



**A G E N D A**  
**TOWN COUNCIL MEETING**  
**At Richlands Town Hall**  
**January 18, 2022**  
**6:00 P.M.**

- I. Call the Meeting to Order**
- II. Invocation**
- III. Pledge of Allegiance**
- IV. Additions/Deletions to Agenda**  
(This includes the removal/transfer of any Consent Agenda items to the Regular Agenda that need full discussion.)
  - a. Approval of Agenda
- V. Approval of Minutes**
  - a. December 14 - Regular Council Meeting, December 14 – Public Hearing
- VI. Consent Agenda**
  - a. Authorization to Pay Bills (December)
  - b. Authorize Line of Credit Drawdown Number #16 from National Bank for Wastewater Treatment Plant Rehabilitation Project (\$37,686.58) and Water Treatment Plant Upgrades and Improvements (\$0.00) cost for October billing for a total of \$14,870.91.
  - c. Authorize Line of Credit Drawdown Number #17 from National Bank for Wastewater Treatment Plant Rehabilitation Project (\$692.16) and Water Treatment Plant Upgrades and Improvements (\$960.00) cost for December billing for a total of \$1,652.16.
- VII. Scheduled Public Comments (Five Minute Maximum)**
  - a. Sharon Shinall- Trap and Neuter Initiative
  - b. Laura Mollo – Misc. Concerns
  - c. Blake Ray- Charter Changes
- VIII. Unscheduled Public Comments (Three Minute Maximum)**
- IX. Agenda Items**
  - a. Volunteer of the Year Award
    - Presented by Recreation Commission President Tony Cordle
  - b. Creative Communities Partnership Grant- Ginger Branton
  - c. Library Request Discussion
  - d. Conditional Use Permit
    1. Blackstone Date Services



2. Lucky Duck

- e. IDA Update- Blake Ray
- f. IDA Appointment
- g. Committee Re-Appointments
- h. Appointment of Town Clerk
- i. Charter Update Discussion
- j. ARPA Discussion
- k. SRO Grant
- l. Downtown Revitalization Grant
- m. Budget Workshop Date Selection
- n. Council Meeting Calendar

**X. Town Manager Report**

- a. Conflict of Interest Forms
- b. Event List
- c. RFQ- Engineering Retainer Agreement
- d. Fire Truck Bid Opening
- e. B&B Pawn Sign Removal
- f. Budget Retreat Discussion
- g. Miscellaneous

**XI. Attorney Comments**

**XII. Council Member Reports (Non-voting Items)**

- a. Mary Ann Strong
- b. Richard Brown
- c. Jeff Hurst
- d. Doug Ratliff
- e. Mike Street
- f. Darrell Addison

**XIII. Mayor's Comments**

**XIV. Executive/Closed Session Pursuant to VA Code Section**

- a. 2.2-3711(A) – Attorney Consultation- Contract negotiations (Teen Center and Iron Street Property)

**XV. Return to Open Session, Certification, Report on Action**

**XVI. Adjourn/ Recess Meeting**

**Next regular meeting date is TBD based on the Calendar Approved by Council.**



The Richlands Town Council held a “Public Hearing” in the Richlands Council Chambers on December 14, 2021, at 5:30 pm, with the following present:

Mayor:	Rodney D. Cury
Town Manager:	John O’Daniel
Town Clerk:	Connie Allen
Council Members:	Mary Ann Strong, Mike Street, Doug Ratliff, Darrell Addison (late arrival)
Council Member Absent:	Richard Brown, Jeff Hurst
Town Attorney:	Brad Pyott

Mayor Cury opened the meeting.

Mayor Cury – Public Comment - Receive input on the proposed allocation of American Rescue Plan Act (ARPA) Funding of \$5,430,362.00 which is over 1% of the total current budget. The only items currently being considered for immediate expenditure from this funding are improvements to the Richlands Public Library (\$154,000), Greenway Stage Phase II (\$25,000), SSES Grant additional funding (\$20,000), and Body Worn Cameras for the Richlands Police Department (\$9,000). The cost for each item is an estimate and the actual cost may vary.

Mayor Cury - Ginger Branton

Ginger Branton – P.O. Box 436 Richlands, VA

- Suggested to allocate some funding to the next mile of the Clinch Valley Walking Trail. We have started to develop so many assets in our community, could be a tourist attraction to our area but could be the next greatest thing to the Creeper Trail. Would be a huge draw for the Town and boost the economy and the downtown revitalization.

Mayor Cury – Amity Layne

Amity Layne – 6954 Mountain Road, Cedar Bluff, VA

- I came to represent the Richlands Library, been part of it most of my life.
- I see more than just an old building with books in it, but that is how people see it, the Town has an opportunity not just to refresh but bring more interest in it, maybe a community hub and center of tourism.
- I see different people in the library every day that I am there. In the past two (2) months there have been people that have been on vacation that have come in just to visit.
- Library is crumbling looks really bad, an old house with books in it.
- Consideration of the \$153,000 goes toward the remodeling, remaking and new façade of the Library.
- The Library Foundation will be expanding & remodeling and many upgrades. Hope to improve not just for the children but for the community and the seniors. We want to offer more than an old house with books.

Mayor Cury – Ellen and Don Elmes

Ellen Elmes – 7902 Pea Patch Road, Jewell Ridge, VA

- Muralist since 1980
- 1984 - First outside Mural in Richlands on Railroad Avenue, several others since then.
- Not here to speak on Murals but more broadly the number of Public Artworks in Richlands.
- Brick Sculptures created by Johnny Hagerman, the Coal Miners Memorial. We have more Public Artworks in Richlands than in Roanoke, VA.
- People locally, people who have moved back home or tourist, the Murals, Brick Sculptures, and Coal Miners Memorial it is a drawing card for people to gather, to remember their history and pride.
- I am here to suggest some money saved for ongoing preservation of Public Artworks.
- Murals have to be resealed every so often because of the ultraviolet rays, the Brick Sculptures cleaned and Coal Miners Memorial repaired and cleaned.

Don Elmes – 7902 Pea Patch Road, Jewell Ridge, VA

- Lived at Jewell Ridge, VA for over 40 years, been connected to Richlands the entire time in some way.
- Ellen has done several Murals in the Town of Richlands.
- Extremely important to preserve the Murals and Public Artworks with proper maintenance, especially the Coal Miners Memorial. It is a real testament to the people in Richlands and the miners in Richlands. Some funds need to be set aside to maintain that facility.
- Library – I was a friend of Kip Thompson who facilitated all that, my son volunteered at the library when he was 10/11 years old.
- Library is an addition to this end of the county. The library is in need of repair. Some of the funds used to make those repairs and expand the library in the future.

Mayor Cury – Laura Mollo

Laura Mollo – 262 Linwood Drive, Richlands, VA

- Disappointed to see lack of attendance for such an important matter. They will still get to cast a vote and not hearing what we feel strongly about.
- Our Council will go down in history as being the most disappointing Council this Town has ever seen.
- You will be known to have ignored opportunities I first thought you were missing the opportunities, but you are aware but ignoring them anyway. Not sure if it is willful, ignorance or selfish agenda. The Town is crumbling before our eyes. It is on the backs of the Council.
- ARPA money is this the only way to fund these projects or are there other ways to get funding. If there is we need to utilize prior to using ARPA money.
- Library is in dire need of improvements, I am glad it is now taken seriously but should have been year ago. An ounce of prevention is worth a pound of cure. You should consider in every area of the Town.
- Repairs more expensive. Where is the money given by the Board of Supervisors? It is not listed as funds available for the project.
- Curious about the SSES Grant, write down what SSES stands for and the requirements. I know you won't do it; it is not to embarrass anyone but to think about the facts. You are voting on huge issues. If you are not fully entailed, it is not a grant but a principal forgiveness loan and is match is being provided by Cumberland Plateau and the study is happening as we speak. Why

do we need additional money toward this? It isn't required or needed and shouldn't come from the ARPA money.

