4 Chairperson Pro-Tem. A Chairperson Pro-Tem may be appointed by the Chairperson or Vice Chairperson in the absence of both, before he/she leaves the room. In the event no Chairperson Pro-Tem has been appointed, one shall be selected by the members remaining. This person shall preside in the absence of the Chairperson and Vice Chairperson.

1.5 Term of Office. The Chairperson and Vice Chairperson shall each be elected for a one (1) year term. Either, or both, may be re-elected for one or more additional one-year terms.*

This section amended on March 9, 2021 at the Board of Supervisors meeting.

1.6 Clerk and Deputy Clerks. The Board may, at its first meeting of each calendar year, or as needed, designate clerk and one or more deputy clerks, who shall serve at the pleasure of the Board. Their duties shall be those set forth in Section 15.2-1538 and 15.2-1539, Title 15.2, Code of Virginia 1950, as amended, and by resolution of the Board adopted from time to time.

ARTICLE II - Meetings

2.1 Annual Meeting. The first meeting held after the newly elected members of the Board have qualified, and the first meeting held of each succeeding year shall be known as the annual meeting. At such annual meeting, the Board shall establish the days, times, and

places for the regular meeting of the Board for the next twelve months. (§15.2-1416, Code of Virginia of 1950)

2.2 Regular Meetings. The Board shall meet in regular session at least once each month upon such day or days as have been established. The Board may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect and providing the notice required by § 15.2-1416. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the Board. (Section 15.2-1416, Code of Virginia 1950, as amended).

Pursuant to this section, the Board shall designate the meeting dates to be the second Tuesday and fourth Thursday of each month. The meeting times shall be 5:00 p.m. for the Tuesday meetings and 7:00 p.m. for the Thursday meetings. The meetings on Tuesdays shall constitute the Board's monthly legislative meeting and shall include specific time set aside for general public comments as described in section 4.3 below. *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

2.3 Special Meetings. A special meeting of the Board may be called by the Chairperson, or shall be called at the request of two or more members, which request shall be in writing addressed to the Clerk of the Board, specifying the time and place of the proposed special meeting and the matter to be discussed. Upon receipt of the request, the Clerk shall immediately notify in writing each member of the Board, the County

Administrator, the Sheriff, and the County Attorney to attend the special meeting at the given time and place and for the given purpose. Such notice shall be sent by first class or served by the Sheriff, or both, at least five (5) days before the date of the special meeting, except in a declared emergency, in which instance the notice may conform to the necessity of the emergency. No matter other than those specified in the notice shall be considered at such meeting unless all members are present and agree to such action by unanimous vote. (Sections 15.2-1417 and 15.2-1418, et al, of the Code of Virginia of 1950, as amended.)

2.4 Notices to Public. The Clerk shall notify the general news media of the time and place of all such meetings, and the matters to be considered.

2.5 Public Hearings. Public hearings shall be held after proper notice has been given. (§15.2-2204, § 15.2-2506, etc., or special provisions or the Code of Virginia of 1950, as amended)

2.6 Adjourned Meetings. Any regular or special meeting may be adjourned by a majority of the members of the Board present to a date and time certain prior to the next meeting.

2.7 Place of Meetings. All meetings shall be held in the Smyth County Board of Supervisors' Board Room, 121 Bagley Circle, Suite 100, Marion, Virginia, unless a different meeting place shall have been established and notice given and published as required by the Code of Virginia of 1950, as amended.

2.8 Open Meetings. All meetings shall be open to the public, provided that the Board may, for the purpose provided for in the Virginia Freedom of Information Act, upon motion made, seconded, and duly adopted, meet in executive session. No resolution, ordinance, rule, contract, regulation, or motion adopted, passed, or agreed to in executive or closed meeting shall become effective unless following such meeting the Board reconvenes in open meeting and, by affirmative vote of the members, such action, ordinance, rule, contract, regulation, or motion is approved in open session.

ARTICLE III - Quorum and Actions

3.1 Quorum. A majority of all the members of the Board shall constitute a quorum. The Chairperson shall be included and counted in determining the presence or absence of a quorum.

3.2 Required Absence. No action shall be taken by the Board unless there shall be present at least a quorum, provided, however, that the temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations of the discussion of matters submitted to the Board. The Clerk, County Administrator, or Deputy Clerk, shall suggest the absence of a quorum prior to taking of any action by the Board. Failure of the Clerk, County Administrator, or Deputy Clerk, or any other member to suggest the absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action.

3.3 Actions of the Board. Actions of the Board shall be taken in one of the following ways:

- 1) Ordinances. Where required by law, action shall be by the adoption of ordinances.
Ordinances shall be proposed for adoption, notice given, and adoption accomplished as provided for by general law.
- 2) Resolutions. Where it is not required by law, or it is desired by the Board to act without the adoption of an ordinance, action may be taken by the adoption of a resolution.
- 3) Contracts. In certain instances, action may be required by contracts. Contracts shall be proposed in writing and a copy shall be delivered to the Clerk and all members of the Board, or a duly appointed committee of the Board, prior to proposing adoption by the Board. The County Attorney shall advise the Board on the legality of each contract prior to approval by the Board.
- 4) Motions. Where action of the Board is required on a matter simply stated, action may be taken by oral motion only.

3.4 Voting. Votes shall be taken on all motions made and seconded. However, a vote shall be taken if the question is called, unless a member objects, even if a motion to call the question has not been seconded.

3.5 Roll Call Vote. A voice roll call vote shall be taken at the request of the Chair or any two or more members when such a request is made prior to the taking up of any other business, on any ordinance, or when required by law. *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

3.6 Restating the Question; Amending the Motion. If requested by one or more Board members, the Chairperson shall restate the question prior to the taking of a vote, provided, however, that the Chairperson may request that another member restate the question if in his or her opinion that will expedite the decision thereof. Upon the second of a motion, a member may move for an amendment or substitution of the motion for either clarification or substantive change of the motion. A vote shall be taken on the amended or substituted motion. The approved motion shall then be put up for a vote.*

**This section amended on April 14, 2015 at the Annual Board of Supervisors Meeting.*

3.7 Unanimous Consent. Where no formal action is required, and no objection is heard, a request of a member shall be deemed a request of the Board without further action, when such a request is made at a meeting with a quorum present, and the Chairperson states that such a request shall be deemed a request of the Board.

3.8 Tie Votes. When a tie vote occurs:

- 1) If one or more Supervisors are absent, the question shall be passed by until the next meeting, regular or special, at which time it must be put to a vote again (even though all members may not be present). If the tie remains unbroken, the Clerk must record the vote and the question shall be recorded as failing to carry.
- 2) If all Supervisors are present when the tie vote first occurs, even if a Supervisor abstains, the Clerk must record the vote and the question shall be recorded as failing to carry.

3.9 Reconsideration. If all members are present for a meeting, action may be reconsidered only upon a motion of a member voting with the prevailing side on the original vote, which motion must be made on the same or immediate subsequent regular meeting. A motion to reconsider may be seconded by any member. If a member was absent for the entire meeting when such action was taken, the absent member may make a motion to reconsider at the immediate subsequent regular meeting or a continuation of the present meeting, whichever next occurs. Action on a question pending reconsideration at the next meeting shall be taken only following notice to all members of the Board given prior to the action being reconsidered, unless such action is taken at the same meeting as the original action. In instances involving the reconsideration of the adoption of an ordinance, notice of the proposed option of a new ordinance shall be given in accordance with law prior to action on the reconsidered question.

ARTICLE IV - Order of Business

4.1 Commencement of Meeting. At 5:00 p.m. for the legislative meeting and at 7:00 p.m. for the second meeting of the month, the presiding officer shall call the meeting to order, provide for the invocation, and direct the Clerk to note the presence or absence of members. A quorum shall be required to commence the meeting at the appointed hour.*

**This section amended January 10, 2012, regular Board of Supervisors meeting.*

4.2 Agenda. The County Administrator, with guidance from the Chairperson, shall prepare an agenda for each meeting. Any member having matters he or she desires to have considered at the next meeting shall submit these items to the County Administrator for inclusion in the agenda. *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

4.3 Citizens' Time. There shall be an agenda item known as "Citizens' Time" to allow citizens of Smyth County to address the Board regarding any matter. Any person not a citizen of Smyth County may request through the County Administrator to be placed on the regular agenda. Time limits for citizens time shall follow guidelines prescribed for public hearings in Section 5.2. *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

4.4 Order on Agenda. Without requiring the suspension of the Rules or motion, the Chairperson may call items in the order of business in a different order than the order of business set forth on the agenda, provided that the Board may by adopted motion overrule such a decision by the Chairperson. *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

4.5 Minutes. The Clerk shall keep the minutes of the meetings of the Board. At the request of any member, made at the time of said presentation of discussion, the minutes shall include a summary of the substance of the presentation or debate. The Clerk may also maintain one recording by means of an electronic device of the proceedings of all Board

meetings except for Executive Sessions. A copy of the minutes of the transcribed proceedings shall be kept on file in the County Administrator's Office for the general public. Copies of documents or discs of recordings may be purchased under Smyth County's fee schedule pertaining to the Freedom of Information Act.*

** This section amended on April 14, 2015 at the Annual Board of Supervisors meeting.*

4.6 Approval of Minutes. The Clerk or Deputy Clerk shall promptly transcribe the minutes following completion of the meeting and shall submit copies to the County Administrator for distribution on or before the Friday preceding the meeting at which their approval will be on the agenda. Approval of the minutes shall be the next item on each agenda following the invocation, and shall be approved, or corrected and approved without reading.

4.7 Matters having to do with Agencies. Matters involving agencies which are not under the administrative supervision of the County Administrator shall not be placed on the agenda or considered by the Board until the affected agency shall have been given a reasonable opportunity to furnish the members of the Board with background information or data on issues which involve these agencies. Such information shall be delivered to the Clerk at least seven (7) days prior to a regular, special, or continued meeting date.

ARTICLE V - Order in Conduct of Business

5.1 Persons Addressing the Board. These persons shall limit their presentation to the time allotted by the Chairperson on the agenda, unless the Board, by majority consent, shall

extend such time. The Chairperson, in fixing such time, shall take into account the complexity of the matter, its importance in relation to other business of the Board, and time available on the meeting date sought. Insofar as is practicable, persons addressing the Board shall furnish the Clerk and members of the Board with a written copy of their remarks.

5.2 Public Hearings. In instances in which persons address the Board, through the Chairperson, without having first been allotted a specific time on the agenda, they shall limit their remarks as follows, except in extraordinary circumstances:

- 1) Person speaking for him/herself or his/her immediate neighborhood - three (3) minutes.
- 2) Person speaking for an organization whose membership is representative of an entire district - five (5) minutes.
- 3) Person speaking for an organization whose membership is representative of the entire county - ten (10) minutes.
- 4) Unless approved by a majority vote of the Board, no action shall be taken by the Board following a public hearing, and the issue shall be continued until the next regular meeting.

5.3 Recognition. Recognition shall be given only by the presiding officer. No person shall address the Board without having first been recognized. When all public testimony has concluded, and the Board is considering and discussing the matter, no person shall thereafter be recognized to address the Board.

5.4 Cumulative or Repetitive Testimony. Cumulative or repetitive testimony shall not be permitted on any matter, and persons of the same position as a previous speaker shall state their name and the positions with which they agree.

5.5 Questions. Questions by Board Members shall be reserved, insofar as possible, for the end of a presentation to avoid interrupting the speaker, disrupting the timekeeping process, and duplicating ground the speaker may cover.

5.6 Oaths and Affirmations. Oaths and Affirmations may be administered and taken by the Chairperson or person presiding in his stead, when a majority of the Board deems it appropriate to take sworn testimony. Such action may be taken by the adoption of a motion to place a specific individual under oath, or to place all of those who will speak to a given item of business under oath. The Chair may place an individual under oath at any time before or during his presentation. Any such person shall be deemed to remain under oath as to the matter with respect to which he was sworn, for the remainder of the duration of the meeting.

5.7 Discussion and Debate by the Board. Except at the conclusion of a public hearing, discussion and debate by the Board shall be conducted following the presentation of testimony on the item of business pending. Members shall not speak to the item until recognized by the Chair. A member who has spoken to the item shall not again be recognized until each other member desiring to speak shall have an opportunity to speak. Except in matters considered at a public hearing, after the Board shall have acted, any

member shall have the right to state a protest against the action, and his reasons therefore, for a time not to exceed two (2) minutes.

ARTICLE VI - Decorum

6.1 By Board Members. Decorum shall be maintained in order to expedite disposition of the business before the Board. Questions and remarks shall be limited to those relevant to the pending business. Members shall not converse with other members or with other persons in any manner having a disturbing effect on the conduct of business. Members shall address all remarks to the Chairperson as presiding officer.

6.2 By Other Persons. Decorum shall be maintained by the Chair, who may request such assistance as to the Chairperson appears necessary.

- 1) Persons addressing the Board shall limit their remarks to those relevant to the pending items, and to answering questions. They shall address the Board as a whole, unless answering an individual member's questions. The presiding officer shall call the speaker to order, if out-of-order remarks, or other indecorous conduct persists, the presiding officer shall order the speaker from the lectern. The order with gavel, if not heeded, will then cause the Sheriff or his designee to carry out the order.
- 2) Persons whose allotted time to speak has expired shall be warned by the presiding officer to conclude in one minute, after which such person shall leave the lectern, unless he is asked by Chairperson to remain to answer questions from the Board.
- 3) No persons in attendance shall be allowed to voice remarks except as recognized by the

presiding officer after audibly stating their name and who they represent. Groups in the audience creating an atmosphere detrimental or disturbing the conduct of the meeting will be asked to leave by the presiding officer.

- 4) No person shall bring into the Board Room any sign, banner, or other such item; provided, that models, photos, maps, charts, drawings, and other such demonstrative materials intended for use in a presentation by a specific person shall be permitted. *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

ARTICLE VII - Miscellaneous

7.1 Roberts Rules of Order. The newly revised Roberts Rules of Order shall govern the conduct of all meetings of the Board to the extent that they are not inconsistent with these rules and the laws of the Commonwealth of Virginia. The Clerk shall make available at all meetings a copy of the newly revised Roberts Rules of Order. The failure of the Board to strictly comply with Roberts Rules of Order shall not invalidate any action of the Board.*

**Amended on April 14, 2015 at the Annual Board of Supervisors meeting.*

7.2 Amendment of the Rules. An amendment of the Rules may be accomplished by a majority vote of the entire membership, provided that such amendment may not be voted upon at any meeting unless the text of the proposed amendment has been presented to at least one previous meeting to which the date for a vote has also been established. Any proposed amendment shall be subject to further amendment at the meeting at which the vote

is taken.

7.3 Suspension of the Rules. Suspension of the Rules may occur whenever the Board shall by a majority vote adopt a motion to suspend the rules. In such event, the rules shall be deemed suspended only with respect to the specific matter of question not then in accordance with the rules.

7.4 Electronic Participation. The Board of Supervisors of Smyth County hereby adopts the following policy to govern when Board of Supervisors members may electronically participate in a Board of Supervisors meeting remotely:

1. An emergency or personal matter: On or before the day of a meeting, the Member shall notify the Chair of the Board of Supervisors that such Member is unable to attend the meeting due to an emergency or personal matter. The Member must identify with specificity the nature of the emergency or personal matter. A Member may also notify the Chair of the Board of Supervisors that such Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the Member's physical attendance.
2. A temporary or permanent disability: On or before the day of a meeting, the Member shall notify the Chair of the Board of Supervisors that such Member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the Member's physical presence.
3. A quorum of the Board of Supervisors must be physically assembled at the primary or central meeting location. The Board of Supervisors members physically present must approve the

absent Member's participation by a majority vote. The decision shall be made based solely on the criteria in this Resolution, without regard to the identity of the Member or the matters which will be considered or voted on during the meeting.

4. The Clerk shall record in the Board of Supervisors' minutes the specific nature of the emergency, personal matter, or disability; and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes.
5. Participation by the absent member due to an emergency, personal matter, or disability shall be limited in each calendar year to two (2) meetings or twenty-five (25) percent of the meetings of the Board of Supervisors, whichever is fewer.
6. For any remote participation, the Board of Supervisors shall make arrangements for the voice of the remote participant(s) to be heard by all persons in attendance at the primary or central meeting location.
7. If any provision of this Policy is deemed inconsistent with the provisions of Section 2.2-3708.1 of the Code of Virginia, 1950, as amended, or other applicable law, that provision shall be deemed stricken and the provisions of Section 2.2-3708.1 of the Code of Virginia, 1950, as amended, or other applicable law shall apply.
8. During a disaster and/or a declared state of emergency from the Governor, and it is impracticable or unsafe for a quorum of the Board to assemble in one location, then the Board may conduct its meetings electronically to assure the continuity of its government. (See Va. Code §2.2-3708.2(A)(3), § 44-146.17, §15.2-1413, and §44-146.21). *

This section amended on March 9, 2021 at the Board of Supervisors meeting.

BE IT RESOLVED BY THE SMYTH COUNTY BOARD OF SUPERVISORS:


That the Rules of Procedure for the County of Smyth, Virginia, originally adopted by Resolution on September 9, 2003, is and are hereby amended and adopted as set forth in this resolution. These amendments shall be effective immediately.


Presented on March 9, 2021 amendments were duly considered and adopted by the Smyth County Board of Supervisors on March 9, 2021 the members voting:

AYES: 6

NAYS: 0

ABSENT: 1

 3/9/2021 5:33 PM County Attorney Scot Farthing gave an update on the Riverside Community Center property. When the real estate was transferred from the Catrons to the Coles in 1979, the first right of refusal should have been transferred along with the real estate, but it wasn't, so the first right of refusal still belongs to the Catrons. Mr. Farthing said the Board could go ahead and transfer the property to the Riverside Ruritan Club, or he could review the public hearing for the entire tract that the Board held on December 8, 2020 to see if that would allow the Board to separate the property into two separate portions and offer to sell the 2.2 acre portion to the Catrons. The Board unanimously agreed for Mr. Farthing to review the public hearing and he will provide updates as they become available.

 3/9/2021 5:41 PM Mr. Utt presented the following recommendations from the Budget Committee meeting held on March 1, 2021.

- Mr. Utt presented a request from Lola Whitt, Title Abstractors of Virginia, for a waiver of the past due interest portion of the special assessment missed by her company's title search in November 2015 on a property in Colecrest Subdivision. A balance of \$3,303.60 is due, which includes \$729.97 of past due interest. A title search on the same property was done by Bolling and Hearl in 2004 after the Board had authorized a special assessment for the subdivision (then known as Clarkcrest Subdivision) and the special assessment was missed during the title search as well. The current property owners brought this to the County's attention after receiving a bill in October 2020 for the unpaid assessment. The interest waiver request from Ms. Whitt

was originally presented to the Board for consideration at the November 12, 2020 meeting and it was declined by a 6-0 vote (Mr. Atkins was absent). Chilhowie District Supervisor Michael Sturgill brought the matter back before the Board at their meeting on February 9, 2021 for reconsideration and it was referred back to the budget committee for discussion.

A motion was made by Rye Valley District Supervisor Lori Deel to deny Ms. Whitt's request for a waiver of the past due interest charges and recommended that she contact Bolling and Hearl for their consideration of a refund. Royal Oak District Supervisor Judy Wyant seconded the motion and it was unanimously approved.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

- The Registrar's office has received a grant from the Center for Tech and Civic Life in the amount of \$14,976 to purchase voting equipment. This grant requires no local match. Since these are new funds, a budget amendment will need to be approved for both revenues and expenditures.

A motion was made by Royal Oak District Supervisor Judy Wyant to approve the budget amendment request as presented for the Registrar's Office. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

- The Sheriff's Office submitted a request to transfer the remaining account balance as of January 31, 2021 in the amount of \$5,849.33 from the Sheriff's radar line 744-010000-9012 Training to the Sheriff's general fund line 001-021070-5503 Travel.

After discussion, the committee unanimously agreed that the money should not be taken from line 744 and transferred to the general fund. A motion was made by Rye Valley District Supervisor Lori Deel to transfer \$5,849.33 from the Board's supplemental appropriation line 001-011010-8888 and transferred to 001-021070-5503 Travel. The motion was seconded by Royal Oak District Supervisor Judy Wyant and unanimously approved.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

- Mr. Utt provided an update on the status of the proposed County meals tax and cigarette tax. The next step in potentially implementing the cigarette tax is to hold a public hearing on the County's membership as part of the proposed regional tax group, the Mount Rogers Cigarette Tax Board.

A motion was made by Royal Oak District Supervisor Judy Wyant to schedule a public hearing on Thursday, March 25, 2021 at 7:00 p.m. to consider the County's membership as part of the proposed Mount Rogers Cigarette Tax Board. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.

After consideration, the motion FAILED by the following roll-call vote:

AYES: None.

*NAYS: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

Due to two other joint public hearings with the Planning Commission being held at 7:00 PM on Thursday, March 25, 2021, Vice Chair, Rye Valley District Supervisor Lori Deel made a motion to schedule the public hearing concerning the proposed Mount Rogers Cigarette Tax Board for 6:00 PM on Thursday, March 25, 2021. Saltville District Supervisor Roscoe Call seconded the motion.


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 5:48 PM Mr. Utt presented the following recommendations from the Building and Grounds Committee meeting on March 2, 2021.

- Mr. Utt discussed the results of the feasibility study conducted by Thompson & Litton for the HVAC and heating system options for the Smyth County office building (Morison Building). The study offered solutions and price estimates for two options. Option 1 would be a heating system using two gas-fired boilers and a new cooling tower/chiller at an estimated cost of \$2,339,650. Option 2 would be a Variable Refrigerant Flow (VRF) heating/cooling system (often called a “split system”) at an estimated cost of \$2,213,050. Mr. Utt reminded the committee that the original estimate was in the \$700,000 range and we have that amount of funding in place currently. Discussion was held regarding a phased in approach with the VRF heating electrical system which would allow using the existing funds while working to identify addition funding sources at the same time. The committee also had a discussion regarding the condition of the current chiller system, the needed replacement of windows, and the requirement for the acquisition of a bond for any related debt. The Committee discussed future options for County office spaces by combining or relocation as well as available vacant spaces in the area. Mr. Utt reported that the current budget development for FY22 includes proposed funding for a building use study and the committee agreed in the need to continue with that planning study. As a result of the overall discussion, the following action was taken:

A motion was made by Chilhowie District Supervisor Michael Sturgill to proceed with the phase-approach of the VRF heating system and to instruct Mr. Utt to explore bids and funding sources. Park District Supervisor Kris Ratliff seconded the motion and it was unanimously approved.

Royal Oak District Supervisor Judy Wyant expressed concern about the amount of money being invested into the building and questioned what the long-term use of the building and return investment would be.


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff, and
Saltville District Supervisor Roscoe Call*

NAYS: Royal Oak District Supervisor Judy Wyant

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 6:02 PM insurance – Mr. Utt presented the following recommendations from the Insurance Committee meeting on March 2, 2021.

- Ms. Richardson presented information on the Anthem/Local Choice health insurance rates for July 1, 2021 through June 30, 2022. There is a 6.7% decrease in the renewal rate for the upcoming year with no changes to the current coverage. With the decrease in cost, the County would be able to offer a second option for employees to choose from in the coming year – a \$500 deductible plan along with the \$1,000 deductible plan that is currently offered.

After discussion, a motion was made by Chilhowie District Supervisor Michael Sturgill to offer both the \$500 deductible plan and the \$1,000 deductible plan to employees for FY21-22 with the County's contribution rate to remain the same for both options at 80% for employee and 79% for spouse/dependents. The motion was seconded by Royal Oak District Supervisor Judy Wyant and unanimously approved.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*


NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

Mr. Utt added that the committee also discussed the County continuing to contribute to the health insurance premiums for employees who retire after 30 years of service as a potential incentive for early retirements using the following rate:

Employee only coverage – 5 years
Employee plus one coverage – 3 years
Family coverage – 2 years

 3/9/2021 6:08 PM Mr. Utt presented the following recommendations from the Personnel Committee meeting on March 1, 2021.

