

BOARD OF SUPERVISORS



TUESDAY, MARCH 9, 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, March 9, 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
- 4) **MINUTES OF PREVIOUS MEETINGS** (Pg. 5-40) Chairman
Minutes of February 9, 2021 and February 25, 2021 meetings
- 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. Gabe Johnson, Smyth County Sheriff's Office (Pg. 41-59)
- 10) **OLD BUSINESS** Chairman
 - a. Rules of Procedure – Final Edits (Pg. 60-77)
 - b. Riverside Community Center Follow-up
 - c. Committee Reports / Recommendations
 - i. Budget Committee (Pg. 78-94)
 - ii. Buildings and Grounds Committee (Pg. 95-107)
 - iii. Insurance Committee (Pg. 108-109)
 - iv. Personnel Committee (Pg. 110-117)
 - v. Public Safety Committee (Pg. 118)
 - vi. Water-Sewer Committee (Pg. 119-120)

- 11) **NEW BUSINESS** Chairman
- 12) **REPORT FROM COUNTY ATTORNEY** Scot Farthing
- 13) **REPORT FROM COUNTY ADMINISTRATOR / STAFF** Shawn Utt
- 14) **SUPERVISOR COMMENT TIME** Board Members
- 15) **CLOSED SESSION** – *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 – Adwolfe Sewer Project



*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*

March 4, 2021

To: Members, Smyth County Board of Supervisors

CC: Smyth County Leadership Team

From: Shawn M. Utt, Smyth County Administrator

RE: Packet summary – March 9, 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 a County staff member. 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 February 9, 2021 (*Att. 1*) and February 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. **Gabe Johnson, Smyth County Sheriff's Office** – Mr. Johnson will be at the meeting to make a presentation on the School Resource Officer program and related grant funding application for the upcoming budget year. For your information, I have **enclosed** (*Att. 3*) a summary memo giving a quick look at the funding being requested from the Commonwealth.

10. Old Business Items:

- a. **Rules of Procedure's Final Edits –Enclosed (Att. 4)** is a copy of the final edit of the proposed Rules of Procedure for the Board's consideration. The changes that were discussed at the February meeting have been incorporated and I believe these to be the final version and ready for adoption by the Board.
- b. **Committee Reports/Recommendations:**
 - i. **Budget Committee** – minutes of the meeting are **enclosed** for your information (**Att. 5**). In addition, items related to committee recommendations are also **enclosed** for your review.
 - ii. **Buildings and Grounds Committee** – minutes of the meeting are **enclosed** for your information (**Att. 6**). In addition, items related to the committee recommendation are also **enclosed** for your review.
 - iii. **Insurance Committee** – minutes of the meeting are **enclosed** for your information (**Att. 7**). In addition, items related to committee recommendations are also **enclosed** for your review.
 - iv. **Personnel Committee** – due to the timing of the Personnel Committee meeting, the minutes of the meeting will be provided at the meeting. However, for your review, items related to committee recommendations are **enclosed** (**Att. 8**).
 - v. **Public Safety Committee** – minutes of the meeting are **enclosed** for your information (**Att. 9**). In addition, items related to committee recommendations are also **enclosed** for your review.
 - vi. **Water-Sewer Committee** – minutes of the meeting are **enclosed** for your information (**Att. 10**). 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)7.** (1 item related to Adwolfe Sewer Project)

The Smyth County Board of Supervisors held a regular meeting on Tuesday, February 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, Rye Valley District Supervisor Lori Deel (electronically); Chilhowie District Supervisor Michael Sturgill; North Fork District Supervisor Phil Stevenson; Park District Supervisor Kris Ratliff; Royal Oak District Supervisor Judy Wyant; Saltville District Supervisor Roscoe D Call (electronically) (7)

ABSENT: None (0)

STAFF: County Administrator Shawn Utt; County Attorney Scot Farthing; Administrative Assistant Christy Bise (3)

OTHERS: Smyth County Sheriff Chip Shuler and Deputy, Smyth County News and Messenger, and citizens

 2/9/2021 5:01 PM Chair, Atkins District Supervisor Charles Atkins called the meeting to order and welcomed everyone.

Reverend Charles Stewart, Marion Baptist Church, gave the invocation.

Shawn Utt, County Administrator, led the Pledge of Allegiance

 2/9/2021 5:03 PM County Administrator Shawn Utt presented the following resolution in recognition of Debra Schwartz's retirement from the Smyth County Treasurer's Office.



SMYTH COUNTY BOARD OF SUPERVISORS

A RESOLUTION IN RECOGNITION OF DEBRA SCHWARTZ UPON HER RETIREMENT FROM THE SMYTH COUNTY TREASURER'S OFFICE

WHEREAS, Debra "Debbie" Schwartz began her journey with Smyth County as a part-time employee of the Treasurer's office in August 1977 and moved into a full-time position on January 1, 1979; and,

WHEREAS, Debbie has served as one of the constant faces in the Treasurer's office for over 40 years, serving the citizens of Smyth County with pride and honor; and,

WHEREAS, Debbie has served with three (3) Smyth County Treasurers over the course of her career, always providing a devotion to her work that has seldom been replicated and often appreciated; and,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SMYTH COUNTY, VIRGINIA, that we hereby express our most sincere appreciation for the dedication, commitment and hard work provided by Ms. Debbie Schwartz to her fellow employees and the citizens of Smyth County; and,

BE IT FURTHER RESOLVED BY THE BOARD OF SUPERVISORS OF SMYTH COUNTY, VIRGINIA, that the Board, County Administration and staff as a whole wish Ms. Schwartz a long, restful and well-deserved (and hard-earned) retirement.

Adopted this the 9th day of February, 2021

ATTEST:


Shawn M. Utt, Clerk

**SMYTH COUNTY
BOARD OF SUPERVISORS**


Charles E. Atkins, Chair

Vice Chair, Rye Valley District Supervisor Lori Deel made a motion to adopt the resolution as presented. 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,
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. Schwartz thanked the Board for their recognition and the opportunity that she had to work in the Treasurer's Office.

 2/9/2021 5:08 PM Mr. Utt introduced the new Tourism Director, Amanda Livingston. Ms. Livingston spoke about the tourism opportunities the County has to offer and she looks forward to promoting those opportunities in her new role.

 2/9/2021 5:11 PM Saltville District Supervisor Roscoe Call made a motion to adopt the agenda. Chilhowie District Supervisor Mike 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.

 2/9/2021 5:12 PM The Board discussed the importance of consistent meeting times for the second Board meeting held on the fourth Thursday of every month. A motion was made by Royal Oak District Supervisor Judy Wyant to approve the minutes of the January 12, 2021 meeting. Park District Supervisor Kris Ratliff 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.

 2/9/2021 5:15 PM No public hearings were scheduled during tonight's meeting.

 2/9/2021 5:15 PM Mr. Utt stated that financial reports were not available from the Treasurer's Office due to issues with the accounting software. He added that funds are available to cover the appropriations presented at tonight's meeting.

 2/9/2021 5:17 PM Royal Oak District Supervisor Judy Wyant made a motion to approve the following payment of invoices:

General County	
Accounts Payable Listing:	\$1,056,126.02
Payroll:	\$740,000.00
Auto Draft Rural Development:	\$15,515.00
Utilities/Misc	\$30,000.00
County Administration Fund:	\$5,000.00
Total County Appropriation:	\$1,900,000.00

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,
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.

Saltville District Supervisor Roscoe Call made a motion to approve the following Social Services appropriations:

Social Services	
(February 10 – 28, 2021)	\$310,000.00
(March 1 – 9, 2021)	\$60,000.00
Total Social Services:	\$370,000.00

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,
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.

Saltville District Supervisor Roscoe Call made a motion to approve the following School Board appropriations:

Schools-Operating Fund	
Instruction	\$3,100,000.00
Administration, Attendance, & Health	\$120,000.00
Transportation	\$115,000.00
Facilities	\$450,000.00
School Food Service	\$315,000.00
Technology	\$60,000.00
Total School Operating Fund:	\$4,160,000.00
School Debt and Capital Outlay	\$0.00
School Textbook Fund	\$0.00

Park District Supervisor Kris Ratliff 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,
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: Chilhowie District Supervisor Michael Sturgill

ABSENT: None.

Saltville District Supervisor Roscoe Call made a motion to approve the following EDA Fund 4 appropriations:

EDA Fund 4	\$6,123.15
-------------------	-------------------

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,
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.

Saltville District Supervisor Roscoe Call made a motion to approve the following Sheriff's Department Fund 748 appropriations:

Sheriff Dept Fund 748 (Pg. 9-12)	\$5,179.74
---	-------------------

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,
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.

Park District Supervisor Kris Ratliff made a motion to approve the following Recovery Court Fund 749 appropriations:

<i>Recovery Court Fund 749 (Pg. 13-17)</i>	<i>\$30,511.68</i>
--	--------------------

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,
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.

 2/9/2021 5:21 PM Chair, Atkins District Supervisor Charles Atkins opened citizen's time.

 2/9/2021 5:21 PM With no one wishing to speak, Chair, Atkins District Supervisor Charles Atkins closed citizen's time.

 2/9/2021 5:21 PM Mr. Utt welcomed Rose Likins, Director of the Smyth County Public Library, to the meeting. Ms. Likins reported to the Board that she began in her new role as director of the Library on December 1, 2020 and she is delighted to be leading the Library. She has been impressed by the strength of the system, along with the facilities and collections available to the citizens. She also recognized the devotion, dedication, and commitment of the Library staff and Library Board. She noted that the pandemic has been tough and she looks forward to reopening to the public. The Library has been doing curbside pick-up along with other various activities during the time of closure. She believes transparency is the key and looks forward to moving forward with County-wide learning opportunities for citizens of all ages. The Board welcomed Ms. Likins to her new role and looks forward to seeing what the Library has to offer.

 2/9/2021 5:30 PM Mr. Utt reviewed the proposed revisions to the Board's Rules of Procedures.

Mr. Utt asked for input on the fourth Thursday meeting schedule. *After discussion, North Fork District Supervisor Phil Stevenson made a motion to have a 7:00 p.m. start time for the second*

monthly Board meetings held on the fourth Thursday of the month. 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,
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.

County Attorney Scot Farthing noted that adoption of the meeting agenda was mostly for Boards with 15+ members. By not adopting the agenda, this would allow for more flexibility and the Chair could move things around without having to request an amendment and take a vote. This would also allow for adjustment to time limits. Citizens speaking during citizen's time could follow the same Rules for Public Hearing guidelines.

After further discussion, Vice Chair, Rye Valley District Supervisor Lori Deel made a motion for Mr. Utt to present an updated final revision at the next meeting before voting. Chilhowie District Supervisor Mike 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.



2/9/2021 5:49 PM Committee reports and recommendations were presented.

Budget Committee – Chair, Atkins District Supervisor Charles Atkins read the minutes from the meeting on February 2, 2021.

1) Mr. Utt presented a budget amendment request from Social Services for CSA funds not included in the original budget for FY20-21. Foster care needs have increased which have

resulted in the budget shortfall. Mr. Utt is serving on the CPMT Board and they are working to identify cost-saving measures, but an additional \$943,974 is being requested to cover CSA expenses through the end of the fiscal year. Even though our auditors have said it isn't required, the committee would like County Attorney Scot Farthing to determine if a public hearing is necessary due to the budget amendment that was approved for CSA at the January Board Meeting in the amount of \$99,437 which, although done in two separate actions, totals more than 1% of the overall County budget.

Royal Oak District Supervisor Judy Wyant made a motion to recommend the approval of the budget amendment, pending public hearing determination by the County Attorney. Rye Valley District Supervisor Lori Deel seconded the motion and it was unanimously approved.

Mr. Atkins added County Attorney Scot Farthing determined that no public hearing was necessary so the Board can go ahead and vote on the budget amendment as recommended from the committee. It was noted by Mr. Utt that foster care has dramatically increased since December and these additional funds are needed to cover those costs. Cost saving measures are being reviewed. \$723,462 would be state money and the local general fund portion would be \$220,512.

After consideration, the budget committee recommendation 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.

2) Based on the County's original agreement with SWIFA, proceeds from any land sale were to be distributed on a 50/50 basis between Washington and Smyth Counties, but that has not happened over the years. At the most recent SWIFA Board Meeting, the Board authorized proceeds to be paid to Smyth County in the amount of \$268,880.15 for those land sales. Since these funds were originally intended for the expansion of economic development opportunities, Mr. Utt is recommending they be transferred to the County's EDA budget.