- I believe the Body Worn Cameras are necessary for the officers and citizens alike. I know you remember when I was pulled over before a Town meeting, first thing they I did was request body cam footage of the incident. I was told they were not in use because the storage is too expensive. Why do we need new ones if we have them now and not being use because of storage cost? Will we not run into the same issue with the new ones? How do you plan on paying for the cost of storage going forward?
- Looking at the priorities the money is being spent not invested. Once in a life time opportunity for the money.
- What we say as citizens goes in one ear and out the other with some of you. If you are going to change your heart change your priorities and lay your own personal passion projects aside. Do what is right for the citizens.
- Bring consultant's in, there are resources available thru VML to advise. Don't just spend the money invest it in the people and the future of our Town. Fix what we have, fix the playground, roads, start the imagination library. Invest in our kids and the things that matter.
- Believe in the citizens enough to invest I do and I am asking you do the same.

Mayor Cury – Shea Cook

Shea Cook – 215 Washington Square, Richlands, VA –

- Wanted to bring to Council attention - You may have 5.4 million dollars but it has strings attached to it. I am looking at a list of projects that have been identified for discussion today, I presume.
- Interim rules put out by the Department of Treasury is very specific and the usages for these funds.
- Suggested before any decision is made on any specific project you have your Town Attorney do a review and provide a legal opinion whether or not the usage of these funds is consistent with the interim rule from the Department of Treasury. They didn't mention when you get this money but there's going to be a day when the Town is going to have to provide a report to the Department of Treasury on how these funds were used, kind of like an audit process. If not used properly Town will be in a position of having to pay money back for usages that was not permissible under the regulations. I don't want to see the Town fall into this situation.
- Not sure how the list of projects ended up before us, I assume input from individual Council members and Department heads as it should. I would have hoped this list would have been presented to the Planning Commission and the IDA. Those are the deliberative bodies that Council should rely on in many instances, on how to utilize funds for a long term benefit.
- ARPA once in a lifetime windfall, and how we use these in the wisest way possible for this Town and the people for the long term, that's a significant challenge.
- One thing I don't see on the list is money set aside for a feasibility study for flooding. I have had the opportunity to mention on several occasions to Council and Planning Commission, effects over 500 families in the Town of Richlands and the surrounding area. Last year we had two significant flooding incidents where FEMA was involved. Working with the Flood Commission I know there are millions of dollars available. Speaking to the grant liaison office with Emergency Management Agency at the State level. We had a conference with her and she indicated one project after another all across the Commonwealth from east to the north for projects not specifically for flooding but for projects that would enhance the safety infrastructure of these

Towns. The money is there, it is about how you ask for it, and you have a feasibility study prepared to support a grant application. Grant money is available thru the State, ARPA or FEMA. Every year we drive by one kind of flood or another just like it is supposed to be like that. I think it is a real disservice to the Town generally but specifically to those individuals that live in communities like Brooklyn and Dalton Addition, whom some of the poorest people and least able to protect their interest. That is what Council is supposed to be for.

- With the once in a lifetime windfall I would suggest that money be set aside for a feasibility study and begin an aggressive application for grant funding. I know the Board of Supervisors will pay for the advertising to solicit for bids. Once you now the solicitation process would involve some funding as far as advertising. It is the first step but not necessarily take anything away from the Town. Once we get an idea what the cost is going to be for the study we will know how much money it will cost for a feasibility study performed. It is going to be a long process but every year for three (3) decades or longer we have had flooding issues in Richlands. We have not really done anything about it.
- With this opportunity we need to take serious action on coming up with something about the flooding, it is not going away and getting worse every time.

Mayor Cury - That concludes the list of people for Public Comment. I will close the Public Comment hearing. I will ask for a motion to close the Public Hearing.

Mike – I make a motion to close the Public Hearing, Mary Ann seconded the motion.

Mayor Cury – Voice Vote - All "I", motion carries unanimously. (Richard Brown, Jeff Hurst absent)

Mayor Cury - Adjourned Public Hearing - Regular Council Meeting at 6:00pm.

---

Rodney D. Cury, Mayor

---

Connie Allen, Town Clerk



The Richlands Town Council held a regular monthly meeting in the Richlands Council Chambers on December 14, 2021, at 6:00 pm with the following present:

Mayor:	Rod D. Cury
Town Manager:	John O’Daniel
Town Clerk:	Connie Allen
Council Members:	Mary Ann Strong, Doug Ratliff, Jeff Hurst Mike Street, Darrell Addison
Council Member Absent:	Richard Brown
Town Attorney:	Brad Pyott

Mayor Cury opened the meeting.

Richard Smith gave the invocation and led the Pledge of Allegiance.

Mayor Cury – Additions/Deletions to the Agenda - Is there anyone who is not scheduled on the agenda that would like to speak under “Unscheduled Comments”? Please add Morgan Earp, Joe McCracken, Blake Ray, and Christin Bowman.

Mayor Cury - Are there any other deletions or additions to the agenda?

Darrell - I have “Pop-Up” Richlands and would like for Blake Ray to present.

John - Suggest putting him under Item IX (c1).

Mayor Cury - We will add under (c1) under IX.

John - Under Closed Session – Ongoing Litigations 2.2-3711(A).

Mary Ann - I would like to add under Executive Closed Session 2.2-3711(A) Contract negotiations – Front Street, Property Acquisition.

Mayor Cury - Is all this going to be under 2.2-3711(A)? Just want to make sure.

Brad – Yes

Mayor Cury - Any more deletions or additions to the agenda? If not, I will need a motion to approve the agenda as amended.

Mike - I make the motion, Mary Ann second the motion.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury - Approval of Minutes – Nov. 9-Public Hearing, Nov. 9 – Regular Council Meeting, Nov. 15- Recessed Meeting, Nov. 30- Work Session. Do we have a motion to accept the four (4) sets of minutes as presented?

Mike - I make the motion, Jeff second the motion.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury – Consent Agenda – Authorization to Pay Bills (November), Two sets - 11/10/21-12/10/21 and 12/14/2021.

Doug – Check 10984 James Brooks

John – The grant does not cover recreational activities for after school hours as it has in the past.

Doug - The grant I have here states it is covered under the grant for after hour activities.

Jerry - This year's grant does not cover after school activities.

Doug - This is this year's grant and it specifically says that it does.

Jerry - The grant coordinator says it does not cover after school activities.

Doug - Will you address at the next Council meeting?

Jerry – Yes, I can bring the documents and reach out to Michele Miles the grant coordinator get her to issue documents stating we are not allowed to do anymore.

Doug - Please bring some documentation to the next Council meeting.

Mayor Cury - Any other questions on the check register?

Jeff - I will make a motion to approve the "Consent Agenda" – (a) Authorization to Pay Bills-November, (b) Approval of \$500.00 allocation for Christmas Parade from GL, (c) Authorization line of credit drawdown #12 from National Bank for WWTP Rehabilitation Project (\$13,686.91) and WTP, Plant

upgrades and improvements (\$1,184) cost for November billing for a total of \$14,870.91. Darrell seconded the motion.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury – “Scheduled Public Comments” – Laura Mollo – Misc. Concerns

Laura Mollo – 262 Linwood Drive –

- Wise man said to me, Government issues are easy to fix, if you admit you have a problem. 1. Figure out the problem 2. Fix the issue the problem created (3) Create a policy to keep the problem from recurring.
- We get a million dollars from VDOT but can't seem to fix the roads. Roads are in horrible condition, more pot holes on the bridge that should be allowed. If a citizen damages their car due to pot holes the Town can be liable especially if they have proof they reported it. We should have procedures to deal with pot holes.
- We should go back to the paving schedule for roads.
- We have one embarrassment with our lack of process, sometimes simple ordinance or appointment, ignoring citizen's request, disrespecting citizens.
- Town needs to have a procedure to schedule appointments.
- Huge problem with real estate taxes, no procedure or accountability how real estate taxes are collected. You raise the taxes on citizens that are actually paying them.
- Current Councilmembers, previous Councilmembers and representatives on committees who are on the delinquent tax list, lack of collections. Need to hire someone outside to collect the delinquent taxes. They are unbiased and will cost the Town of Richlands nothing. You will run into the same issue with personal property taxes.
- When you avoid the opportunities you are placing the burden back on the citizens who are actually paying their taxes.

Mayor Cury – Derek & Maria White – Bike Race

Maria White –

- First “Chasing the Wild Boar” bike ride was very successful. It was a three (3) day ride during Memorial Day Weekend.
- Would like to have Council's approval to have the Bike Race again May, 28, 29, 30, in 2022. It will be time trials and similar format that we had before.
- Will make sure we have the safest possible routes.
- We had a lot of positive feedback and would like to have the race again in 2022.
- A lot of people, community and surrounding communities benefited financially from the bike race.