- Mr. Utt introduced Ms. Stephanie Davis who conducted the Virginia Tech Pay Plan Study for Smyth County. Ms. Davis presented the findings of the study to the Committee. The purpose of the Pay Plan study was to review the County's current pay plan, identify and benchmark other local governments for similar positions, and to compile and analyze the data collected in order to develop a new pay plan for Smyth County based on benchmark data. The study allows the County to appropriately place employees on a new pay plan, to provide pay equity and to determine relevant cost for the implementation of the plan. Fourteen local governments responded to the survey. Findings presented included the following implementation priority options; Priority one would be to place all 42 County employees on the minimum of the scale; Priority two would be to place all 42 employees between the minimum and the midpoint based on years of service in current position; and priority three would be to provide compression adjustments for the employee's years of service with the County. Total implementation cost for the plan is \$162,537. Mr. Utt informed the Committee that he has included this proposal in the upcoming fiscal year's budget proposal.

Mr. Atkins expressed his interest in including employee benefits in the study, specifically health insurance. Ms. Davis stated she could compile the additional information and respond back to Mr. Utt by end of March. Mr. Atkins indicated he would like to see employee's names and salary proposals related to the plan. Mr. Utt indicated he would be happy to meet with Mr. Atkins to provide the information.

Chilhowie District Michael Sturgill made a motion for Mr. Utt to proceed with the implementation of the new pay scale with the adjustments referred to for equity purposes. Atkins District Supervisor Charles Atkins seconded the motion and the motion passed unanimously.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,*

*Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

- Lisa Richardson discussed with the Committee the difficulty the Solid Waste Department is experiencing in obtaining and keeping qualified CDL Drivers. In the past 2 years five drivers have resigned their positions and two are resigning this month. Advertising for the position and recent interviews to hire new staff have been unsuccessful due to the County's starting wages (currently \$12.50 per hour) not being competitive with other employers in the area. The Committee discussed increasing the beginning wage up to \$15.00 per hour which would result in a \$5,200 annual increase per employee. Discussion was held regarding making appropriate salary adjustments for other existing Solid Waste CDL drivers.

Chilhowie District Michael Sturgill made a motion to increase the salaries for the Solid Waste CDL Drivers up to \$15 an hour effective March 1, 2021 and to implement the \$5,200 annual increase for all other Solid Waste CDL drivers. Atkins District Supervisor Charles Atkins seconded the motion and the motion passed unanimously.


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*


NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

 3/9/2021 6:30 PM Vice Chair, Rye Valley District Supervisor Lori Deel presented information from the Public Safety Committee meeting held on March 2, 2021. At that meeting, Mr. Crawford presented information on the County Chief's meeting and provided an update on the status of the Town of Saltville and Saltville Rescue. The Public Safety Service survey has been distributed and responses are coming in. Mr. Crawford is also assisting the Town of Chilhowie with applying for a Rural Development loan with grant funding for equipment for the Smyth County Training Academy. He is also working on a policy that would allow the County to bill for HAZMAT services. He also noted that Smyth County has been highlighted as one of three Counties in Southwest Virginia designated for outreach in the community related to COVID-19 with more details coming soon. Shannon

Williams, 911 Coordinator, presented information at the meeting regarding upcoming EMD (Emergency Medical Dispatching) and TCPR (Telecommunications CPR) requirements and certification that must be in place by January 1, 2022 and full EMD protocol by January 1, 2024. Mr. Williams also discussed a request from Washington County EMS to create a regionalized 911 Fusion Center in the future.

 3/9/2021 6:38 PM Chair, Atkins District Supervisor Charles Atkins presented the following recommendations from the Water and Sewer Committee held on March 1, 2021.

- Mr. Utt and Mr. Blevins presented information on the water lines in the Lick Skillet/Robinson Cove area of Saltville. There are currently 19 active customers in that service area. While the Town of Saltville installed the water lines to serve the County's customers, the County purchased and installed the taps and meters. The County has purchased water from the Town and sold it to the residents of that area. The Town performs maintenance on the water lines while the County handles maintenance for the taps and meters. The Saltville Town Council is willing to accept ownership along with all costs associated with maintaining the taps and meters in that area.

A motion was made by Atkins District Supervisor Charles Atkins to transfer ownership of the taps and meters in the Lick Skillet/Robinson Cove area to the Town of Saltville. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson



SMYTH COUNTY BOARD OF SUPERVISORS

RESOLUTION IN SUPPORT OF THE TRANSFER OF OWNERSHIP OF THE WATER METERS AND TAPS ALONG ROBINSON COVE ROAD AND LICK SKILLET ROAD

WHEREAS, the Town of Saltville constructed a water line that was completed in 1995 in the Lick Skillet/Robinson Cove area of Smyth County; and

WHEREAS, during construction Smyth County purchased and installed water taps and meters to serve the residents in those areas; and

WHEREAS, to date Smyth County has purchased water from the Town of Saltville and sold it to the customers located on Robinson Cove Road and Lick Skillet Road; and

WHEREAS, to date the Town of Saltville has performed maintenance on the water main while Smyth County has performed maintenance on the taps and meters.

WHEREAS, the Saltville Town Council is willing to accept ownership, maintenance, billing, and all other costs and revenues associated with the taps and meters on Robinson Cove and Lick Skillet roads.

NOW, THEREFORE BE IT RESOLVED that the Smyth County Board of Supervisors transfers ownership, maintenance, billing, and all other costs and revenues associated with the taps and meters on Robinson Cove and Lick Skillet roads as well as all appurtenances thereto to the Town of Saltville.

NOW, THEREFORE BE IT FURTHER RESOLVED that the maintenance responsibilities for those customers previously served by the Smyth County Water Department are now fully transferred to the Town of Saltville.

Adopted this the 9th day of March, 2021.

ATTEST:

**SMYTH COUNTY
BOARD OF SUPERVISORS**

Shawn M. Utt, Clerk

Charles E. Atkins, Chair

- Ms. Richardson presented an additional refund request from Dianna Foster for the property located at 114 Harris Lane. Ms. Foster was given a refund in 2020 in the amount of \$655.72 for money her now deceased son had paid the County for sewer charges when the property was not connected to the County's sewer system. The tenants currently residing at the property were also issued a refund for \$525.00. Ms. Foster is asking the County for an additional refund in the amount of \$4,302.00 for sewer charges that her deceased son paid to the Town of Marion which was, in turn, paid to the County. Ms. Foster has indicated she will engage an attorney if the refund is not issued.

A motion was made by Atkins District Supervisor Charles Atkins to turn the matter of Ms. Foster's additional refund request over to the County Attorney. The motion was seconded by Rye Valley District Supervisor Lori Deel and unanimously approved.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.


ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson


Ms. Deel also stated at the committee meeting she would like to see a more consistent process put in place by the County to ensure accurate billing for water and sewer services.

Saltville District Supervisor Roscoe Call requested the County look into why water lines and hookups for fire hydrants were put in Pleasant Heights but the hydrants were never installed. Atkins District Supervisor Charles Atkins indicated it was because of lack of pressure, but Mr. Utt will check with the Town. Vice Chair, Rye Valley District Supervisor Lori Deel added that providers need to make sure hydrants are working properly and she would like further discussion on hydrants at the next water and sewer committee.

 3/9/2021 6:49 PM Mr. Utt reported there was no new business to discuss.

 3/9/2021 6:49 PM County Attorney Scot Farthing reported he drafted a maintenance agreement with Scholle on stormwater management with maintenance requirements completed and sent it to Clegg Williams, Building and Zoning Administrator. There was some question about ownership of the property and he is awaiting a response from Scholle. Mr. Farthing stated he is working on miscellaneous items with the EDA along with two ongoing

litigation matters. Mr. Farthing introduced a new associate working with his firm out of the Abingdon office.

 3/9/2021 6:52 PM Mr. Utt presented a summary from Kim Payne, facilitator of the Board Retreat held in January. The summary includes several pages of notes from the meeting and discussion topics, as well as a work plan with the goals for the coming years. The work plan focuses on several strategic areas: Economic Development, Organizational Structure and Processes, Infrastructure, Housing and Other Actions (including Comprehensive Plan, Broadband, Public Safety and Citizen Engagement). A timeline is also included to help the Board stay on track. Mr. Utt will incorporate the mission and vision statement as part of the budget narrative for next fiscal year.

Mr. Utt reported that the County's insurance carrier will not cover the cost of repair to the Marion Library's elevator since it is past its normal life span (30 years). Rose Likins, Library Director, wants to appeal that decision. The estimated repair cost from Thyssenkrupp was \$50,098. Mr. Utt would like to develop an RFP to allow other firms the opportunity to bid. The County owns the building, but Mr. Utt has been unable to locate a lease agreement between the County and the Library that defined which responsibility fell on which party. Saltville District Supervisor Roscoe Call asked Mr. Utt to contact the Town of Marion to see if they are willing to help with the cost. Park District Supervisor Kris Ratliff asked if the broken elevator would create ADA compliance issues. County Attorney Scot Farthing stated he was not aware of any at this time, as long as library staff are making accommodations and cooperating with any patron needs that may arise. *A motion was made by Royal Oak District Supervisor Judy Wyant to develop the RFP and seek bids on the elevator repair at the Marion Library. Vice Chair, Rye Valley District Supervisor Lori Deel seconded the motion.*

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson

Mr. Utt handed out the Town of Marion and Town of Chilhowie's Fire and EMS annual reports.

 3/9/2021 7:01 PM Supervisor Comment Time

Saltville District Supervisor Roscoe Call wished everyone good health. He's glad to see COVID numbers dropping and is proud of his daughter for working with the vaccines through the Health Department. He encouraged everyone to be safe and God bless.

Park District Supervisor Kris Ratliff reported he had been asked by a constituent about the County car tag tax and what is done with the revenue. Mr. Atkins stated there was a \$25 per car tax added to the personal tax bills, and that money goes into the general fund. Mr. Farthing added that those funds can't be earmarked on the County level. Mr. Ratliff asked for follow-up on the "caution children playing" sign on Old Wilderness Road. Mr. Utt reported that the signs have been ordered and he will get with Mr. Ratliff on where they need to be placed. Mr. Ratliff thanked the budget committee for their hard work and Ms. Deel for her work toward a workable solution to the public safety issues.


Vice Chair, Rye Valley District Supervisor Lori Deel thanked Mr. Ratliff for his comments and she appreciates the work and input by others. She thanked the Board and the County staff and she's excited about the direction the County is moving in. Hard decisions will need to be made, but she wants to do what's right for citizens and the County. She encouraged everyone to get the vaccines and to stay safe.

Chilhowie District Supervisor Michael Sturgill thanked the fire and EMS staff for all they do. He thanked the Health Department and Mr. Crawford for their work with the vaccine administration. He's glad to have the students back in school along with some extra-curricular activities taking place. He's excited to be part of the Board and feels positive steps are taken each time they meet. He added that "Smyth County is the place to be".

Royal Oak District Supervisor Judy Wyant acknowledge the Wassums for attending the meeting and she's glad to see citizens taking an interest in local government because it's more important now than ever to be involved. She appreciates the EMS efforts and believes we have a good practice of neighbor helping neighbor. She is also glad to see schools back in person and she commended the Board for the effort put forth by each member to serve the County better.

Chair, Atkins District Supervisor Charles Atkins is glad to see the COVID vaccines going well. He commended the Board for hiring a good County Administrator and EMS coordinator to help the County move forward. He encouraged citizens to let the Board know if there's any problems. He is also glad to see the schools reopening. He added that the state and federal money provided as part of COVID relief has really helped the County. He asked Mr. Utt to draft a resolution for the Board's consideration at a future meeting supporting the end of

Daylight Savings Time. He thanked the Wassums for attending and said he would like to see more people at the meetings.

 3/9/2021 7:14 PM A motion was made by Chilhowie District Supervisor Michael Sturgill, seconded by Royal Oak District Supervisor Judy Wyant to enter into closed session under Code of Virginia Section 2.2-3711-A(7) for consultation with legal counsel and briefing by staff for the discussion of specific legal matters subject to probable litigation regarding the Adwolfe Sewer Project.


After consideration, the motion PASSED by the following roll-call vote:

AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson.

 3/9/2021 7:35 PM A motion was made by Chilhowie District Supervisor Michael Sturgill, seconded by Royal Oak District Supervisor Judy Wyant to adopt the following resolution certifying the business conducted in closed session as follows:

RESOLUTION CERTIFICATION OF CLOSED SESSION

WHEREAS, the Smyth County Board of Supervisors has convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Smyth County Board of Supervisors that such a meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Smyth County Board of Supervisors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Smyth County Board of Supervisors.

After consideration, the motion PASSED by the following roll-call vote:

AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,

*Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: North Fork District Supervisor Phil Stevenson.

 3/9/2021 7:37 PM With no further business to discuss, the meeting was adjourned until the next meeting scheduled for Thursday, March 25, 2021 at 6:00 p.m.

ATTACHMENT 2

The Smyth County Board of Supervisors held its regular meeting on Thursday, March 25, 2021 at 5:00 p.m. The location of the meeting was in the First Floor Board Room of the County Office Building, 121 Bagley Circle, Suite 100, Marion, Virginia.


PRESENT: Chair, Atkins District Supervisor Charles Atkins; Vice Chair Lori H. Deel, Rye Valley District Supervisor; Kris Ratliff, Park District Supervisor (electronically); Michael Sturgill, Chilhowie District Supervisor; Phil Stevenson, North Fork District Supervisor; Roscoe Call, Saltville District Supervisor; Judy Wyant, Royal Oak District Supervisor (7)

ABSENT: None

STAFF: County Administrator Shawn Utt; Assistant County Administrator Lisa Richardson; County Attorney Scot Farthing; Administrative Assistant Christy Bise (4)

OTHERS: Smyth County News and Messenger, and citizens

 3/25/2021 6:02 PM Chair, Atkins District Supervisor Charles Atkins called the meeting to order.

 3/25/2021 6:02 PM Chair, Atkins District Supervisor Charles Atkins opened the public hearing. Shawn Utt, County Administrator, read the following public hearing notice for the record:

NOTICE OF PUBLIC HEARING PROPOSED ORDINANCE TO ESTABLISH A JOINT ENTITY TO BE KNOWN AS THE MT. ROGERS CIGARETTE TAX BOARD

The Board of Supervisors of Smyth County, Virginia will conduct a public hearing on Thursday, March 25th, 2021 at 6:00 p.m., or as soon thereafter as the matter may be heard, in the Board Room of the Smyth County Administration Building, 121 Bagley Circle, Marion, VA 24354 to receive public comments on a proposed ordinance which would create a joint entity to be known as the Mount Rogers Cigarette Tax Board, pursuant to Virginia Code Section 15.2-1300 *et seq.* The purpose of the Board would be to jointly administer the collection, accounting and enforcement of any cigarette taxes that may be adopted by the Board of Supervisors of Smyth County, Virginia in the future, and those of any other member locality. The proposed ordinance would further authorize the execution of the joint exercise agreement setting forth the powers, duties, membership and other matters pertinent to the newly-established board. The joint exercise agreement would be effective upon approval of at least two (2) localities within

the Mount Rogers region. A copy of the proposed ordinance with proposed agreement attached may be provided in hard copy or in electronic format by calling or writing to the Smyth County Administrator's office.

Although the Smyth County Board of Supervisors is currently holding in-person meetings, due to the public health threat posed by Covid-19, guidance issued by the CDC and Virginia Department of Health, in-person attendance may be limited to the facility's safe social distancing capacity; in lieu of an in-person appearance, the public may send comments to the County Administrator's office by the following methods:

- Send an email to cbise@smythcounty.org. Please include your name, address, and contact information.
- Send your written comments to the attention of Shawn Utt, County Administrator at 121 Bagley Circle, Suite 100; Marion, VA, 24354, or leave your comments in the night drop box outside the Administration Building entrance. Please include your name, address, and contact information.
- Call the County Administrator's office at 276-783-3298.


The Clerk of the Board of Supervisors will read comments into the minutes if received by 12:00 PM on the date of the meeting.

A copy of the text of the proposed ordinance can be viewed at the Office of the County Administrator by appointment only. Call the County Administrator's office at 276-783-3298 in order to schedule an appointment or an electronic version of the ordinance can be requested by emailing cbise@smythcounty.org. In compliance with the provisions of the Americans with Disabilities Act, persons requiring special assistance to attend and participate in this hearing should contact Clegg Williams, ADA Coordinator at (276) 706-8315 at least 24 hours prior to the hearing.

BY ORDER OF THE BOARD OF SUPERVISORS

SMYTH COUNTY, VIRGINIA

Shawn Utt, County Administrator

 3/25/2021 6:05 PM Saltville District Supervisor Roscoe Call made a motion to waive the reading of the rules of public hearings. Chilhowie District Supervisor Michael Sturgill seconded the motion.

After consideration, the motion PASSED by the following roll-call vote:


*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
North Fork District Supervisor Phil Stevenson,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*


NAYS: None.

ABSTAINERS: None.

ABSENT: None.

 3/25/2021 6:06 PM Chair, Atkins District Supervisor Charles Atkins opened the floor for public comment.

 3/25/2021 6:06 PM With no one wishing to speak, Chair, Atkins District Supervisor Charles Atkins closed the public hearing.

 3/25/2021 6:06 PM Chair, Atkins District Supervisor Charles Atkins presented the following budget committee recommendation from the March 23, 2021 meeting:

- *A motion was made by Royal Oak District Supervisor Judy Wyant to approve the tax refund request to GE TF Trust in the amount of \$3,492.28. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.*


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
North Fork District Supervisor Phil Stevenson,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

 3/25/2021 6:08 PM County Attorney Scot Farthing reminded the Board, if there is urgency to move forward, they can waive the rules of public hearings and vote on the proposed ordinance for participate in the regional cigarette tax board at tonight's meeting. Mr. Utt reported that joining the regional board doesn't enact the cigarette tax, but if the County is not part of a regional group by July 1, 2021 another public hearing would be required and the regional group would have to vote to allow the County to join which would involve a much longer process. He added that all costs proposed are based only on sales of cigarettes that are taxed. Mr. Utt noted that a few small wording adjustments are being made to the draft agreement, but he recommends approving the ordinance as presented with allowance for verbal amendments that do not change the intent of the agreement.

A motion was made by Saltville District Supervisor Roscoe Call to waive the rules of public hearings and vote on this matter at tonight's meeting. North Fork District Supervisor Phil Stevenson seconded the motion.


After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
North Fork District Supervisor Phil Stevenson,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

 *3/25/2021 6:15 PM A motion was made by Saltville District Supervisor Roscoe Call to approve the ordinance, as amended, approving the establishment of the Mt. Rogers Cigarette Tax Board joint entity. Chilhowie District Supervisor Michael Sturgill seconded the motion*

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
North Fork District Supervisor Phil Stevenson,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

 *3/25/2021 6:16 PM Chair, Atkins District Supervisor Charles Atkins recessed the meeting until 7:00 P.M.*

JOINT PUBLIC HEARING WITH BOARD OF SUPERVISORS


Board Members Present: Charlie Atkins, Chairman, Atkins District; Lori Deel, Vice-Chairman Rye Valley District; Judy Wyant, Royal Oak District; Michael Sturgill, Chilhowie District; Roscoe Call, Saltville District; Kris Ratliff, Park District; Phil Stevenson, North Fork District


Board Members Absent: None

Commissioners Present: Joel Pugh, Chairman, Park District; Graham Davidson, Jr., Vice- Chairman Chilhowie District; Hazel Wagoner, Atkins District; Paul Shepherd, Rye Valley District; Tony Dean, Royal Oak District Supervisor Judy Wyant

Commissioners Absent: David Spence, Saltville District; Robert Campbell, North Fork District Supervisor Phil Stevenson

Staff Present: Shawn Utt, County Administrator; Lisa Richardson, Assistant County Administrator; Clegg Williams, Zoning Administrator; Sarah Parris and Christy Bise, Administrative Assistants. Approximately ten citizens were present.

 3/25/2021 7:00 PM Charles Atkins, Chairman of the Board of Supervisors, and Joel Pugh, Chairman of the Planning Commission, called the joint public hearing to order.

 3/25/2021 7:01 PM Clegg Williams read the advertisement as placed in the Smyth County News and Messenger.

**BEFORE THE SMYTH COUNTY BOARD OF SUPERVISORS AND
SMYTH COUNTY PLANNING COMMISSION**

The Smyth County Board of Supervisors and the Smyth County Planning Commission will conduct a joint public hearing on Thursday, March 25, 2021, at 7:00 P.M. or as soon after 7:00 P.M. as an application may be heard, in the Smyth County Office Building, 121 Bagley Circle, Marion, Virginia, to consider the following application(s) to the Zoning Ordinance of Smyth County, Virginia:

An application from Gregory Gordon for a Special Use Permit for a restaurant. The property is located beside 902 Allison Gap Road, Saltville Virginia, identified as Tax Map Number 28A3-4-1 and zoned Agricultural/Rural.


An application from David Peake for a Special Use Permit for two multi-family dwelling units. The property is located beside 210 Walton Road, Marion Virginia, identified as Tax Map Numbers 46B-3-63, 46B-3-64, 46B-3-65, 46B-3-66, 46B-3-67, 46B-3-68, 46B-3-69, 46B-3-70 and zoned Residential.

At this public hearing, subject to the rules of procedure of the Board of Supervisors and Planning Commission of Smyth County, Virginia, any person may appear and state his/her views thereon.


Copies of the application(s) along with their maps/drawings are on file in the Office of the County Administrator of Smyth County. Copies are also maintained by the County Zoning Administrator at the address given above, and may be viewed during regular business hours Monday through Friday.


In compliance with the Americans with Disabilities Act, persons requiring special assistance to attend and participate in this hearing should contact Clegg Williams, ADA Coordinator, at (276) 706-8315 at least 48 hours prior to the hearing.


Done by order of the Board of Supervisors and the Planning Commission.
Shawn Utt, County Administrator
Joel Pugh, Chairman of the Planning Commission


 3/25/2021 7:03 PM Mr. Atkins asked for a motion to waive the reading of the rules. Mr. Call made the motion to waive the rules and was seconded by Mr. Sturgill. The following vote was recorded.


Vote: 7 yeas Atkins, Deel, Wyant, Sturgill, Call, Ratliff, Stevenson
0 nays
0 absent


 3/25/2021 7:04 PM Mr. Williams outlined the proposal for an application from Gregory Gordon requesting a special use permit for a restaurant. He also highlighted the code sections from the zoning ordinance and comprehensive plan for future land use. He stated he had not received any comments regarding the application.


 3/25/2021 7:05 PM Gregory Ralph Gordon 145 Pump Log Hollow Road; Saltville presented his proposal for his restaurant. Mr. Gordon stated he owns most of the adjoining properties surrounding the proposed property. He would like to offer another dining option in the area and add a business to better the Allison Gap community. The proposal will be take-out and delivery service only. Mr. Roscoe Call spoke regarding the proposal. He stated Mr. Gordon has improved the property by cleaning and repainting. He was in favor of this proposal and thinks it will be well received.


 3/25/2021 7:10 PM Mr. Williams outlined the proposal for an application from David Peake requesting a special use permit for two multi-family dwelling units. He highlighted the code sections from the zoning ordinance and comprehensive plan for future land use. He stated he had received comments on the application via phone and by letter. In addition, he stated he received an approved entrance permit from VDOT.


 3/25/2021 7:12 PM Mr. Williams read a letter from Sharon Debord, an adjoining property owner, 118 Hockett Street; Marion. Ms. Debord is concerned about the ten-foot strip of land between her property and the possibility of it being disturbed. She requested a stipulation be added that it not be disturbed.


 3/25/2021 7:16 PM David Peake 600 Leslie Street; Marion presented his proposal for his multi-family dwelling units. Mr. Peake stated he has removed ten manufactured homes from the property, which had been a nuisance in the past. He is proposing two buildings with four units in each building, totaling 8 units. He would like to rent to Emory & Henry students.


 3/25/2021 7:19 PM Brian Vernon 213 Walton Road; Marion is an adjoining property owner. He spoke about his concerns with this new development. Mr. Vernon is concerned about the increased traffic, safety of the neighborhood children, issues with renters, privacy and he stated the entrance to the property is in a blind spot of the road.