A motion was made by Rye Valley District Supervisor Lori Deel to recommend the transfer of the SWIFA land sale proceeds in the amount of \$268,880.15 to the

EDA's budget for economic development purposes. Royal Oak District Supervisor Judy Wyant seconded the motion and it was unanimously approved.

After consideration, the budget committee recommendation 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.



2/9/2021 6:02 PM Personnel Committee – Committee Chair, Park District Supervisor Kris Ratliff read the minutes of the Personnel Committee meeting on February 2, 2021.

1) Mr. Utt presented a proposed job description and salary range for the Administrative Assistant/ Deputy Clerk position that was discussed at the January committee meeting. The position would serve as administrative support for the Board as well as other departments of the County that currently do not have administrative support. He noted the position would be housed within the County Administration office and Mr. Utt is recommending hiring the position as a grade 8.

After discussion, Chilhowie District Supervisor Mike Sturgill made a motion to approve the job description as presented and authorized the advertising and hiring of the position at a grade 8. Atkins District Supervisor Charles Atkins seconded the motion and it was unanimously approved.

After discussion, the personnel committee recommendation 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, and
Park District Supervisor Kris Ratliff*

*NAYS: North Fork District Supervisor Phil Stevenson,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

ABSTAINERS: None.

ABSENT: None.

2) Mr. Ratliff reviewed the proposed changes to the Personnel Policy.

- a) Section 2.1 Recruitment and Selection – Allow for a position to be posted internally if the County Administrator deems there are more than one viable candidate eligible for promotion to a vacancy.
- b) Section 2.2 Types of Appointments – Extend new employee probationary period to 6 months with a maximum extension of 90 days.
- c) Section 2.3 Nepotism – Grammatical change.
- d) Section 2.4 Residency Requirement – Managers of the following departments be allowed to live outside of Smyth County at the time of their initial employment with the stipulation that if he/she choose to move residences, he/she would be required to relocate to Smyth County. Those positions include: Animal Control, E911, Finance, Information Systems, Solid Waste, Maintenance and Utilities. This can help with recruitment of those positions should they ever become vacant.

After discussion, a motion was made by Atkins District Supervisor Charles Atkins to add Finance Director to the list of positions allowed to live outside Smyth County. Chilhowie District Supervisor Mike Sturgill seconded the motion and it was unanimously approved.

- e) Sections 2.5 through 5.1 – grammatical/clerical changes only.
- f) Section 6.9 Types of Leave – The committee discussed the option of moving to earning leave on a monthly basis instead of as a lump sum on the employee's anniversary. The number of days earned per year would remain the same based on years of service, but instead the time would be earned monthly instead of as a lump sum. Mr. Utt would also like to see the amount of hours that can be rolled over each year increased. After discussion, the committee unanimously agreed for Mr. Utt to draw up a new leave section for the policy based on suggestions discussed at this meeting and present it back to the committee for consideration.
- g) Section 7.12 Travel Policy – Mr. Utt added that tip reimbursement restrictions should be amended to allow for reimbursement up to 20% of the cost of the meal.

Mr. Utt also noted there were other areas of revision that largely included grammatical corrections.

Atkins District Supervisor Charles Atkins would like the secondary employment section to allow for an agricultural exemption. The committee would also like for annual evaluations to be completed again. Mr. Utt agreed to proceed with developing recommendations for the Committee to consider at one of their upcoming meetings.

A motion was made by Chilhowie District Supervisor Mike Sturgill to approve the changes as presented, with the exception of the annual leave section. Atkins District Supervisor Charles Atkins seconded the motion and it was unanimously approved.

The Board discussed the proposed changes and recommendations from the committee. Some Board Members expressed concern about the residency requirement for department heads and believe that these positions should be hired from within the County to support the tax base. The Board also discussed response times and remote work options for department heads who have a long travel time from the office.

After further discussion, Personnel Committee Chair Park District Supervisor Kris Ratliff presented the following committee recommendation for consideration.

- *After discussion, a motion was made by Atkins District Supervisor Charles Atkins to add Finance Director to the list of positions allowed to live outside Smyth County. Chilhowie District Supervisor Mike Sturgill seconded the motion and it was unanimously approved.*

After discussion, the personnel committee recommendation 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, and
Park District Supervisor Kris Ratliff
North Fork District Supervisor Phil Stevenson,
Royal Oak District Supervisor Judy Wyant, and
Saltville District Supervisor Roscoe Call*

ABSTAINERS: None.

ABSENT: None.

A motion was then made by Vice Chair, Rye Valley District Supervisor Lori Deel to send Section 2.4 Residency Requirement back to the personnel committee for further discussion. North Fork District Supervisor Phil Stevenson seconded the motion.

After consideration, the personnel committee recommendation 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.

Park District Supervisor Kris Ratliff made a motion to approve items a) Section 2.1 Recruitment and Selection, b) Section 2.2 Types of Appointments, and c) Section 2.3 Nepotism as recommended by the personnel committee. Royal Oak District Supervisor Judy Wyant seconded the motion.

After consideration, the personnel committee recommendation 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.

The Board also discussed f) Section 6.9 Types of Leave in further detail. This matter is still under further review by the personnel committee.

After discussion, Mr. Ratliff presented personnel committee recommendations for items e) Section 2.5 through 5.1, and g) for vote by the Board. Items d) Section 2.4 Resident Requirement, and f) Section 6.9 Types of Leave will be going back to the personnel committee for further discussion.

After consideration, the personnel committee recommendation 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.

 2/9/2021 6:46 PM Public Safety Committee – Committee Chair, Rye Valley District Supervisor Lori Deel read the minutes from the public safety committee meeting on February 2, 2021.

- Curtis Crawford advised that one discussion point was moving looking into billing for Hazardous Material calls. This type calls pulls resources from localities for long periods of time and also can use expensive equipment. Billing will be another source of income to all departments and the county to improve the services we provide.

Park District Supervisor Kris Ratliff made a motion to move forward with the process to begin billing for Hazardous Material calls by Smyth County. Second was made by Chilhowie District Supervisor Mike Sturgill. Voice vote was unanimous.

After consideration, the public safety committee recommendation 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.

- Mr. Crawford presented a resolution that was passed by the Saltville Town Council requesting 3 items of support from the Smyth County Board of Supervisors in establishing an Emergency Medical Service under the town. Mr. Crawford advised that discussions had begun in January and the town has moved quickly to provide their intent and a path to move forward. Mr. Martin advised that he believed it was in the best interest at this time and intends to keep open communications with Saltville Rescue Squad as well as the County Board of Supervisors. Ms. Deel advised that this is a step, but she wants to see a peaceful transition and that everyone continues to communicate. She believes this is the right move for the citizens; Mr. Ratliff and Mr. Sturgill agreed.

Mr. Sturgill made a motion to recommend that the Smyth County Board of Supervisors approve the request of support for the Town of Saltville and continue to assist the Town of Saltville. Second was made by Mr. Ratliff. Voice vote was unanimous.

OFFICERS

TOWN MANAGER
BRIAN MARTIN

CLERK-TREASURER
STEVEN W. JOHNSON

CHIEF OF POLICE
ERIK C. PUCKETT

PUBLIC WORKS DIRECTOR
R. B. HENDERSON

TOWN ATTORNEY
CASSELL AND CREWE



Preserving history for over 30,000 years
217 Palmer Avenue
P.O. Box 730

Saltville, Virginia 24370

Council Meets Second Tuesday of Each Month

FAX (276) 496-4814

Telephone (276) 496-5342

Web: saltville.org

MAYOR
C. TODD YOUNG

COUNCIL
BRYAN MORRIS
HIRAM ROBINSON
EUGENE CALL
STEVE SURBER
MONICA JOHNSON
GARY CALL

EMERGENCY MEDICAL SERVICES RESOLUTION

WHEREAS, The Town Council of Saltville, Virginia strives to provide proper services to its' citizens and to the surrounding communities; and

WHEREAS, the Code of Virginia §15.2-955 states that each locality shall seek to ensure that emergency medical services are maintained throughout the entire locality; and


WHEREAS, The Town Council of Saltville, Virginia believes that it is in the best interest of all citizens that it establishes and maintains an Emergency Medical Services (EMS) department to provide advanced and consistent medical care to not only the citizens of the town, but the citizens of the unincorporated areas of Smyth County surrounding its boundaries with the following Emergency Service Numbers of 563, 565, 566, 567, and 568; and

WHEREAS, the Town Council of Saltville, Virginia looks to partner with the Smyth County Board of Supervisors to ensure that the citizens of Saltville, Pleasant Heights, McCreedy, Allison's Gap, Poor Valley, North Holston, Broadford, Rich Valley, Nebo, and Ceres and surrounding areas are provided advanced and consistent EMS care.

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Saltville, that in order to preserve the public health, safety and welfare, and in accordance with the Code of Virginia, are respectfully requesting the following actions:

1. The Town Council of Saltville Virginia is requesting the support of the Smyth County Board of Supervisors to become a combination (paid/volunteer) Emergency Medical Service Department.
2. The Town Council of Saltville Virginia is requesting the support of the Smyth County Board of Supervisors to become a *Designated Emergency Response Agency* as defined by the Administrative Code of Virginia 12VAC5-31-370.
3. The Town Council of Saltville Virginia is requesting to cultivate a partnership with the Smyth County Board of Supervisors and the Smyth County Administration Staff to ensure the provision of EMS coverage to the citizens of Saltville, Pleasant Heights, McCreedy, Allison's Gap, Poor Valley, North Holston, Broadford, Rich Valley, Nebo, and Ceres and surrounding areas.

MAY IT BE FURTHER RESOLVED, upon approval of this resolution, the request be submitted to the Smyth County Board of Supervisors for their prompt consideration and action


C. Todd Young, Mayor

1/27/21

Date



Mr. Utt added the resolution designates Saltville as a Designated Emergency Response Agency (DERA) to establish and maintain and Emergency Medical Services department to provide its citizens with EMS care. The Town wants to ensure that every EMS call is answered. The designation does not obligate the County to any funding and, if any funding was to be provided, it would have to be done through the budget process. Mr. Deel stated that all parties have been involved in the discussions and she doesn't want anyone to feel left out. All meetings are open to the public.

After consideration, the public safety committee's recommendation 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, and
Royal Oak District Supervisor Judy Wyant*

NAYS: None.

ABSTAINERS: Saltville District Supervisor Roscoe Call

ABSENT: None.

Ms. Deel reported that the public safety service survey would be posted soon. It is available in both electronic and paper format.

Four mobile message boards will be displayed for community use beginning in February to display emergency messages. Notification software is still in the works.

Ms. Deel reported on the need for more local training opportunities for volunteer fire fighters. The training facility in Chilhowie is in need of an on-site classroom to allow for field training without having to travel to different facilities. The Town of Chilhowie is asking the County for \$5,000 to assist in paying for this cost. This would be paid out of the Board's supplemental appropriation line.

- *Mr. Sturgill made a motion to request the Board of Supervisors fund the \$5,000 request to assist in the purchase of a classroom. Second was made by Mr. Ratliff. Voice vote was unanimous.*

After consideration, the public safety committee recommendation 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 added that Emergency Medical Dispatching and a radio systems agreement with Tannersville Fire and Rescue were discussed but there are no committee recommendations at this time.

 2/9/2021 7:22 PM Chair, Atkins District Supervisor Charles Atkins called for a 5 minute recess.

 2/9/2021 7:30 PM Chair, Atkins District Supervisor Charles Atkins called the meeting back to order.

 2/9/2021 7:31 PM Saltville District Supervisor Roscoe Call read the minutes of the solid waste committee meeting held on February 3, 2021. There are no committee recommendations at this time.

 2/9/2021 7:33 PM Mr. Utt presented information on a section of Piedmont Circle in Chilhowie that was vacated when Whitetop Road was built and is no longer in the VDOT Secondary Road Maintenance System. Citizens have approached Chilhowie District Supervisor Mike Sturgill about maintenance on that section of the road since a school bus runs along that portion. VDOT has recommended to do this as no-cost rural addition, but it would require adoption of a resolution by the Board. *A motion was made by North Fork District Supervisor Phil Stevenson to adopt the resolution as presented for the no-cost rural addition of Piedmont Circle. Royal Oak District Supervisor Judy Wyant seconded the motion.*



SMYTH COUNTY BOARD OF SUPERVISORS

RESOLUTION REQUESTING THE NO-COST RURAL ADDITION, PIEDMONT CIRCLE, SMYTH COUNTY, VIRGINIA

WHEREAS, the Abingdon Residency Office of the Virginia Department of Transportation recommends that the street(s) referenced in this Board's resolution be added to the secondary system of state highways as a no-cost rural addition pursuant to Section 33.2-705 and Commonwealth Transportation Board policy, because the street(s) meets current minimum standards, the condition of the existing hard surface is serviceable, the street(s) has provided continuous public service since its establishment in January 1975 and currently serves at least three occupied residential dwellings as well as providing a connecting link to Route 600; AND,

WHEREAS, the Abingdon Residency Office of the Virginia Department of Transportation confirms that no Department funds are required to improve the street(s) described on the attached addition sketch and form AM-4.3 to meet current minimum design or maintenance standards of the Department.