Mayor Cury - It was very popular and well received. It is positive for our community. Have you had the opportunity to talk to Chief Gilbert?

Maria - Derek is in the process of finalizing the routes.

Mary Ann - I would like to make a motion to approve the bike race, May 28, 29, 30, in 2022, Doug seconded the motion.

John - We just need to get a permit for our records.

Mayor Cury - Do you have a calendar that we could see?

John - The problem is we run out of time for our officers to provide traffic control. We received several permits for events last year. We need to manage in our budget. If we have a lot of events it is difficult to approve them all. We need to get on our calendar and prepare.

Mayor Cury - Is the master calendar filling up?

John – We will just run out of budget money. The sooner you get your event schedule the more likely you are to get it approved.

Mayor Cury - The events that the Town will have to support, just wanted to understand.

Maria - (Handed out flyer for the event)

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury – “Unscheduled Public Comments” – Christin Bowman

Christin Bowman – 253 Terry Drive –

- I am here to address 301 Fairfax Avenue. I am a representative for the family.
- I want on the record that we did attempt to work with the Town before it came to this, being demolished down due to the nuisance law.
- My grandmother passed away in 2016. We could not begin to sell the property until 2018, there were limitations on it. After that we did have someone interested in the property. Before we could sell the property in January of 2019, Mr. Whitaker was living in the basement and proceeded to burn it down. This all happened right before we were ready to sell the property. We had no insurance on the property. The home was part of an estate but no insurance.

- The burning of the house was an accident but Mr. Whitaker was ordered to pay \$60,000 in restitution in July 2020. As of today we have officially received \$300.
- There were loans against the property so we could not get a loan to try to do anything.
- December 2020 I had a phone call from Mr. Taylor and a follow up to the phone call I sent an email of everything that we had discussed. At that time we offered to give the property to the Town. No further follow-up from Mr. Taylor but on February 4, 2021 I received a phone call from Jerry Gilbert, wanted to address the selling of the property. I forwarded the same email that I sent to Mr. Taylor. I never heard anything else after that.
- I spoke with Mr. O'Daniel; he did not want a copy of the email that I had sent to Mr. Taylor. He said he would check with the Town Attorney and that is where we left it.
- The County has been in communication with us about auctioning the property. The County is planning on auction this property as soon as possible.
- I do want on the record that I did attempt to do something and I do have a copy of the email I sent to Mr. Taylor.

Mr. Cury - You have presented as clear as I have ever heard it. Please give the email to the Clerk and she will distribute it. Thank you

Mary Ann - Thank you for your time and explaining, I have better understanding now.

Christin Bowman - Anything posted on the Richlands page I am aware of it and I get that information first.

Mayor Cury – Morgan Earp

Morgan Earp – 1618 6<sup>th</sup> Street, Richlands

- Need clarification from Council, on November 15 you all made a motion and approved for the vacant seat, people from the Town of Richlands put their name forth to be appointed to that seat. During work session that motion was not overruled. Does that mean the motion to appoint or to overrule the previous on?

Mayor Cury - It is more of a procedure right now, your questions can be addressed but what we are hoping to do is not have a lot of questions between speaker and the Council. We would not want to mislead you in an incorrect answer. I will ask the Clerk to record your questions and ask the Manager to get back to you tomorrow. Is that OK?

Moran Earp –

- I would ask that the Council compromise on Charter Changes. Compromise is to move forward and any type of politics whether it is local, county or state, just help people move forward. Instead of based on emotions which is really not decisions at all they are just instincts.

Mayor Cury – Joe McCracken

Joe McCracken – 1411 Jewell Street

- Council has voted three (3) times that I know of, that a drain be taken care of on 1411 Jewell Street. It has been voted on and agreed but nothing has been done.
- The drain is stopped up right now and water is everywhere. It is a Town drain.
- I want to know where we stand why it has not been taken care of.

Mayor Cury - I suggest someone from the Town Hall or Manager contact you and give you a satisfactory answer.

John - I can contact him but the last time I looked at it we dug out everything I felt comfortable doing, the main line is on the railroad property and I don't like going on railroad property and doing things. They promised they would remove that pipe and ditch, which has not happened yet.

Joe McCracken – I showed John where the line was and where it was not rail road property. It is the same drain I have been talking about for eight (8) months now. The Council voted to take care of and it has not been taken care of. There is a concrete post that has N & W on it, front of the post is rail road, the back of the post over is not railroad.

Doug - We voted to replace the drainpipe. I would like a consensus from Council if it is not on the railroad that we instruct Mr. O'Daniel to replace that drain.

Mayor Cury – I respect what you are saying Joe and Doug. I suggest that someone contact W.T. Hedrick and maybe he will be able to clarify.

Joe McCracken - We have contacted him. He said they would take the pipe out but they have never taken the pipe out. The drain system is the Town of Richlands not the railroad. It is not the railroads decision to take the pipe out or clean the pipe. I would ask the Town to clean out the water is backing up.

Mayor Cury - This is my suggestion to clear up any misunderstandings what is Town and what is railroad, any concerns that John may have he would not want to do anything that would be improper. John will you contact Joe again and meet with W.T. Hedrick might get to the bottom of this of what we can do.

Joe McCracken - It is a Town system not Railroad. The attorneys have been talked to and if this system floods and the Town knows it and there could be lawsuits.

Mayor Cury - With the greatest respect, when we talk lawsuits, we need to hold right there. You have been well heard. We need to get the manager, W.T. Hedrick and Joe in the same area.

Doug - If we find it is Town property we have a consensus to instruct the Town Manager to replace the drain pipe before it floods. There are a lot of families over there and if something does happen we will be responsible. We have been on this probably five (5) years.

Mayor Cury - I think we need clarification before we have consensus.

Doug - We voted on it eight (8) months ago, if the Council votes on a motion if it is Town property, Town Manager go ahead and do what Council has ordered him to do.

Mayor Cury - Is there a consensus if it is found the Town has a drain that is stopped up and is on Town property, is there a consensus that the Town proceed.

Jeff - I think we should live up to what we voted on.

Darrell – I agree

Mike - If it's Town property.

Mary Ann – I agree but the Town Attorney has not do so because it is his understanding it's not the Town's property. I don't think the Town Manager should be ....., no one would go someone's property.

Mayor Cury - I think the consensus is to find out and from there move forward.

Mayor Cury - Blake Ray

Blake Ray – 426 Buchanan Street

- Couple things that have come up that I see concerning the zoning standpoint, zoning revisions that we did in 2013 is probably outdated at this point.
- I have been working with Seth White. He is looking at leasing a space that would be perfect for office space. Unfortunately the building is not necessary zoned for this.
- Thinking about what is coming down the pipe, I was in a meeting regarding the fish farm, will be having an influx capital coming into the area and other businesses coming into the area.
- If we are not careful those businesses will not fall under our current zoning guidelines.
- Brief conversations with John he can speak more about this, last meeting you voted to scrap Item No. 4 on the Charter change.
- It would take the zoning issue from completing an arch to something happening very quickly.
- Smart money moves quickly, will go elsewhere if it is easier to do business elsewhere.
- I see negative impact from this one (1) issue. If we are not careful we can miss out on a ton of opportunity.

- I would ask that you consider procedure changes in the Charter; I know it won't change until next year but five (5) year project and we want to be part of it.

Mayor Cury – Audit Presentation – Corbin Stone

Corbin Stone – Audit Presentation – (Handout)

- Audit went very well. We did have to make some adjusting entries but not very many. Overall you did very well.
- General Balance is negative (\$309,964), reason – Took possession of the new fire truck in 2021.

Doug - A town the size of Richlands, should it have at least \$2,500,000 in reserves for instances like this.

Corbin Stone - At least 25% of your operating budget, minimum of 10% of the operating budget.

Doug- We have around \$200,000?

Corbin – Actually it was negative at the end of 2021.

Doug - That is a big concern don't you agree?

Corbin – Absolutely, not something you are going to do overnight will take some time.

Doug - When we do our budgets we should allow for that.