 3/25/2021 7:22 PM Kathy Fowler 217 Walton Road; Marion is an adjoining property owner. She spoke about her concerns with this new development. Ms. Fowler stated the neighborhood is quiet and she is concerned about the noise, traffic, and safety of the neighborhood children.


 3/25/2021 7:24 PM Brook Vernon 213 Walton Road; Marion is an adjoining property owner. She spoke about her concerns with this new development. Ms. Vernon is concerned about the increased traffic, the speed limit, safety of the neighborhood children, and privacy. She also questioned the need for this additional housing.


 3/25/2021 7:26 PM Mr. Stevenson stated zoning was put in place to protect homes in residential areas.


 3/25/2021 7:27 PM Mr. Call stated he had a conversation with an adjoining property owner and they were concerned about the traffic, noise, and the potential issues with renters.

 3/25/2021 7:28 PM Ms. Deel stated she had rented from Mr. Peake in the past and he kept his property clean and in good repair. She also stated the need for the apartments for professional students at Emory & Henry.


 3/25/2021 7:29 PM Mr. Pugh asked Mr. Peake about the number of units and if he would be willing to construct duplexes with two units each. Mr. Peake stated he would have to check.

 3/25/2021 7:32 PM Dustin Stamper 104 Helms Street; Marion spoke with concerns for the safety of the neighborhood children, noise, and the blind spot at the entrance to the property.

 3/25/2021 7:34 PM Mr. Stevenson asked Mr. Williams if two single family dwelling homes could be constructed on the property? Mr. Williams stated they could.

 3/25/2021 7:42 PM Ms. Wagoner questioned the location of the entrance onto Walton Road.

 3/25/2021 7:48 PM Mr. Atkins and Mr. Pugh closed the public hearing and Mr. Atkins recessed the Board of Supervisors.

 3/25/2021 8:03 PM Chair, Atkins District Supervisor Charles Atkins called the Board of Supervisors meeting back to order and opened supervisor comment time.

Vice Chair, Rye Valley District Supervisor Lori Deel read the following resolution in support of National Ag Week:

A RESOLUTION IN RECOGNITION OF NATIONAL AG WEEK AND THE IMPORTANCE OF THE AGRICULTURAL ECONOMY IN SMYTH COUNTY

WHEREAS, the Agriculture Council of America (ACA) is a not-for-profit organization composed of leaders in the agricultural, food and fiber community, dedicating its efforts to increasing the public's awareness of agriculture's role in modern society; and,

WHEREAS, the ACA and the agricultural industry nationwide have proclaimed March 23rd, 2021 as National Ag Day in celebration of the contributions of America's farmers, growers and ranchers; and,

WHEREAS, the National Ag Day program believes that every American should (1) understand how food, fiber and renewable resource products are produced, (2) value the essential role of agriculture in maintaining a strong economy, (3) appreciate the role agriculture plays in providing safe, abundant and affordable products, and (4) acknowledge and consider career opportunities in the agriculture, food, fiber and renewable resource industries; and,

WHEREAS, agriculture is the leading industry in Smyth County and the agriculture community of Smyth County has long served our citizens and those well beyond our borders providing the sustenance that helped build the United States of America into the greatest country; and,

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF SUPERVISORS OF SMYTH COUNTY, VIRGINIA does hereby recognize March 23rd, 2021 as National Ag day and the week of March 21st through March 27th as National Ag Week in recognition and celebration of the agricultural economy of the County, region and nation.

Adopted this the 25th day of March, 2021

ATTEST:

**SMYTH COUNTY
BOARD OF SUPERVISORS**

Shawn M. Utt, Clerk

Charles E. Atkins, Chair

A motion was made by Vice Chair, Rye Valley District Supervisor Lori Deel to adopt the resolution as presented. Chilhowie District Supervisor Michael Sturgill seconded the motion.

After consideration, the motion PASSED by the following roll-call vote:

*AYES: Chair, Atkins District Supervisor Charles Atkins,
Vice Chair, Rye Valley District Supervisor Lori Deel,
Chilhowie District Supervisor Michael Sturgill,
North Fork District Supervisor Phil Stevenson,
Park District Supervisor Kris Ratliff,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Ms. Deel thanked those who spoke concerning the special use permit request and said there was a lot to consider. She expressed appreciation for her fellow Board members.

Chilhowie District Supervisor Michael Sturgill thanked everyone for working as a team. He reported that the Governor's Office will be allowing for outdoor graduation ceremonies this spring.

Royal Oak District Supervisor Judy Wyant wants to see the County prosper and move forward and she's glad to be a part of that. She wants to serve the citizens of the County as they deserve to be represented.


North Fork District Supervisor Phil Stevenson stated the Board is here to do the right thing. He discussed zoning and what a big issue it was when it was implemented. If the

rules are followed, he's all for zoning. Zoning has to be respected because it was put in place to help people. The Board and Planning Commission are the ones who make the decisions for the whole County when it comes to special use permits. He doesn't agree with that – either have zoning or don't have it. He thanked the Board for welcoming him back tonight and letting him ask questions. Anybody who lives within the County should have the right to come in and speak at the meetings and be heard. He spoke about accountability and if there are rules in place they need to be lived by. Zoning is getting ready to be a major issue for the County and the rules for zoning need to be consistent.

Saltville District Supervisor Roscoe Call said he was glad to be at the meeting and it was good to see everyone.

Park District Supervisor Kris Ratliff thanked the Planning Commission for looking at the issues tonight from all angles and he supports their efforts of trying to be fair and balanced. He also thanked the Board for their hard work.

Chair, Atkins District Supervisor Charles Atkins expressed concern about special use being forever once it's passed. He appreciates the ability for the Board to talk and discuss issues and try to do the best for the County. He thinks the Board has done some good things. He encouraged everyone to pray for our country and local leaders.

 3/25/2021 8:16 PM With no further business to discuss, the meeting was adjourned.

General Fund/Utility Enterprise Fund Review

Smyth County, Virginia



March 23, 2021

Goals & Objectives



- At the request of Smyth County, Virginia (the “County”), Davenport & Company LLC (“Davenport”) was tasked to review the County’s General Fund and Utility Enterprise Fund.
- This Goals & Objectives of this Financial Review are to provide the following:
 - Review of the County’s current credit rating and trend analysis of the County’s General Fund.
 - Comparative of Key County Financial Ratios in relation to National and Virginia credit rating medians and Virginia local government peers (in terms of budget size and population).
 - Evaluation of the County’s Debt and Fund Balance positions and recommend potential Financial Policies for the Board’s consideration related to Fund Balance and Debt Management, amongst other items.
 - Review of the County’s historic Utility Enterprise Fund performance; and
 - Pro-forma projections and estimated rate impacts for the County’s Utility Enterprise Fund based on currently anticipated capital investment needs.



General Fund Trend Analysis

Existing County Credit Rating



■ There are three (3) National Rating Agencies, which provide ratings for municipal bond issuers such as the County. They are as follows:

- Moody's Investors Service (Moody's)
- Standard and Poor's (S&P)
- Fitch Ratings (Fitch)

■ The County General Obligation credit (i.e. debt repaid by the General Fund) is currently rated by Moody's at "A2", which is considered "Strong".

	<u>Fitch</u>	<u>Moody's</u>	<u>S&P</u>
Top tier "Highest Possible Rating"	AAA	Aaa	AAA
2nd Tier "Very Strong"	(Highest) AA+	Aa1	AA+
	(Middle) AA	Aa2	AA
	(Lowest) AA-	Aa3	AA-
3rd Tier "Strong"	(Highest) A+	A1	A+
	(Middle) A	A2	A
	(Lowest) A-	A3	A-
4th Tier "Adequate Capacity to Repay"	(Highest) BBB+	Baa1	BBB+
	(Middle) BBB	Baa2	BBB
	(Lowest) BBB-	Baa3	BBB-
5th - 10th Tiers "Below Investment Grade"	BB, B, CCC, CC, C, D		
			= Current Rating

General Fund Revenue Analysis | FY 2016 – FY 2020

- General Fund Revenues – Key Observations:

- The County's Total General Fund Revenues have increased on average 3.2% over the since 2016.
- General Property taxes have averaged about 1.4% growth per year.
- Other Local Taxes and Revenues have averaged about 3%+ growth per year.
- In addition, the County has seen its Intergovernmental Revenues increase at a healthy 6.0% average growth rate per year.

Fiscal Year	2016	2017	2018	2019	2020	Avg Annual Growth Since 2016
Revenues						
General property taxes	\$ 16,947,861	\$ 16,516,355	\$ 17,124,424	\$ 17,453,207	\$ 17,930,375	1.4%
Other Local Taxes	3,370,056	3,444,795	3,529,183	3,540,355	3,791,344	3.0%
Other Local Revenues	3,111,480	3,063,313	3,495,321	3,366,603	3,531,345	3.2%
Intergovernmental:	10,250,080	10,525,309	11,376,635	11,865,953	12,922,059	6.0%
Total Revenues	\$ 33,679,477	\$ 33,549,772	\$ 35,525,563	\$ 36,226,118	\$ 38,175,123	3.2%

General Property Tax Trend Analysis | FY 2016 – FY 2020



- General Fund Property Tax Revenues – Observations:
 - In FY 2020, Real Property Tax Revenues have recovered back to near FY 2016 levels.
 - Healthy growth in Public Service Corporation and Personal Property Taxes have helped bolster the General Property Tax Revenues over this time period.
 - Machinery & Tools Tax revenues have fluctuated considerably since 2016.

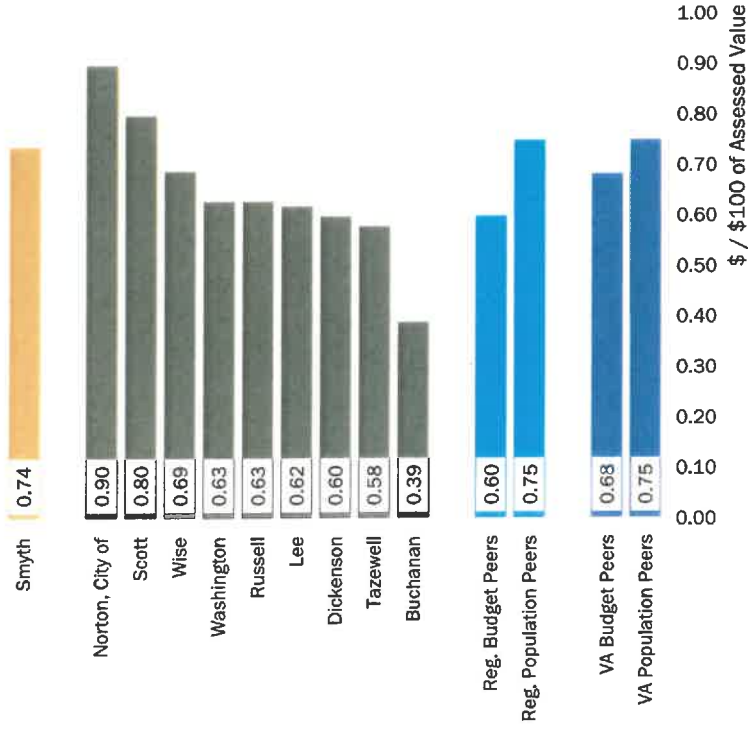
Fiscal Year	2016	2017	2018	2019	2020	Avg Annual Growth Since 2016
General Property Taxes						
Real Property Taxes	\$ 10,624,941	\$ 10,133,851	\$ 10,388,834	\$ 10,295,344	\$ 10,565,498	-0.1%
Public Service Corp Taxes	1,055,303	1,107,476	1,165,954	1,160,156	1,311,101	5.6%
Personal Property Taxes	2,914,669	3,104,989	3,141,072	3,329,842	3,518,881	4.8%
Mobile Home Taxes	50,313	50,993	50,781	53,012	55,056	2.3%
Machinery & Tools Taxes	1,515,052	1,482,610	1,613,540	1,740,918	1,654,265	2.2%
Merchant's Capital Taxes	242,521	252,700	275,317	282,823	264,941	2.2%
Penalties/Interest	545,062	383,736	488,926	591,112	560,633	0.7%
Total General Property Taxes	\$ 16,947,861	\$ 16,516,355	\$ 17,124,424	\$ 17,453,207	\$ 17,930,375	1.4%

Fiscal Year	Property Tax Rates ⁽¹⁾				
	Real Estate	Personal Property	Machinery and Tools	Merchant's Capital	Interstate Commerce
2020	\$0.74	\$2.30	\$1.55	\$0.40	\$1.55
2019	0.74	2.30	1.55	0.40	1.55
2018	0.74	2.30	1.55	0.40	1.55
2017	0.74	2.30	1.55	0.40	1.55
2016	0.74	2.30	1.55	0.40	1.55
2015	0.74	2.30	1.55	0.40	1.55
2014	0.74	2.30	1.55	0.40	1.55
2013	0.74	2.30	1.55	0.40	1.55
2012	0.69	2.25	1.55	0.40	1.55
2011	0.69	2.25	1.55	0.40	1.20

(1) Per \$100 of assessed value.

- The County's Real Estate Tax rate has remained constant at 74¢ per \$100 of a.v. since 2013.
- The County's other Property Tax rates have remained constant over the past decade.

Real Estate Tax Rates | Comparative Localities



- The County-wide average Real Estate Tax rate for the Commonwealth is 80¢ per \$100 of a.v.
- The County's Real Estate Tax rate has remained constant at 74¢ per \$100 of a.v. since 2013.

Fiscal Year	Real Estate
2020	\$0.74
2019	0.74
2018	0.74
2017	0.74
2016	0.74
2015	0.74
2014	0.74
2013	0.74
2012	0.69
2011	0.69

(1) Per \$100 of assessed value.

General Fund Expenditure Trend Analysis | FY 2016 – FY 2020



General Fund Expenditures – Observations:

- County General Governmental expenditures (excluding Education) have grown on average 3.3% since 2016.
- The County's Education transfer has increased on average 12.9% during this time period.
- Adjusted for one-time Capital Expenditures, Total Expenditures have grown on average 5.1% from FY 2016 through FY 2020.

Fiscal Year	2016	2017	2018	2019	2020	Avg Annual Growth Since 2016
Expenditures						
County General Government	\$ 21,389,729	\$ 22,354,892	\$ 23,385,923	\$ 24,033,186	\$ 24,379,795	3.3%
Education	5,378,772	7,296,634	7,984,685	7,818,509	8,748,338	12.9%
Capital Projects	5,593,129	5,857,294	-	-	1,423	-87.4%
Debt Service	3,561,809	3,556,046	3,811,016	4,069,623	3,860,555	2.0%
Total Expenditures	\$ 35,923,439	\$ 39,064,866	\$ 35,181,624	\$ 35,921,318	\$ 36,990,111	0.7%
Less: Capital Projects	(5,593,129)	(5,857,294)	-	-	(1,423)	
Total Expenditures (Excl Capital)	\$ 30,330,310	\$ 33,207,572	\$ 35,181,624	\$ 35,921,318	\$ 36,988,688	5.1%

General Fund Results | FY 2016 – FY 2020



The County's recurring General Fund Operations have been managed very well allowing the County to generate positive financial results and invest in capital projects.

- General Fund Operations – Observations:
 - The County has historically operated with structurally balanced budgets over the past five years.
 - When excluding one-time Capital Projects, revenues have exceeded expenditures in each of the past five years.

Fiscal Year	2016	2017	2018	2019	2020	Avg Annual Growth Since 2016
Revenues						
General property taxes	\$ 16,947,861	\$ 16,516,355	\$ 17,124,424	\$ 17,453,207	\$ 17,930,375	1.4%
Other Local Taxes	3,370,056	3,444,795	3,529,183	3,540,355	3,791,344	3.0%
Other Local Revenues	3,111,480	3,063,313	3,495,321	3,366,603	3,531,345	3.2%
Intergovernmental:	10,250,080	10,525,309	11,376,635	11,865,953	12,922,059	6.0%
Total Revenues	\$ 33,679,477	\$ 33,549,772	\$ 35,525,563	\$ 36,226,118	\$ 38,175,123	3.2%
Expenditures						
County General Government	\$ 21,389,729	\$ 22,354,892	\$ 23,385,923	\$ 24,033,186	\$ 24,379,795	3.3%
Education	5,378,772	7,296,634	7,984,685	7,818,509	8,748,338	12.9%
Capital Projects	5,593,129	5,857,294	-	-	1,423	-87.4%
Debt Service	3,561,809	3,556,046	3,811,016	4,069,623	3,860,555	2.0%
Total Expenditures	\$ 35,923,439	\$ 39,064,866	\$ 35,181,624	\$ 35,921,318	\$ 36,990,111	0.7%
Less: Capital Projects	(5,593,129)	(5,857,294)	-	-	(1,423)	
Total Expenditures (Excl Capital)	\$ 30,330,310	\$ 33,207,572	\$ 35,181,624	\$ 35,921,318	\$ 36,988,688	5.1%
Adjusted for One-Time Capital Expenditures:						
Excess (deficiency) - Rev Over(Under) Exp	\$ 3,349,167	\$ 342,200	\$ 343,939	\$ 304,800	\$ 1,186,435	

Unassigned Fund Balance | Observations



■ Unassigned General Fund Balance – Observations:

- Unassigned Fund Balance is \$10.2 Million⁽¹⁾ as of FYE 2020. This equates to roughly 27% of General Fund Revenues (FY 2020). (Note: this level is in excess of the County's 7.5% target goal).
- Under the “Best Practices” as set forth by the GFOA, Unassigned Fund Balance should be no less than two months (i.e. approximately 16.7%) of General Fund Revenues/Expenditures. HOWEVER, this level may need to be adjusted depending upon a local government's particular circumstances/budget size.

Historical Fund Balance

Fiscal Year	2016	2017	2018	2019	2020
Unassigned Fund Balance	\$ 5,158,382	\$ 6,431,674	\$ 7,893,953	\$ 9,358,844	\$ 10,196,414 (1)
General Fund Revenue	\$ 33,679,477	\$ 33,549,772	\$ 35,525,563	\$ 36,226,118	\$ 38,175,123
General Fund+School Board Revenue	\$ 70,330,784	\$ 71,964,630	\$ 73,983,523	\$ 75,856,176	\$ 78,128,795
1 Unassigned - % of Gen Fund Rev	15%	19%	22%	26%	27%
2 Unassigned - % of Gen Fund+School Rev	7%	9%	11%	12%	13%

(1) Adjusted for Capital Lease Proceeds issued in FY 2020.

Recommendation:

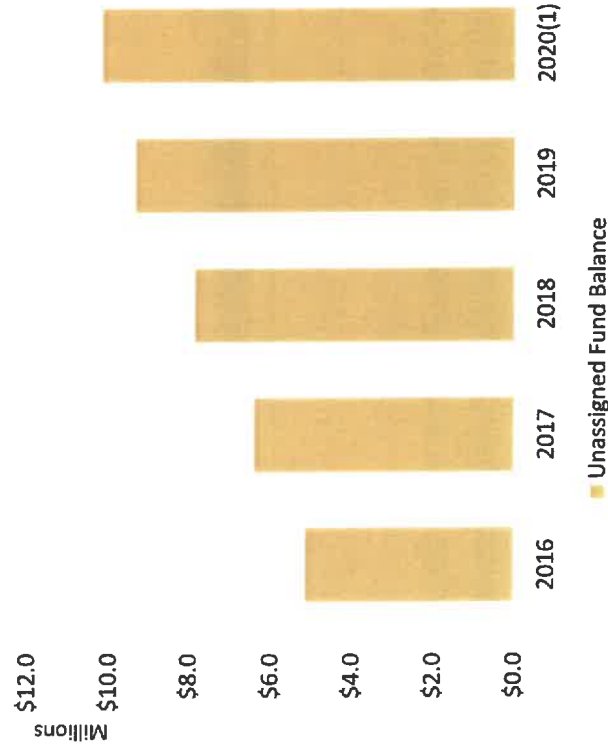
- Amend the County's Fund Balance Policy to include targeted levels of Unassigned Fund Balance Policy consistent with GFOA "Best Practices" and incorporate an additional Budget Stabilization Fund that may be used for unforeseen circumstances.

Unassigned Fund Balance | Observations

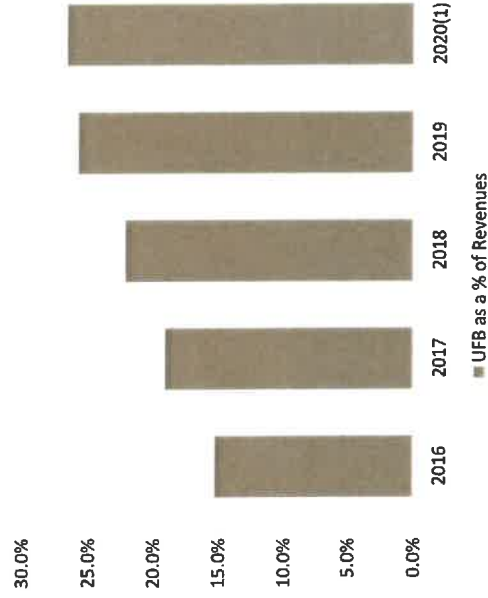


- The charts below demonstrate the County's progress in enhancing its Unassigned Fund Balance.

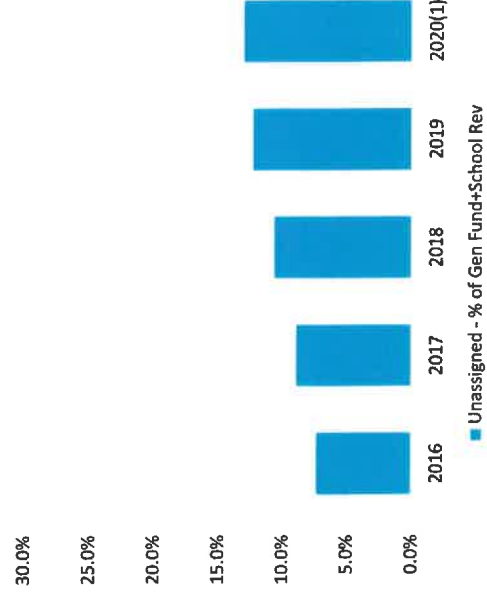
Unassigned Fund Balance "UFB" (\$)



1 UFB as a % of General Fund Revenues



2 UFB as a % of General Fund + Schools Revenues



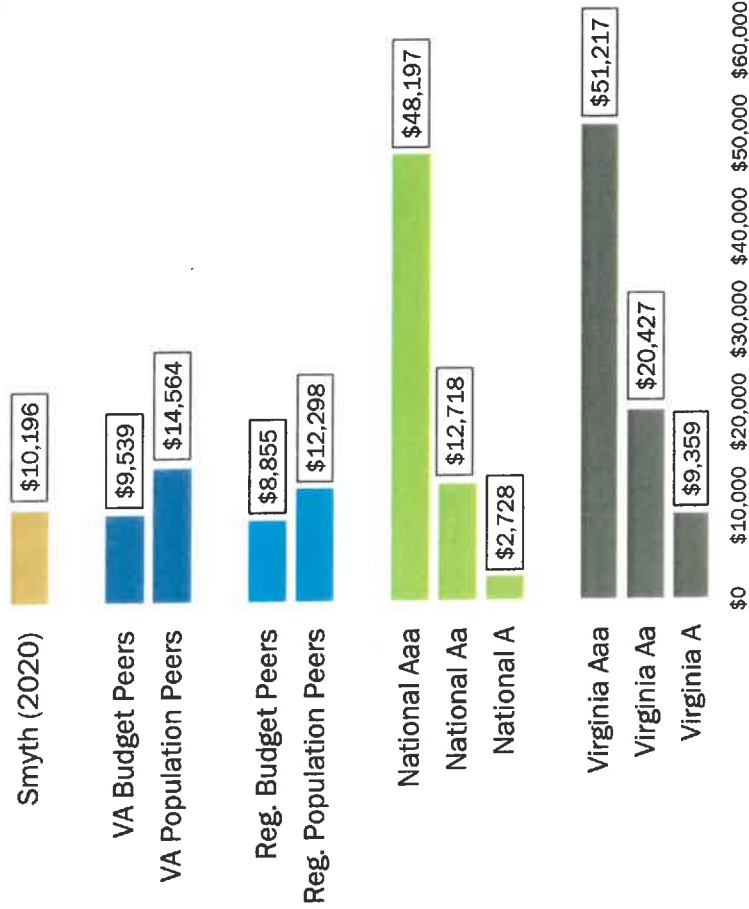
(1) Adjusted for Capital Lease Proceeds issued in FY 2020.