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the street described on the attached sketch and form AM-4.3 to the secondary system of state highways, pursuant to Section 33.2-705, Code of Virginia and the Rural Addition Policy of the Commonwealth Transportation Board of the Virginia Department of Transportation, and.

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right of way, as described on the attached form AM-4.3, and any necessary easements for cuts, fills and drainage, and

BE IT FINALLY RESOLVED, that a certified copy of this resolution be forwarded to the Resident Engineer of the Virginia Department of Transportation

DONE this the 9th day of February, 2021.

Recorded Vote

Moved by: North Fork District Supervisor Phil Stevenson

Seconded by: Royal Oak District Supervisor Judy Wyant

Yeas: 7

Nays: 0

A Copy Teste:

Shawn M. Utt, Clerk

2/9/2021

Posted Speed Limits



<https://doi.maps.arcgis.com/apps/webappviewer/index.html?id=0120ed2cd83428e51460df1b52b16>

1/1


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.

 2/9/2021 7:36 PM **County Attorney Report** – Scot Farthing provided an update on the Riverside School property. The Coles originally owned the property that was conveyed to the School Board and had the first right of refusal to purchase the property back if it ceased being used as a school. When the Cole’s land was conveyed to the Catrons, the first right of refusal from the School Board on the 2.2 acres where the school sits was not conveyed to the Catrons, meaning the Cole family still has the first right of refusal. Mr. Farthing discussed various options with the Board on how to proceed and the Board unanimously agreed for Mr. Farthing to contact the Catrons and await their response.

 2/9/2021 7:50 PM **County Administrator Report**

1. Mr. Utt presented the latest information on COVID numbers in the County. A significant decrease is being seen in those numbers.
2. The Lincoln Theatre approached the County about a partnership to apply for the Creative Communities Grant through the Virginia Commission for the Arts. This is a \$4,500 match grant awarded to localities with the goal of enhancing performing arts organizations. Currently, the County is providing The Lincoln with a \$10,000 contribution from the budget and can either choose to allow the grant to subsidize that allocation or increase the allocation. *A motion was made by North Fork District Supervisor Phil Stevenson to move forward with the grant application for The Lincoln Theatre. Chilhowie District Supervisor Mike 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. Speed limit update – The County’s E-911 Coordinator has received a request from a resident on Matson Drive for a speed limit sign. The area is currently unposted and the default speed limit for residential areas in the County is 25 mph. A citizen who lives on Saltville Highway (Rt. 91) has requested to relocate a speed limit from the western side of his property to the east to continue the 45-mph speed limit past his property. Both items have been referred to VDOT’s Bristol residency office for further action and Mr. Utt will provide updates as they become available.

Ms. Deel added that she has received complaints about speeding on Red Hill Road/Route 655. No sign is posted so speeding can't be enforced by law. Mr. Utt said he would add this to the list for VDOT.

4. Mutual Aid Agreement – The mutual aid agreement between the County Sheriff's Department and the Town's Police Departments expired in December 2020 and needs to be renewed. The only item that has changed from previous versions is the expiration date (December 2024) and the Police Chiefs.

A motion was made by Vice Chair, Rye Valley District Supervisor Lori Deel to approve the agreement for extension to 2024. North Fork District Supervisor Phil Stevenson seconded the motion.

MUTUAL AID AGREEMENT

Whereas, the Towns of Chilhowie, Marion, and Saltville are contained within the County of Smyth and whereas the Sheriff's Office of Smyth county, and the Police Departments of the three Towns have determined that it would be advantageous to enter into a mutual aid agreement pursuant to Virginia Code §15.2-1736, in order that law enforcement officers of each department may better serve those areas of the County and Towns.

Whereas, the subscribed law enforcement agencies are so located in relations to each other that it is to the advantage of each to receive and extend Mutual Aid in the form of law enforcement services in intensive situations falling short of emergencies.

Whereas, it is the intent of this agreement that as a result of the existing and continuing possibility of intensive situations and other law enforcement problems, and in order to ensure that qualified personnel are available and will be adequate to deal with such activity, protect the public peace and safety, and preserve the lives and property of the people.

Whereas, it has been determined that the Sheriff and deputies with the Smyth County Sheriff's Office, and the Chiefs and officers with the Police Departments of the Towns of Chilhowie, Marion, and Saltville should have the authority pursuant to Virginia Code §15.2-1736 to request and render assistance in law enforcement situations.

Now, therefore, be it known that the governing bodies of Smyth County and the Towns of Chilhowie, Marion and Saltville, by proper resolutions entered into at their regular meetings, and with the agreement of the Sheriff of Smyth County and the Chiefs of Police of Chilhowie, Marion and Saltville, hereby approve and enter into this agreement whereby each of the officers may request and render law enforcement assistance to the other in situations in which assistance will be rendered, for example: Civil disturbances, large protest demonstrations, aircraft disasters, fires, natural or man-made disasters, sporting events, concerts, parades, patrol activities, backup services and investigations of crime that have crossed jurisdictional lines.

SECTION 1: Each agency will bear the liability arising from acts undertaken by its personnel pursuant to this agreement. All of the privileges and immunities from liability, exemption from laws, ordinances and rules, and all pension, insurance, relief, disability, workers compensation, salary, death and other benefits which apply to the activity of such officers, agents or employees of any such agency when performing their respective functions within the territorial limits of their respective public agencies shall apply to them to the same degree, manner, and extent while engaged in the performance of any of their functions and duties extraterritorially under the provisions of this mutual aid agreement.

SECTION II: Each party shall provide satisfactory proof of police professional liability insurance including public liability insurance in the minimum amount of \$1,000,000.00. Each party shall maintain worker's compensation insurance in the statutorily required amount for any person covered by this agreement. Should the coverage of any party be canceled or undergo material change, that party shall notify all parties to this agreement of such cancellation or change within ten (10) days of their receipt of notice of such change or cancellation.

After receiving such notice, the other parties to this agreement may provide a five (5) day written notice to the party which has had its insurance terminated or changes, unless the terminated or changed party furnishes proof of continuous insurance coverage as provided herein with this five (5) day period, this agreement may be terminated as to that party by written notice of any signatory to this agreement.

SECTION III: Whenever the employees of any law enforcement agency are rendering aid outside its jurisdiction and pursuant to the authority contained herein, or to any written agreement entered under, this part, such employees shall have the same powers, duties, rights, privileges, and immunities as if they were performing duties in the political subdivision in which they are normally employed or appointed.

SECTION IV: This agreement shall be in effect from January 1, 2016, through and including December 31, 2024. Under no circumstances may the agreement be renewed, modified or extended except in writing.

SECTION V: Any party may withdraw from this agreement upon written notice to all other

Executed pursuant to resolution of the Smyth County Board of Supervisors at its regular meeting on December 8, 2015.

Executed pursuant to resolution of the Chilhowie Town Council at its regular meeting on December 10, 2015.

Executed pursuant to resolution of the Marion Town Council at its regular meeting on December 7, 2015.

Executed pursuant to resolution of the Saltville Town Council at its regular meeting on December 8, 2015.

In witness thereof, the parties hereto cause these presents to be signed by their duly authorized officers on the below mentioned date.

B.C. "Chip" Shuler, Sheriff
Smyth County Sheriff's Office

Date



1-15-21

Andrew Moss, Chief
Chilhowie Police Department

Date



John Clair, Chief
Marion Police Department

01-15-21
Date

Charles E. Atkins, Chairman
Smyth County Board of Supervisors

Date



1-15-21

Gary Heninger, Mayor
Town of Chilhowie

Date



1-15-21

David P. Helms, Mayor
Town of Marion

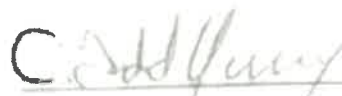
Date



1-15-21

Erik Puckett, Chief
Saltville Police Department

Date



1-15-21

C. Todd Young,
Town of Saltville

Date

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.

5. Correction to Budget Amendment #2 Resolution – Mr. Utt reported the Treasurer’s Office had noted two minor errors on the resolution the Board approved for Budget Amendment #2 in October 2020. The first error was a statement that inadvertently said the resolution “the approval of this budget shall not constitute an appropriation of funds.” However, the word “not” was the error and therefore, the resolution didn’t provide for the anticipated appropriation of those funds. In addition, the School Board’s carry-over funds were placed in the Capital Outlay fund rather than the Facilities fund. Mr. Utt is requesting approval of the revised resolution for budget amendment #2 as presented.

A motion was made by Royal Oak District Supervisor Judy Wyant to approve the revised resolution for budget amendment #2.



SMYTH COUNTY BOARD OF SUPERVISORS

RESOLUTION OF CORRECTION TO FISCAL YEAR 2020-2021 BUDGET AMENDMENT #2

WHEREAS, on October 13, 2020, the Smyth County Board of Supervisors amended the current fiscal year's budget (Amendment #2) by resolution; and

WHEREAS, resolution for the above-mentioned budget amendment contained a grammatical error regarding the constitution of an appropriation; and,

WHEREAS, the above-mentioned resolution should have contained the following statement – "The approval of this budget amendment shall constitute an appropriation of funds."; and,

WHEREAS, the above-mentioned resolution placed funds carried over from FY20 from the Smyth County School Board's budget in the School's Capital Outlay fund (5807) rather than the School's Facilities Fund (5804).

NOW, THEREFORE BE IT RESOLVED, that this resolution is intended to correct the grammatical error by appropriating the full amount of the budget amendment, and


BE IT FURTHER RESOLVED, that this resolution is also intended to transfer the original Smyth County School carry-over funds in the amount of \$83,568 from Capital Outlay to Facilities.

Adopted this the 9th day of February, 2021

ATTEST:


Shawn M. Utt, Clerk

**SMYTH COUNTY
BOARD OF SUPERVISORS**


Charles E. Atkins, Chair

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,
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: Chilhowie District Supervisor Mike Sturgill

ABSENT: None.

6. Comprehensive Plan RFP – As the Board discussed during the Board Retreat, Mr. Utt is requesting authorization to develop a Request for Proposals (RFP) for the proposed rewrite of the County's Comprehensive Plan, which would be led forward by the Smyth County Planning Commission. *A motion was made by Royal Oak District Supervisor Judy Wyant to approve development of an RFP for the proposed rewrite of the County's Comprehensive Plan. 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,
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.

7. SWIFA annual report – Mr. Utt will provide a copy of the report at the next meeting.

 2/9/2021 8:03 PM Supervisor Comment Time

Saltville District Supervisor Roscoe Call apologized for not being at the meeting in person. He wishes everyone good health and God bless and to keep up the good work.

Vice Chair, Rye Valley District Supervisor Lori Deel stated she had respect for the other Board member and welcomes all thought and opinions. She also welcomed Ms. Livingston and commended the Tourism Board for hiring her. Ms. Deel presented information about a zoning issue at 4956 Sugar Grove Highway, the former Shirley's Market. The property is currently zoned as Agricultural/Rural (Rural Residential). The new owners want to add

things to the store but are unable until the property is rezoned as Commercial. Since this is an oversight by the County, she doesn't want the current property owners to be responsible for paying the rezoning fee. She is requesting a joint meeting with the Planning Commission to fast-track getting the property rezoned. Mr. Utt noted that advertising deadlines will allow for that joint meeting to be held on Thursday, February 25th at 7:00 p.m. *Vice Chair, Rye Valley District Supervisor Lori Deel made a motion to initiate the rezoning request for the property located at 4956 Sugar Grove Highway and schedule a joint public hearing with the Planning Commission on February 25th at 7:00 p.m. Chilhowie District Supervisor Mike 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 also noted she had a complaint about non-compliance for mask wearing at the Sugar Grove convenience station and asked Mr. Utt to follow-up on the matter. Ms. Deel concluded she would continue to join the meetings remotely as needed in order to allow for social distancing at the in-person meetings.