Corbin – Balance budget and try to put something in there to put in your reserves.

Corbin - Discussed Page 1- 22 of the Audit Presentation

- Population Estimate 2021 – 5,224
- Long-term obligations per Capita – 5.224

Doug - We addressed VRS last month, I asked for a figure of what we were paying in interest on the seven (7) million, we have had for at least 15 years and have not started paying it back.

Corbin - It is a stand along program, you can make additional contributions to retirement. I would not recommend right yet, get the fund balance up.

Doug - How much interest are we paying?

Corbin - It is not so much interest they use a discount rate, 6  $\frac{3}{4}$  maybe 7%, they use discount rate.



Doug - You are saying we need to build our fund balance up first and then next we need to pay some of the debt because it is going to get a lot worse.

Corbin - Need to build up the fund balance first.

Corbin –

- Real Estate - \$271,804,900 PSA Tax – \$23,053,429
- Annualized Growth Rates – Real Estate 0.874%, PSC Tax 5.343%, Total 1.130%
- Audit Recommendations – Appropriations – The Town appropriates funds for expenditure annual with the approval of the budget; however, the level of appropriation is not specifically identified in the ordinance. We recommend that Council specify the level at which appropriations will be monitored (i.e. department level or fund level). Any time expenditures are expected to exceed appropriations at the monitored level. Council should consider approving supplemental appropriations.
- Audit Recommendations – Bank Accounts- During our review of bank accounts, we were unable to determine if four (4) accounts had been reported to the State Treasurer in accordance with the Security for Public Deposits Act. We verify the Town’s account against the Treasury listings to ensure accounts are properly reported as public deposits.
- Audit Recommendations – Street Maintenance Program - The Town receives State funding for the maintenance of eligible streets within the Town. The Town is currently allocating wages to the program based on actual time worked by employees. The Town also allocates fringe benefits using a multiplier against allowable wages. The current multiplier is 88.85%; however, this multiplier has not been updated in several years. We recommend that the Town update the multiplier either annually or biennially.
- Independent Accountants’ Report – Town’s payroll system does not produce reports that show VRS wages, employer retirement and employer local disability amounts. We are unable to reconcile these amounts to VNAV. We were able to reconcile employee VRS contributions to expenditures in the Town’s books.
- Copies of adjusting entries included in the report (Audit Presentation pages 9 – 12)
- Accounting Update – Summary of Upcoming Pronouncements by the Governmental Accounting Standards Board (GASB). (Audit Presentation pages 13-22)
- Change that will affect the Town will be the leases.

Mayor Cury - We can contact you if we have any questions; your contact number is on front of the presentation. Thank you.

Corbin - Thank you

Mayor Cury – Mural Request – Ellen Elmes

Ellen Elmes –

- I would like to address the many Art Works that we have in Richlands. They need some upkeep including the Murals.
- I would like to speak tonight on the Richlands & the Rails – Stories of the Clinch Valley Line Mural that I painted in 2016. It was completed in time for the celebration of the opening of the Section House.
- We were able to have an event called the Mural Speaks. I gave you a narrative about what is in that Mural. Many of them lived here and their families, business people and others are represented in the Mural. Sixteen people were at the event to speak about a relative or themselves that are included in the Mural.
- It is not just a Mural and all the Art Works in our Town; they are not just for the purpose of leisure type of thing or pleasant things to look at but the history.
- Five (5) of the people who spoke at the event have passed away. The college recorded the event that day so their word is now visually on the log.
- Murals are subject to UV rays from the sun, which fades paint.
- I add sealer to the Murals when I paint them to protect them from UV rays, it only last from five (5) to seven (7) years.
- Richlands & Rails has not faded yet; I am asking that the Town supply the funds for having it refinished possibly this coming spring before it starts to fade.
- The Mural is on a free standing wall.
- My husband and I can do the refinishing work. I have given you a breakdown of the estimated cost for the material and labor.
- I am not here personally requesting for my artwork but focus on the Richlands & the Rails artwork now.
- Request that we use ARPA for preservation of Art Work in Richlands, and for ongoing preservation.

Mayor Cury - You are requesting a total of \$850.00. You will need assistance from the Town for scaffolding.

Ellen Elmes – Yes, we would need the assistance of the Town to put up scaffolding as they have done before on other occasions for other Murals.

Mayor Cury - Lynna Mitchell, Ellen and myself had met with John, Ellen presented the numbers but he preferred that we come to Council for approval to spend the money.

Mary Ann – Ellen’s work is absolutely beautiful. When I attended the REEC meeting at the Section House, I was shocked to learn that our Town has more Art Works than Roanoke. That is a compliment to you and your work. I think you are being very generous for \$20.00 per hour especially someone with your talent.

Mary Ann - I make a motion to allocate the \$850.00 to refurbish the Richlands and the Rails, Jeff second the motion.

John - Just for clarification this money will be given to the Section House and run thru their organization. There is more Art Work and this is something we will continue to do.

Mike - Where are you suggesting that we allocate from?

John – I don't know yet, we have to go back and look at what we have. If you approve we will bring a budget amendment to next month's meeting.

Mike - If there is a person who wants to donate to the cause who would they make it to?

Mayor Cury - We do accept checks and cash. You can make the check to the Town of Richlands and stub it Section House. We spent a good deal time with John and staff; we will have a separate account for the Section House. If you would like to donate it would be much appreciated.

Mike - I just want you to know that I think you are incredibly talented, I am a young guy but I do understand the importance of preservation. Sometimes we can take the Murals for granted. They add much character to our Town and an important part of our Town. I admire your effort, Thank you.

Ellen Elmes - I want to thank the Town for supporting me all these years. Ginger Branton gave you a brochure earlier of all the Murals in the County. The brochure could use an update for Tourism and other purposes.

Doug - I think we should support this I am all for it. I would like to make a suggestion on how we can fund it. Years past any private organization that had an event in Town they were required to reimburse the Town for the event. Every time someone has a public event it is taking \$2500/\$3000 from the Town to have the police force or town workers there. You can look back at the history. We could put that money toward the preservation of the arts.

John - We can discuss during our budget process some type of fee for events.

Mike - That is not a bad idea.

Doug - We will tell them what it would be to use the police/town staff. They could roll into their event what the expense would be.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

John - Mayor if you will let us know if the cost goes up so we can adjust if needed.

Mayor Cury - Debbie Milton

John - Debbie was not able to be here tonight. I will give the update. We have received three (3) bids for the architect for the planning part of the revitalization. We have to complete this first before we decide which areas we are going to include. A million dollars sounds like a lot but when you start dealing with businesses there may be only 10 or 20 that makes it into the project. At some point we are going to have to make tough decision and decide who is included and who is not. We will work with staff to see where we will get the most benefit from. Unfortunately, you can't pick a large section and pick and choose who you want, you choose one block and every building has to be included. If owners are not willing to work with you it complicates things.

Mayor Cury - Are the meetings around 2:00pm?

John - We only had one meeting, the last one was cancelled. We may or may not need another meeting. At that time we will see if we need a committee or use staff at that time.

Mayor Cury - If the meetings are after school I may be able to make the meeting.

Mayor Cury - Blake Ray – Pop-up Richlands

Blake Ray –

- In 2008 Marion VA developed a program called Pop-Up Marion. (Ken Heath)
- Ken came to meet with a group of people in Richlands; people present were Darrell Addison, Blake Ray, Mike Street, Shannon Plaster, Tim Daniels, and Economic Development Director for the County and Misty Bandy- Small Business Development from SWCC.
- The program has won several nominations across the state for Revitalization of downtown Marion.
- Marion went from a vacancy rate of 25%, to a vacancy rate that is less than 4%. The program is responsible for filling the downtown businesses.
- Andrea Perkins from Ramp-Up Richlands and I drove downtown Richlands the other day, first of all I didn't realize there were that many office space, store fronts. There are over 100 which 30 need help. It goes hand and hand what you are trying to do with the revitalization.
- Will provide training and if people want to open a small business but don't have the education to do that. It is a five (5) week program help entrepreneurs walk from A to B, starting with writing a business plan, how to structure your business. It is all the things you think you want to do but logistics can be a headache. Helps to train the people.
- At the end of the program, the business owners make a presentation; they pitch their ideas and the go thru the judging process. The judges are not from the area. If chosen they are offered micro-grant, usually \$5000 reimbursement.