Peer Comparison | Unassigned Fund Balance

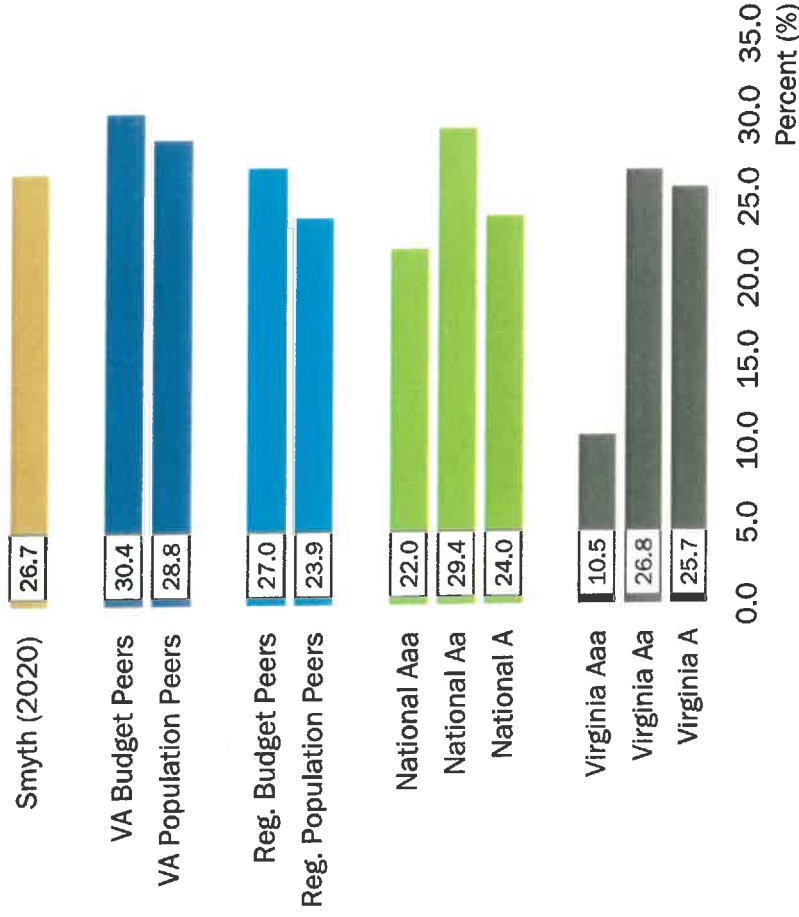


- The County's Unassigned Fund Balance compares favorably with its Peers when measured in terms of Dollars (\$) and as a Percentage (%) of General Fund Revenues.
- In addition, the County's Unassigned Fund Balance as a % of General Fund Revenues compares well with National and Virginia "A" and "Aa" medians.

Unassigned Fund Balance (\$)



Unassigned Fund Balance as a % of General Fund Revenues





Existing Tax Supported Debt Profile | General Fund/Schools

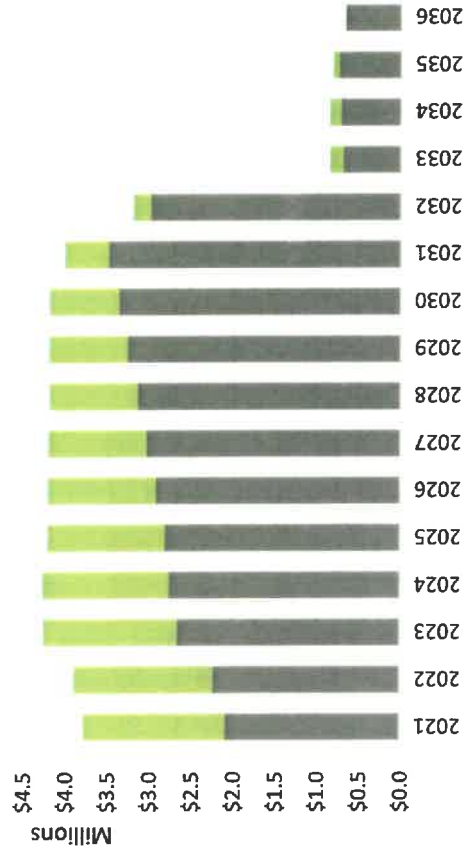
- Existing Debt – Observations:
 - The County's Strategic 2017 Plan of Finance incorporated a refinancing that created a 5-year window of enhanced cash flow relief (ending in FY 2022), which enabled the County to enhance its Unassigned Fund Balance.
 - The County's 10-year payout ratio of its General Fund Debt is approximately 75% - ***This level is considered rapid.***
 - There are no refunding opportunities at this time.

Total Tax-Supported Debt Service

Total Tax-Supported Debt Service (G.O. Bonds/Leases)

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Existing Debt Service



Fiscal Year	Principal	Interest ⁽¹⁾	Total
1 2021	\$ 2,101,426	\$ 1,695,520	\$ 3,796,946
2 2022	2,248,560	1,659,560	3,908,120
3 2023	2,676,717	1,597,359	4,274,076
4 2024	2,777,895	1,504,227	4,282,122
5 2025	2,827,082	1,403,144	4,230,226
6 2026	2,936,677	1,292,347	4,229,024
7 2027	3,046,677	1,175,478	4,222,155
8 2028	3,153,677	1,053,292	4,206,969
9 2029	3,274,677	939,643	4,214,320
10 2030	3,376,677	835,223	4,211,900
11 2031	3,503,677	523,782	4,027,459
12 2032	2,998,677	219,542	3,218,219
13 2033	703,677	163,681	867,358
14 2034	728,677	141,760	870,437
15 2035	753,676	77,270	830,946
16 2036	675,000	11,981	686,981

Total \$ 37,783,449 \$ 14,293,808 \$ 52,077,257

(1) Includes interest expense on 2011 and 2012 QSCBs that is reimbursed from the Federal Government.

Debt Capacity | Debt vs. Assessed Valuation



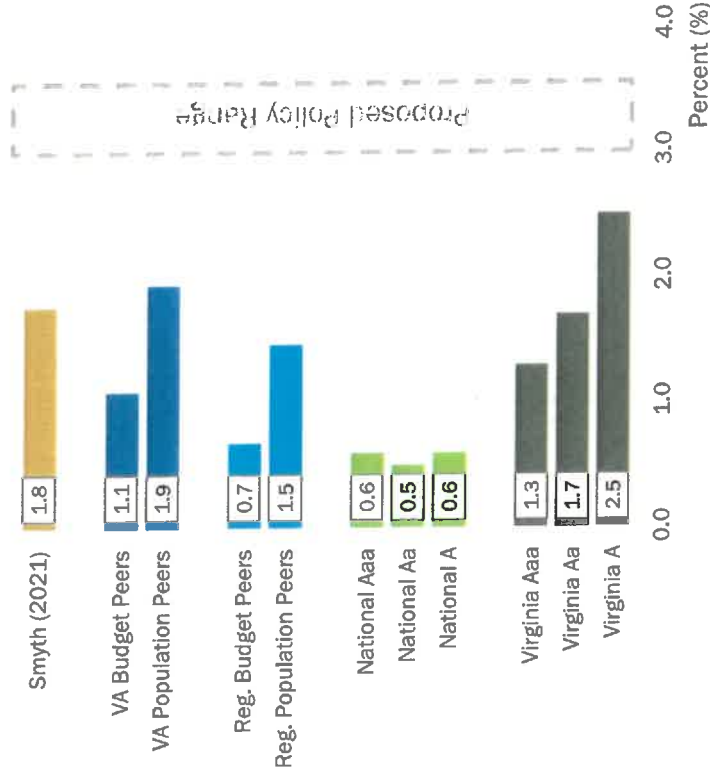
General Fund Debt Capacity

- Debt vs. Assessed Value of taxable property is a key ratio that answers the question **"Can I Borrow This?"**. It is commonly used by rating agencies to measure an issuer's capacity to support existing and additional debt.
- The County's ratio is "Moderate" from the Rating Agencies' perspective.

Recommendation:

- Davenport recommends that the County implement Debt Policies that govern the amount of debt that can be issued and still be in compliance with "Best Practices" of comparable local governments.
- Proposed Debt Policy: Davenport recommends that the County consider adopting a Debt vs. Assessed Value Policy in the 3.0% to 3.5% range.
- At 3.0%, the County would have approximately \$23 Million of borrowing capacity.
- At 3.5%, the County would have approximately \$33 Million of borrowing capacity.

Debt to Assessed Value Peer Comparative



Rating Considerations:

- Moody's: Criteria for General Obligation Credits defines categories of Debt to Assessed Values as:
 - Very Strong (Aaa): < 0.75%
 - Strong (Aa): 0.75% - 1.75%
 - Moderate (A): 1.75% - 4.0%**
 - Weak - Very Poor (Baa and below): > 4.0%
- S&P: A positive qualitative adjustment is made to the Debt and Contingent Liabilities score for a debt to market value ratio below 3.0%, while a negative adjustment is made for a ratio above 10.0%.

Debt Capacity | Debt Service vs. Expenditures



General Fund Debt Capacity

- Debt Service vs. Expenditures is a key ratio because it measures how much of the annual budget is being spent to pay for debt, and can show how much additional debt service can be added before exceeding prudent levels. It answers the “Can I Afford This?” question.
- The County’s ratio is “Very Strong” from the Rating Agencies’ perspective.

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Recommendation:

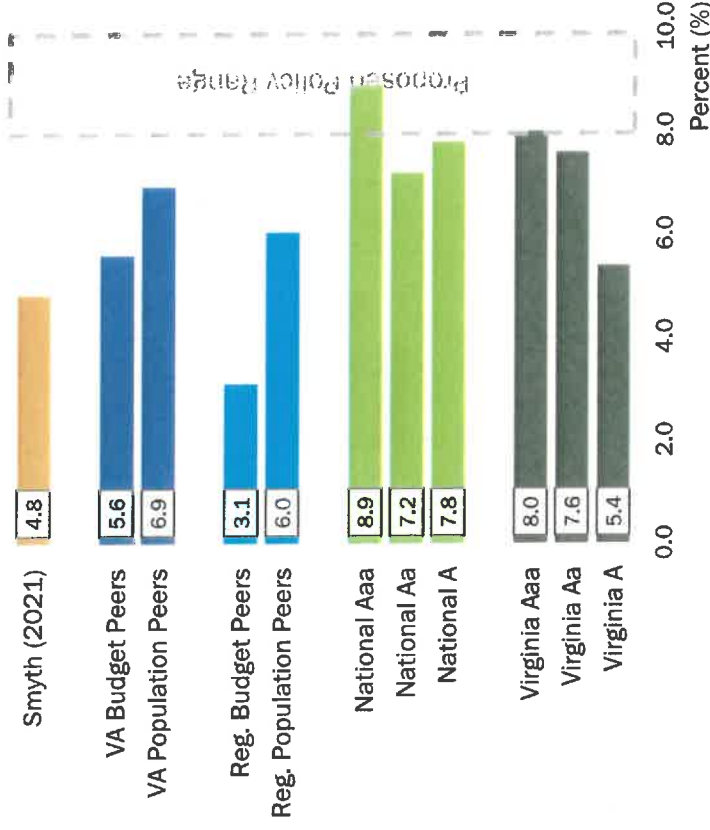
- Davenport recommends that the County implement Debt Policies that govern the amount of debt that can be issued and still be in compliance with “Best Practices” of comparable local governments.
- Proposed Debt Policy: Davenport recommends that the County consider adopting a Debt Services vs. Expenditures Policy in the 8% to 10% range.
- At 8.0%, the County would have approximately \$35 Million of borrowing capacity.
- At 10.0%, the County would have approximately \$60 Million of borrowing capacity.

Borrowing capacity assumes 25 year financing at 3.5%.

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March 23, 2021

Debt Service vs. Expenditures Peer Comparative



Rating Considerations:

- Moody’s: Moody’s criteria allows for a scorecard adjustment if an issuer has very high or low debt service relative to its budget Percent.
- S&P: The Debt and Contingent Liabilities section defines categories of Net Direct Debt as a % of Total Governmental Funds Expenditures as follows:
 - Very Strong:** <8%
 - Strong:** 8% to 15%
 - Adequate:** 15% - 25%
 - Weak:** 25% - 35%
 - Very Weak:** > 35%

Source: Audited Financial Statements, Moody’s Investor Services, and S&P.

Key Takeaways



- The County General Obligation credit rating is currently “A2” by Moody’s Investors Service, which is considered “Strong”.
- The County has conservatively operated with structurally balanced budgets and has been able to add to its Unassigned Fund Balance over the past five years.
 - This ability is in part related to the Strategic 2017 Plan of Finance that created a 5-year window of reduced debt service through FY 2023, which enabled the County to enhance its fund balance.
- As of FY 2020, the County’s Unassigned General Fund Balance is healthy at approximately 27% of General Fund Revenues, which is consistent with its peers and National and Virginia “A” and “Aa” medians.
 - Recommendation/Consideration: Amending the County’s existing fund balance policy to incorporate higher levels consistent with GFOA “Best Practices”, the County’s particular circumstances/budget size.
- By FY 2023, the County’s debt service reaches approximately \$4.25 Million per year and continues at this level through FY 2031.
 - This “normalized” level resulting from the Strategic 2017 Plan of Finance incorporates all previously issued debt for the County’s Courthouse and Schools projects issued over the past decade.

Continued on Next Page.

Key Takeaways



Continued from Prior Page.

- Recommendation/Consideration: Consider adopting Debt Management Policies that govern the amount of debt that can be issued and still be in compliance with “Best Practices” of comparable local governments as discussed below:
 - The County’s General Fund (Tax Supported) Debt to Assessed Value is low at 1.8%.
 - At the proposed policy level of 3.0% to 3.5%, the County would have approximately \$23 to \$33 million of additional borrowing capacity.
 - The County’s General Fund (Tax Supported) Debt Service vs Expenditures is healthy at 4.8%.
 - At the proposed policy level of 8.0% to 10.0%, the County would have approximately \$35 to \$60 million of additional borrowing capacity.



Utility Enterprise Fund Trend Analysis

Utility Enterprise (Water and Sewer) Fund | Key Observations



Key Observations:

- Based on audited statements for FY 2017 through FY 2020, the County's Utility Enterprise (Water and Sewer) Fund has been self supporting
 - This means that it has had sufficient revenues to pay for recurring annual Operating Expenses and Debt Service.
- Preliminary budget numbers for FY 2021 indicates that the Utility Enterprise Fund is estimated to have an excess of \$141,000 after the payment of Operating Expenses and Debt Service.

- However, it is important to note that the County has historically transferred all excess cash from the Utility Enterprise fund to the General Fund over this time period.
 - Typical Utility Enterprise Funds generally have at a minimum 180 Days of Unrestricted Cash on Hand.
 - For Smyth County this would equate to approximately \$685,000 of cash reserves based on the FY 2021 Budget.

Continued on Next Page.

Fiscal Year:		Actual	Actual	Actual	Actual	Actual	Budget
		2017	2018	2019	2020	2021	
Water & Sewer Utility Operations							
1							
2	Total Operating Revenues	2,204,954	2,195,392	2,250,002	2,210,147	2,328,369	
3	Total Operating Expenses	1,307,721	1,353,725	1,151,093	1,385,295	1,369,865	
4	Interest Income	0	0	0	0	106	
5	REVENUES AVAILABLE FOR DEBT SERVICE	897,233	841,667	1,098,909	824,852	958,610	
6							
7	Debt Service						
8	Existing Debt Service	728,563	740,000	785,571	780,658	816,627	
9	Projected Debt Service	0	0	0	0	0	
10	Total Existing Debt Service	728,563	740,000	785,571	780,658	816,627	
11							
12	SURPLUS (DEFICIT)	168,670	101,667	313,338	44,194	141,984	
13							
14	Total Net Other Non-Oper Rev/Transfers	(11,610)	(161,140)	(204,031)	(49,846)	0	
15							
16	Water & Sewer Cash Balance						
17	Beginning Balance	1,568	10,000	5,204	0	0	
18	-Plus Surplus/(Less Deficit)	168,670	101,667	313,338	44,194	141,984	
19	-Plus(Less): Non-Operating Rev/Transfers	(11,610)	(161,140)	(204,031)	(49,846)	0	
20	-Less Other One-time Expenditures	0	0	0	0	0	
21	-Plus(Less) Adjustment	(158,628)	54,677	(114,511)	5,652	0	
22	Ending Balance	0	5,204	0	0	141,984	

Utility Enterprise (Water and Sewer) Fund | Key Observations (cont.)



Continued from Prior Page.

Key Observations:

- The County plans to make continued annual improvements to the Utility system and has plans to budget up to \$200,000 annually in its CIP for improvements.
- The County has not raised its water and sewer rates since July 1, 2016. Based on a comparison of surrounding communities:
 - The County's monthly residential water bill is 4th highest out of 10 (assuming 3,000 gals per month of average use based on County Data).
 - The County's monthly residential sewer bill is 6th highest out of 10 (assuming 3,000 gals per month of average use based on County Data).

Monthly Water Bill		Rate/3000gals
1	Tazewell County PSA	\$45.89
2	Wise County PSA	\$42.50
3	Washington County Service Auth	\$41.51
4	Smyth County	\$40.01
5	Wythe County	\$37.80
6	Scott County PSA	\$37.60
7	Town of Gate City	\$36.05
8	Norton	\$29.25
9	Town of Big Stone Gap	\$27.51
10	Bristol Virginia Utilities Auth	\$24.09
Average		\$36.22

Monthly Sewer Bill		Rate/3000gals
1	Wise County PSA	\$57.25
2	Washington County Service Auth	\$56.24
3	Tazewell County PSA	\$45.14
4	Norton	\$42.44
5	Scott County PSA	\$42.11
6	Smyth County	\$40.01
7	Town of Gate City	\$38.25
8	Town of Big Stone Gap	\$31.27
9	Bristol Virginia Utilities Auth	\$25.36
10	Wythe County	\$22.00
Average		\$40.01

Existing Utility Debt Profile | Water and Sewer Fund Supported



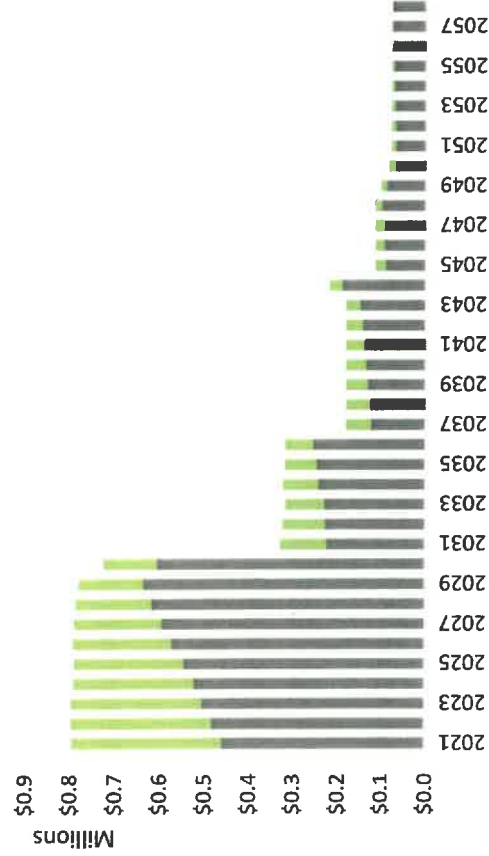
Existing Debt – Observations:

- The County's 10-year payout ratio of its Enterprise (Water and Sewer) Fund Debt is approximately 60%.
- Debt service is approximately level through FY 2029, and begins to decline creating significant capacity in FY 2031.
- There are no refunding opportunities at this time.

Total Utility Supported Debt Service

Fiscal Year	Principal	Interest	Total
1 2021	\$ 462,237	\$ 336,413	\$ 798,651
2 2022	484,607	315,338	799,945
3 2023	507,048	293,165	800,213
4 2024	524,297	270,289	794,585
5 2025	547,148	245,912	793,060
6 2026	574,819	221,313	796,132
7 2027	597,573	196,228	793,801
8 2028	620,173	171,122	791,295
9 2029	638,330	146,137	784,466
10 2030	607,695	121,965	729,660
11 2031	225,805	105,896	331,701
12 2032	228,804	97,753	326,557
13 2033	230,869	89,391	320,260
14 2034	244,115	81,389	325,504
15 2035	247,463	73,103	320,566
16 2036	255,748	64,752	320,500
17 2037	124,476	58,440	182,916
18 2038	128,152	54,763	182,916
19 2039	131,946	50,970	182,916
20 2040	135,733	47,183	182,916
21 2041	139,897	43,019	182,916
22 2042	144,066	38,851	182,916
23 2043	148,368	34,548	182,916
24 2044	191,425	29,442	220,867
25 2045	90,521	25,255	115,776
26 2046	93,048	22,728	115,776
27 2047	95,655	20,121	115,776
28 2048	98,299	17,477	115,776
29 2049	87,337	14,781	102,118
30 2050	70,278	13,019	83,297
31 2051	66,911	11,581	78,492
32 2052	68,320	10,172	78,492
33 2053	69,813	8,679	78,492
34 2054	71,311	7,181	78,492
35 2055	72,841	5,651	78,492
36 2056	74,394	4,098	78,492
37 2057	76,001	2,491	78,492
38 2058	75,871	860	76,731
Total	\$ 9,251,394	\$ 3,351,475	\$ 12,602,869

Existing Debt Service



Pro Forma Analysis | Summary of Scenarios Analyzed



- Based on our review of the County's information and Potential Future Capital Needs, Davenport has developed a preliminary Pro Forma Model to analyze the following scenarios:

– Note: This Pro Forma Model can be used by the County for budget and 5-year planning purposes on an on-going basis.

	<u>Scenario 1</u> "No Rate Increases"	<u>Scenario 2</u> "2% Inflationary Increases"	<u>Scenario 3</u> "Two years of 5% Catch Up Increases followed by 2% Inflationary Increases"
Rate Increases	None	2% per year beginning in FY 2022	5% "Catch Up" increases in FY 2022 & FY 2023; 2% per year beginning in FY 2024
Expense Growth	2%	2%	2%
Revenues in Excess of Expenditures (i.e. Surplus)	Stays in Utility	Stays in Utility	Stays in Utility
Annual Pay-as-you-go Capital	Limited - FY 2022 through FY 2023 only	Beginning at \$45,000 in FY 2022 – gradually increasing thereafter	Beginning at \$45,000 in FY 2022 – gradually increasing thereafter
Additional Debt Financed Capital	None	None	Yes

Note: The estimated rate increases in the scenarios shown above are projections based on expense growth assumptions of 2% and may need to be higher depending on actual O&M expense results.

DAVENPORT & COMPANY

March 23, 2021

Summary of Results



	Scenario 1 "No Rate Increases"	Scenario 2 "2% Inflationary Increases"	Scenario 3 "Two years of 5% Catch Up Increases followed by 2% Inflationary Increases"
Debt Service Coverage Range	1.04x declining to less than 1.00x by FY 2024	1.10x increasing to 1.24x by FY 2027	1.18x increasing to 1.26x by FY 2027
Days Cash on Hand	\$0 – all cash, if available, is spent on Pay-as-you-go Capital	Increases to approximately 180 days by FY 2027/FY2028	Increases to approximately 180 days by FY 2027
Annual Pay-as-you- go Capital	FY 2022	\$45,000	\$45,000
	FY 2023	5,000	75,000
	FY 2024	0	75,000
	FY 2025	0	75,000
	FY 2026	0	100,000
	FY 2027	0	100,000
	FY 2028	0	200,000
	FY 2029	0	200,000
	FY 2030	0	325,000
	FY 2031	0	750,000
Additional Debt Financed Capital	None	None	FY 2024 - \$1,600,000 ⁽¹⁾ (equivalent of 8 years @ \$200,000 per year)
Total Capital Funded (over 10 years)	\$55,000	\$1,590,000	\$3,545,000

(1) Assumes 20 year financing at 3.5%.