Park District Supervisor Kris Ratliff stated it had been an interesting twelve months. He believes a road map is starting to develop as to where the County is at and where it's going and he looks forward to seeing where it travels. He believes the County is poised to see economic growth in a good way. He thanked EMS Coordinator Curtis Crawford for the updates on the COVID happenings. He also reported he had attended his first Mount Rogers Community Services Board meeting and looks forward to bringing more information back to present at the next meeting. He also welcomed Ms. Livingston and Ms. Likins and congratulated Ms. Schwartz on her retirement.

Chilhowie District Supervisor Mike Sturgill felt the Board retreat was beneficial and he thanked Mr. Utt for putting it together. He feels better prepared to serve on the Board and believes the County is headed in a good direction. He also thanked Mr. Crawford for the job he is doing with EMS. He brought up the Board's action back in November on the revenue sharing road tax matter in Colecrest subdivision. The researcher missed the filing during a title search and was willing to pay the principle due, but had asked for a waiver on paying the interest that had accrued since 2015. The Board voted 6-0 (1 absent) to deny that request. *Chilhowie District Supervisor Mike Sturgill made a motion requesting this matter be*

referred back to the budget committee for reevaluation and presented back to the full Board. 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,
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.

North Fork District Supervisor Phil Stevenson had no comment.

Royal Oak District Supervisor Judy Wyant recognized Ms. Schwartz for her service to the County and expressed appreciation to all the dedicated County employees. She is excited about the tourism and economic development coordinated efforts. She also supports Medflight insurance for all citizens of Smyth County and would like that issue to be researched further. Mr. Utt noted he has reached out multiple times to the company that made the first presentation to the Board on the insurance and has yet to get a response. Ms. Wyant also wants priority attention given to a speed study, maintenance, and signage issues on Scratch Gravel Road. She thanked everybody and looks forward to good things.

Chair, Atkins District Supervisor Charles Atkins commended the tourism and library on their new hires. He also got a lot from the retreat and looks forward to growing the County and increasing the individual tax base. He is proud that the Board can work together and express their own opinions.

Saltville District Supervisor Roscoe Call added that a new veterinary clinic is now open in Saltville.

 2/9/2021 8:20 PM With no further business to discuss, the meeting was continued until February 25, 2021 at 7:00 p.m.

The Smyth County Board of Supervisors held its continued meeting on Thursday, February 25, 2021 at 7:00 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:

Board of Supervisors: 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; Judy Wyant, Royal Oak District Supervisor (6)

Planning Commission: Joel Pugh, Chairman, Park District, Graham Davidson, Jr., Vice-Chairman Chilhowie District, Hazel Wagoner, Atkins District, Paul Shepherd, Rye Valley District, David Spence, Saltville District (5)

ABSENT:

Board of Supervisors: Phil Stevenson, North Fork District Supervisor (1)

Planning Commission: Tony Dean, Royal Oak District; Robert Campbell, North Fork District (2)


STAFF:

County Administrator Shawn Utt; Assistant County Administrator Lisa Richardson; Building & Zoning Administrator Clegg Williams; Emergency Services Coordinator Curtis Crawford; Administrative Assistant Sarah Parris; Administrative Assistant Christy Bise; County Attorney Don Martin (7)

OTHERS PRESENT:

Stephanie Porter Nichols, Smyth County News and Messenger, citizens

 02/25/2021 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.

 02/25/2021 7:02 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, February 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 to the Zoning Ordinance of Smyth County, Virginia:

A recommendation from the Smyth County Board of Supervisors to consider rezoning a property in Sugar Grove, Virginia, addressed as 4956 Sugar Grove Highway, known as Shirley's Market, owned by AB Mullins Enterprises, LLC, and consisting of approximately .9 acres from Agricultural/Rural to Commercial. The Smyth County Comprehensive Plan does not identify a density range and the property is currently being used as a convenience store. It is further identified as Tax Map Nos. 71A-2-3, 71A-2-4, 71A-2-5, 71A-2-6, 71A-2-7, 71A-2-8, 71A-2-9, and 71A-2-10 and can be found in Grid No. 6435 of the State Plane Grid Index.


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

 **02/25/2021 7:04 PM** Mr. Williams outlined the proposal to rezone AB Mullins Enterprises; LLC (also known as Shirley's Market). The property is located at 4956 Sugar Grove Highway in Sugar Grove. The proposal is to rezone from Agricultural/ Rural to Commercial. He also highlighted the code sections from the zoning ordinance and comprehensive plan for future land use.

 **02/25/2021 7:05 PM** Mr. Bobby Mullins, owner of Shirley's Market introduced himself to the Board and Commissioners. Mr. Mullins asked if they had and questions regarding the rezoning proposal. No questions were asked.

 **02/25/2021 7:05 PM** Mr. Atkins and Mr. Pugh closed the public hearing and Mr. Atkins recessed the Board of Supervisors.

 **2/25/2021 7:11 PM** Chair, Atkins District Supervisor Charles Atkins called the meeting back to order.

 **2/25/2021 7:11 PM** A motion was made by Vice Chair, Rye Valley District Supervisor Lori Deel to waive the rules of public hearing and vote on this rezoning request at tonight's meeting. 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.

 2/25/2021 7:12 PM A motion was made by Vice Chair, Rye Valley District Supervisor Lori Deel to approve the rezoning request for 4956 Sugar Grove Highway from Agricultural/Rural to Commercial as recommended by the Planning Commission. 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.

 2/25/2021 7:12 PM Mr. Utt reported that the Smyth County Recovery Court had been awarded an additional three-year grant back in October and paperwork for the grant is in the process of being finalized. As part of the new grant requirement, a signed agreement must be in place naming the County as fiscal agent for the grant. Mr. Utt presented a draft memorandum of understanding between the County and Recovery Court for the Board's consideration. The wording in the draft agreement is pulled from the grant guidelines and Scot Farthing, County Attorney, has reviewed the document. A motion was made by Saltville District Supervisor Roscoe Call to approve the memorandum of understanding naming the County as the fiscal agent for the Smyth County Recovery Court grant and authorize Mr. Utt to execute it on the County's behalf. 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.

 2/25/2021 7:15 PM A motion was made by Saltville District Supervisor Roscoe Call to approve the following appropriation for Recovery Court Fund 749:

- Recovery Court Fund 749 \$1,719.12

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.

 2/25/2021 7:16 PM Curtis Crawford presented an update on COVID numbers and vaccine data for the County. The Board commended Mr. Crawford and all parties involved for doing a great job with the roll-out of the vaccine in the County.

 2/25/2021 7:22 PM A motion was made by Chilhowie District Supervisor Michael Sturgill, seconded by Saltville District Supervisor Roscoe Call 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 1) Currin Valley Road, 2) Jericho tax assessment challenge case, and 3) public safety services.


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.

 2/25/2021 8:39 PM A motion was made by Chilhowie District Supervisor Michael Sturgill, seconded by Saltville District Supervisor Roscoe Call 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.

 2/25/2021 8:40 PM With no further business to discuss, a motion was made by Saltville District Supervisor Roscoe Call, seconded by Chilhowie District Supervisor Michael Sturgill to adjourn.

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 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., Chillhowie 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 1, 2021
Subject: Recommendations from Planning Commission

After the joint public hearing on Thursday, February 25, 2021, the following motion was rendered:

Recommendation on the proposal for AB Mullins Enterprises, LLC (known as Shirley's Market) Map Amendment:

Commissioner Davidson made the motion to recommend rezoning AB Mullins Enterprises, LLC known as Shirley's Market from Agricultural/ Rural to Commercial. Commissioner Spence seconded the motion and the following vote was recorded.

After consideration, the motion PASSED by the following vote:

AYES: Spence, Wagoner, Shepherd, Davidson, Jr, Pugh
NAYS: None.
ABSTAINERS: None.
ABSENT: Dean, Campbell



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

March 4, 2021

To: Members, Smyth County Board of Supervisors

CC: Smyth County Leadership Team

From: Shawn M. Utt, Smyth County Administrator

RE: Summary of SRO grant requests

For your information, Gabe Johnson from the Smyth County Sheriff's office will be presenting an update on the School Resource Officer (SRO) grants that we plan to apply for. In summary, below is a quick table showing the locations and requisite amounts:

	SCHOOL SERVED	Grant Funds	Local Match	TOTAL
-	Atkins Elementary School	\$ 50,563	\$ 14,495	\$ 65,058
-	Chilhowie Middle School	\$ 50,563	\$ 14,495	\$ 65,058
-	Marion Elementary School	\$ 50,563	\$ 14,495	\$ 65,058

Following what the County has done in previous years, I have included these funds in the development of the upcoming FY21/22 budget but I expect we will need official authorization by the Board of Supervisors to submit the grant funding application, which I will indeed be recommending.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Grant Program:	School Resource Officer Grants Program and Fund - Continuation	Congressional District(s)	Virginia 9 th Congressional District
Applicant:	Smyth County Sheriff's Office	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	546001608	Best Practice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Smyth County, Virginia; 24311, 24319, 24354, 24370, 24375		
Program Title:	School Resource Officer	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2020 – June 30, 2021	DUNS NUMBER:	091224170
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number_21-B4775FR21_ <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
Name:	Gabriel Johnson	Shawn Utt	Lisa Richardson
Title:	Smyth County Sheriff's Office Grant Administrator	County Supervisor	Asst County Administrator/ Budget Officer
Address:	819 Matson Drive Marion, VA 24354	121 Bagley Circle Suite 100 Marion, VA 24354	121 Bagley Circle Suite 100 Marion, VA 24354
Phone:	(276) 781-2349	(276) 783-3298	(276) 783-3298
Fax:	(276) 782-4065	(276) 783-9314	(276) 783-9314
E-Mail:	gjohnson@smythcounty.org	sutt@smythcounty.org	lrichardson@smythcounty.org

Signature of Project Administrator:

Brief Project Description:

The Smyth County Sheriff's Office is requesting grant funds to continue funding our School Resource Officer position at Atkins Elementary School in Atkins, Virginia. Our SRO has made noticeable strides in establishing a safe and secure environment for the students who attend AES to learn and grow. Our SRO continues to review and revise school safety and security procedures while conducting drills to ensure effectiveness. Our SRO has not only been a positive influence for the students, but for the school staff as well.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel		\$50,563	\$14,495	\$65,058
Consultants				
Travel				
Equipment				
Supplies/Other				
Indirect Costs				
Total Requested				

ITEMIZED BUDGET NARRATIVE

School Resource Officer Grants Program and Fund – Continuation

Grant #21-B4775FR21

PERSONNEL/EMPLOYEES

The starting salary for a School Resource Officer (SRO) in Smyth County is **\$42,000.00** as set by the Smyth County Sheriff's Office.

FRINGE BENEFITS

The incentive package for an SRO in Smyth County includes FICA, Retirement, Life Insurance, and Health Insurance percentages taken from the original starting salary. The incentive package is valued at **\$23,058.00** and is broken down below.

FICA is calculated at **7.65%** of the starting salary and equals **\$3,213.00**.

Retirement is calculated at **8.91%** of the starting salary and equals **\$3,742.00**.

Life Insurance is calculated at **1.34%** of the starting salary and equals **\$563.00**.

Health Insurance is calculated at **37%** of the starting salary and equals **\$15,540.00**.

The In-Kind Match is derived from the numbers stated above and multiplied by Smyth County's "Local Ability-To-Pay" based off the 2020 – 2022 Composite Index. The "Local Ability-To-Pay" is set at **.2228**. The Smyth County Sheriff's Office will provide In-Kind Match funds from budget fund site **744-01000-5408** for **Vehicle and Powered Equipment**. New SROs would have to be provided a vehicle and this fund site covers that aspect.

In, summary, Smyth County's In-Kind Match for starting salary will be **\$9,358.00** and the In-Kind Match for the benefit package equals **\$5,138.00** with a grand total of **\$14,495.00** for each SRO. The amount requested from the grant will be **\$50,563.00** for this SRO position.