- Ken was here last week and we asked several questions on how things worked in the program.
- They started their program with a Fall and Spring session each year. They wanted to get the buildings filled quickly. They do maintenance sessions now.
- I come to you today; IDA wanted to adopt the plan to go forward in 2022 fully funded. I come to see if you willing to move up it the line. I have talked to Ashley and she will be running the show on that.
- Looking at the program we will need around \$50,000 it will fund three (3) rounds \$5,000 for marketing. It can come from public or private sources. It will be easier if I could say the Town is funding so much, can you match. Shannon Plaster is on board with helping with the County. There are private and public sources on board too.
- I think there was an ARPA allocation of \$25,000 but was not marked as an immediate item. I would ask that you reconsider.
- Meeting Friday with DSPC they have the infrastructure to support the educational portion. They have helped the County with the Small Business Challenge.
- This would be for Front Street and Second Street and to get those business filled.
- My request is to move to the top of the list and fund this project.
- I came to you last year, it is OK to steal ideas, it works let's do it.
- Other towns have similar programs.
- Please fund the project it is well thought out, we are not reinventing the wheel. We are copying something that works.

Doug - Did Marion get some bigger grants for their main street?

Blake Ray – It was funded thru a private financial institution. They may have since they started the program. It was a match between private and financial institution.

Doug - It is my understanding and I may be wrong but they did get some federal grants.

Blake Ray - Since they have become a Main Street Program it has opened up for more grant opportunities. They started with the Town giving \$14,000 and the financial institution matched it.

Mike - Are you focusing on Main Street?

Blake Ray - Focusing on filling the store fronts.

Doug - I think it is a great idea but I think we should look for grants. That is why we hired Ms. Harris. We have so many problems in Town and our budget is tight. Lake Park is not kept up. I was also going to mention to Chief Gilbert there is a lot of traffic at 3:00am in the morning.

Blake Ray - With all due respect the solution to the problem not having any money is to generate more revenue. You can do in two (2) ways, one (1) you can raise taxes which you are not in favor of doing, bring new business in town and pay into the system.

Doug - If we didn't raise taxes and electric rates and destroy the businesses that are here and are moving out we would not have that problem.

Blake Ray - I am not here for that discussion I am here to talk about Pop-Up Richlands and how it would affect the community.

Mayor Cury - I think it is a very interesting idea. You are asking that we move Item No. 9 on the ARPA list up for immediate release. The amount is \$22,000.

Blake Ray - We ask for \$25,000.

John - I have an updated list to reflect \$25,000.

Darrell - I know we need a lot of other things but if we can create more businesses in Town and fill up business and more money for them to spend on. You would have more tax money coming in that will help the budget a lot. Seven (7) or Eight (8) of the businesses in Marion went on to buy the building that they were in.

Blake Ray - It generated approx. two million plus capital investment. There were eight (8) buildings purchased in the program and created around 158 jobs. The program works I would not be here having this conversation if I didn't believe in it. The businesses would be taking care of themselves allows the Town to get new sidewalks, etc.

Mayor Cury - Is it part of the revitalization?

Blake Ray - It is not part of the revitalization but works parallel. People and buildings are here just need to invest in them.

Doug - I am not downing the project.

Blake Ray - Money coming from public and private sources. Just asking for the Town to step up and be the first to invest.

Doug - If we don't make some major investments in infrastructure like a new Police and Fire Station and new Rec Center downtown and change the whole face of Richlands a few small businesses will not last.

Blake Ray - I am not making a request for million dollars just \$25,000.

Mary Ann - I just want to thank Blake, Darrell and Mike for taking the time, time is money. I agree with Blake we have to give first before we can expect people to help us. They need to see that we are first in the game. I don't think \$25,000 is a lot to ask for what Pop-Up Richlands can do.

Blake Ray - Ken has agreed to mentor Ashley, the start and finish of this whole program. The support infrastructure is there to make it a success. We have to take the first steps or we are just going to be talking about it.

Doug - We can't even put a drainpipe in for a guy that has asked for eight (8) years. It is part of the Town. If we can't keep up the Town's infrastructure, we need to do that first. We have 500 families affected by the flooding. I don't disagree with it but we have more major problems than that.

Blake Ray - My discussion topic is Pop-Up Richlands and getting that funded. I don't think \$25, 000 is going to solve any of those problems. I am just asking for serious consideration.

Mayor Cury - Conditional Use Approval

John - The recommendation from the Richlands Planning Commission is in your packet. They have held their Public Hearing and now needs vote from Council.

Jeff - Read the Recommendation form Richlands Planning Commission.

Mayor Cury - Need a motion to accept or reject the recommendation from the Richlands Planning Commission. It is for Bad Axery.

Darrell - I will make the motion to accept the recommendation from the Richlands Planning Commission, seconded by Doug.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury - Charter Update Discussion

John - This item will fall under attorney comments but I know that Council was considering the top two out of the four and doing as part of the election and put on the ballot.

Mayor Cury - We had talked about putting on a referendum.

Brad - If voted yes would be included in the Election of 2022 and General Assembly for 2023.

Mayor Cury - We could hold a Public Hearing and take input and the Council vote on what they want based on Public Hearing then send to the General Assembly for approval. Is that correct?

Brad - Yes, the House and Senate decide, supported by public hearing, minutes, resolutions passed by Council, will be 2023.

Mayor Cury - If we get the language to the best of our ability and put as a referendum.

Brad – Referendum changing the language of the Charter. Put the changes on the ballot. That would go to the Legislative in 2023.

Mayor Cury – Whatever the citizens chose that would go to the Legislative in Richmond in 2023.

Brad - If they vote not to change it would stay just like it is now. If there is a change submit to the General Assembly. You would have a certified copy of the election results. The General Assembly would ask you to adopt the change.

Mayor Cury - We talked about in the last meeting we talked about going with Proposal #1 and Proposal #2 is that correct. Is that where we still stand John?

Brad – Could incur cost with the election.

Doug – With the election we do at the same time it would be a minor cost.

Brad - It would be a cost.

Doug – I think it would be a minor cost to give the citizens a voice.

Mayor Cury - Costs are always a concern, depends on the cost obviously. The first one is under Article 3.2- it is about term limits in brief. The second one we talked about was 3.5- Duties of the Mayor and the Vice-Mayor. Is this the two (2) that Council still feels comfortable working with?

Mike – I would like to know what the cost is. I think we need to table until next meeting until we know what the costs are.

Mayor Cury - It is wise not to rush thru this.

Mayor Cury - We can see what the people think about the Charter if that is what Council chooses. You can work on it for the January meeting, and we can take it up at that time.

Mayor Cury - My only question is are we all on board with the first two?



Council – Yes

Mayor Cury – ARPA Discussion Committee

John - Do we want to go thru a committee and if we do what does that mean? Is it going to be a separate meeting from the Planning Commission or they make a recommendation to Council and you decide or get together to have forum?

Doug - My vision was each person would appoint someone and work together on how the money is spent. The citizens and the Council would have a voice on which way the money would be spent.

Mike - I think we should use the Planning Commission and utilize Cumberland Plateau as well.

Mayor Cury - Part of the Planning Commission is the Comprehensive Plan.

Mary Ann - What would be the difference, we had two (2) Public Hearings so if we now form a committee is that being disrespectful to the people who spoke at the Public Hearing. To me it is just adding another layer it is duplicating. I will talk to any citizen as long as they treat me with respect. I am not in favor of committees since we had Public Hearings. As our Town Manager mentioned there are so many questions it is so vague. I compliment Shea Cook, I already had that same idea of involving the Planning Commission and possibly the IDA and when it comes to the Rec monies. The people we have already appointed to the Boards I think we should take their opinions.

Doug - We had open meetings and we had people speak on both sides. You can't get a good view from that. My vision is to have a committee with the citizens working together with the Council. If the Council decides to spend this money on their own, you are going to leave a real bad taste with the citizens and they are already at a low. The morale is low we have people moving out of Town. This is a once in a lifetime chance. You should let the citizens who live here; they want to work with us. The other Commissions can give their views. You could get the Council to work with six (6) citizens. I mean seven (7) Mayor is included. Working with the Council and the citizens, the Town would be behind us. If the Council makes the decision on their own, the morale is going to sink lower in Richlands. That is my view.