Summary of Results | Impact on Monthly Residential Bills



- The County's Water and Sewer rate structure are the same for both residential water and sewer services.
- The tables to the right show projected rates for water and sewer service on a combined basis for Scenarios 1 - 3.

Scenario 1 - Approximate Monthly Bill - 3,000 gal						
Combined Residential Water & Sewer Bill						
	Current	2022	2023	2024	2025	2026
Monthly Bill	\$80.02	\$80.02	\$80.02	\$80.02	\$80.02	\$80.02
Monthly \$ Change	--	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
% Change		0.00%	0.00%	0.00%	0.00%	0.00%
Annualized	\$960.24	\$960.24	\$960.24	\$960.24	\$960.24	\$960.24
Annual \$ Change	--	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Scenario 2 - Approximate Monthly Bill - 3,000 gal						
Combined Residential Water & Sewer Bill						
	Current	2022	2023	2024	2025	2026
Monthly Bill	\$80.02	\$81.62	\$83.25	\$84.92	\$86.62	\$88.35
Monthly \$ Change	--	\$1.60	\$1.63	\$1.67	\$1.70	\$1.73
% Change		2.00%	2.00%	2.00%	2.00%	2.00%
Annualized	\$960.24	\$979.44	\$999.03	\$1,019.01	\$1,039.39	\$1,060.18
Annual \$ Change	--	\$19.20	\$19.59	\$19.98	\$20.38	\$20.79

Scenario 3 - Approximate Monthly Bill - 3,000 gal						
Combined Residential Water & Sewer Bill						
	Current	2022	2023	2024	2025	2026
Monthly Bill	\$80.02	\$84.02	\$88.22	\$89.99	\$91.79	\$93.62
Monthly \$ Change	--	\$4.00	\$4.20	\$1.76	\$1.80	\$1.84
% Change		5.00%	5.00%	2.00%	2.00%	2.00%
Annualized	\$960.24	\$1,008.25	\$1,058.66	\$1,079.84	\$1,101.43	\$1,123.46
Annual \$ Change	--	\$48.01	\$50.41	\$21.17	\$21.60	\$22.03

Key Takeaways



- The County has historically managed its Utility Enterprise Fund in a self supporting manner and has been able to cover its operating expenses and debt service from user fees and charges.
- However, the County has historically transferred any remaining cash balances in the Utility Enterprise Fund to the General Fund.
 - This practice has left the Utility Enterprise Fund with essentially zero cash balances.
 - Typically, a Utility should have at a minimum 180 days cash on hand (for Smyth County this equates to approximately \$685,000.
 - An adverse impact of having limited-to-no cash is that the General Fund would be called upon if emergency, unforeseen needs arise in the Utility Enterprise Fund.
- The County has not increased its water and sewer rates since July 1, 2016.
 - The County's average residential bills (3,000gals/month) are ranked 4th and 6th out of 10 comparable peer localities for water and sewer, respectively.

Key Takeaways



Continued from Prior Page.

- The County cannot go without adjusting its rates and maintain self sufficiency.
 - User Rates and Charges would not keep up with inflationary growth in operating expenses and existing debt service payments.
 - The County would also have difficulty in funding planned capital investments to keep the system in good order.
- The County should consider regularly adjusting rates to keep up with general inflation. This approach to rate management:
 - Enables the Utility to remain self supporting;
 - Is consistent with “Best Practices” of Utility Enterprises and minimizes potential “Rate Shock”;
 - Enables the Utility to build cash reserves for unforeseen circumstances; and
 - Would allow the Utility to invest in capital improvements on a routine basis without calling upon the General Fund.
- Relatively small “Catch Up” rate adjustments followed by routine inflationary increases would enable the Utility Enterprise Fund invest upwards of \$3.5 Million in capital over the next ten years.

Pro Forma Analysis | Scenario 1: Base Case



- Key Assumptions:
 - 2% Expense Growth; and
 - Annual pay-as-you-go capital investment only.

No Rate Increases

Fiscal Year	Water Rate Increase	Sewer Rate Increase	Expense Increase ⁽¹⁾	Debt Service Coverage	Days Cash on Hand	Debt Funded Projects	Pay-As-You-Go Capital Funding
1 2022	0.0%	0.0%	1.8%	1.04	0	\$0	\$50,000
2 2023	0.0%	0.0%	1.8%	1.01	0	0	5,000
3 2024	0.0%	0.0%	1.8%	0.98	(3)	0	0
4 2025	0.0%	0.0%	1.8%	0.95	(13)	0	0
5 2026	0.0%	0.0%	1.8%	0.91	(30)	0	0
6 2027	0.0%	0.0%	1.8%	0.88	(52)	0	0
7 2028	0.0%	0.0%	1.8%	0.84	(80)	0	0
8 2029	0.0%	0.0%	-4.0%	0.93	(96)	0	0
9 2030	0.0%	0.0%	2.0%	0.96	(101)	0	0
10 2031	0.0%	0.0%	2.0%	1.96	(25)	0	0
Totals:						\$0	\$55,000

(1) Includes fixed contractual payments to Towns of Marion & Chilhowie related to town debt; All operating expenses assumed to grow at 2%.

- Preliminary Results:
 - Estimated debt service coverage declines over the next two years and there is no new debt capacity.
 - The County has approximately \$55,000 of cash flow that can be spent on pay-as-you-go capital through FY 2023.
 - Beginning in FY 2024, there is no cash flow available for capital or debt financing.
 - Days Cash on Hand remains at \$0.
 - This projection (i.e. no rate increases) is not sustainable.

Pro Forma Analysis | Scenario 2: Inflationary (2%) Rate Increases



- Key Assumptions:
 - Inflationary (2%) Rate Increases per year;
 - 2% Expense Growth; and
 - Annual pay-as-you-go capital investment only.

Inflationary (2%) Rate Increases

Fiscal Year	Water Rate Increase	Sewer Rate Increase	Expense Increase ⁽¹⁾	Debt Service Coverage	Days Cash on Hand	Debt Funded Projects	Pay-As-You-Go Capital Funding
1 2022	2.0%	2.0%	1.8%	1.10	13	\$0	\$45,000
2 2023	2.0%	2.0%	1.8%	1.12	25	0	45,000
3 2024	2.0%	2.0%	1.8%	1.15	44	0	45,000
4 2025	2.0%	2.0%	1.8%	1.18	67	0	45,000
5 2026	2.0%	2.0%	1.8%	1.21	95	0	45,000
6 2027	2.0%	2.0%	1.8%	1.24	127	0	45,000
7 2028	2.0%	2.0%	1.8%	1.28	165	0	45,000
8 2029	2.0%	2.0%	-4.0%	1.44	207	0	200,000
9 2030	2.0%	2.0%	2.0%	1.58	228	0	325,000
10 2031	2.0%	2.0%	2.0%	3.47	249	0	750,000
Totals:						\$0	\$1,590,000

(1) Includes fixed contractual payments to Towns of Marion & Chilhowie related to town debt; All operating expenses assumed to grow at 2%.

- Preliminary Results:
 - Estimated debt service coverage stabilizes and begins to increase as debt is paid off.
 - The County has approximately \$1.6 Million of cash flow that can be spent on pay-as-you-go capital over the next 10 years through FY 2031.
 - Days Cash on Hand reaches approximately 200+ days over the next 7-10 years.

Pro Forma Analysis | Scenario 3: Capital Acceleration with Two years of 5% "Catch Up" Rate Increases



- Key Assumptions:
 - 5% Rate Increases (FY 2022 and FY 2023 Only); Followed by Inflationary (2%) Rate Increases per year;
 - 2% Expense Growth (except for contractual payments to Towns);
 - Approximate \$1.6 Million Strategic Financing (equivalent of 8 years of capital investment @ \$200,000 per year); and
 - Additional annual pay-as-you-go capital investment beginning in FY 2022; escalating to \$200,000 by year 7.

Capital Acceleration with Two Years of "Catch Up" Rate Increases

Fiscal Year	Water Rate Increase	Sewer Rate Increase	Expense Increase ⁽¹⁾	Debt Service Coverage	Days Cash on Hand	Debt Funded Projects	Pay-As-You-Go Capital Funding
1 2022	5.0%	5.0%	1.8%	1.18	29	\$0	\$45,000
2 2023	5.0%	5.0%	1.8%	1.29	69	0	75,000
3 2024	2.0%	2.0%	1.8%	1.25	102	1,600,000	75,000
4 2025	2.0%	2.0%	1.8%	1.20	125	0	75,000
5 2026	2.0%	2.0%	1.8%	1.23	149	0	100,000
6 2027	2.0%	2.0%	1.8%	1.26	179	0	100,000
7 2028	2.0%	2.0%	1.8%	1.30	191	0	200,000
8 2029	2.0%	2.0%	-4.0%	1.44	247	0	200,000
9 2030	2.0%	2.0%	2.0%	1.57	279	0	325,000
10 2031	2.0%	2.0%	2.0%	2.99	311	0	750,000
(1) Includes fixed contractual payments to Towns of Marion & Chilhowie related to town debt; All operating expenses assumed to grow at 2%.						Totals:	\$1,945,000

- Preliminary Results:
 - Estimated debt service coverage stabilizes and begins to increase as debt is paid off.
 - The County has excess cash flow that can be dedicated toward annual pay-as-you-go capital beginning in FY 2022.
 - The County can finance approximately \$1.6 Million of Utility Capital Needs by FY 2024 – this is equivalent to \$200,000 of pay-as-you-go capital over 8 years.
 - Days Cash on Hand reaches approximately 200+ days over the next 7-10 years.

Municipal Advisor Disclosure



The enclosed information relates to an existing or potential municipal advisor engagement.

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*Smyth County, Virginia
121 Bagley Circle, Suite 100
Marion, VA 24354
(276) 783-3298 p*

*Atkins District
Chilhowie District
North Fork District
Park District
Royal Oak District
Rye Valley District
Saltville District*

*Charles E. Atkins
Michael L. Sturgill
Charles P. Stevenson
Kristopher S. Ratliff, DPh
Judy Wyant
Lori H. Deel
Roscoe D. Call*

*County Administrator
Assistant County Administrator*

*Shawn M. Utt
Alicia Richardson*

April 7, 2021

To: Members, Board of Supervisors

From: Shawn M. Utt, Smyth County Administrator

RE: Draft budget highlights

Below is a summary of the highlights of the draft budget for FY21/22:

- Revenue Opportunities – As we have discussed over the past few months, the budget proposes the implementation of a Cigarette Tax and Meal's Tax in the County. Recently changes to the Code of Virginia have allowed us to consider these revenue streams which will lessen the need to lean on real estate and personal property taxes as needs increase.
- Proposed salary increases - General Assembly has tentatively approved a 5% salary increase for Comp Board-funded positions (Constitutional Officers) and we are proposing an equal amount to County-funded positions in Constitutional Offices. We are also proposing the implementation of the Virginia Tech salary study, which would equate to either a 5% raise or the salary study recommendations (whichever was greater, albeit very few instances were in excess of 5%).
- Health Insurance savings – as discussed in previous committee reports, the County's health insurance rates realized an overall decrease which allows us to offer 2 separate plans using the same percentage breakdown as we have done for the past several years. An employee will be able to select a lower deductible plan in FY21/22 (\$500 deductible versus the current \$1,000 deductible) for roughly the same cost as the \$1,000 deductible plan costs in the current fiscal year.
- County Attorney position – FY22 budget assumes current situation continues with contracted Attorney rather than having an attorney on staff.
- Finance Department – FY22 budget includes the creation of the County Finance Department and funds a Director of Finance position (transfer C. Bise to Finance Department as well).
- Information Systems – after moving the funding set aside for the Finance Software (\$150,000) to the Capital budget, the overall operational budget increased just under \$50,000. This is to fund bills that are received during the fiscal year under Maintenance Contracts (Bright Systems) and an increase in the contract price for the technology that operates the courthouse. Other increases included putting more computer hardware (switches) on a rotation cycle rather than emergency replacement when they crash.
- Sheriff – The proposed budget includes an additional dispatcher position to begin the process for the EMD implementation. Regarding the 744 Fund and its inability to continue to fully fund what it has been for the past several years, the proposed budget includes moving the SRO positions, travel and various equipment needs from the 744 to the General Fund. This move should allow the 744 fund to replenish itself over the coming years.

- Public Safety – we are including some operational funding support for the regional fire training center (including the \$5,000/yr in debt service assistance) located in Chilhowie in exchange for free training for all County departments. This is the facility that is operated by the Chilhowie Fire & Rescue Department. For EMS services, we are proposing to increase funding for the three largest service areas (Marion, Chilhowie and Saltville) to \$120,000 each. The Board still needs to decide on the operator for the Saltville coverage area but funding is included. One focus for FY21/22 will be to identify opportunities for improvement, such as the Sugar Grove EMS response area and developing a plan of action.
- We were fortunate to enjoy decreases from the Regional Jail (\$281,000) and the Appalachian Highlands Juvenile Detention Center (\$34,704)
- Building & Zoning – To improve the response to complaints as well as the growing number of E&S and Stormwater permits, an additional inspector position is proposed effective January 1st will allow the Building Official to stay in the office more and meet these goals.
- Emergency Management Coordinator – Mr. Crawford is requesting some funding that is tied back to the Haz-Mat billing efforts we are moving forward with. While these expenditures will result in off-setting revenues, we needed to show the increases in his department to get the billing process started.
- Building Maintenance – we feel we need to develop maintenance budgets for the other buildings that the County owns, the Sheriff's Office/Dispatch Center, the Library and the Cornerstone building (although this building should be sold before the end of the current fiscal year). The costs will be minimal with little impact to the overall budget but with the issues we are working through at the library (ie, emergency elevator repairs) and no budget to pull from, it proves the need to begin planning ahead.
- Health Department – the state has calculated a new funding formula for the local match requirements. The County's local commitment will go down from the current amount. I have included the amount that VACO has projected to be the County's new ratio (down from 37.325% to 19.88%).
- Contributions – we are proposing level funding for most outside agencies except for the Tourism Association (+\$16,000), Free Clinic (+\$ 5,000, returns to previous level funding), Marion Downtown Association (+8,000, returns to previous level funding) and Wayne Henderson School (+\$9,000, which is offset by a \$4,500 grant from VA Commission for the Arts).

New funding requests that are proposed to be funded include: Museum of Middle Appalachians (\$12,000, returns to funding level from several years ago), Feeding America of SWVA (\$3,000), Appalachian Independent Living Center (\$1,000), Brain Injury Services of SWVA (\$3,000), Smyth County Historical Museum Society (\$5,000), the Smyth Animal Rescue (\$15,000) and the Chamber of Commerce's *Imagination Library Program* (\$2,200).

- Both community colleges asked for modest increases that were a result of increased costs and funding formulas.

- Recreation – the Town of Chilhowie requested a 25% increase over the current funding levels. I understand in speaking with John Clark, I understand their total rec budget is \$70,000. I followed with a similar 25% increase to Saltville and Marion as well.
- Smyth County Public Library – the Library's request included new programming and proposed getting back to a full staff. After discussions with Ms. Likins, we are proposing a 9% increase which will allow them to increase the library collection to a "market norm", increase outreach efforts to senior citizens, increase programs related to job skills development and managing health conditions as well as fund the Accountant position.
- CSA – I'm making an attempt to get closer to the anticipated costs for the upcoming CSA fiscal year. We are hopeful that some of the changes we are looking at currently will result in savings down the road.
- Smyth County Public Schools – we are proposing an additional \$250,000 in local funding for the school system which will go toward their health insurance premiums for their employees. These new funds coupled with some state funding will allow the schools to fund their employees at a similar level as the County provides for our own employees. This will be a strong recruitment and retention tool. They are also using additional state funding to provide for salary increases for their employees.
- Water/Sewer Fund – following the recommendation of Davenport & Associates, I have incorporated a proposed 5% rate increase for both water and sewer services. By implementing their recommendations, we will be able to move the utility fund toward being able to move closer to a "pay as you go" basis for small to moderate capital needs. It also puts us in a better position to identify areas of the County where water and/or sewer services can be extended in order to provide a better level of services to our citizens while also being able to fund itself.
- Capital Improvements – I tried to consolidate all capital related purchases under one department (Fund 502). In addition, Appendix D includes the proposed 2021-2026 Capital Improvements Plan with the supporting documentation sheets.
- Financial Policies – the final portion of the budget document includes some proposed financial management policies and practices that we need to formalize and abide by. While many of these policies are what we follow currently, we are proposing to include these in the budget document to ensure they are reviewed on an annual basis and adopted along with the budget document annually as well.



Smyth County Planning Commission

121 Bagley Circle, Suite 120, Marion, VA 24354
Phone (276) 706-8316 Fax (276) 783-9314

Hazel Wagoner, Atkins District
Graham Davidson Jr., Chilhowie District
Robert Campbell, North Fork District
Joel Pugh, Park District
Tony Dean, Royal Oak District
Paul Shepherd, Rye Valley District
David Spence, Saltville District
Clegg Williams, Zoning Administrator
Sarah Parris, Administrative Assistant

To: Shawn Utt
From: Clegg Williams *CW*
Date: March 26, 2021
Subject: Recommendations from Planning Commission

After the joint public hearing on Thursday, March 25, 2021, the following motions were rendered:

Recommendation on the proposal for Gregory Gordon for a Special Use Permit for a Restaurant:

Commissioner Wagoner made the motion to recommend approval for Gregory Gordon's proposal for a special use permit for a restaurant. Mr. Davidson seconded the motion. After consideration, the motion PASSED by the following vote:

Vote: 5 yeas	Pugh, Davidson, Jr, Wagoner, Shepherd, Dean
0 nays	
2 absent	Spence, Campbell

Recommendation on the proposal for David Peake for a Special Use Permit for a Multi Family Dwelling Unit:

Commissioner Dean made the motion to recommend to the Board of Supervisors that they deny David Peake's proposal as presented. Mr. Davidson seconded the motion. After consideration, the motion PASSED by the following vote:

Vote: 3 yeas	Davidson, Jr, Shepherd, Dean
2 nays	Pugh, Wagoner
2 absent	Spence, Campbell

Smyth County, Virginia

Vision

“Smyth County is the place to be.”

Mission

“Providing excellent services to enhance the quality of life for all and to make Smyth County the best place to live, work, and visit.”

Values

- ❖ *Open, transparent government*
- ❖ *Honesty*
- ❖ *Empathy*
- ❖ *Working for the common good rather than personal gain*
- ❖ *Good stewardship of taxpayers’ dollars*
- ❖ *Fiscally responsible and sustainable*
- ❖ *Open-minded*
- ❖ *Excellent customer service (starting with “yes”)*
- ❖ *Staff support and development*

Work Plan

Strategic Area: Economic Development

Ongoing or immediate:

- Communicate with existing businesses

Next 12-18 months:

- Hire an Economic Development Director

Longer term or as opportunities arise:

- Roundtables with stakeholders
- Resolve turf battles (Chamber of Commerce, Tourism)
- Get a seat on the Chamber's Executive Committee
- Develop a Growth Plan – tie it to the Comprehensive Plan
- Identify a site for the next industrial park
- Identify target industries
- Leverage agriculture assets (slaughterhouse)
- Small business support
- Collaboration and coordination with tourism, the chamber, economic development VIAA, IDA's and EDA's
- Consider a County-wide, joint EDA
- Health care recruitment

Strategic Area: Organizational Structure and Processes

Ongoing or immediate:

- Review and amend the Board's Rules of Procedure (February 2021)
- Ensure consistency between the County Code and the Rules of Procedure
- Explore partnerships with County schools and towns for such things as vehicle maintenance and purchasing

Within six months:

- County Code review and amendment; especially nuisance abatement
- Adopt Financial Management Policies (for FY 2022)
- Develop a Staffing Plan, with updated job descriptions (by July 1, 2021)
- Hire appropriate Finance staff (include in FY 2022 Budget)
- Hire an Economic Development Director (include in FY 2022 Budget)

By the end of the calendar year:

- Review and amend HR (Human Resources) policies (by December 30, 2021)

Longer term or as opportunities arise:

- Fill other key positions such as Public Works/Engineering and County Attorney
- Address succession planning, particularly in Building Code, Erosion & Sediment Control enforcement

Strategic Area: Infrastructure

Ongoing or immediate:

- Adopt a Capital Improvements Plan (CIP) (include in the FY 2022 Budget)
- Cultivate relationships with animal welfare groups and start a conversation regarding the future of the animal shelter

Next 12-18 months:

- Water & Sewer engineering studies (FY 2022)
- Building uses and needs study (related to the County office building and other facilities) (FY 2022)

Longer term or as opportunities arise:

- Develop a Facilities Maintenance and Replacement Plan
- Document and dispose of County surplus property
- Find an alternative to leasing the solid waste transfer station (by December 30, 2024, when the lease expires)
- Address the Animal Shelter (in the out years of the CIP)
- Upgrade/replace key systems – AS 400 computer and associated systems; budget, accounting and payroll systems (include in the CIP)

Strategic Area: Housing

Ongoing or immediate:

- Improve the permitting process – adopt the philosophy of starting with “yes” or “Yes, if...” when considering applications
- Cultivate relationships with builders/developers

Next 12-18 months:

- Identify desirable location(s) and supporting infrastructure in the Comprehensive Plan

Other Action Areas

- Review and amend the **Comprehensive Plan**

1. Authorize release of RFP for consultants – Board of Supervisors; February 9, 2021
2. June 1, 2021 - start date for plan review, stakeholder input, etc.
3. December 2022 - completion of the revised plan and adoption by the Board of Supervisors

- Improve **Broadband** access throughout the County

- Check with VACO on the County’s authority and options (within 3 months)
- Contact cellular tower vendors (Landmark Dividend, LLC, Crown Castle, American Tower, SBA Communications, etc.) to understand their business model

- Explore joint opportunities with the towns – first gain an understanding of the current relationships (now)

- Explore the creation of a public service authority (PSA) for water and sewer (over the next year)

- **Public Safety**

- EMS – address needs in Saltville and Sugar Grove (ongoing discussion with “The Smyth 12”)
- Address capital needs in the CIP – vehicles, communications infrastructure (FY 2022)

- **Citizen Engagement**

- Outreach for the Comprehensive Plan review to districts, towns, and villages
- Promote, celebrate positive activities through social media and marketing
- Use the Evergreen alert system to push out important information
- Utilize community expertise of stakeholders to address issues
- Engage passionate young people through internships, job shadowing, mentorships, and career fairs
- Provide a civil reception to citizens at Board meetings (start now)

Consolidated Timeline of Activities

Ongoing or immediate:

- Communicate with existing businesses (Economic Development)
- Review and amend the Board's Rules of Procedure (February 2021)
- Ensure consistency between the County Code and the Rules of Procedure
- Explore partnerships with County schools and towns for such things as vehicle maintenance and purchasing
- Adopt a Capital Improvements Plan (CIP) (include in the FY 2022 Budget)
- Cultivate relationships with animal welfare groups and start a conversation regarding the future of the animal shelter
- Improve the permitting process – adopt the philosophy of starting with “yes” or “Yes, if...” when considering applications
- Cultivate relationships with builders/developers
- Authorize release of RFP for and hire consultants for Comprehensive Plan revision
- Explore joint opportunities with the towns – first gain an understanding of the current relationships
- EMS – address needs in Saltville and Sugar Grove
- Provide a civil reception to citizens at Board meetings

Within three (3) months:

- Check with VACO on the County's authority and options with regard to extending broadband access throughout the County (within 3 months)

Within six (6) months:

- County Code review and amendment; especially nuisance abatement
- Adopt Financial Management Policies (for FY 2022)
- Develop a Staffing Plan, with updated job descriptions (by July 1, 2021)

Within the next 12-18 months:

- Hire an Economic Development Director
- Hire appropriate Finance staff
- Review and amend HR (Human Resources) policies (by December 30, 2021)
- Water & Sewer engineering studies (FY 2022)
- Building uses and needs study (related to the County office building and other facilities) (FY 2022)
- Identify desirable location(s) and supporting infrastructure for housing in the Comprehensive Plan

- Address capital needs in the CIP – vehicles, communications infrastructure (FY 2022)
- Outreach for the Comprehensive Plan review to districts, towns, and villages
- Complete revision of and adopt a new Comprehensive Plan (by December 2022)

Longer term or as opportunities arise:

- Roundtables with Economic Development stakeholders
- Resolve turf battles (Chamber of Commerce, Tourism)
- Get a seat on the Chamber's Executive Committee
- Develop a Growth Plan – tie it to the Comprehensive Plan
- Identify a site for the next industrial park
- Identify target industries for Economic Development
- Leverage agriculture assets (slaughterhouse)
- Small business support
- Collaboration and coordination with tourism, the chamber, economic development (VIAA), IDA's and EDA's
- Consider a County-wide, joint EDA
- Health care recruitment
- Fill other key positions such as Public Works/Engineering and County Attorney
- Address succession planning, particularly in Building Code, Erosion & Sediment Control enforcement
- Develop a Facilities Maintenance and Replacement Plan
- Document and dispose of County surplus property
- Find an alternative to leasing the solid waste transfer station (by December 30, 2024, when the lease expires)
- Address the Animal Shelter (in the out years of the CIP)
- Upgrade/replace key systems – AS 400 computer; budget, accounting and payroll systems (include in the CIP)
- Promote, celebrate positive activities through social media and marketing
- Use the Evergreen alert system to push out important information
- Utilize community expertise of stakeholders to address issues
- Engage passionate young people through internships, job shadowing, mentorships, and career fairs
- Contact cellular tower vendors (Landmark Dividend, LLC, Crown Castle, American Tower, SBA Communications, etc.) to understand their business model

AN ORDINANCE APPROVING THE FORMATION OF A JOINT ENTITY TO BE KNOWN AS THE MOUNT ROGERS CIGARETTE TAX BOARD AND BESTOWING ON SUCH ENTITY ALL POWERS NECESSARY AND PROPER FOR THE PERFORMANCE OF ITS DUTIES AS PROVIDED BY LAW

WHEREAS, pursuant to the authority granted to localities under § 15.2-1300 of the Code of Virginia, 1950, as amended, the Board of Supervisors of Smyth County has determined that it would serve the public interest to establish a joint entity to be known as the Mount Rogers Cigarette Tax Board (the "Board") in order to efficiently administer the collection, accounting, disbursement, compliance monitoring and enforcement of cigarette taxes assessed by the localities desiring to join the Board; and

WHEREAS, the Smyth County Board of Supervisors has reviewed an agreement establishing the Board and defining its' powers, duties and other procedures, the text of which is attached hereto and incorporated herein as "Exhibit A," and is in agreement with the terms as set forth therein; and,

WHEREAS, the aforementioned agreement provides that it shall become effective upon the approval by the governing bodies of at least two (2) localities within the Mount Rogers Planning District and the execution of said agreement by their authorized representatives; and,

WHEREAS, the Smyth County Board of Supervisors wishes to authorize the formation of the Board with the County of Smyth as a member thereof, and authorize the execution of said agreement by the County Administrator on its behalf.