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Michael P. Lowe		42,000	2080		\$32,642		\$9,358	\$42,000
								\$0
								\$0
								\$0
								\$0
								\$0
TOTAL				\$0	\$32,642	\$0	\$9,358	\$42,000
b. Fringe Benefits								\$0
FICA % = 7.65%					\$2,497		\$716	\$3,213
RETIREMENT = 8.91%					\$2,908		\$834	\$3,742
LIFE INSURANCE = 1.34%					\$437		\$125	\$563
HEALTH INSURANCE = 37%					\$12,078		\$3,462	\$15,540
TOTAL				\$0	\$17,920	\$0	\$5,138	\$23,058
TOTAL PERSONNEL (A+B)				\$0	\$50,562	\$0	\$14,495	\$65,058

2. Consultants (including Travel and Subsistence)				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Individual Consultants								
Type								\$0
Hours Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
b. Organizations and Associations								
Type:								\$0
Fee:								\$0
Time Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
c. Consultants' Subsistence and Travel								
Number of Days:								\$0
Rate/Day:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
TOTAL CONSULTANTS (a+b+c)				\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local Mileage = No. of Miles X Rate Per mile		X						\$0
b. Non Local Mileage = No. of Miles X Rate Per mile		X						\$0
c. Subsistence = number of days X rate per day		X						\$0
d. Air or other fares								\$0
TOTAL TRAVEL:				\$0	\$0	\$0	\$0	\$0

ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
								\$0
								\$0
								\$0
TOTAL EQUIPMENT:				\$0	\$0	\$0	\$0	\$0

5. Supplies and Other Expenses			DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price	FEDERAL	STATE	CASH	IN-KIND	
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL SUPPLIES AND OTHER:			\$0	\$0	\$0	\$0	\$0

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:	\$0	\$50,562	\$0	\$14,495	\$65,058
7. Cash Funds					
Cash funds from sources other than grant program supporting this project- (itemize).					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:					

SRO CERTIFICATION PLAN

Deputy Michael Lowe attended the '*School Resource Officer: Building a Team to Support Students and Ensure School Safety*' class that was held in Abingdon, Virginia between August 24, 2020 – August 28, 2020.

SUSTAINMENT NARRATIVE

SRO Grant Program and Fund – Continuation for Grant #21-B4775FR21

The Smyth County Sheriff's Office (SCSO) is committed to finding funding for any School Resource Officer position that is funded through this grant. Sheriff B.C. Shuler is adamant that Atkins Elementary and Marion Elementary should have an SRO in each school. SCSO will continue to research grant opportunities that would apply to these SRO positions.

If grant opportunities are not available to fund any SRO position(s) funded through this grant, SCSO will look internally at the best possible way to fund these positions by working with the Smyth County Administration and the Smyth County School Board. If required, SCSO senior administration will include funding these positions from our own budget requirements going forward.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Grant Application

Grant Program:	School Resource Officer Grants Program and Fund - New	Congressional District(s)	Virginia 9 th Congressional District
Applicant:	Smyth County Sheriff's Office	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	546001608	Best Practice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Smyth County, Virginia; 24311, 24319, 24354, 24370, 24375		
Program Title:	School Resource Officer	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2021 – June 30, 2022	DUNS NUMBER:	091224170
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number <u>21-A499FR21</u> <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
Name:	Gabriel Johnson	Shawn Utt	Lisa Richardson
Title:	Smyth County Sheriff's Office Grant Administrator	County Supervisor	Asst County Administrator/ Budget Officer
Address:	819 Matson Drive Marion, VA 24354	121 Bagley Circle Suite 100 Marion, VA 24354	121 Bagley Circle Suite 100 Marion, VA 24354
Phone:	(276) 781-2349	(276) 783-3298	(276) 783-3298
Fax:	(276) 782-4065	(276) 783-9314	(276) 783-9314
E-Mail:	gjohnson@smythcounty.org	sutt@smythcounty.org	lrichardson@smythcounty.org

Signature of Project Administrator:

Brief Project Description:

The Smyth County Sheriff's Office is requesting grant funds to continue funding our School Resource Officer position at Chilhowie Middle School in Chilhowie, Virginia. Our SRO continues to maintain a safe and secure learning environment for the students who attend CMS to learn and grow. Our SRO continues to review and revise school safety and security procedures while conducting drills to ensure effectiveness. Our SRO has been a positive influence for the students and for the school staff as well. We are requesting continuation of this grant

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel		\$50,563	\$14,495	\$65,058
Consultants				
Travel				
Equipment				
Supplies/Other				
Indirect Costs				
Total Requested		\$50,563	\$14,495	\$65,058

ITEMIZED BUDGET NARRATIVE

School Resource Officer Grants Program and Fund - Continuation

PERSONNEL/EMPLOYEES

The starting salary for a School Resource Officer (SRO) in Smyth County is **\$42,000.00** as set by the Smyth County Sheriff's Office.

FRINGE BENEFITS

The incentive package for an SRO in Smyth County includes FICA, Retirement, Life Insurance, and Health Insurance percentages taken from the original starting salary. The incentive package is valued at **\$23,058.00** and is broken down below.

FICA is calculated at **7.65%** of the starting salary and equals **\$3,213.00**.

Retirement is calculated at **8.91%** of the starting salary and equals **\$3,742.00**.

Life Insurance is calculated at **1.34%** of the starting salary and equals **\$563.00**.

Health Insurance is calculated at **37%** of the starting salary and equals **\$15,540.00**.

The In-Kind Match is derived from the numbers stated above and multiplied by Smyth County's "Local Ability-To-Pay" based off the 2020 – 2022 Composite Index. The "Local Ability-To-Pay" is set at **.2228**. The Smyth County Sheriff's Office will provide In-Kind Match funds from budget fund site **744-01000-5408** for **Vehicle and Powered Equipment**. New SROs would have to be provided a vehicle and this fund site covers that aspect.

In, summary, Smyth County's In-Kind Match for starting salary will be **\$9,358.00** and the In-Kind Match for the benefit package equals **\$5,138.00** with a grand total of **\$14,495.00** for each SRO. The amount requested from the grant will be **\$50,563.00** for this SRO position.

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Scott Prater		42,000	2080		\$32,642		\$9,358	\$42,000
								\$0
								\$0
								\$0
								\$0
								\$0
TOTAL				\$0	\$32,642	\$0	\$9,358	\$42,000
b. Fringe Benefits								\$0
FICA % = 7.65%					\$2,497		\$716	\$3,213
RETIREMENT = 8.91%					\$2,908		\$834	\$3,742
LIFE INSURANCE = 1.34%					\$437		\$125	\$563
HEALTH INSURANCE = 37%					\$12,078		\$3,462	\$15,540
TOTAL				\$0	\$17,920	\$0	\$5,138	\$23,058
TOTAL PERSONNEL (A+B)				\$0	\$50,563	\$0	\$14,495	\$65,058

2. Consultants (including Travel and Subsistence)				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Individual Consultants								
Type								\$0
Hours Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
b. Organizations and Associations								
Type:								\$0
Fee:								\$0
Time Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
c. Consultants' Subsistence and Travel								
Number of Days:								\$0
Rate/Day:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
TOTAL CONSULTANTS (a+b+c)				\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local Mileage = No. of Miles X Rate Per mile		X						\$0
b. Non Local Mileage = No. of Miles X Rate Per mile		X						\$0
c. Subsistence = number of days X rate per day		X						\$0
d. Air or other fares								\$0
TOTAL TRAVEL:				\$0	\$0	\$0	\$0	\$0

ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
								\$0
								\$0
								\$0
TOTAL EQUIPMENT:				\$0	\$0	\$0	\$0	\$0

5. Supplies and Other Expenses			DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price	FEDERAL	STATE	CASH	IN-KIND	
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL SUPPLIES AND OTHER:			\$0	\$0	\$0	\$0	\$0

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:			\$0	\$50,563	\$0	\$14,495	\$65,058
7. Cash Funds							
Cash funds from sources other than grant program supporting this project- (itemize).							
Do not add to requested Project Budget Summary accounts.)							
TOTAL:							

SRO CERTIFICATION PLAN

Deputy Scott Prater attended the '*School Resource Officer: Building a Team to Support Students and Ensure School Safety*' class in Lynchburg, Virginia that was scheduled during the year 2002.

SUSTAINMENT NARRATIVE

SRO Grant Program and Fund – Continuation for #21-A499FR21

The Smyth County Sheriff's Office (SCSO) is committed to finding funding for any School Resource Officer position that is funded through this grant. Sheriff B.C. Shuler is adamant that Chilhowie Middle School have an SRO in each school. SCSO will continue to research grant opportunities that would apply to these SRO positions.

If grant opportunities are not available to fund any SRO position(s) funded through this grant, SCSO will look internally at the best possible way to fund these positions by working with the Smyth County Administration and the Smyth County School Board. If required, SCSO senior administration will include funding these positions from our own budget requirements going forward.



**Commonwealth of Virginia
Virginia Department of Criminal Justice Services**

Grant Application

Grant Program:	School Resource Officer Grants Program and Fund - Continuation	Congressional District(s)	Virginia 9 th Congressional District
Applicant:	Smyth County Sheriff's Office	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	546001608	Best Practice?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Jurisdiction(s) Served and Zip Codes:	Smyth County, Virginia; 24311, 24319, 24354, 24370, 24375		
Program Title:	School Resource Officer	Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2021 – June 30, 2022	DUNS NUMBER:	091224170
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number_21-B4776FR21_ <input type="checkbox"/> Revision of Grant Number _____		<input checked="" type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban

	Project Director	Project Administrator	Finance Officer
Name:	Gabriel Johnson	Shawn Utt	Lisa Richardson
Title:	Smyth County Sheriff's Office Grant Administrator	County Supervisor	Assistant County Administrator/ Budget Officer
Address:	819 Matson Drive Marion, VA 24354	121 Bagley Circle Suite 100 Marion, VA 24354	121 Bagley Circle Suite 100 Marion, VA 24354
Phone:	(276) 781-2349	(276) 783-3298	(276) 783-3298
Fax:	(276) 782-4065	(276) 783-9314	(276) 783-9314
E-Mail:	gjohnson@smythcounty.org	sutt@smythcounty.org	lrichardson@smythcounty.org

Signature of Project Administrator:

Brief Project Description:

The Smyth County Sheriff's Office is requesting grant funds to continue funding our School Resource Officer position at Marion Elementary School in Marion, Virginia. Our SRO continues to maintain a safe and learning secure environment for the students who attend MES to learn and grow. He reviews the school's safety and security procedures and revises them when needed. He conducts drills to ensure effectiveness of any/all changes to these plans. He has been a positive influence for the students and for the school staff as well.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel		\$50,563	\$14,495	\$65,058
Consultants				
Travel				
Equipment				
Supplies/Other				
Indirect Costs				
Total Requested				

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Anthony D. Morris		42,000	2080		\$32,642		\$9,358	\$42,000
								\$0
								\$0
								\$0
								\$0
								\$0
TOTAL				\$0	\$32,642	\$0	\$9,358	\$42,000
b. Fringe Benefits								\$0
FICA % = 7.65%					\$2,497		\$716	\$3,213
RETIREMENT = 8.91%					\$2,908		\$834	\$3,742
LIFE INSURANCE = 1.34%					\$437		\$125	\$563
HEALTH INSURANCE = 37%					\$12,078		\$3,462	\$15,540
TOTAL				\$0	\$17,920	\$0	\$5,138	\$23,058
TOTAL PERSONNEL (A+B)				\$0	\$50,563	\$0	\$14,495	\$65,058

2. Consultants (including Travel and Subsistence)				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Individual Consultants								
Type								\$0
Hours Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
b. Organizations and Associations								
Type:								\$0
Fee:								\$0
Time Devoted:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
c. Consultants' Subsistence and Travel								
Number of Days:								\$0
Rate/Day:								\$0
TOTAL				\$0	\$0	\$0	\$0	\$0
TOTAL CONSULTANTS (a+b+c)				\$0	\$0	\$0	\$0	\$0

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local Mileage = No. of Miles X Rate Per mile		X						\$0
b. Non Local Mileage = No. of Miles X Rate Per mile		X						\$0
c. Subsistence = number of days X rate per day		X						\$0
d. Air or other fares								\$0
TOTAL TRAVEL:				\$0	\$0	\$0	\$0	\$0

ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
								\$0
								\$0
								\$0
TOTAL EQUIPMENT:				\$0	\$0	\$0	\$0	\$0

5. Supplies and Other Expenses			DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Price	FEDERAL	STATE	CASH	IN-KIND	
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL SUPPLIES AND OTHER:			\$0	\$0	\$0	\$0	\$0

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:			\$0	\$50,563	\$0	\$14,495	\$65,058
7. Cash Funds							
Cash funds from sources other than grant program supporting this project- (itemize).							
Do not add to requested Project Budget Summary accounts.)							
TOTAL:							

ITEMIZED BUDGET NARRATIVE

School Resource Officer Grants Program and Fund – Continuation

Grant #21-A4776FR21

PERSONNEL/EMPLOYEES

The starting salary for a School Resource Officer (SRO) in Smyth County is **\$42,000.00** as set by the Smyth County Sheriff's Office.