Jeff - This is a once in a lifetime opportunity for the Town, there are not lack of shortages for great ideas for this money. We all have thoughts and ideas. As Councilmembers we need to hit this out of the park (figure of speech) and get it right. I think doing due diligence as far as researching ideas. We have had Public Hearings and maybe ideas from the Planning Commission, IDA, Rec Commission, and Cumberland Plateau.

Darrell - It is new to me, hard to wrap around. I can see having a committee. To me the Council is going to have the last say don't matter how many committees you have. You have to consider that. I do think business people should have a say in it. I am not against a committee but I go back on forth. I would

suggest that John reach out to the Planning Commission because they are citizens. The IDA are citizens. I think we need to include them also. I have thought who I would want to appoint to the committee the one that would want to appoint another Councilmember stole them, but they called this afternoon and ask me to tell Mike that they didn't want to be appointed.

Mayor Cury - For my own selfish reasons, if I appoint someone I am going to appoint someone who will vote just like I do. I think we would all be like that. I think we need to be cautious and do it another way. There is no perfect way when it is all said and done someone is going to be aggravated. We hope the end result would be the greatest way for the number. It won't be perfect. I think involving some of our Boards such as the Planning Commission, IDA and the Rec Commission. I think we should involve Civic groups they have done a whole lot for this Town, like the Richlands Garden Club, Lions Club, Chamber.

Doug - You are going to choose someone out of the community that maybe thinks like you, sure, I am not worried about that, I am worried about not involving the community. We need to make them feel part of it. All the committees you mentioned are important and they are taking part, we need people in the community that is not taking part, business leaders and get their views and the whole citizens will feel better about it.

Mayor Cury - People who don't talk a lot they have feelings too and you are asking us to find who those people are. Is that where it is going here?

Doug - I want some people in the community, business leaders and regular citizens can be on the committee and voice their opinion and feel good when we spend that money. All the other people that you mentioned can be involved. I would hope that you would ask the whole Town different people to be part of the committee.

Brad - They can voice to each individual Councilmembers and can bring to Council.

Doug - That is not the same thing, you need real participation we need bodies here that can go out and say I was part of that. If you just send something in most of the time Council ignores anyway. They do what they want. If we have citizens here and participation and look at Mary Ann, Mike and all of us in the eye they have participation. If you just send a letter no one is going to pay attention to that. Just like I said a guy can't even get a drainpipe and he shows up. I am asking Council one time to ask the citizens let us appoint one and let them take part and of course we make the last decision. At least if they took part in it with us they would feel a lot better.

Mayor Cury - Doug is pushing hard for his idea and I give you credit for that. Consensus

Mike - I can see both sides, it is a very large decision. When I get my Council packet and I see ARPA Discussion Committee, who do I trust, who is unbiased. Who has made decisions on large sums of money? The person I had in mind even said "no". That is the reason I mention Planning Commission and

Cumberland Plateau they are experts I want those opinions. I am not perfect, and I have not dealt with five (5) million dollars. I want to make the best decision that I possibly can, I refuse to rush into anything.

Jeff - Think about the situation of the environment that we would have at Rec Commission meeting or Planning Commission meeting. The atmosphere is a lot more relaxed. They are more apt to say what they feel on how we should spend the money. Does that make sense? The two (2) people I asked have said "no" too. They were a little apprehensive in the way we were going to discuss, does not make it wrong or right. Think about what we are asking them to do. The guy you were talking about, he probably has some great ideas, write it up, may be a better way to do it. My plan at the next Planning Commission we talk about this and present to Council.

Darrell - I have thought and thought who to appoint. The guy that me and Mike thought about is very smart and successful but he is considering two (2) projects in Town. One of the reasons he doesn't want to do it. I decided I was going to appoint myself. I think Jeff has a good idea.

Mike - Regarding the committee I won't say yes or no. I would like for John to reach out to Cumberland Plateau.

John - Maybe have a Town Hall meeting let them participate and get input.

Mayor Cury - I don't think the Council wants a committee right now that is what I am hearing.

Darrell - I would like for Council to at least consider appointing someone and come back with a name with it. The biggest thing I have with a committee you get one strong person making all the decisions.

Doug - We have a bunch of strong people right here.

Mayor Cury - Get ideas from the Planning Commission, Rec Commission, IDA, Cumberland Plateau get ideas from them, we are not ready to meet with them.

Mayor Cury - Jeff you get ideas from Planning Commission, Mary Ann you get ideas from Rec Commission. I am not ready to talk to Cumberland Plateau yet. We will stop it right here.

Jeff - What about Public Hearings?

Mayor Cury - I don't think we need one right now.

John - If we bring more people in it is going to be hard to explain how important the Wastewater is and the other projects and we are already committed to those projects. If we don't use some funds for that it going to result in rate increases above what is already planned.

Mayor Cury - Consideration of ARPA Fund Allocation

John - Items #1, #2, #3, #4 – those are the ones we had the Public Hearing for. If this is something you want to do we will need a motion to do that. I will check with the attorney to make sure there are no additional requirements to move forward. I will highlight SSES Grant Funding I have talked to staff and don't think we will need the additional \$20,000. I will discuss how else we can use.

Mayor Cury - So we need to discard SSES from ARPA?

John – Yes, at this time.

Mayor Cury - Mary Ann - Green Space Phase #2, Library, PD Body Worn Cameras

Mary Ann – Yes

Mayor Cury – Mike - Green Space Phase #2, Library, PD Body Worn Cameras

Mike – Yes

Mayor Cury – Doug - Green Space Phase #2, Library, PD Body Worn Cameras

Doug – I am not in agreement with any of them until we start filling potholes, drainpipes and doing things for the citizens. If the Council was in favor of helping the citizens with potholes, drainpipes, flooding, these are all worthy causes but not in favor of anything until we help the citizens.

Jeff – Yes on all three (3).

Darrell – Yes on all three (3).

Mary Ann - I would like to hear John's idea on for the \$20,000. I have an idea but I want to hear his idea first.

John – (Handed out 2021-2022 Capital Budget Proposal) The Street Department \$155,000, Fire Department \$29,000, we applied for grant for new air pack bottles; we did not get that grant this year. We had to come up with the money to buy those. We have a Dump Truck \$155,000 went to get a quote best case scenario will get 12 months from now. We can't spend that money this budget year. I would like to continue to chip away at our capital and whatever we were going to do next year we will do this year. I have \$24,000 for new air pack bottles; we don't know what the final cost is going to be. This is something we are going to have to have. I put \$20,000 from ARPA to offset some of those cost, will allow us to buy two (2) police vehicles and multi-task truck.

Mike - What is the guidelines in ARPA?

Brad - There are five (5) categories for ARPA, support public health response for Covid, address economic impact, replace public sector revenue lost, premium paid for essential workers, water and sewer & broad band infrastructure. You need to properly document what you spend to fit in one of the five (5) categories.

Mike - Do you think this fits in one of the categories.

Brad – It's above my pay grade. Whatever you do you are going to have to properly document whatever it is spent on. Council is going to have to be very creative and very specific. Your auditors can be very helpful in making sure from their interpretation that it fits.

Mike – The first three (3) items for the first round, we allocate them as long it is along the guidelines. I think we need to do some investigation and make sure they are going to fit, and they are going to work.

Brad - You will need to see how ties to Covid, how it is being spent and used for. I think you can be creative but to tell you exactly how to do it I don't know. I think it will take Council and John's staff to determine how it fits in these categories. I think it can be done but you will have to be very careful.

Doug - How is Tazewell building Sports Center? I guess physical fitness.

Brad - How it affected meal tax, job lost and how it would tie in, tourism and industry around tourism. I can't give you anything specific.

Doug - What about new Police Department?

Mayor Cury - Do we need to ask John's staff to research these three (3) (Green Space, Library, and PD Body Worn Cameras) to see if they qualify?

John - I would ask for a motion if it does fit then we could move forward. The Body Cameras, if we don't move forward the cost goes up at the end of the month.

Mary Ann - What John email us seems like all three (3) would be acceptable uses.

Mary Ann – For consideration could we discuss #9 – Business Recruitment Fund (IDA) what Blake Ray spoke about on Pop-Up Richlands.