NOW WHEREFORE, the Board of Supervisors of Smyth County hereby **ORDAINS AS FOLLOWS**:

1. Under authority of 15.2-1300, and upon the approval and execution of two (2) or more localities within the Mount Rogers Planning District, there is hereby created and established the Mount Rogers Cigarette Tax Board, which shall act as the agent of the localities for the administration of their respective cigarette tax ordinances.

2. The agreement, attached hereto as Exhibit A, is hereby **APPROVED** and the County Administrator is authorized to execute the same on behalf of the governing body; and

3. The powers and authority of the Board, as set forth in the agreement are hereby **APPROVED**.

This Ordinance shall be effective July 1, 2021.

Member

Charles E. Atkins

Roscoe D. Call

Lori H. Deel

Kristopher S. Ratliff, DPh

Charles P. Stevenson

Michael L. Sturgill

Judy Wyant

Vote

Adopted this the 13th day of April, 2021.

Attest:

Clerk of the Smyth County Board of Supervisors

EXHIBIT A

MOUNT ROGERS AREA CIGARETTE TAX AGREEMENT

This Agreement, dated the ____ day of _____, 2021 is entered into by and between

- 1) The City of Galax, Virginia;
- 2) The County of Carroll, Virginia;
- 3) The County of Grayson, Virginia;
- 4) The County of Wythe, Virginia;
- 5) The Town of Hillsville, Virginia;
- 6) The Town of Independence, Virginia;
- 7) The County of Smyth, Virginia;
- 8) The County of Bland, Virginia;
- 9) The County of Washington, Virginia;
- 10) The Town of Rural Retreat, Virginia
- 11) The Town of Wytheville, Virginia
- 12) The Town of Chilhowie, Virginia
- 13) The Town of Marion, Virginia
- 14) The Town of Saltville, Virginia

or any two or more of the foregoing, and provides as follows:

WHEREAS, the parties hereto (the "Member Jurisdictions") desire to enter into an Agreement for the purpose of the establishment of the Mount Rogers Cigarette Tax Board (the "Board") for the joint administration, collection, and enforcement of their respective Cigarette Tax Ordinances pursuant to the provisions of these ordinances and § 15.2-1300 and §§ 58.1-3830, *et. seq.*, of the Code of Virginia, 1950, as amended.

NOW, THEREFORE, the parties hereby enter into the following agreement.

1. NAME AND DURATION

The Board shall be called the Mount Rogers Cigarette Tax Board. Its duration shall be perpetual, subject to the provisions of Paragraph 8 herein.

2. MEMBERSHIP AND VOTING POWERS

The Board shall be composed of one representative from each jurisdiction currently named herein and one representative from those jurisdictions later added with the consent of the Board in conformity with Section 10. The chief administrative officer of each of the member jurisdictions (County Administrator, City Manager or Town Manager, as applicable) or designee shall constitute that jurisdiction's Board representative, and such officer may designate an alternate to attend meetings and vote in his or her place by written notice delivered to the Board Chair prior to the meeting at which the alternate will attend. A majority of the representatives from the member jurisdictions shall constitute a quorum for transaction of business. Action of the Board shall be by majority vote of those present and voting, with the exception of adding new members to the Board, which shall require the approval by the majority of the entire Board membership. In all matters, each jurisdiction shall be entitled to only one vote.

3. OFFICERS AND MEETINGS

Each year, the Board shall elect a Chair, Vice-Chair, and Secretary/Treasurer, who shall serve for a term of one (1) year, unless removed by majority action of the Board. The aforementioned officers shall be chosen from the members of the Board, and shall be empowered to sign in the name of the Board on all legal documents, including bank deposits and withdrawals. The Board shall meet from time to time as needed, and shall meet at least quarterly, however, additional meetings may be called at any time by action of the Chair or upon

the request of three (3) or more members by submitting such request to the Chair or Administrator in writing.

The Board may adopt bylaws, procedural rules and other policies to regulate its affairs not inconsistent with this Agreement. Minutes shall be kept for all meetings in conformity with the Virginia Freedom of Information Act.

4. POWERS OF THE BOARD

The Board shall be delegated the following powers from the member jurisdictions:

- a. The power to assess, collect and disburse the cigarette taxes levied by and for each member jurisdiction;
- b. The power to audit the sale or use of cigarettes within each member jurisdiction;
- c. The power to provide information to the appropriate law enforcement agencies of the affected member jurisdictions for the purpose of prosecution of criminal violations of the member jurisdiction's cigarette tax laws and ordinances;
- d. The power to hire, supervise, discharge and manage an Administrator to oversee the day-to-day operations of the Board;
- e. The power to establish and manage general operating funds (ie, annual budget) to ensure proper funding of Board operations on an ongoing basis;
- f. The power to employ auditors for review of the Board's finances, and employ accountants, legal counsel, and other advisors as the Board deems necessary or advisable to discharge its' duties;

- g. The power to designate one or more depository bank or banks for tax funds collected;
- h. The power to contract with one or more member jurisdictions for provision of administrative, fiscal and personnel services;
- i. The power to hold and convey personal property. The Board shall have no power to hold or convey real property;
- j. The power to enter into contracts, including without limitation the power to enter into contracts with public bodies for the availability and provision of office and storage space, office and other equipment, and for the use of motor vehicles;
- k. The power to hire, supervise and discharge such other employees as the Board may deem necessary or expedient to carry out its duties and powers;
- l. The power to contract for benefits for Board employees;
- m. Any other powers granted to the Board by other provisions of this Agreement, by the respective local ordinances of the member jurisdictions, and by the Code of Virginia (1950), as amended.

5. LIABILITY INSURANCE

The Board is hereby authorized and directed to maintain insurance coverage appropriate to the nature of the Board's operations. General liability insurance shall be maintained through a commercial general liability policy in limits of not less than One Million Dollars (\$1,000,000) the Board shall maintain worker's compensation coverage in at least the statutorily required minimum amounts.

6. ADMINISTRATOR

The Board shall appoint an Administrator, who shall be responsible for the normal, day-to-day operations of the Board in administration of the Cigarette Tax Ordinances adopted by each of the member jurisdictions. The Administrator shall serve at the pleasure of the Board and under such terms and conditions of employment as the Board shall deem appropriate, which may include the power of the Administrator to hire, train, discipline and discharge subordinate employees as needed to carry into effect the purposes and duties of the Board, contingent upon creation by the Board of such subordinate positions. The Administrator shall act as the chief employee of the Board, and shall answer to and be under the supervision of the Board. The Administrator shall attend Board meetings and report to the Board on expenditures of the Board, projected revenues, and other matters relevant to the efficient administration of the Board. The Board may adopt such contracting and purchasing policies as it may deem appropriate, consistent with the Virginia Public Procurement Act and other applicable laws and regulations, and delegate to the Administrator the authority and responsibility for administration thereof. The duties of the Administrator shall include, but are not limited to the following:

- a. Preparation of annual administrative cost estimates;
- b. Reporting to the Board with recommendations as to the creation of employment positions needed to carry into effect the purposes and duties of the Board;
- c. Hiring, management, evaluation, training, discipline and discharge of employees in such employment positions created by the Board;
- d. Contracting, with the approval of the Board, for equipment, supplies, employee health and retirement benefits and other benefits as approved by the Board;
- e. Preparation of such other reports as the Board may require;

- f. Review and authorization of disbursements from Board accounts, including without limitation regular disbursements of tax revenue from member jurisdictions.

7. COLLECTION OF THE CIGARETTE TAX

The cigarette tax shall be assessed and collected according to the respective ordinances and according to the rules, regulations and procedures adopted by the Board.

8. DISBURSEMENT OF RECEIPTS, MANAGEMENT OF FUNDS

- a. Disbursements shall be made to each member jurisdiction on a monthly basis. Prior to disbursement to member jurisdictions, expenses for the applicable period shall be deducted from total revenues and allocated to the jurisdictions proportionately based upon the number of taxable packs of cigarettes reported within the jurisdiction during the period as compared to the total number of taxable packs of cigarettes reported in all the member jurisdictions. The disbursement to each member jurisdiction shall be determined by the tax rate of the jurisdiction multiplied by the taxable packs of cigarettes reported within the jurisdiction, plus interest and penalties assessed within the jurisdiction in question, plus the jurisdiction's proportional share of all other revenues, less discounts and proportional expenses.
- b. The Board shall adopt an annual budget and provide a copy thereof to each of the member jurisdictions. The Board shall establish an operating fund, taking into account the anticipated revenues and expenditures for each year.
- c. All monies shall be deposited in the name of the Mount Rogers Cigarette Tax Board. All checks drawn on Board accounts shall require the signature of the Administrator and at least one Board Officer.

9. TERMINATION

- a. In the event any member jurisdiction decides, by ordinance, to terminate its participation in the Board, notice thereof shall be given to the Board no fewer than sixty (60) days prior to the effective date of such termination. The terminating jurisdiction shall receive within thirty (30) days of the effective date of termination its proportionate share of total revenues less its proportionate share of expenses, operating fund, and depreciated value of tangible personal property owned by the Board. The representative of such terminating jurisdiction shall cease to be a member of the Board as of the effective date of the termination and thereafter the terminating jurisdiction shall have no rights to participate in the business or operations of the Board, and the terminating jurisdiction shall thereafter have sole rights and responsibility for collection and enforcement of its local cigarette tax.
- b. In the event the number of member jurisdictions is less than two (2) in number, the Board shall dissolve and cease to exist. In such event, the Board, prior to dissolution, shall liquidate all assets and disburse the proceeds to each member jurisdiction that has not previously received a payment pursuant to Paragraph 9(a). Such distribution shall be proportionate to the number of taxable packs of cigarettes reported in the jurisdiction in question during the preceding twelve (12) months as compared to the taxable packs of cigarettes reported in the preceding twelve (12) months in all jurisdictions constituting the Board at the time of dissolution.

10. IMPLEMENTATION

Each member jurisdiction shall by ordinance signify its desire and agreement to become a member of the Board and its acceptance of the provisions of this Agreement. This Agreement shall become effective upon the adoption of such ordinances and execution of this agreement by any two (2) of the jurisdictions below, and thereafter any jurisdiction named below may join as a member upon the adoption of such ordinance and execution by its authorized representative, and upon payment of any shared expenses as may be determined by the Board. Upon such execution and payment, this agreement shall become operative as to the jurisdiction in question.

Jurisdictions other than those named below may be added to the Board by upon agreement of a majority of the Board, and upon adoption of an ordinance by the governing body of the jurisdiction to be added, execution of this Agreement, and payment into the Board of any shared expenses as may be determined by the Board.

REMAINDER OF THIS PAGE SHALL REMAIN BLANK

MOUNT ROGERS CIGARETTE TAX BOARD AGREEMENT SIGNATURE PAGE.

The City of Galax, Virginia

Signature

Printed Name

Title

The County of Grayson, Virginia

Signature

Printed Name

Title

The County of Smyth, Virginia

Signature

Printed Name

Title

The County of Carroll, Virginia

Signature

Printed Name

Title

The County of Bland, Virginia

Signature

Printed Name

Title

The County of Wythe, Virginia

Signature

Printed Name

Title

SIGNATURES CONTINUED ON FOLLOWING PAGE

**MOUNT ROGERS CIGARETTE TAX BOARD AGREEMENT SIGNATURE PAGE
(contd.)**

The Town of Hillsville, Virginia

Signature

Printed Name

Title

The Town of Independence, Virginia

Signature

Printed Name

Title

The Town of Rural Retreat, Virginia

Signature

Printed Name

Title

The Town of Wytheville, Virginia

Signature

Printed Name

Title

The County of Washington, Virginia

Signature

Printed Name

Title

The Town of Chilhowie, Virginia

Signature

Printed Name

Title

SIGNATURES CONTINUED ON FOLLOWING PAGE

**MOUNT ROGERS CIGARETTE TAX BOARD AGREEMENT SIGNATURE PAGE
(contd.)**

The Town of Marion, Virginia

The Town of Saltville, Virginia

Signature

Signature

Printed Name

Printed Name

Title

Title

A meeting of the Smyth County Appointment Committee was held at the County Office Building on Tuesday, March 30, 2021 at 1:00 PM.

Committee Members Present:

Saltville District Supervisor Roscoe Call, Acting Chair
Atkins District Supervisor Charles Atkins

Committee Members Absent:

Royal Oak District Supervisor Judy Wyant

Staff Members:

County Administrator, Shawn Utt
Administrative Assistant, Christy Bise

Acting Chair, Saltville District Supervisor Roscoe Call called the meeting to order at 1:06 PM.

Mr. Utt presented the following appointment recommendations:

- Southwest Virginia Emergency Medical Services Council Board – Curtis Crawford as the Smyth County representative to the Southwest Virginia Emergency Services Council Board to replace David Haynes, Chilhowie Fire Chief, who is stepping down. Mr. Crawford's term four-year term would expire 4-30-2025.
- Wytheville Community College – Malcolm Brown's term expires June 30, 2021. The college has reached out about his reappointment because their Board's nominating committee is proposing to nominate Mr. Brown to serve as their next Board Chairman. Mr. Brown's four-year term would expire 6-30-2025.

A motion was made by Atkins District Supervisor Charles Atkins to approve the appointments to the Southwest Virginia Emergency Medical Services Council Board and Wytheville Community College Board as recommended. Saltville District Supervisor Roscoe Call seconded the motion and it was unanimously approved.

With no further business to discuss, the meeting was adjourned at 1:10 PM.

A meeting of the Smyth County Broadband & Telecommunications Committee was held at the County Office Building on Thursday, April 1, 2021 at 2:00 p.m.

Members Present:

Chilhowie District Supervisor Mike Sturgill, Chair
Rye Valley District Supervisor Lori Deel
Park District Supervisor Kris Ratliff (electronically)

Staff Present:

County Administrator Shawn Utt
Assistant County Administrator Lisa Richardson
Administrative Assistant Kendra Hayden
Administrative Assistant Christy Bise
Administrative Assistant Paula Harvey

Others Present:

Aaron Sizemore, Director – Mount Rogers Planning District Commission
Brian Reed, Assistant Director – Mount Rogers Planning District Commission
Joe Puckett, General Manager – Point Broadband

Chair, Chilhowie District Supervisor Mike Sturgill called the meeting to order at 2:02 PM.

Joe Puckett, General Manager with Point Broadband, presented information on the VATI grant and Point's plan for broadband expansion into various areas of the County. He provided a map showing the proposed fiber line layout into the areas that would be serviced by the grant. He also added that Point would use their own money to cover the cost of additional expansion into adjacent areas of the project. Contract negotiations are underway with the Department of Housing and Community Development to enter into an MOU with the Planning District Commission. Point is working to set a schedule to track the progress of the project.

Brian Reed noted that the Planning District Commission would be the fiscal agent for the project and handle all contract negotiations. They will be asking for assistance from localities as the project moves forward, which Point will be doing as soon as the contract is put into place. Mr. Reed added that various grants are available for smaller areas. Community marketing opportunities are encouraged to promote the project. Point will be providing an update at the Board Meeting in June.

Mr. Utt recently met with Thompson and Litton and cell tower sighting and propagation maps were discussed. Mr. Utt will invite representatives to a future Committee meeting for discussion on cell tower opportunities and how that could help with broadband services as a whole.

With no further business to discuss, the meeting was adjourned at 2:57 PM.



Ralph S. Northam
Governor

R. Brian Bell
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Erik C. Johnston
Director

March 18, 2021

Aaron Sizemore
Executive Director
Mount Rogers PDC
1021 Terrace Drive
Marion, VA 24354

RE: 2021 Virginia Telecommunication Initiative
Grant Offer

Dear Mr. Sizemore:

On behalf of Governor Northam, it gives me great pleasure to inform you the Mount Rogers Planning District Commission has been offered a Virginia Telecommunication Initiative Grant (VATI) in the amount of \$7,870,000 in support of the region's partnership with Point Broadband. This funding is offered from the 2021 VATI competitive round.

Ammar Al Omari, Telecommunication and Broadband Project Manager in the Department of Housing and Community Development's Office of Broadband, will contact you to schedule a contract negotiation meeting and discuss next steps. We are pleased to be of assistance to the Mount Rogers Planning District Commission in expanding broadband service to unserved areas of the region.

Sincerely,

Erik C. Johnston
Director

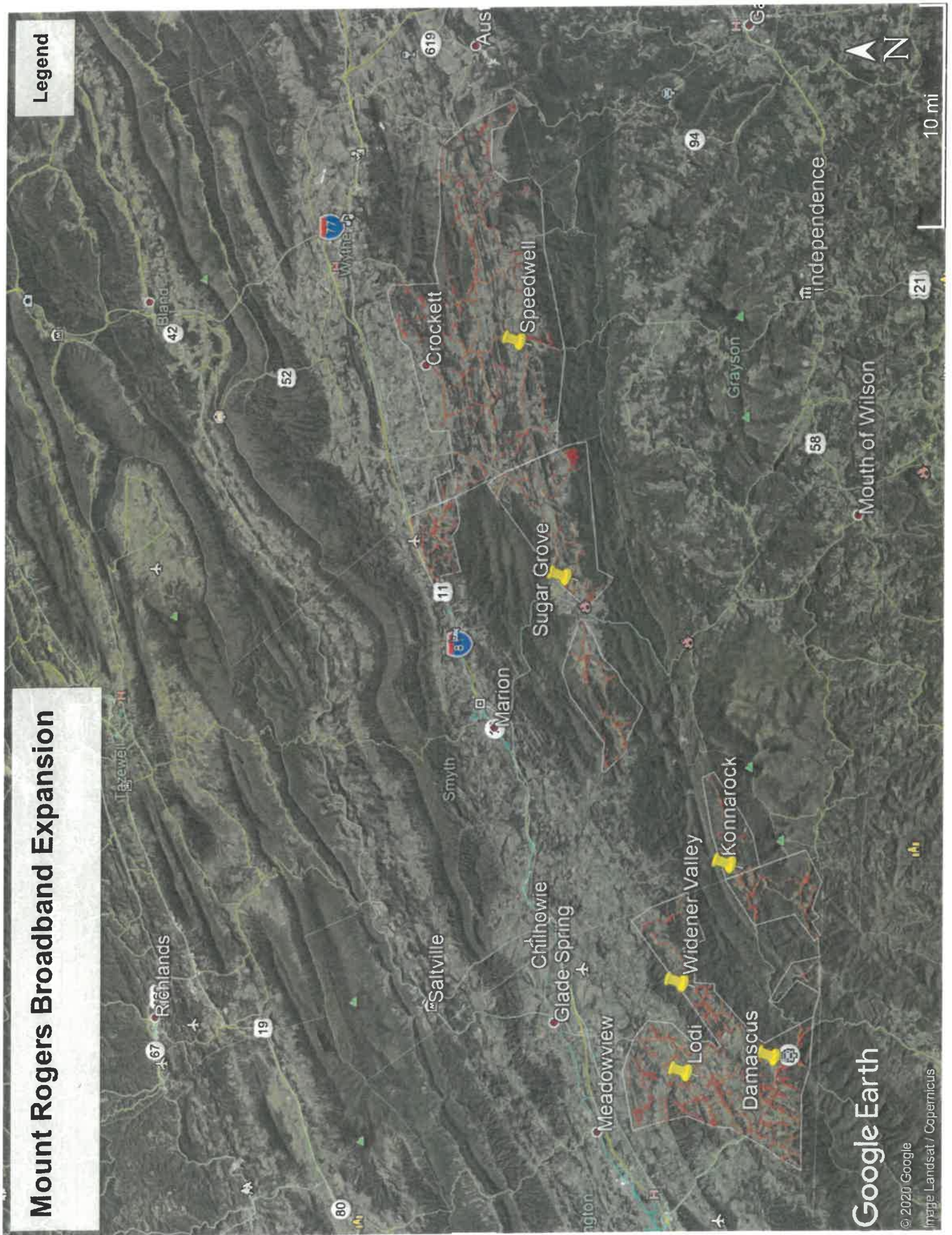
c: Shawn Utt, Smyth County
Jason Berry, Washington County
Stephen Bear, Wythe County
Tamarah Holmes, Ph.D., DHCD
Ammar Al Omari, DHCD

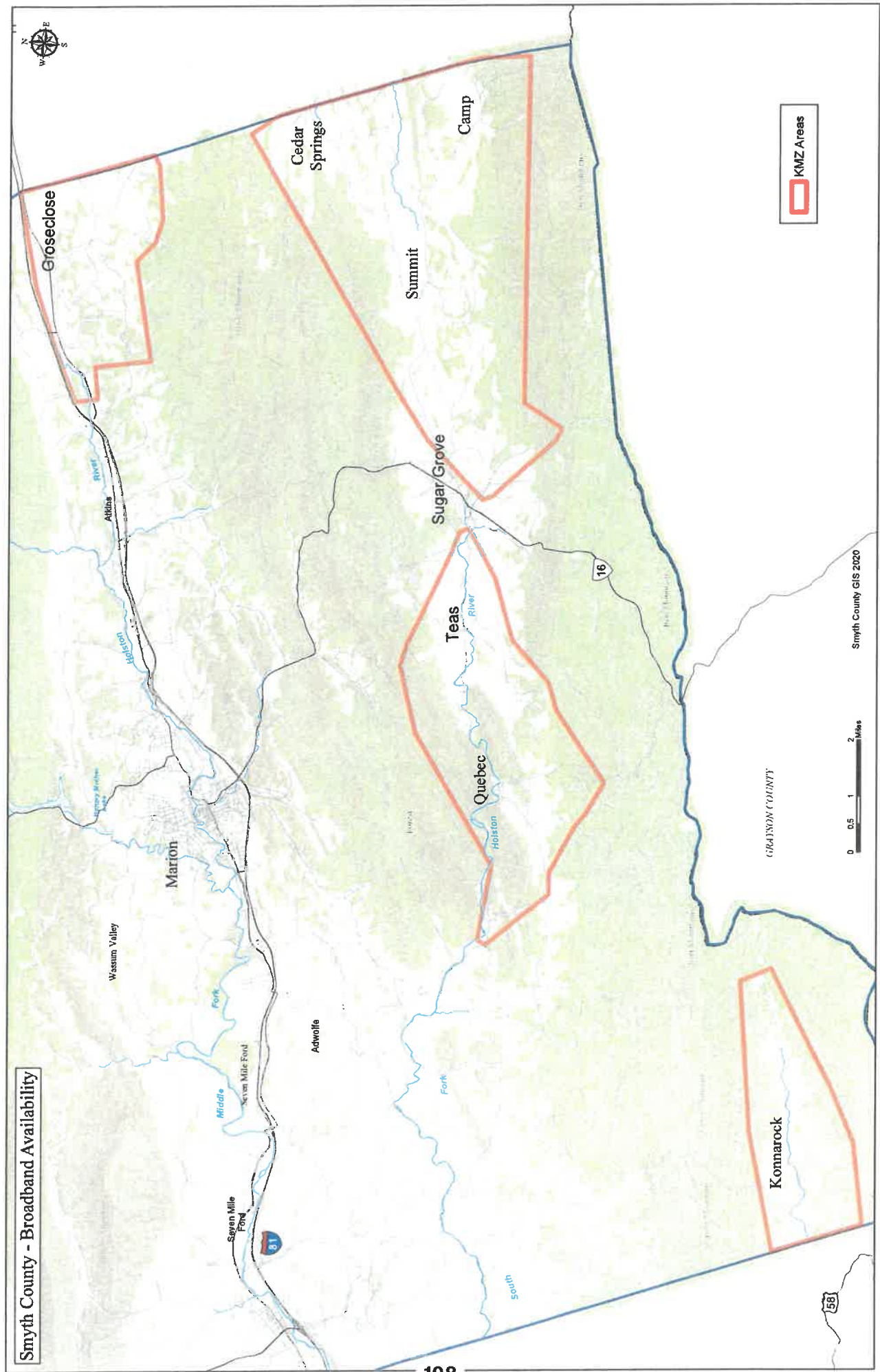


Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

Mount Rogers Broadband Expansion

Legend





Smyth County GIS 2020

0 0.5 1 2 Miles

GRAYSON COUNTY

58

A meeting of the Smyth County Budget Committee was held at the County Office Building on Tuesday, March 16, 2021 at 2:00 p.m.