FRINGE BENEFITS

The incentive package for an SRO in Smyth County includes FICA, Retirement, Life Insurance, and Health Insurance percentages taken from the original starting salary. The incentive package is valued at **\$23,058.00** and is broken down below.

FICA is calculated at **7.65%** of the starting salary and equals **\$3,213.00**.

Retirement is calculated at **8.91%** of the starting salary and equals **\$3,742.00**.

Life Insurance is calculated at **1.34%** of the starting salary and equals **\$563.00**.

Health Insurance is calculated at **37%** of the starting salary and equals **\$15,540.00**.

The In-Kind Match is derived from the numbers stated above and multiplied by Smyth County's "Local Ability-To-Pay" based off the 2020 – 2022 Composite Index. The "Local Ability-To-Pay" is set at **.2228**. The Smyth County Sheriff's Office will provide In-Kind Match funds from budget fund site **744-01000-5408** for **Vehicle and Powered Equipment**. New SROs would have to be provided a vehicle and this fund site covers that aspect.

In, summary, Smyth County's In-Kind Match for starting salary will be **\$9,358.00** and the In-Kind Match for the benefit package equals **\$5,138.00** with a grand total of **\$14,495.00** for each SRO. The amount requested from the grant will be **\$50,563.00** for this SRO position.

SUSTAINMENT NARRATIVE

SRO Grant Program and Fund – Continuation for Grant #21-A4776FR21

The Smyth County Sheriff's Office (SCSO) is committed to finding funding for any School Resource Officer position that is funded through this grant. Sheriff B.C. Shuler is adamant that Marion Elementary should have an SRO assigned to MES. SCSO will continue to research grant opportunities that would apply to these SRO positions.

If grant opportunities are not available to fund any SRO position(s) funded through this grant, SCSO will look internally at the best possible way to fund these positions by working with the Smyth County Administration and the Smyth County School Board. If required, SCSO senior administration will include funding these positions from our own budget requirements going forward.

SRO CERTIFICATION PLAN

Deputy Tony Morris attended the '*School Resource Officer: Building a Team to Support Students and Ensure School Safety*' class that was held in Abingdon, Virginia between June 24, 2019 – June 28, 2019.

SMYTH COUNTY BOARD OF SUPERVISORS



RULES OF PROCEDURES ADOPTED SEPTEMBER 9, 2003

Amended January 9, 2018

Amended February __, 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: ____

NAYS: ____

ABSENT: ____

A meeting of the Smyth County Budget Committee was held at the County Office Building on Monday, March 1, 2021 at 1:00 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
 Assistant County Administrator, Lisa Richardson
 Administrative Assistant, Christy Bise

Chair, Atkins District Supervisor Charles Atkins called the meeting to order at 1:03 p.m.

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 Mike 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.*

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.*

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 to 001-021070-5503 Sheriff's Department Travel. The motion was seconded by Royal Oak District Supervisor Judy Wyant and unanimously approved.*

Mr. Utt reported that he is currently working on the FY21-22 budget and will present more information to the committee at their next meeting.

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.*

The next budget committee meeting was scheduled for Tuesday, March 16th at 2:00 p.m.

With no further business to discuss, the meeting was adjourned at 2:02 p.m.

516 Colecrest Drive / Lola Whitt request RE: Special Assessment - TIMELINE

- 7/13/2004
 - BOS authorize special assessment for "Clarkcrest Subdivision" (later changed to Colecrest)
 - each property owner required to pay \$3,658.53/yr for 10 years - interest rate of 2.14%
 - Jeffery Davis (owner of 516 Colecrest Drive) was an original owner and signed agreement
- 7/30/2004
 - County Attorney recorded special assessments in Circuit Court
 - Recorded in Judgment book rather than with deeds, as was the practice at that time
- 8/13/2004
 - Davis sells 516 Colecrest Drive to Mr. & Mrs. Murphy
 - Bolling & Hearl performed closing and assumed to perform title search
- 1/10/2006
 - Project complete and BOS lower assessment by \$1,090.50 due to construction cost savings
- 12/11/2006
 - a payment is made on the assessment to 516 Colecrest Drive - Treasurer's office doesn't know who made payment
 - No subsequent payments were made to the Treasurer's office after this payment
- 11/18/2015
 - Murphys sold property to current owners, Brandon and Cary Gillespie
 - Title Abstractors of Virginia (Lola Whitt) perform title search but does not identify assessment due
- Oct of 2020
 - Sometime in October, the Gillespies receive bill from Treasurer's office for unpaid special assessment
 - Amount due after the first and only payment was \$2,303.63. Accrued interest was 729.97 (total - \$3,033.60)
 - The balance that was due at the time of Ms. Whitt performing the title search would have been \$2,728.85
- Nov of 2020
 - Ms. Whitt approached County Treasurer to waive interest and allow her to pay \$2,303.63.
 - Treasurer informed her he didn't have authority and referred her to County Admin.
 - County Admin presented request to BOS during staff report and BOS declined 6-0 (Atkins absent)
- February of 2021
 - Ms. Whitt approached Supervisor Sturgill to ask that BOS reconsider
 - I expect Sturgill will make motion at BOS meeting requesting the BOS bring the item back to the table
 - I am recommending that the item be referred to the Budget Committee



SMYTH COUNTY BOARD OF SUPERVISORS

RESOLUTION SMYTH COUNTY BUDGET FISCAL YEAR 2020-2021 – AMENDMENT #6

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, the aggregate amount of budget amendment #6 is \$14,976 which will increase the Fiscal Year 2020-2021 budget to a total of \$100,480,886.95 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 \$100,480,886.95.

BE IT FURTHER RESOLVED, due to the timing required to expend the amended funds, the approval of this budget amendment #6 shall indeed constitute an appropriation of the same funds.

Adopted this the 9th day of March, 2021

**SMYTH COUNTY
ATTEST:**

BOARD OF SUPERVISORS

Shawn M. Utt, Clerk

Charles E. Atkins, Chair

Exhibit A
FY 2020-21
Proposed Budget Amendment #6

Part 1. REVENUES

Fund	Department	Line Item Number	Account Title	Adopted Budget	Amount of Amendment	Budget with Amendment	Notes
Fund 001	Expenditure Refunds	001-018030-0066	Center for Tech & Civic Life - Registrar	\$ -	\$ (14,976.00)	\$ (14,976.00)	Private foundation grant funding
Total Revenues With Amendment				\$ (100,465,910.95)	\$ (14,976.00)	\$ (100,480,886.95)	

Part 2. EXPENDITURES

Fund	Department	Line Item Number	Account Title	Adopted Budget	Amount of Amendment	Amended Budget Amount	Notes
Fund 001	Registrar	001-013020-9007	Center for Tech & Civic Life - Registrar	\$ -	\$ 14,976.00	\$ 14,976.00	Purchase of equipment
Total Expenditures With Amendment				\$ 100,465,910.95	\$ 14,976.00	\$ 100,480,886.95	

	Current Budget Amt.	Amendment Amt.	Revised Budget Amt.
Revenues	\$ (100,465,910.95)	\$ (14,976.00)	\$ (100,480,886.95)
Expenditures	\$ 100,465,910.95	\$ 14,976.00	\$ 100,480,886.95
Difference	\$ -	\$ -	\$ -



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

County Administrator
Assistant County Administrator

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

Shawn M. Utt
Alicia Richardson

March 1, 2020

To: Members, Budget Committee

From: Shawn M. Utt, Smyth County Administrator

RE: Regional Cigarette Tax update

As you may remember, a group of local government administrators/managers have been meeting over the past few months to create the framework that would form a new regional board as a precursor to the potential implementation of a cigarette tax. The Mouth Rogers Regional Cigarette Tax Board could include all localities in the Mount Rogers Planning District, a total of twenty localities (7 Counties, 2 Cities and 11 Towns).

Keith Barker, City Manager for the City of Galax, has taken the lead to help coordinate the development of the draft membership agreement as well as the draft ordinance for membership. **Enclosed** is a copy of both for your review.

During the most recent Smyth12 meeting, we discussed the potential for the three Towns to join the regional group even though each Town already have a cigarette tax themselves. The "win" for them would be the planning enforcement of the tax stamp that isn't occurring in great detail at the moment. This will result in a more robust participation by all required businesses and likely an increase in revenues even without increasing their current rates: Marion's rate is \$0.12 per pack, Saltville's rate is \$0.13 per pack and Chilhowie's is only \$0.08 per pack.

Thus far, it appears as though the following localities are considering joining the regional board:

- | | | |
|------------------------|--|--|
| - Bland County | - Grayson County | - City of Galax |
| - Carroll County | - Wythe County | - Washington County <i>(tentative)</i> |
| - Smyth County | - Town of Hillsville | - Town of Wytheville |
| - Town of Marion | - Town of Saltville | - Town of Chilhowie <i>(tentative)</i> |
| - Town of Independence | - Town of Rural Retreat <i>(tentative)</i> | |

As a timeline for your consideration, the next step would be to authorize/schedule a public hearing on the proposed Mt. Rogers Cigarette Tax Board. The County will need to do that prior to voting to join or implement a tax at all. While joining the board does not mean that we will necessarily adopt a cigarette tax, it would put us one step closer to that.

At this point, other localities are still working under the expectation of creating the regional board effective July 1st, 2021 and having a cigarette tax implementation goal of January 1st, 2022.

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 _____.

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 ____ day of _____, 2021.

Attest:

Clerk of the Smyth County Board of Supervisors

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

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) 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 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 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.

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

A meeting of the Smyth County Building and Grounds Committee was held at the County Office Building on Tuesday, March 2, 2021 at 10:00 a.m.

Committee Members Present:

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

Staff Members:

County Administrator, Shawn Utt
Assistant County Administrator, Lisa Richardson

Chair, Rye Valley District Supervisor Lori Deel called the meeting to order at 10:15 a.m.

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 Mike 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.*

With no further business to discuss, the meeting was adjourned at 11:05 a.m.

PRELIMINARY MECHANICAL FEASIBILITY REPORT

**Smyth County Administration Building
Marion, Virginia**

**Prepared For
Smyth County Board of Supervisors**



Prepared by Steven Thomas and Russell Anderson

This document and the ideas and designs incorporated herein, as an instrument of professional service, is the property of Thompson & Litton and is not to be used in whole or in part for any other project without the written authorization of Thompson & Litton.



THOMPSON & LITTON

121 East Main Street
Chilhowie, VA 24319

T&L Project No. 15763

Issued for Review January 28, 2021

Smyth County Administration Building Marion, Virginia

Preliminary Mechanical Feasibility Report

Table of Contents

Design Guidelines

- A. Codes Used
- B. Design Guides
- C. Standards
- D. System Design Criteria

Background

Existing Facilities

Proposed Improvements

Summary and Total Costs

1. Design Guidelines

A. CODES USED

1. 2015 Virginia Mechanical Code (VMC)
2. 2015 Virginia Building Code (VBC)
3. 2015 Virginia Energy Conservation Code (VECC)

B. DESIGN GUIDES

1. Americans with Disabilities Act ADA
2. Occupational Safety and Health Act OSHA
3. National Electric Code, 2014 NEC, NFPA 70
4. Installation of Air Conditioning and Ventilating Systems NFPA 90A
5. Installation of Warm Air Heating and Air Conditioning Systems NFPA 90B
6. Life Safety from Fire in Buildings and Structures NFPA 101,2015

C. STANDARDS

1. Air Conditioning and Refrigeration Institute AHRI
2. Air Movement and Control Association, Inc. AMCA
3. American National Standards Institute ANSI
4. American Society of Heating, Refrigeration and Air Conditioning Engineers ASHRAE
5. Conditioning Engineers
6. American Society of Mechanical Engineers ASME
7. American Society for Testing and Materials ASTM
8. Underwriters Laboratories, Inc. UL
9. American National Standards Institute ANSI
10. Occupational Safety and Health Administration OSHA
11. National Fire Protection Association NFPA
12. Sheet Metal and Air Conditioning Contractors SMACNA

D. SYSTEM DESIGN CRITERIA

1. Outside Design Temperatures:
 - a. Summer (DB): 95° F
 - b. Summer (WB): 76° F
 - c. Winter: 0° F
2. Indoor Design Conditions
 - a. Summer (DB): 75° F, 55% RH
 - b. Winter (DB): 70° F, 20% RH
3. Lighting Load
 - a. Based on Interior Designer/Electrical Engineer lighting layout
4. Miscellaneous Electrical Load
 - a. Based on Owner/Electrical Engineer Input
 - b. Based on equipment density recommendations from ASHRAE Fundamentals
5. Ventilation Load
 - a. VMC-2015 (Table 403.3.1.1)
6. Occupancy Load
 - a. Based on furniture layout and Architect Input
 - b. Based on VMC-2015 (Table 403.3.1.1)
7. HVAC Load Calculations
 - a. Carrier E20-II (Hourly Analysis Program – HAP)

Background

The existing Administration Building is approximately seventy years old and was granted to the County by the Commonwealth of Virginia (State) as an unused portion of the state mental health facility campus. The building is currently reliant on a steam heat system piped underground from the existing boiler system operated by the Southwest Virginia Mental Health Institute. Some areas of the building are currently unheated, as the pipes supplying steam to the heating source were abandoned due to deteriorating conditions. The building has been fitted with an evaporative cooling system that provides cooling to most, but not all, of the building. The county desires to install a heating and cooling system that provides centralized HVAC to the entire building and end its reliance on the outside source for heat. The purpose of this report is to evaluate alternative methods of providing independent heating for the building while abandoning and sealing off the plumbing running to the exterior heat source.