Mike – Our Fire Department is important we need to take care of what we got, as long as it falls within the guidelines you can't go wrong with public safety. I would recommend to Council that all motion to allocate funds that we add the words "contingent upon". I want to make 100% sure that it can be spent on the things we vote on.

Mary Ann - I make a motion to use ARPA money contingent on each of these fall under the ARPA guidelines. Green Space \$25,000, Library \$154,000, PD Body Worn Cameras \$9,000, Business Recruitment Fund \$25,000 and \$20,000 Air Pack Bottles, Mike seconded the motion.

Doug - I think you are forgetting the basic needs of Richlands. The flooding, need potholes filled, we can't take care of the parks or anything. We need to take care of the basics before we do these things.

Mike - I have to disagree with you, I think these are basic needs and already in the works, Areas that we need to support in our Town, opportunities for us to move forward and show good faith and get to where we need to go. I understand what you are trying to say but these are opportunities for us to start to move forward. I agree with you 100% on what you are addressing, but these things will help the Town.

Doug - I would ask you to go ask those people in Hidden Valley that their house just flooded or the 500 families that were affected by the flooding see which of the four (4) or would they address the flooding. I am sure they are not going to pick these four (4). Once you have flooded and lost everything that you have they are not going to be in favor of this.

Mayor Cury – Points taken Members of Council.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- No, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 4- Yes/1-No. (Richard Brown Absent)

Mayor Cury - Capital Purchases

John - We just did it.

Mayor Cury - 10-minute Recess

Mayor Cury - Back in Session

Mayor Cury - Town Manager Report – Grant Updates

John – Grant Updates

- Green Space Phase II - Awarded \$50,000, Council just approved additional \$25,000, will move forward with Phase II as soon as Phase I is complete. Phase I has a deadline of February, need around 30 working days to complete.
- VRSA Safety Grant - We applied for a grant for some security cameras at the Rec Park, received \$2,096.00. Will have installed in the next two (2) or three (3) months depends on when they come in.

- Litter Grant - We apply for every year, we received \$3,774.00, not a lot of money but helps with pick up of trash on the side of the road.

John - I know our minutes are lengthy and you know Connie will no longer be our Clerk. Is it something we can trim down, very difficult to find things? Other places only have four (4) or five (5) pages for similar meeting.

Mayor Cury - This was discussed, maybe to get some kind of recording device. Former manager years ago only wanted the facts. I only skim the notes, I don't read them all. I think if we trim down to the facts, Council action.

Doug - What don't you keep the recording and do what you are saying.

John - We already do with the You Tube.

Mayor Cury - When we get a new Clerk we need to ask them to note who was not there to vote on each vote, Example 5/0 (mention who was not there to vote)

John - Conflict of Interest Forms - We can't hand out until after January 3, need back by February 1.

John - Miscellaneous – Fluoride

John - Fluoride - Just a few things to plumb up, they have to have the Engineering and Health Department to do the inspections. Don't know how quick it will happen with the holidays coming up. Will advertise once approved and then start to put fluoride into our water system. It should be January/February as long as they don't have any concerns.

John - We will no longer going to be using "Text My Gov" Program, we don't have the staff and capacity to do it to the level that we would like to.

John - Christmas Parade - Like to thank Ashley, Ramp-Up, churches and everyone who participated.

Mayor Cury – Attorney Comments – Brad

Brad - I will be working with the County on the Fairfax property. The Town cannot do anything at this time. Will keep you updated.

Mayor Cury – Council Member Reports – Mary Ann Strong

Mary Ann –

- Rec Commission has two (2) vacancies – I will make a motion based on their recommendations.

Mary Ann - I will make a motion to appoint Rocky Hill to take Cindy Smith's position as an out-of-town member, Patricia Sizemore Matney to take Chris Hess's position. Both Cindy Smith and Chris Hess resigned, Jeff seconded the motion.

Mayor Cury - All say "I" if in favor, unanimous vote.

John – Are the members good with appointing and not changing their By-Laws at this time?

Mary Ann - At this time, but we will continue to discuss.

- Meeting Monday 6:00pm at the Rec Park.
- Christmas - I want to applaud Ramp-Up Richlands, Ashley Harris, local churches and everyone who participated in the parade. Best Christmas Parade Richlands has had in a long time.
- Employee Christmas Luncheon – Thanked John and Staff, the employees appreciated.
- Shop With Cop - My favorite thing to do each year, last Saturday and Sunday at Walmart, each child given \$80.
- Received some pictures before the meeting tonight there was some vandalism at Lake Park.

Doug – Chief Gilbert could I ask you to patrol around 3:00 am/4:00am in the morning at Lake Park, lot activity going on down there.

Mary Ann –

- Attended the REEC meeting last week, Lynna hosted at the Section House. It was such a good meeting since we had been meeting by zoom. Compliment Mayor Cury on the Section House.
- Wished everyone a Merry Christmas and try to remember Christ is the reason for the season.

Mayor Cury – Council Member Reports – Jeff Hurst

Jeff –

- Applauded Chief Gilbert for the effort in fundraising. Great Event
- Mayor Cury hosted an event at the Section House, History Class attended, enjoyed the history lesson from the Town historian.
- Merry Christmas to Everyone.

Mayor Cury – Council Member Reports – Doug Ratliff

Doug -

- Is there anything we can do on the Bridge on Second Street and fill those potholes?
- Kents Ridge is awful especially in front of Richard's driveway, it is eating out and now out into the road. Ask John to look into it especially in front of Richard's house.



Mayor Cury – Council Member Reports – Mike Street

Mike –

- Wanted to echo Shop with Cop was fantastic, I didn't get to go but seen the pictures.
- Christmas Parade – Thanked Ashley Harris, I have been tasked to get Clydesdale horses to come next year.
- Merry Christmas to everyone.

Mayor Cury – Council Member Reports – Darrell Addison

Darrell –

- I was in meeting with Blake Ray and I am on Tazewell County IDA. Being involved in the Fish Farm from day one.
- We need camp sites for campers; will be 400 people when construction starts.
- They have already spent twenty to thirty million dollars.
- If we don't supply a place for the people to live along with restaurants they will go to Lebanon, Abingdon, Princeton, etc.
- Maybe we can change some of the zoning; if someone has a vacant lot would be a great opportunity to make some money.
- Going to be a housing problem, going to be 218 employees.
- If anyone has any ideas, please let me know.

Mayor Cury - Mayor's Comments

- Christmas parade was wonderful. Lots of people doing photography at the Section House.
- Unable to go with Shop with Cop, apologize for not being there.
- Merry Christmas to everyone.

Mayor Cury – Executive Closed Session - 2.2-3711(A) Attorney Consultation, Contract Negotiations, Property Acquisition, Teen Venture, ongoing litigation, Attorney consultation, separate contract negotiations, and property acquisition on Front Street.

Jeff – I make the motion to go into Executive Closed Session, Mike seconded the motion.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury – Council is now back in regular session, I will entertain a motion to return to regular session from Closed Session and in so doing with your vote you are certifying that Council has discussed nothing except what was proposed to be discussed in executive session, 2.2-3711(a) Attorney Consultation,

Contract Negotiations, property acquisition, Teen Venture, ongoing litigation, Attorney consultation, separate contract negotiations, and property acquisition on Front Street.

Jeff - I make the motion, Mike seconded the motion

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury - Next regular Council meeting is January 11, 2021.

John - Legal Counsel is not available on January 11.

Mayor Cury - If we change regular meeting date it is a big deal.

Mary Ann - We depend on him a lot.

Mayor Cury – (Read Resolution of Opioid Epidemic). Is there a motion to adopt this Resolution and the accompanying documents?

Mike - I will make the motion, Mary Ann seconded the motion.

Mayor Cury- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Roll Call –Doug- Yes, Jeff- Yes, Darrell - Yes, Mike – Yes, Mary Ann – Yes Motion carries – 5 /0. (Richard Brown Absent)

Mayor Cury - Our regular council meeting is January 11 but our attorney has informed us he will not be able to be here. I am requesting that Council agree with January 18, 2022. If it is accepted, I will need a motion to move the regular council meeting January 11 to January 18.

Mike - I will make the motion to move the Regular Council Meeting of January 11 to January 18, Jeff seconded the motion.