Committee Members Present:

Atkins District Supervisor Charles Atkins, Chair
Rye Valley District Supervisor Lori Deel (electronically)
Royal Oak District Supervisor Judy Wyant

Staff Members:

County Administrator, Shawn Utt
Administrative Assistant, Christy Bise

Others:

Dr. Dennis Carter, Julie Bear, Jesse Choate, Dr. Kyle Rhodes, Susan Williams – Smyth County Schools

Chair, Atkins District Supervisor Charles Atkins called the meeting to order at 2:06 PM.

Dr. Carter presented information on the upcoming FY21-22 Smyth County Schools budget. He noted the School Board's budget committee will meet on Thursday to review the proposed budget.

The following County general fund expenditure budget items were reviewed:

- County Attorney – continue with contracted attorney services for FY22
- Finance Department – creation of a Finance Department in FY22 to include a County Director of Finance
- Information Systems – payment of maintenance contracts, increase in contract price for technology operation at the Courthouse, putting more computer hardware on a rotation cycle rather than emergency replacement
- Sheriff – EMD dispatch implementation, 744 fund, and SRO positions
- Public Safety – EMS services, regional fire training center
- Decrease in expenses to the Regional Jail and Appalachian Juvenile Detention Center
- Building Inspection/Zoning – permit process improvements
- Emergency Management – Haz-Mat billing efforts
- Building Maintenance – develop maintenance budgets for other County-owned buildings
- Health Department – new funding formula for local match requirements (decrease)
- Contributions to outside agencies – level funding along with new funding requests
- Community Colleges – modest increases due to increased costs and funding formulas
- Capital Improvements purchases
- Recreation – proposed increased to all three Towns
- Smyth County Public Library – increase to improve library collection, outreach efforts, programs, and staff
- CSA – budget closer to anticipated costs for the upcoming CSA FY and implement cost-saving changes down the road

Mr. Utt noted that he continues to work on the budget for the water and sewer fund. Davenport & Co. will be at the next meeting to review their utility study findings.

With nothing further to discuss, the meeting was adjourned at 3:50 PM.

A meeting of the Smyth County Budget Committee was held at the County Office Building on Tuesday, March 23, 2021 at 2:00 p.m.

Committee Members Present:

Atkins District Supervisor Charles Atkins, Chair
Rye Valley District Supervisor Lori Deel
Royal Oak District Supervisor Judy Wyant

Staff Members:

County Administrator, Shawn Utt
Assistant County Administrator, Lisa Richardson
Administrative Assistant, Christy Bise

Others:

Roland Kooch, Davenport & Company

Atkins District Supervisor Charles Atkins called the meeting to order at 2:02 PM.

Roland Kooch, Davenport & Company, presented the General Fund/Utility Enterprise Fund Review for the County.

Mr. Utt and Ms. Richardson recently met with the Treasurer's Office to discuss the financial reports distributed to the Board each month and what makes up those numbers.

Mr. Utt provided an update on the FY21-22 budget. The goal is to have a draft balanced budget to present to the Board at their April meeting.

Mr. Utt presented a tax refund request from the Commissioner of Revenue's Office in the amount of \$3,492.28 to GE TF Trust.

- *A motion was made by Royal Oak District Supervisor Judy Wyant to approve the tax refund request to GE TF Trust in the amount of \$3,492.28. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.*

The committee discussed COVID funds and the guidelines for use of the funding.

With nothing further to discuss, the meeting was adjourned at 3:41 PM.

The next budget committee meeting will be held on Tuesday, March 30th at 2:00 PM

Code 12090-5803

**Smyth County Virginia
Appeal Application for Refund**

Complete the following information and mail to:

Jeff Richardson, Commissioner of the Revenue
Smyth County Courthouse
PO Box 985
Marion VA 24354

Office Use Only:

Date Refund approved: _____

Amount Approved: _____

Date Processed: _____

Check #: _____

☒ Copy of Check given to Commissioner's office

The undersigned herewith applies for an appeal of taxes due from Smyth County for the tax year(s):
(attach supplement if more space required)

Name listed on assessment: GE TF Trust

Tax Year	Acct#	Description/Map #	Tax Adjustment
2020	1061279	GE TF Trust	3492.28

Reason for appeal:

Error on taxing 4 Mack Trucks Ad tagged in Virginia as of
December 2019 and payment being made in error.
Taxpayer paid 11/17/2020 Trans # 8593 Ch # 4140

Applicant Name: GE TF Trust

Mailing Address: c/o Ryan LLC
PO Box 4900

Scottsdale AZ 85261-4900
Telephone: (maria mahd) 312-293-5197

* Authorized Signature: - Via phone - Print Name: _____

* required if refund request over \$ _____

Date Submitted: 3-5-21

Approved for Refund: Jeff Richardson
Jeff Richardson, Commissioner of the Revenue

Date: 3-5-21

Approved for Refund: Tom Burkett
Tom Burkett, Treasurer

Date: 3-5-21

Approved: February 2011

* Please return check to CoR office to go with letter to taxpayer. Thank you! Sam

A meeting of the Smyth County Budget Committee was held at the County Office Building on Tuesday, March 30, 2021 at 2:00 p.m.

Committee Members Present: Atkins District Supervisor Charles Atkins, Chair
Rye Valley District Supervisor, Lori Deel

Absent: Royal Oak District Supervisor, Judy Wyant

Staff Members: County Administrator, Shawn Utt
Assistant County Administrator, Lisa Richardson
Heidi Campbell, Clerk, General District Court

Chair, Atkins District Supervisor Charles Atkins called the meeting to order at 2:00 p.m.

Ms. Heidi Campbell, Clerk of Smyth County General District Court met with the committee to discuss her budget request for FY 21-22. Ms. Campbell has requested the County fund a salary supplement of \$5,000.00 for each of the six staff members in her office, totaling \$30,000 for the year. Ms. Campbell discussed the steps her office has taken during the COVID-19 pandemic to ensure fees were collected although the issuance of traffic tickets declined during this time period and she explained the measures that were implemented by her department to reduce costs. Ms. Campbell stated that the current revenue collections are at approximately \$90,000 to \$100,000 per month, similar to where they were this same time last year prior to the pandemic. The Committee asked if it would be a better option to staff a full time County-funded position in her office rather than to provide a supplement to existing state salaried employees. Some issues discussed were the operational control and HR issues that a County-funded position would present. Ms. Campbell also spoke about Juvenile Domestic Relations Court and the important services it provides to the Department of Social Services and the money the JDR Court saves the County. Ms. Campbell explained the existing disparity between Smyth County's District Court salaries and those in the surrounding counties. Mr. Atkins stated his concern with supplementing salaries in General District Court and how they relate to the current salaries of other Smyth County court system employees.

Mr. Utt presented the upcoming Fiscal Year 2021/2022 Proposed Budget Document for review, which includes a proposed meal tax, a proposed cigarette tax, and a 5% water and sewer rate increase as recommended by the Davenport and Company Utility Fund Review Study. The budget proposal also includes a Capital Improvement Plan and as well as a Principals of Sound Financial Management Guide for the County. The Committee discussed the County's Contribution budget for local charitable organizations. Other items discussed were Broadband, cell towers, public safety needs, and contingency budgets. Mr. Utt will be presenting the proposal to the full Board at the next regular Board of Supervisors meeting on April 13, 2021, with a goal of having a Public Hearing at the May 11, 2021 Board meeting.

With no further business to discuss, the meeting was adjourned at 3:50 p.m.

A meeting of the Smyth County Budget Committee was held at the County Office Building on Tuesday, April 6, 2021 at 2:00 PM.

Members Present:

Atkins District Supervisor Charles Atkins, Chair
Royal Oak District Supervisor Judy Wyant
Rye Valley District Supervisor Lori Deel

Staff Present:

Shawn Utt, County Administrator
Lisa Richardson, Assistant County Administrator
Christy Bise, Administrative Assistant
Paula Harvey, Administrative Assistant

Others:

Dr. Dean Sprinkle, President – Wytheville Community College (electronically)
Malcolm Brown, Vice Chair – Wytheville Community College Board

Chair, Atkins District Supervisor Charles Atkins called the meeting to order at 2:15 PM.

Dr. Sprinkle gave a presentation on Wytheville Community College's FY22 budget along with information about tuition rates, college stats, student data, and the programs offered by the college. He also provided an overview of how the local budget funds provided by the County are spent. The committee discussed free tuition opportunities for students with Mr. Brown and he noted it was a possibility through the WCC Educational Foundation, but currently there is uncertainty with what the Governor's Office will be doing regarding community college funding. The committee thanked Dr. Sprinkle for the presentation and expressed their appreciation for the vital role played by community colleges.

Mr. Utt presented a draft FY21/22 budget which includes a 5% water/sewer increase and Davenport and Company will be at the April Board Meeting to discuss their utilities study findings. Mr. Utt will also provide an overview of the draft budget at that meeting.

Mr. Utt and the committee reviewed the draft budget document.

- *After further discussion, Rye Valley District Supervisor Lori Deel made a motion to recommend the ordinance committee review the process to allow delinquent personal property taxes to go to collections, similar to the process for delinquent real estate taxes. Royal Oak District Supervisor Judy Wyant seconded the motion and it was unanimously approved.*

The committee added they would like for Tom Burkett, Treasurer, to provide financial updates at the Board Meetings on a quarterly basis.

Mr. Utt presented the following budget amendment #7 request:

Economic Development Authority's Fund 4.

<u>Revenue</u>		
<u>Line Item</u>	<u>Description:</u>	<u>Amount:</u>
004-010000-0010	Pathway Park Site Work	\$20,000.00
004-010000-0011	SWIFA Property Sale Proceeds	\$268,880.15
004-010000-0008	Smyth Strong CARES Fund (from Towns)	\$40,000.00

<u>Expense</u>		
<u>Line Item</u>	<u>Description:</u>	<u>Amount:</u>
004-012010-5500	Pathway Park Site Work	\$20,000.00
004-012010-5600	Economic Development Activities	\$268,880.15
004-012010-5403	Smyth Strong CARES Fund	\$40,000.00

- A motion was made by Rye Valley District Supervisor Lori Deel to approve budget amendment #7 as presented. Royal Oak District Supervisor Judy Wyant seconded the motion and it was unanimously approved.

Mr. Utt presented the following TROF grant 5% revenue-sharing funds for Scholle, Smyth Machine, and Speyside Bourbon. These funds can be paid out of the Economic Development Activities fund following the anticipated approval of budget amendment #7 as presented above:

<u>Project:</u>	<u>New Revenue Received:</u>	<u>Due to the Commission</u>
Speyside Bourbon Cooperage #3451	\$316,117.76	\$15,805.89
Scholle, IPN #3506	\$25,818.73	\$ 1,290.94
Smyth Machine #3485	\$33,400.03	\$ 1,670.00
Total	\$375,336.52	\$18,766.83

- A motion was made by Royal Oak District Supervisor Judy Wyant to approve payment of the TROF grant revenue-sharing funds as presented. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.

Mr. Utt reported the County has a 50% revenue sharing arrangement with Wythe County for the personal property taxes collected from the airplanes at the Mt. Empire Airport. Total taxes collected for tax year 2020 were \$3,649.80 so Smyth County owes Wythe County \$1,824.90.

- *A motion was made by Rye Valley District Supervisor Lori Deel to approve the payment to Wythe County for the shared airplane personal property taxes for tax year 2020. Royal Oak District Supervisor Judy Wyant seconded the motion and it was unanimously approved.*

Mr. Utt presented an invoice from BAI Municipal Software who provides the technical support for the County's financial system. In the past, this bill was paid after the start of the new fiscal year, but paying prior to May 1st would realize a 3% savings around \$452 for a total of \$14,624.

- *A motion was made by Royal Oak District Supervisor Judy Wyant to pay the invoice to BAI Municipal Software in FY20 out of the Board of Supervisors capital outlay line. The motion was seconded by Lori Deel and unanimously approved.*

Ms. Deel discussed the current process for the AEP bill for the Konnarock Community Center. Development of a new process will be addressed as part of the FY21/22.

With no further business to discuss, the meeting was adjourned at 3:16 PM.



Smyth County, Virginia
121 Bagley Circle, Suite 100
Marion, VA 24354

Atkins District
Chilhowie District
North Fork District
Park District
Royal Oak District
Rye Valley District
Saltville District

County Administrator
Assistant County Administrator

Charles E. Atkins
Michael L. Sturgill
Charles P. Stevenson
Kristopher S. Rathiff, DPh
Judy Wyant
Lori H. Deel
Roscoe D. Cull

Shawn M. Utt
Alicia Richardson

MEMO

To: Charlie Atkins, Budget Committee Chairman

From: Kendra Hayden, Economic Development Assistant *KH*

Date: March 30, 2021

Subject: Budget Amendment Request

I am providing for your consideration the following budget amendment for Economic Development Authority's Fund 4.

<u>Line Item</u>	<u>Description:</u>	<u>Amount:</u>
004-010000-0010	Pathway Park Site Work	\$20,000.00
004-010000-0011	Economic Development Activities	\$268,880.15
004-010000-0008	Smyth Strong CARES Fund (from Towns)	\$40,000.00

<u>Line Item</u>	<u>Description:</u>	<u>Amount:</u>
004-012010-5500	Pathway Park Site Work	\$20,000.00
004-012010-5600	Economic Development Activities	\$268,880.15
004-012010-5403	Smyth Strong CARES Fund	\$40,000.00

The EDA received a grant from Virginia Industrial Advancement Alliance for infrastructure and site improvements for Pathway Park. These activities will include a Preliminary Engineering Report to identify specifically what type of upgrades will be needed.

Additionally, the EDA received from the Board of Supervisors, proceeds from SWIFA disbursements of project revenues. These funds need to be amended into the above lines for use in economic development activities.

Lastly, the EDA received \$40,000.00 total (\$20,000.00 each) from the Saltville Industrial Development Authority and the Town of Chilhowie, as contribution towards the Smyth Strong Grants provided to Smyth County small businesses.

KDH

Cc: Shawn Utt, County Administrator
Christy Bise, Accounts Payable



SMYTH COUNTY BOARD OF SUPERVISORS

RESOLUTION SMYTH COUNTY BUDGET FISCAL YEAR 2020-2021 – AMENDMENT #7

WHEREAS, the Smyth County Board of Supervisors, on June 30, 2020 adopted the Fiscal Year 2020-2021 Budget in the original amount of \$94,209,332; and

WHEREAS, on September 24, 2020, the Smyth County Board of Supervisors adopted an amended budget (*Budget Amendment #1*) for Fiscal Year 2020-2021 in the amount of \$97,135,790; and,

WHEREAS, on October 13, 2020, the Smyth County Board of Supervisors adopted an amended budget (*Budget Amendment #2*) for Fiscal Year 2020-2021 in the amount of \$97,247,331; and,

WHEREAS, on December 8, 2020, the Smyth County Board of Supervisors adopted an amended budget (*Budget Amendment #3*) for Fiscal Year 2020-2021 in the amount of \$99,389,279; and

WHEREAS, on January 12, 2021, the Smyth County Board of Supervisors adopted an amended budget (*Budget Amendment #4*) for Fiscal Year 2020-2021 in the amount of \$99,521,936.95; and

WHEREAS, on February 9, 2021, the Smyth County Board of Supervisors adopted an amended budget (*Budget Amendment #5*) for Fiscal Year 2020-2021 in the amount of \$100,465,910.95; and

WHEREAS, on March 9, 2021, the Smyth County Board of Supervisors adopted an amended budget (*Budget Amendment #6*) for Fiscal Year 2020-2021 in the amount of \$100,480,886.95; and

WHEREAS, the aggregate amount of budget amendment #7 is \$328,880.15 which would increase the Fiscal Year 2020-2021 budget to a total of \$100,809,767.10 as described in greater detail on Exhibit A attached hereto.

NOW, THEREFORE, BE IT RESOLVED, the Smyth County Board of Supervisors sets forth and approves the amended Smyth County Budget for the fiscal year 2020-2021 in the amount of \$100,809,767.10.

BE IT FURTHER RESOLVED, the approval of this budget amendment #7 shall indeed constitute an appropriation of the same funds.

Adopted this the ____ day of April, 2021

ATTEST:

**SMYTH COUNTY
BOARD OF SUPERVISORS**

Shawn M. Utt, Clerk

Charles Atkins, Chair

Exhibit A
FY 2020-21
Proposed Budget Amendment #7
Part 1. REVENUES

Fund	Department	Line Item Number	Account Title	Adopted Budget	Amount of Amendment	Budget with Amendment	Notes
Fund 004	EDA Funds	004-010000-0008	Smyth Strong CARES Act Fund	\$ (300,000.00)	\$ (40,000.00)	\$ (340,000.00)	Matching Funds from Chilhowie/Saltville
Fund 004	EDA Funds	004-010000-0010	Proceeds from VIRA Grant Funds	\$ -	\$ (20,000.00)	\$ (20,000.00)	Grant for Pathway Park Site Work
Fund 004	EDA Funds	004-010000-0011	Proceeds from SWIFA Land Sales	\$ -	\$ (268,880.15)	\$ (268,880.15)	Proceeds from SWIFA RE Sales
Total Revenues With Amendment				\$ (100,480,886.95)	\$ (328,880.15)	\$ (100,809,767.10)	

Part 2. EXPENDITURES

Fund	Department	Line Item Number	Account Title	Adopted Budget	Amount of Amendment	Amended Budget Amount	Notes
Fund 0004	General EDA Expenses	004-012010-5403	Smyth Strong CARES Act Fund	\$ 300,000.00	\$ 40,000.00	\$ 340,000.00	Matching Funds from Chilhowie/Saltville
Fund 0004	General EDA Expenses	004-012010-5500	Pathway Park Site Work	\$ -	\$ 20,000.00	\$ 20,000.00	Grant-funded site work at Pathway Park
Fund 0004	General EDA Expenses	004-012010-5600	Economic Development Activities	\$ -	\$ 268,880.15	\$ 268,880.15	Misc. Economic Development Projects
Total Expenditures With Amendment				\$ 100,480,886.95	\$ 328,880.15	\$ 100,809,767.10	

	Current Budget Amt.	Amendment Amt.	Revised Budget Amt.
Revenues	\$ (100,480,886.95)	\$ (328,880.15)	\$ (100,809,767.10)
Expenditures	\$ 100,480,886.95	\$ 328,880.15	\$ 100,809,767.10
Difference	\$ -	\$ -	\$ -



Smyth County, Virginia
121 Bagley Circle, Suite 100
Marion, VA 24354

Atkins District
Chilhowie District
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Park District
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County Administrator
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Charles E. Atkins
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Kristopher S. Ratliff, DPH
Judy Wyant
Lori H. Deel
Roscoe D. Call

Shawn M. Utt
Alicia Richardson

MEMO

To: Charlie Atkins, Budget Committee Chairman

From: Kendra Hayden, Economic Development Assistant *KH*

Date: March 30, 2021

Subject: TROF Revenue Share Payment(s)

I am providing for your consideration the following payments to the Tobacco Commission for the three projects that received Tobacco Revitalization Opportunity Fund grants.

The Revenue Share requirements set forth by the Tobacco Commission (est. 2018) state the County pays the Commission 5% of any new revenue received each year from projects who receive a TROF grant until the project reaches 105% of the grant award. The breakdown of payments are listed as follows:

Project:	New Revenue Received:	Due to the Commission
Speyside Bourbon Cooperage #3451	\$316,117.76	\$15,805.89
Scholle, IPN #3506	\$25,818.73	\$ 1,290.94
Smyth Machine #3485	\$33,400.03	\$ 1,670.00
Total	\$375,336.52	\$18,766.83

After approval, these payments will be paid from line item 004-012010-5600 Economic Development Activities. I have attached the supplemental documents from the Commissioner of Revenue's Office as well as an FAQ sheet from the Tobacco Commission.

KDH

Cc: Shawn Utt, County Administrator
Christy Bise, Accounts Payable



Smyth County

JEFFREY T. RICHARDSON
Commissioner of the Revenue

P.O. BOX 985
MARION, VIRGINIA 24354-0985



March 24, 2021

Kendra Hayden
Economic Development
Assistant
121 Bagley Circle Suite 100
Marion VA 24354

RE: Speyside Bourbon Cooperage Inc # 3451

Summary of tax payments received on new items purchased as of June 30, 2018:

Tax Year 2020 M&T:

Cost of M&T purchased 6/30/18 to 12/31/18:	8,615,167	(before 80% Depreciation Rate)
Cost of M&T purchased in 2019:	14,960,637	(before 90% Depreciation Rate)
Taxable amount:	20,356,707	
M&T Tax due:	315,528.96	paid 12/11/2020
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 15,776.45	
Cost of vehicle:	45,146	
Taxable value:	25,600	
Personal Property Tax:	588.80	paid 11/4/2020
Commission Rate:	<u>5%</u>	
Due to Commission:	29.44	

2020 M&T and Personal Property Total Due Commission: \$15,805.89.

No increase of Real Estate Assessment 2018-2020.