Existing Facilities-Mechanical

The existing HVAC system consists of ducted fan coil units (cooling only) with makeup air handlers and radiant floor heating. Steam is supplied from the Southwest Virginia Mental Health Institute's central plant and provides radiant floor heating for each level of the building. Additionally, these same supply pipes provide heating for two makeup air units in the attic area. Due to leaks, the existing steam radiant floor heating system is in poor condition. With the radiant heating pipes being embedded in the floor, the leaks are difficult to repair and the pipes with leaks have been valve sealed off and are no longer in use. During the cooling season, ducted fan coils are supplied with chilled water from a water-cooled chiller in the mechanical room, but these units are not connected to any heating source. The cooling system, consisting of the fan coils, cooling tower, chillers, and chilled water pumps were added in 1995 and are at the end of their expected service life. A chilled water air handler with an electric duct heater serves a portion of the ground floor, but this system offers uneven and inefficient heating/cooling. The facility does not currently have natural gas access, however natural gas is available on an adjacent property and could be extended to the Administration Building.



Existing water-cooled chiller and water pumps.



Existing cooling fan coil unit.

Smyth County Board of Supervisors

Preliminary Mechanical Feasibility Report
Smyth County Administration Building

Existing Facilities-Electrical

The building is served from three (3) 167KVA pole mounted transformers, underground to a 2000 Amp switchboard located on the first floor, Room 100B. The service voltage supplied to the building is 208-Volt, 3-phase, 4-wire. Discussions with AEP indicate this electrical service was placed into use in 1997, around the same time as a building renovation. It was also observed that a room on the first floor, Room 100A, with only an exterior entrance, contains three medium voltage transformers. Both Smyth County maintenance personnel and Southwest State maintenance personnel do not know what these transformers serve or who has access to them. AEP also indicated they do not have any records of these transformers. The owner needs to further investigate who owns these transformers and determine if they are still in service. If they are no longer in service, they should be disconnected and removed. If these transformers are original to the building, they may contain PCBs. This would require special removal and disposal in accordance with federal regulations. Removal of these transformers would provide additional floor space to the owner.

The main switchboard installed in the 1995 renovation project has four provisioned spaces that are labeled for maximum breaker ratings. There are three spaces labeled for 100 Amp breakers and one labeled for 225 Amp breaker. Multiple other breakers are labeled 'spare' but are in the 'on' position. It is undetermined if these are indeed spares or have been used and a label not provided. An electrician should determine if these circuit breakers are being used. If these unlabeled breakers are indeed spares, each should be turned off and marked out of service. If the breakers are being used, circuits should be traced, and the circuit breaker labeled with load included. Based on the four available spaces for breakers and the current building maximum demand, additional panels could be served from the main switchboard where needed. The maximum KW demand for the building service over the last 12 months obtained from AEP is 240KVA, 667Amps. Per NEC 220.87, requirements for adding load to an existing service, the available capacity for new load to be added to this existing service is approximately 276KVA, 767Amps.



Main switchboard replaced in 1995.

Distribution panels are located in electrical rooms on each of the top three floors and on each of the two wings. The first floor has additional distribution panels located in the center of the building serving the more intensive local loads of that floor. The partial basement and the attic each have a distribution panel, which appear original to the building. These two panels are well beyond their useful life, are heavily corroded, and would be difficult to find replacement parts for. The attic panel has exposed bus ports when the door is open, creating a safety issue. All other panels, discussed in this section, appear to have been replaced in the 1995 Renovation project and are in good operable condition. However, most of these panels are at capacity with breakers, with a few breakers indicated as spare, although, some spares have been used and others are in the 'on' position. Very few of the panels have blank pole spaces available for new breaker connections. An additional electrical note, there is no emergency generator serving the building loads.



Original basement panel board.



Original attic panel board and exposed bus.

Proposed Improvements

Option 1 Proposed Mechanical Systems and Equipment

The main water-cooled chiller and cooling tower will be replaced with an air-cooled chiller that is approximately 500 tons and located in place of the existing exterior cooling tower. This would free up space within the mechanical room. An existing gas line will be extended from the adjacent property underground to two gas-fired condensing boilers that are each approximately 2,000,000 BTU/hour to provide hot water as the heat source for the building. The existing ducted fan coils will be replaced with new ducted fan coils that have both heating and cooling capability and are connected to additional existing ductwork. Hot water piping will be extended from the new boilers to each fan coil unit and include isolation valves and strainers to increase maintenance accessibility. In addition, the existing chilled water piping can be utilized, with new piping only needed in areas currently without cooling. The existing chilled water and hot water pumps will be replaced with new pumps that are variable frequency control drives to provide greater efficiency by supplying only the chilled or heated water only when needed and isolated from each other. In the attic, the steam coils of the two makeup air units will be replaced with hot water coils and connected to the hot water heating system. A web based DDC control system will be provided for the new HVAC system.

Option 1 Mechanical Cost Estimate

Demo Cooling Tower	\$3,500
Demo Water Cooled Chiller	\$3,500
Demo Steam and Chilled Water Pumps	\$4,600
Demo Fan Coil Units	\$26,000
Demo Steam Piping (except in floor)	\$650
Demo Steam to Hot Water Converter	\$1,150
Asbestos Abatement	\$17,250
New Air-Cooled Chiller	\$230,000
2 Chilled Water Pumps with VFD	\$70,000
2 Gas Fired Boilers	\$75,000
2 Hot Water Pumps with VFD	\$70,000
214 New Fan Coil Units	\$900,000
2 Hot Water Coils	\$2,300
Hot Water Piping with Insulation	\$287,500
Gas Piping	\$10,000
2 Expansion Tanks	\$4,600
2 Air Separators	\$17,250
2 Chemical Pot Feeders	\$1,150
Valves, Strainers, Coil Hookup Kits	\$143,500
Test and Balance	\$57,500
Controls	\$350,000
Total:	\$2,275,450



New heating and cooling fan coil unit.

Smyth County Board of Supervisors

Preliminary Mechanical Feasibility Report
Smyth County Administration Building

Option 2 Proposed Mechanical Systems and Equipment

The 2nd option consists of installation of a Variable Refrigerant Flow (VRF) system. The VRF system will be sized at approximately 350 square foot per ton. VRF systems are high efficiency and allow individual room temperature control. The installation of VRF systems also requires only minor alterations to the building compared to more traditional HVAC systems. The VRF system will consist of individual air handlers and outdoor condensing units. The existing makeup-air ductwork will be extended into each room to improve circulation. With this system the existing cooling tower, chiller, pumps, chilled water piping, steam piping (except that located in the floor), fan coils, ductwork, and diffusers will be demolished and removed. The steam coils in the existing makeup air units will be replaced with electric heating coils. A web based DDC control system will be provided for the HVAC system.

Option 2 Mechanical Cost Estimate

Demo Cooling Tower	\$3,500
Demo Water Cooled Chiller	\$3,500
Demo Steam and Chilled Water Pumps	\$4,600
Demo Fan Coil Units	\$26,000
Demo Steam Piping (except in floor)	\$650
Demo Steam to Hot Water Converter	\$1150
Demo Ductwork and Insulation	\$11,500
Demo Diffusers	\$6,325
Asbestos Abatement	\$17,250
VRF System and Piping	\$1,600,000
Electric Heating Coils	\$1,725
Ductwork and Insulation for DOAS	\$42,500
Test and Balance:	\$11,500
Controls	<u>\$350,000</u>
Total:	\$2,080,200



VRF ceiling cassette heating and cooling air handler.

Option 1 Proposed Electrical System and Equipment

Based on the current conditions of the panels located in the basement and attic areas, these two panels should be replaced. The overall electrical building load will be reduced by 35KVA (2-15HP pumps) and only 3KVA load will be added back for the (2) new gas boilers. FCU replacements will utilize the existing electrical circuits currently serving the FCUs. The chiller changes will be of similar capacity with minimal to no electrical load changes for the building, but new circuits will be provided to the chiller.

Option 1 Electrical Cost Estimate

Demo Cooling Tower Connections	\$1,000
Demo Water Cooled Chiller Connections	\$1,000
Demo Steam and Chilled Water Pumps Connections	\$1,200
Demo Fan Coil Unit Connections	\$7,500
Demo Basement and Attic Panels	\$700
New Air-Cooled Chiller Connections	\$10,600
2 Chilled Water Pumps with VFD Connections	\$11,000
2 Gas Fired Boilers Connections	\$1,500
2 Hot Water Pumps with VFD Connections	\$11,000
214 New Fan Coil Units Connections	\$7,500
2 Chemical Pot Feeders Connections	\$1,500
Basement and Attic Panels	\$7,200
Misc.	\$2,500
Total:	\$64,200

Option 2 Proposed Electrical System and Equipment

Based on the current conditions of the panels located in the basement and attic areas, these two panels would be replaced. All fan coil units and associated circuits would be removed and relocated to their respective panelboards. Some of these panel spaces previously serving FCUs, would be reused for the new outdoor VRF units with new circuits. A new distribution panel on the first floor would be required for the new VRF outdoor units. The two 100KW air handler coils added in the attic space would be served from the existing switchboard on the first floor with new feeders. Based on the mechanical equipment removed and new equipment added, the overall electrical building load would only be increased by 47KVA, which is still well below the service capacity based on the maximum demand over the last 12 months.

Option 2 Electrical Cost Estimate

Demo Cooling Tower Connections	\$1,000
Demo Water Cooled Chiller Connections	\$1,000
Demo Steam and Chilled Water Pumps Connections	\$3,600
Demo Fan Coil Units Connections	\$7,500
Demo Fan Coil Unit Circuits	\$51,500
Demo Basement and Attic Panels	\$700
Basement, New First Floor, and Attic Panels	\$10,800
New First Floor Panel Feeder	\$5,800
24 Outdoor VRF Unit Connections	\$2,500
24 Outdoor VRF Unit Feeders	\$25,500
2 AHU Electric Heat Connections	\$950
2 AHU Electric Heat Feeders	\$19,500
Misc.	\$2,500
Total:	\$132,850

Smyth County Board of Supervisors

Preliminary Mechanical Feasibility Report
Smyth County Administration Building

Summary

In summary, we feel either option will provide the facility with a quality HVAC system and allow the current heating system to disconnect from the current steam system supply source. The chart below shows the anticipated cost estimate of the two systems outlined in this study. These price estimates should be stable for the next 6 to 8 months. Maintenance and operating cost for each option would be similar. The cost for fuel would be the main fluctuation with the price of natural gas tending to be more volatile and the cost of electricity to be more stable, as it is under more state regulations. The difference in price is marginal given the total overall cost. Ultimately, we feel the VRF system would be more user friendly, provide individual control, and create a greater level of comfort. The VRF system would also allow maintenance, replacement and upgrades to be performed in phases allowing for greater flexibility in budgeting for the system in the future.

Total Cost Estimate Analysis

Option 1

Gas Fired Boiler Heating System

Mechanical Cost	\$2,275,450.00
Electrical Cost	\$64,200.00
Total Cost	\$2,339,650.00

Option 2

VRF Electric Heating System

Mechanical Cost	\$2,080,200.00
Electrical Cost	\$132,850.00
Total Cost	\$2,213,050.00

A meeting of the Smyth County Insurance Committee was held at the County Office Building on Tuesday, March 2, 2021 at 9:00 a.m.