Speyside Bourbon Cooperage Inc .
SBCIVA Inc. Real Estate Acct #152463
Purchased real estate 6/14/2018
6373 Lee Hwy
Atkins VA 24311

5% Due Commission:

M&T and Personal Property tax received on new purchases:

2020:	<u>15,805.89</u>
M&T and Personal Property Tax	\$ 15,805.89

Total due Commission: \$ 15,805.89

If you have any questions, please give us a call at 276-782-4040.

Sincerely



Jeff Richardson

Commissioner of the Revenue

sjk



Smyth County
JEFFREY T. RICHARDSON
Commissioner of the Revenue
P.O. BOX 985
MARION, VIRGINIA 24354-0985



March 25, 2021

Kendra Hayden
Economic Development
Assistant
121 Bagley Circle Suite 100
Marion VA 24354

RE: Scholle IPN # 3506

Summary of tax payments received on items purchased as of June 30, 2018:

Tax Year 2019 M&T:

Cost of M&T purchased 6/30/18 to 12/31/18:	104,241	(before 90% Depreciation Rate)
Taxable amount:	93,817	(tax rate \$1.55/100)
M&T Tax due:	\$1,454.16	paid 11/18/19
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 72.71	

Tax Year 2020 M&T:

Cost of M&T purchased 6/30/18 to 12/31/18:	109,686	(before 80% Depreciation Rate)
Cost of M&T purchased & transferred 2019:	2,162,187	(before various Depreciation Rates)
Cost of M&T purchased in 2019:	395,587	(before 90% Depreciation Rate)
Taxable amount:	908,772	(tax rate \$1.55/100)
M&T Tax due:	\$14,085.97	paid 12/7/20
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 704.30	

No taxation of vehicles.

Increase of Real Estate Assessment following General Reassessment of tax year 2020:

Scholle Corp

Real Estate Acct #51197 Value 2018 & 2019	\$1,826,700	
Value 2020	<u>3,215,700</u>	
Increase in Real Estate Value	1,389,000	
Real Estate Tax Rate	<u>.74/100</u>	
Additional Real Estate Tax received in 2020	10,278.60	paid 12/15/20
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 513.93	

5% Due Commission:

M&T and Personal Property tax received on new purchases:

2019:	\$ 72.71
2020:	<u>704.30</u>


M&T and Personal Property Tax \$ 777.01

Real Estate tax received with increase of assessment

2019:	\$ 0.00
2020:	<u>513.93</u>
Real Estate Tax	\$ 513.93

Total due Commission: \$ 1,290.94

If you have any questions, please give us a call at 276-782-4040.

Sincerely,

Jeff Richardson
Commissioner of the Revenue

sjk



Smyth County
JEFFREY T. RICHARDSON
Commissioner of the Revenue
P.O. BOX 985
MARION, VIRGINIA 24354-0985



March 25, 2021

Kendra Hayden
Economic Development
Assistant
121 Bagley Circle Suite 100
Marion VA 24354

RE: Smyth County Machine and Fabrication LLC # 3485

Summary of tax payments received on items purchased as of June 30, 2018:

Tax Year 2019 M&T:

Cost of M&T purchased 6/30/18 to 12/31/18:	858,500	(before 90% Depreciation Rate)
Taxable amount:	772,650	
M&T Tax due:	\$11,976.08	paid 12/6/19
Adjustment over assessed taxable value:	13,500	
Remove tax collected on office furniture:	209.25	abatement made 3/26/21
corrected M&T Tax due for 2019:	11,766.83	
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 588.34	
 Cost of vehicle:	31,000	
Taxable value:	27,425	
Personal Property Tax:	630.78	paid 12/6/19
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 31.54	

2019 M&T and Personal Property Total Due Commission: \$619.88

Smyth County Machine and Fabrication LLC

Tax Year 2020 M&T:

Cost of M&T purchased 6/30/18 to 12/31/18:	843,500	(before 80% Depreciation Rate)
Cost of M&T purchased in 2019:	648,697	(before 90% Depreciation Rate)
Taxable amount:	1,258,627	
M&T Tax due:	\$ 19,508.72	paid 12/11/20
2020 Supplement under assessed taxable value:	437.02	paid 3/25/21
corrected M&T Tax due for 2020:	\$ 19,945.74	
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 997.29	
 Cost of vehicles:	64,500	
Taxable value:	45,942	
Personal Property Tax:	1,056.68	paid 12/11/20
Commission Rate:	<u>5%</u>	
Due to Commission:	\$ 52.83	

2020 M&T and Personal Property Total Due Commission: \$1,050.12

Decrease of Real Estate Assessment following General Reassessment of tax year 2020:

Smyth County Machine and Fabricating LLC (Exit 50 Real Estate LLC) Purchased 11/7/2018
260 Gordondale Rd
Atkins VA 24311

No increase in real estate resulting from 2020 reassessment.

Smyth County Machine and Fabrication LLC

5% Due Commission:

M&T and Personal Property tax received on new purchases:

2019: \$ 619.88

2020: 1,050.12

M&T and Personal Property Tax: \$ 1,670.00

Real Estate tax received with decrease of assessment:

2019: \$ 0.00

2020: 0.00

Real Estate Tax \$ 0.00

Total due Commission: \$ 1,670.00

If you have any questions, please give us a call at 276-782-4040.

Sincerely,



Jeff Richardson

Commissioner of the Revenue

sjk

Tobacco Region Revitalization Commission

Revenue Sharing

Frequently Asked Questions

Created and last revised: November 1, 2018

1. Do all Commission grants require a revenue sharing agreement?

No. Only projects that earn new local tax revenue are required to share in revenue generated by the project. Commission grant programs that will have revenue sharing agreements include all Tobacco Region Opportunity Fund (TROF) grants, and certain Southside Economic Development, Southwest Economic Development and Special Projects Grants.

2. Is revenue sharing required on loans?

No, revenue sharing is not required on loans.

3. How much revenue is required to be shared? Is there a cap on the total amount to be shared?

Localities are required to share 5% of all local tax revenue collected that is generated by the grant. This just means that whatever a locality collects from a grant-supported project, you send 5% of it to the Commission. ***No locality can ever lose money as a result of a revenue sharing agreement.***

The total amount (i.e. cap) of local tax revenue provided to the Commission is limited to no more than 105% of the total grant amount. This is not a requirement that a locality must pay 105% - it only is the upper limit on what the Commission could collect.

4. What if the amount of revenue return is so small it will take over 20 years to reach 105% of the grant amount?

After five (5) years, if and when the amount of revenue return is an amount of \$50 or less per year after a period of no fewer than three consecutive years (total of eight (8) years from the beginning of the grant), then the locality may request in writing the revenue sharing agreement be terminated at the sole discretion of the Commission.

5. Is the amount of repayment based upon the original or annual assessment of taxable property generated by the grant?

The amount of repayment shall be based on the annual assessment ("the Assessment") – which includes all depreciation, assessment factors, and associated local incentive programs tied to taxable assets. The Assessment is as issued to the Company by the local Commissioner of Revenue.

6. What if the Company appeals their assessment and the assessment is revised?

At the discretion of the Commission, appeals and subsequent revisions to the assessment by the local Commissioner of Revenue may be taken into consideration.

7. If the company that benefited from a grant is late on paying their taxes or otherwise fails to make their tax payment, is the locality penalized or otherwise have to share in tax revenue that has not (or will not) be received?

No. The payment obligation of a locality is contingent upon receipt of tax payments from the Company. If the locality does not (or has not) received revenue, then neither does the Commission since no new tax revenue is being provided to the locality.

8. When are revenue sharing payments due to the Commission?

Payments shall be made to the Commission within thirty (30) days of the due date found on the Company's tax assessment. Extensions to this date may be made at the sole discretion of the Commission.

9. For grants that go towards business expansions, does revenue sharing apply to only the taxes generated by the expansion or to all the taxes generated by the business thereafter?

Revenue return will apply to all local tax revenue generated by the business after receiving the grant. For business expansions, new revenue is all additional taxes above the tax year prior to the base year of the grant. We believe that local commissioners of the revenue can estimate this amount in good faith and we will accept their estimates so long as they're credible.

10. What if the grantee is a local Economic Development Authority (EDA) or Industrial Development Authority (IDA)? Since these groups do not collect taxes, how can they share revenue with the Commission?

EDAs and IDAs do not collect taxes. However localities do and the easiest way meet the revenue sharing requirement is to add the locality to the performance agreement.

11. How is revenue sharing handled when a project takes place in a regional industrial/ business park?

Often in regional industrial/ business parks localities have an agreement where one locality will collect tax revenue and then remit an agreed upon portion to the other locality. As long as the Commission receives what equals 5% from each of the localities in which tax revenue is generated, the Commission is flexible on how it is received.

COMMISSIONER OF REVENUE
SMYTH COUNTY
PO BOX 985
MARION VA 24354

March 30, 2021

SMYTH COUNTY BOARD OF SUPERVISORS

RE: AIRPLANES LOCATED AT THE SMYTH/WYTHE AIRPORT

AMOUNT COLLECTED AS OF March 30, 2021 is \$3649.80 FOR TAX YEAR 2020.

TOTAL COLLECTED \$3649.80

2016 Delinquent

#1023642 \$60.20 (not counting interest and penalties)

2017 Delinquent

#1023642 \$60.20 (not counting interest and penalties)

2018 Delinquent

#1023642 \$60.20 (not counting interest and penalties)

2019 Delinquent

#1023642 \$60.20 (not counting interest and penalties)

**TOTAL VALUE OF AIRPLANES ASSESSED FOR 2020 AT SMYTH/WYTHE
AIRPORT WAS 260,700**

TOTAL QUANTITY OF AIRPLANES 15

A meeting of the Smyth County Building and Grounds Committee was held at the County Office Building on Thursday, April 1, 2021 at 3:00 PM.

Members Present:

Rye Valley District Supervisor Lori Deel
Chilhowie District Supervisor Mike Sturgill, Chair
Park District Supervisor Kris Ratliff (electronically)

Staff Present:

County Administrator Shawn Utt
Assistant County Administrator Lisa Richardson
Building and Grounds Supervisor Dennis Greer
Administrative Assistant Christy Bise
Administrative Assistant Paula Harvey

Others Present:

Aaron Sizemore, Director – Mount Rogers Planning District Commission

Chair, Rye Valley District Supervisor Lori Deel called the meeting to order at 3:05 PM.

Mr. Sizemore reviewed the bids received for renovations at the Courthouse to complete office space for Southwest Virginia Community Corrections. Bill Huber, a local architect, put the bids specs out and three bids were received. The lowest bid received was from McConnell Contractors, but they did not include the required bid bond. When Mr. Sizemore contacted them inquiring about the bond, McConnell Contractors realized their mistake and withdrew their bid. The next lowest bidder was Trademark of Va Construction at \$109,681 and Mr. Sizemore is recommending acceptance of that bid.

- *A motion was made by Chilhowie District Supervisor Mike Sturgill to accept the bid in the amount of \$109,681 from Trademark of Va Construction for renovations at the Courthouse for the Southwest Virginia Community Corrections office space. Park District Supervisor Kris Ratliff seconded the motion and it was unanimously approved.*

Mr. Sizemore reported that solicitation for bids has gone out for repairs to the elevator at the Smyth County Public Library. Bids are due by April 21st and Mr. Sizemore will provide an update at the next committee meeting.

Dennis Greer was introduced as the new Building and Grounds Supervisor.

Mr. Utt provided an update on the survey for the sewer line for the Morison Building. He will be working with Mount Rogers CSB to see if the building can be connected to the new sewer

line for the next building they construct adjacent to the Morrison Building since the existing sewer line that serves our building is in very poor condition.

The committee discussed the possible use of CARES Act funding for a new HVAC system in the Morrison Building. Mr. Utt also discussed the use of bond funds to complete the HVAC design services for the Morrison Building by Thompson and Litton at a cost of \$148,500.

- *A motion was made by Chilhowie District Supervisor Mike Sturgill to authorize Mr. Utt to execute task order #4 from Thompson and Litton for design services of the Morrison Building HVAC system. The motion was seconded by Park District Supervisor Kris Ratliff and unanimously carried.*

With no further business to discuss, the meeting was adjourned at 3:22 PM

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 19, 2020 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order: March 17, 2021
- b. Owner: Smyth County Board of Supervisors (SCBOS)
- c. Engineer: Thompson & Litton, Inc. (T&L)
- d. Specific Project (title): Smyth County-Morrison Building HVAC Design
- e. Specific Project (description):

In Fall of 2020, T&L was commissioned by SCBOS to evaluate the existing heating and cooling (HVAC) systems for the Morrison Building. The Morrison Building is Smyth County (County) owned property, formerly part of the Southwest Virginia Mental Health Institute (SVMHI) campus and now houses the County Administration Office, County School Board, County DSS, as well as several other smaller county groups. The need for this study was based on the County's reliance on the SVMHI boiler as a heat source, the need to become independent of that source, and several past quotes from various HVAC contractors that were wide ranging in price.

This design proposal is based on the study, titled County Administration Building Heating Evaluation, T&L Preliminary Mechanical Feasibility Report, Project #15763-00, dated January 28, 2021.

2. Services of Engineer

Architectural Scope of Services:

- 1. Provide design in connection with HVAC replacement consisting of the following:
 - a) Survey and document existing conditions at the site (four floors) including the following items: existing partition configurations, ceiling heights and materials, CAD base sheets of existing floor plans, CAD reflected ceiling plans of existing conditions, and location of all rated doors and partitions.

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

- b) Meeting with the local building official at the onset of the project to ensure that all parties are in agreement prior to commencing design assuring work is performed to code.
 - c) Assist in development of conceptual plan(s) for HVAC replacement to include the following: conceptual plan for future reconfiguration, building code compliance narrative, review with building official, phasing plan based on design by floor or by specified area, and location of floor and exterior wall penetrations for new ducts and pipes.
 - d) Assist in development of bid and construction documents for the overall phased project including bid forms, agreement, specifications, and drawings to include selective demolition plan (four floors) to accommodate new HVAC systems, floor plans of proposed alterations required by new HVAC installation, reflected ceiling plans, miscellaneous details of alteration construction, details of exterior wall louvers required by new HVAC, and specifications.
2. T&L will assist the County with coordinating the renovations and will provide code analysis and design for the County, where applicable, for proposed renovations. The plan sheets provided for HVAC renovation will be provided directly to the County for their use, anticipating that work would commence independently after bid proceedings. T&L will also provide Construction Contract Administration after scheduled construction commences.

Mechanical Engineering Scope of Services

1. Provide calculations of the cooling and heating load requirements of the interior building spaces to be conditioned along with calculations of the required building air supply and exhaust quantities.
2. Design and production of construction documents for the removal and replacement of the existing sign and production of construction documents for the removal and replacement of the existing HVAC system(s). It is anticipated that the new HVAC system will consist of a variable refrigerant flow (VRF) system and a dedicated outside air unit to provide code required ventilation rates.
3. Existing controls and wiring will be utilized to the extent possible. Where not possible, design and construction documents will be provided for all associated controls necessary for the proper operation of the new units and their related components.
4. Existing mechanical chases and ductwork will be utilized to the extent possible. Where not possible, design and construction documents will be provided for all required mechanical chases and ductwork necessary to operate the new HVAC system.

Task Order Form

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and American Society of Civil Engineers. All rights reserved.**

Electrical Engineering Scope of Services

1. Design and production of construction documents for the removal and relocations of branch circuits from existing heat systems to new HVAC equipment. New main distribution panels changes are included in this phase. Power distribution for receptacle branch circuits is included for new and revised walls around chases only. Data ports/and other wall mounted electrical equipment relocation will be included in the design for new walls around the chases if needed.

General Services

1. T&L will assist the County during the bidding and advertising process. This will include preparation of all required contract documents for the soliciting of bids, attending a pre-bid meeting, issuance of any required addenda, attendance at the bid opening, bid evaluation and tabulation, issuance of the Notice of Award, and Notice to Proceed. T&L's services during the bidding phase assume that the project will be bid as a single advertisement and result in no more than two potential contracts.
2. T&L will provide construction contract administration services consisting of the following: attending the preconstruction conference, review of shop drawings, review and approval of payment applications, providing periodic site visits, facilitate and attend monthly construction progress meetings, conducting the substantial completion inspection and development of an associated punch list and conducting the final completion inspection and project closeout. To clarify, T&L's periodic reviews during construction assume that the project will be visited every three (3) weeks during an estimated 12-month construction period (total of 16 site visits to include substantial and final completion inspections). It is anticipated that various design discipline representatives (i.e., mechanical, electrical, architectural, etc.) will attend the site meetings as construction activities warrant their respective presence. If the project extends beyond the anticipated 12-month construction period, T&L will provide continuing construction contract administration services (as outlined above) at a rate of \$8,200.00 per month.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, expressly incorporated in this Task Order by reference.

4. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

<u>Party</u>	<u>Action</u>	<u>Schedule</u>
Engineer	Design of HVAC System for Morrison Building	Within 60 days of the Effective Date of the Notice to Proceed.

Task Order Form

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and American Society of Civil Engineers. All rights reserved.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
1. Design of HVAC System for Morrison Building	\$148,500.00	Lump Sum
TOTAL COMPENSATION	\$148,500.00	Lump Sum

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

6. **Consultants retained as of the Effective Date of the Task Order:** None

7. **Other Modifications to Agreement and Exhibits:** None

8. **Attachments:** County Administration Building Heating Evaluation; Preliminary Mechanical Feasibility Report

9. **Other Documents Incorporated by Reference:** None

10. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is March 17, 2021.

OWNER: SMYTH COUNTY
BOARD OF SUPERVISORS

ENGINEER: THOMPSON & LITTON, INC.

By: _____

By: R. Helton

Print
Name: _____

Print
Name: Ronald G. Helton, PE

Title: _____

Title: Chairman

Engineer License or Firm's
Certificate No. (if required): 3869

State of: Virginia

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

Name: Shawn M. Utt
Title: County Administrator
Address: 121 Bagley Circle, Suite 100
Marion, Virginia 24354
E-Mail
Address: sutt@smythcounty.org
Phone: (276) 783-3298

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Kelly Haga
Title: Project Manager
Address: 726 Auburn Avenue
Radford, Virginia 24141
E-Mail
Address: khaga@T-L.com
Phone: (540) 633-1897

Task Order Form

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A meeting of the Smyth County Personnel Committee was held at the County Office Building on Thursday, April 1, 2021 at 1:00 PM

Committee Members Present:

Park District Supervisor Kris Ratliff, Chair (electronically)
Atkins District Supervisor Charles Atkins
Chilhowie District Supervisor Michael Sturgill

Staff Present:

County Administrator Shawn Utt
Assistant County Administrator Lisa Richardson
Administrative Assistant Christy Bise
Administrative Assistant Paula Harvey

Chair, Kris Ratliff, called the meeting to order at 1:00 PM.

County Administrator Shawn Utt presented information on the proposed revisions to the leave accrual section of the personnel policy. The proposal would allow employees to earn leave on a monthly basis instead of as a lump sum accrual on their anniversary date based on the following:

<u>Years of Service</u>	<u>Leave Earned per Month</u>
0 – 5 years	8 hours earned (12 days annually)
6 – 15 years	10 hours earned (15 days annually)
16 – 21 years	12 hours earned (18 days annually)
22+ years	14 hours earned (21 days annually)

An employee shall be credited with the earned annual leave on a monthly accrual basis. Any unused balance of annual leave remaining at the end of the employment year shall expire, except as follows: the employee may carry up to the total amount of annual leave accrued in a 12-month period based on the employ's years of service into the next employment year. Upon separation, an employee shall be paid for the unused portion of accrued annual leave.

Based on the current leave system, implementation of the change to the new leave accrual system will take more time for the employees hired prior to 2016.

Mr. Utt is also proposing to change the leave expiration from the employee's anniversary date to June 30th of each year. Mr. Utt added that he is researching the possibility of switching to a PTO leave system.

- *Atkins District Supervisor Charles Atkins made a motion to revise the leave accrual process and the amount of time that can be rolled over from year to year as presented. Chilhowie District Supervisor Michael Sturgill seconded the motion and it was unanimously carried.*

Mr. Utt presented a comparison of health insurance plans from other localities and reviewed how they compared to the County's plan. This was presented as information only, no action was required.

With no further business to discuss, the meeting was adjourned at 1:22 PM.



Smyth County Public Safety Committee Meeting

April 6, 2020

Attendance

Board of Supervisors

Lori Deel (Chair)

Kris Ratcliff

Absent-Mike Sturgill

Staff

Shawn Utt, County Administrator

Curtis Crawford, Emergency Services Coordinator

Shannon Williams, 911 Coordinator

Johnny Joannou, Chief Deputy, Smyth County Sheriff's Office

Paula Harvey, Administrative Assistant

Guest

Brian Martin, Town Manager, Town of Saltville

Kyle Brewster, EMS Chief, Town of Saltville

Call to Order

Lori Deel called meeting to order.

Chiefs Meeting Report

C. Crawford reported that all departments were represented with the exception of Station 10. Moving forward with strategic planning. Chiefs discussed financial needs that could be assisted by future funding including Portable Scene Lighting, Turnout Gear, and the number one need was Radios. Training facility added rental gear and tablets/AV equipment. Next meeting is May 3rd at Adwolfe.

COVID Concerns

C. Crawford advised we are not seeing a new wave at this time. Monthly trends are looking just above 100 new cases in each February and March. Vaccinations are still going strong with multiple Pharmacies not onboard given shots. Mass Vaccination site in Smyth County for Johnson and Johnson on April 17th at Marion Senior High School Gym.

Emergency Medical Dispatching

C. Crawford advised that the grant was submitted for 100% award of around \$57,000 to Rescue Squad Assistance Grant/Office of EMS. Award date will be July. S. Williams will be exploring ways to expedite the process until award.

Town of Saltville/Saltville Rescue Squad/Lease Agreement

B. Martin advised that last Wednesday, Saltville Town Council asked K. Brewster to refine proposals and budget.

*K. Ratcliff made a motion that the board except presentations from Saltville Rescue Squad, Town of Saltville, and Mr. C. Crawford on the future plans for the Saltville area EMS on April 22nd at 7pm. This meeting will be presentations and questions only with the Board of Supervisors. Discussion will follow at the May Public Safety Committee Meeting with a recommendation made to the May Board Meeting.
Second by L. Deel. Unanimous approval.*

Survey

C. Crawford presented a draft of the found information from the SCPS survey. This was just the information at the time. L. Deel suggested to keep the survey open longer to get more responses in the next month.

Smyth County Training Academy

C. Crawford advised at this time, Smyth County and Chilhowie has the opportunity to house training in county for Fire and EMS from no training to Paramedic and Firefighter 2. This is a 3 plus year plan, but will be a huge advantage for Smyth County and could make the program the only one to offer all training in SWVA. C. Crawford asked the committee for the ability to draw up the agreement with the Town of Chilhowie to assist on the debt services to the building of the classroom facility in exchange for free training for all Smyth County Emergency Department members.

K. Ratcliff made the motion to move ahead with drawing up the agreement and supporting the funding of debt services in return for training. L. Deel second. Unanimous approval.

Grants

Grants are in progress at this time. Smyth County is looking to get a grant for a drone to be used county wide in many disciplines. Also, a possibility of thermal imagery cameras for police, fire, and EMS. Last years SHSP grant has a surplus and the county has been given the ability to add purchases onto the grant. A meeting is set up with law enforcement, EMS, and Fire for Friday to discuss how to spend the extra \$6,000 surplus. The grant is to further active shooter response in the county and with the extra funds, we can make a bigger move in doing so.

Next Meeting will be held May 4th at 11 am

Meeting Adjourned 1207