Committee Members Present:

Park District Supervisor Kris Ratliff, Chair (entered the meeting at 9:52 a.m.)
Chilhowie District Supervisor Mike Sturgill
Royal Oak District Supervisor Judy Wyant

Staff Members:

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

Others:

Members of AirMedCare

Acting Chair, Chilhowie District Supervisor Mike Sturgill called the meeting to order at 9:12 a.m.

Representatives from AirMedCare presented information about their air rescue services and membership program to the committee. This would be a payroll-deduction option for County employees to consider for air rescue services not covered by their current insurance provider. At Ms. Wyant's request, cost information for a municipal site plan to cover all County residents will be provided to Mr. Utt in the coming weeks but to expect the costs to be significant.

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 Mike 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.*

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

Ms. Wyant also asked staff to explore potentially requiring spouses of employees who have health insurance coverage ability at their own employment to require that to occur rather than allowing them on the County's plan, as a potential cost saving measure.

With no further business to discuss, the meeting was adjourned at 10:14 a.m.

SMYTH COUNTY, VA PAY PLAN UPDATE

Date/Committee

Pay Plan Update

- **Goals**
 - Review existing County's pay plan
 - Identify benchmark local governments
 - Develop survey for salary data from benchmarks
 - Compile and analyze data
 - Develop new pay plan based on benchmark data
 - Appropriately place employees on new pay plan
 - Develop costs for implementation of new pay plan

Review of existing pay plan

- **Challenges**
 - Inconsistent percentage variation between grades
 - Compression Issues
 - Titles needing update
 - County Administrator and County Attorney classification in plan

Benchmark Local Governments

- Eighteen (18) Local Governments were surveyed
- In collaboration with County Administration, we developed a list based on proximity to Smyth County and similar population/budget.
- Fourteen local governments responded to the survey
- 78% response rate

Benchmark Local Governments

Locality	Population	Data Received?	FY21 Budget
Smyth County	32,208		94,209,332
Bland County	6,824	Yes	20,032,637
Grayson County	15,533	Yes	23,875,505
Dinwiddie County	28,001	Yes	94,303,431
Caroline County	28,545	Yes	112,056,297
Russell County	28,897	No	33,595,887
Wythe County	29,235	Yes	94,147,410
Carroll County	30,042	No	85,700,000
Amherst County	32,353	Yes	44,475,810
Mecklenburg County	32,727	Yes	128,650,365
Louisa County	33,153	Yes	129,394,675
Accomack County	33,164	No	69,378,970
Orange County	33,481	Yes	124,273,520
Pulaski County	34,872	Yes	132,209,252
Halifax County	36,241	Yes	106,392,317
Tazewell County	45,078	Yes	110,425,342
Washington County	54,876	Yes	132,641,929
Wise County	37,752	No	64,384,000
Fluvanna County	27,038	Yes	79,787,241

New Pay Scale

- Addresses the challenges of the current pay scale
 - Provides employees room for growth under the compensation plan
 - Open Range (Minimum, Midpoint, Maximum)
 - Establishes clear promotion policies (5% between grades)
 - Developed based on salary data from benchmark local governments
 - Market/Midpoint is based on 15 years of service

Pay Scale

Grade	Proposed Pay Plan		
	Minimum	Midpoint	Maximum
7	\$22,880	\$26,312	\$30,259
8	\$23,483	\$27,628	\$31,772
9	\$24,658	\$29,009	\$33,560
10	\$25,891	\$30,459	\$35,028
11	\$27,185	\$31,982	\$36,780
12	\$28,544	\$33,582	\$38,619
13	\$29,972	\$35,261	\$40,550
14	\$31,470	\$37,024	\$42,577
15	\$33,044	\$38,875	\$44,706
16	\$34,696	\$40,819	\$46,941
17	\$36,431	\$42,859	\$49,288
18	\$38,252	\$45,002	\$51,753
19	\$40,165	\$47,253	\$54,340
20	\$42,173	\$49,615	\$57,057
21	\$44,282	\$52,096	\$59,910
22	\$46,496	\$54,701	\$62,906
23	\$48,820	\$57,436	\$66,051
24	\$51,261	\$60,308	\$69,354
25	\$53,825	\$63,323	\$72,821
26	\$56,516	\$66,489	\$76,462
27	\$59,342	\$69,814	\$80,286
28	\$62,309	\$73,304	\$84,300
29	\$65,424	\$76,969	\$88,515
30	\$68,695	\$80,818	\$92,941
31	\$72,130	\$84,859	\$97,588
32	\$75,737	\$89,102	\$102,467
33	\$79,523	\$93,557	\$107,590
34	\$83,499	\$98,235	\$112,970

Classification Plan

Classification Plan			Proposed			
Department	Title	Proposed Title	Grade	Minimum	Midpoint	Maximum
Utilities	Water Meter Reader		7	\$22,880	\$26,312	\$30,259
All	Office Services Assistant		7	\$23,483	\$27,628	\$31,772
Buildings and Grounds	Custodian		8	\$23,483	\$27,628	\$31,772
Utilities	Scale Operator		8	\$23,483	\$27,628	\$31,772
Animal Control	Shelter Attendant	Animal Shelter Attendant	9	\$24,648	\$29,009	\$33,560
Utilities	Utilities Clerk		11	\$25,891	\$30,459	\$35,028
All	Administrative Assistant I		12	\$28,544	\$33,582	\$38,619
Solid Waste	Equipment Operator		13	\$29,972	\$35,261	\$40,550
Finance	Accounting Clerk		14	\$31,470	\$37,024	\$42,577
Utilities	Utility Operator I (Water/Sewer)		14	\$31,470	\$37,024	\$42,577
All	Administrative Assistant II		14	\$31,470	\$37,024	\$42,577
Animal Control	Shelter Manager	Animal Shelter Manager	14	\$31,470	\$37,024	\$42,577
Animal Control	Animal Control Officer		15	\$33,044	\$38,875	\$44,706
Utilities	Utility Operator II (Water/Sewer)		17	\$36,431	\$42,859	\$49,288
Building Inspections	Building Inspector		17	\$36,431	\$42,859	\$49,288
Community Development	GIS Technician		17	\$36,431	\$42,859	\$49,288
Buildings and Grounds	Building and Grounds Supervisor	Buildings and Grounds Manager	17	\$36,431	\$42,859	\$49,288
Animal Control	Deputy Chief of Animal Control		17	\$36,431	\$42,859	\$49,288
Administration	CSA Coordinator		17	\$36,431	\$42,859	\$49,288
Solid Waste	Solid Waste Foreman	Solid Waste Manager	18	\$38,252	\$45,002	\$51,753
Information Technology	Systems Specialist	Information Technology Specialist/Technician	18	\$38,252	\$45,002	\$51,753
Utilities	Water and Sewer Foreman	Utility Manager	19	\$40,165	\$47,253	\$54,340
Animal Control	Chief Animal Warden	Chief of Animal Control	19	\$40,165	\$47,253	\$54,340
Building Inspections	Assistant Building Official		19	\$40,165	\$47,253	\$54,340
Administration	Executive Secretary/Clerk in the BOS	Executive Assistant	20	\$42,173	\$49,615	\$57,057
Community Development	Planner		21	\$44,282	\$52,096	\$59,910
Community Development	Zoning Administrator		21	\$44,282	\$52,096	\$59,910
911	911 Coordinator		24	\$51,261	\$60,308	\$69,354
Emergency Services	Emergency Services Coordinator	Emergency Management Coordinator	26	\$56,516	\$66,489	\$76,462
Building Inspections	Building Official		29	\$65,424	\$76,969	\$88,515
Resource Development	Economic Development Director		29	\$65,424	\$76,969	\$88,515
Human Resources	Human Resource Director		29	\$65,424	\$76,969	\$88,515
Community Development	Community Development Director		29	\$65,424	\$76,969	\$88,515
Public Works	County Engineer	Public Works Director/County Engineer	29	\$65,424	\$76,969	\$88,515
Information Technology	Information Technology Director	Information Technology Director	31	\$72,130	\$84,859	\$97,588
Finance	Finance Director		31	\$72,130	\$84,859	\$97,588
Administration	Assistant County Administrator		34	\$83,499	\$98,235	\$112,970

Implementation of New Pay Plan

- All employees are placed on the minimum of the scale
- All employees are placed between the minimum and midpoint (market) based on years of service in current positions
- Recognition of years of service with Smyth County

Minimum of New Pay Plan Adjustments

Number of Employees*	Salary Costs	Total Costs (with Benefits)
16	\$67,561	\$80,330

**12 of the 16 employees received both minimum and midpoint adjustments*

Adjustment to Midpoint

Number of Employees*	Salary Costs	Total Costs (with Fringe benefits)
16	\$22,439	\$26,681

**12 of the 16 employees received both minimum and midpoint adjustments*

Compression Adjustments

Number of Employees	Salary Costs	Total Costs (with benefits)
All - 42	\$46,700	\$55,526

- Recommends a \$100 for each year of service
- All employees recognized for years of service with Smyth County

Implementation Plan

- ★ Board of Supervisors to approve pay plan
- ★ Priority 1) Employees placed on new pay plan with minimum of the scale adjustments
- ★ Priority 2) Employees placed between minimum and midpoint based on years of service in current position
- ★ Priority 3) Employees given years of service adjustment to address compression

Implementation Options

Implementation Plan	Total Costs
Priority 1 Adjustments to Minimum of New Pay Plan	\$80,330
Priority 2 Adjustments to Midpoint of New Pay Plan	\$26,681
Priority 3 Compression Adjustments	\$55,526
Total Implementation Costs	\$162,537

Questions

Thank you for the opportunity to
serve Smyth County!

A meeting of the Smyth County Public Safety Committee was held at the County Office Building on Tuesday, March 2, 2021 at 11:00 a.m.

Committee Members Present:

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

Staff Members:

County Administrator, Shawn Utt
Assistant County Administrator, Lisa Richardson
Emergency Management Coordinator, Curtis Crawford
911 Coordinator, Shannon Williams
Sheriff, Chip Shuler
Chief Deputy, Johnny Joanna

Others: Ms. Judy Wyant

Chair, Rye Valley District Supervisor Lori Deel called the meeting to order at 11:10 a.m.

Emergency Services Coordinator, Curtis Crawford presented brief details from the County Chief's meeting held on March 1, 2021 and updated the committee on the status of the Town of Saltville and the Saltville Rescue Emergency Medical Services. Mr. Crawford stated the Smyth County Public Safety Service survey has been disbursed and is available and he had received several helpful responses to the survey. He informed the Committee that he is meeting with the Town of Chilhowie to discuss a Rural Development loan with a grant funding for \$50,000 for equipment for the Smyth County Training Academy. Mr. Crawford informed the Committee that he had started the process for a written policy for HAZMAT billing for the County. Mr. Crawford further informed the Board that Smyth County has been highlighted as one of three Counties in Southwest Virginia designated for outreach in the community related to COVID-19. Mr. Crawford advised more information would come with a couple calls in the next couple of weeks. Mrs. Deel advised this was set up with cooperation with Senator Pillion and is a good opportunity.

911 Coordinator, Shannon Williams presented information to the Committee 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 discussed the challenges of obtaining a vendor to provide the required training and the limited time constraints. Mr. Williams and Sheriff Shuler commented on the necessity of hiring up to three additional Dispatchers and an Instructor for the EMD requirement. The committee requested Mr. Williams bring additional information related to the training to the next meeting. Mr. Williams also discussed a request from Washington County EMS to create a regionalized 911 Fusion Center in the future.

With no further business to discuss, the meeting was adjourned at 12:12 p.m.

A meeting of the Smyth County Water and Sewer Committee was held at the County Office Building on Monday, March 1, 2021 at 2:00 p.m.

Committee Members Present:

Atkins District Supervisor Charles Atkins, Chair
Rye Valley District Supervisor Lori Deel (electronically)

Committee Members Absent:

North Fork District Supervisor Phil Stevenson

Staff Members:

County Administrator, Shawn Utt
Assistant County Administrator, Lisa Richardson
Water and Sewer Foreman, Wally Blevins
Administrative Assistant, Christy Bise

Chair, Rye Valley District Supervisor Lori Deel called the meeting to order at 2:09 p.m.

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.*

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.*

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

With no further business to discuss, the meeting was adjourned at 2:28 p.m.



SMYTH COUNTY BOARD OF SUPERVISORS

RESOLUTION IN SUPPORT OF THE TRANSFER OF OWNERSHIP OF THE WATER MEETERS AND TAPS ALONG ROBINSON COVE ROAD AND LICK SKILETT 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