Mayor Cury - Voice Vote - All "I", motion carries unanimously. (Richard Brown Absent)

Mayor Cury - Thanked Connie for her service as Clerk.

Adjourned.

---

Rodney D. Cury, Mayor

---

Connie Allen, Town Clerk



December 19, 2022

Mr. John O'Daniel  
Town Manager  
Richlands, VA 24641

Dear Mr. O'Daniel:

During the past year, we – the Tazewell County Library Foundation – have been working on the plan to renovate the Richlands Branch to bring it back up to the standards our library has long held. After nearly forty years without major repairs, the building is in need of substantial repair and enlargement to meet the needs of the next forty years and beyond. After some discussions with both you and town council, we are not certain we have made ourselves clear to you. At least on our part we feel some degree of anxiety in that we have failed in bringing everyone to a mutual understanding.

Without being redundant, may I give a brief synopsis of what we at the Foundation wish for you to know and see if we are on the same page? Having spoken with some council members, it is clear to me that they do not understand. Looking back, we probably should have approached the issue in writing to start with. It is not our desire to blame anyone or prolong the process.

First, the Foundation has voted unanimously to renovate and enlarge the library. The process has begun. We have architectural renderings and I will bring a copy to you this week. We have hired a fund raiser/grant writer to professionally aid in acquiring the funding. Thirdly, the Foundation Board and the Board of Trustees have agreed to take over the complete maintenance of the library both inside and out (same as with the other sites). This will relieve the town of the outside maintenance which would save the town thousands of dollars and a good deal of council discussions in the future. However, it would not change the fact that the Town of Richlands would still own this important historic site. The Foundation is also in the process of finishing the establishment of its own Trust. Through this trust, it is our desire to establish a planned maintenance program for the libraries main site and branch buildings. The goal is to prevent the situation in which we have found ourselves not only with the Richlands building but also at the Tazewell site. With these accomplishments, our library system will find itself in a very enviable position. However, we are at the point at which we need council approval.

The money council has approved to do the repairs to the library could be better spent as a portion of what is to be spent by the Foundation in performing a complete job. That, of course, is the Foundation's opinion. The money could be paid by the town and placed under all of the legal aspects so only one road would have to be traveled. That should be much quicker, more efficient and less costly to our citizens. It would also rid the town council of endless hours of debate. It would prevent any duplication of the town's project and the Foundation's total project and avoid any possible conflicts between the two entities.

Mr. O'Daniel, I have been fortunate enough to have been a part of the founding of the Richlands library. We had to compromise many times but I feel it was certainly worth all we did. In my opinion, the library at Bluefield and the one at Pocahontas would have had a much more difficult road had the people of this community not done all they did to provide Richlands with the first branch library. The money was raised by the Friends of the Library through people such as York Lindsey, Kip Thompson and many others to acquire the Williams Home and renovate it for library use. It was gifted to the town for that use. Then the county agreed to use the building for the designed purpose with the town assuming the



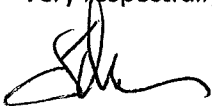
responsibilities of the outside care. It took a great deal of cooperation and compromise among the people and governmental bodies to make it work; but it did. The one thing which seemed most unfair was the need for Richlands to continue to maintain the outside of the building. Finally we are in the position to restore and improve the library, maintain arguably the most historic site in our town and relieve the townspeople of a financial burden no other county citizens have. We remain citizens of Tazewell County and pay those taxes as well.

Therefore, we ask the town to donate its funds earmarked for renovation of the library to the total amount the Foundation needs to renovate and enlarge the library. Also, we ask the town council to vote to accept this proposal as well as accept the Foundation's offer to take over all maintenance of the Richlands' library.

After you have had time to read this letter and review the renderings of the job, could Mrs. Regina Roberts, president of the Foundation, and I, treasurer of the Foundation, meet with you to answer any questions? Possibly we could then produce a succinct proposal to present council and expedite the work we need to complete. After many years it appears we have been given such a wonderful opportunity to make dreams come true.

Thank you for your time and your many efforts. We look forward to working with you for many happy years.

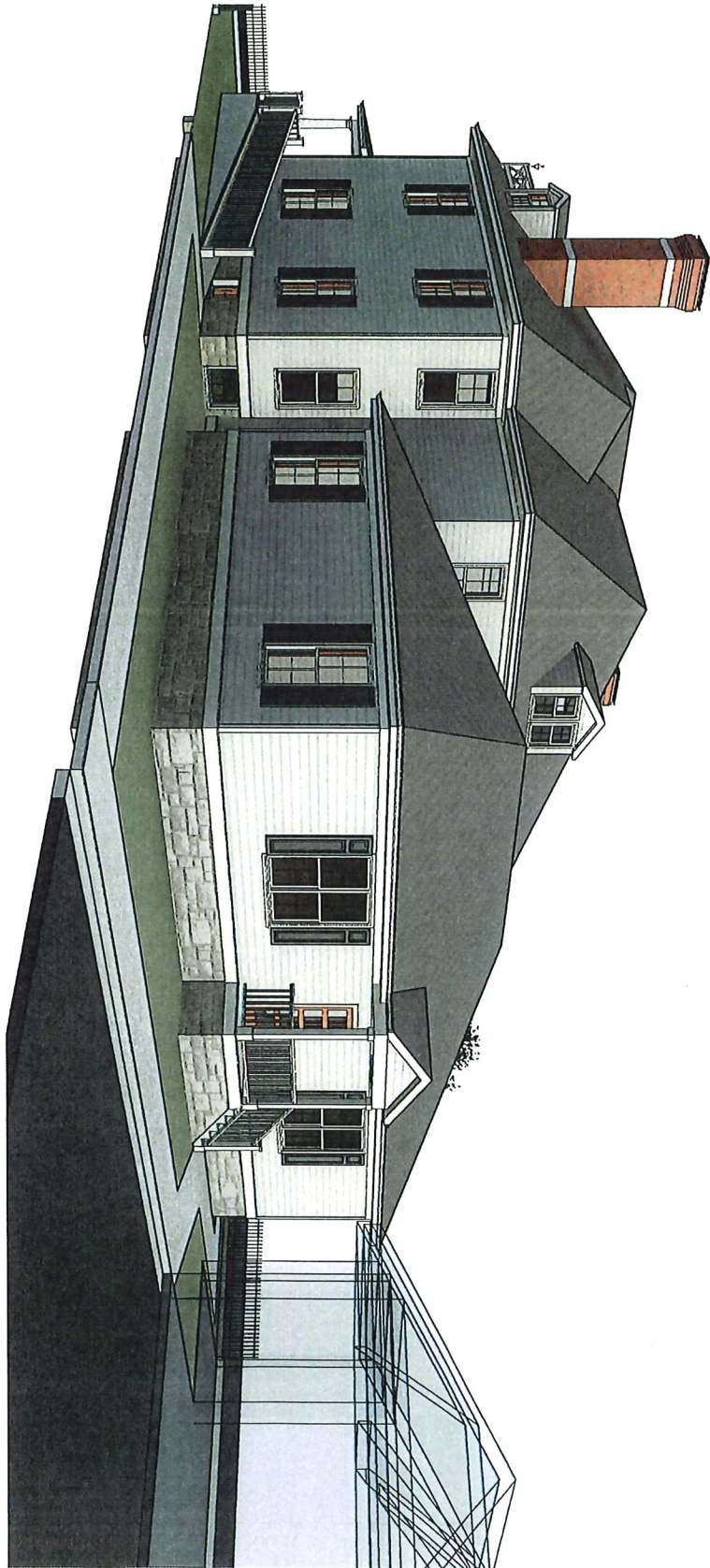
Very respectfully,

A handwritten signature in black ink, appearing to read 'John C. Willis', with a stylized flourish at the end.

John C. Willis, D.C.







① EXTERIOR VIEW 01

COPYRIGHT: 2021. ALL RIGHTS RESERVED. PRINTED OR ELECTRONIC DRAWINGS  
AND DOCUMENTATION MAY NOT BE REPRODUCED IN ANY FORM WITHOUT  
WRITTEN PERMISSION FROM HUBER ARCHITECTS, P.C.

#	DESCRIPTION	DATE

PROJECT:	2128
DATE:	08/21/21

EXTERIOR VIEW 01  
**A005**

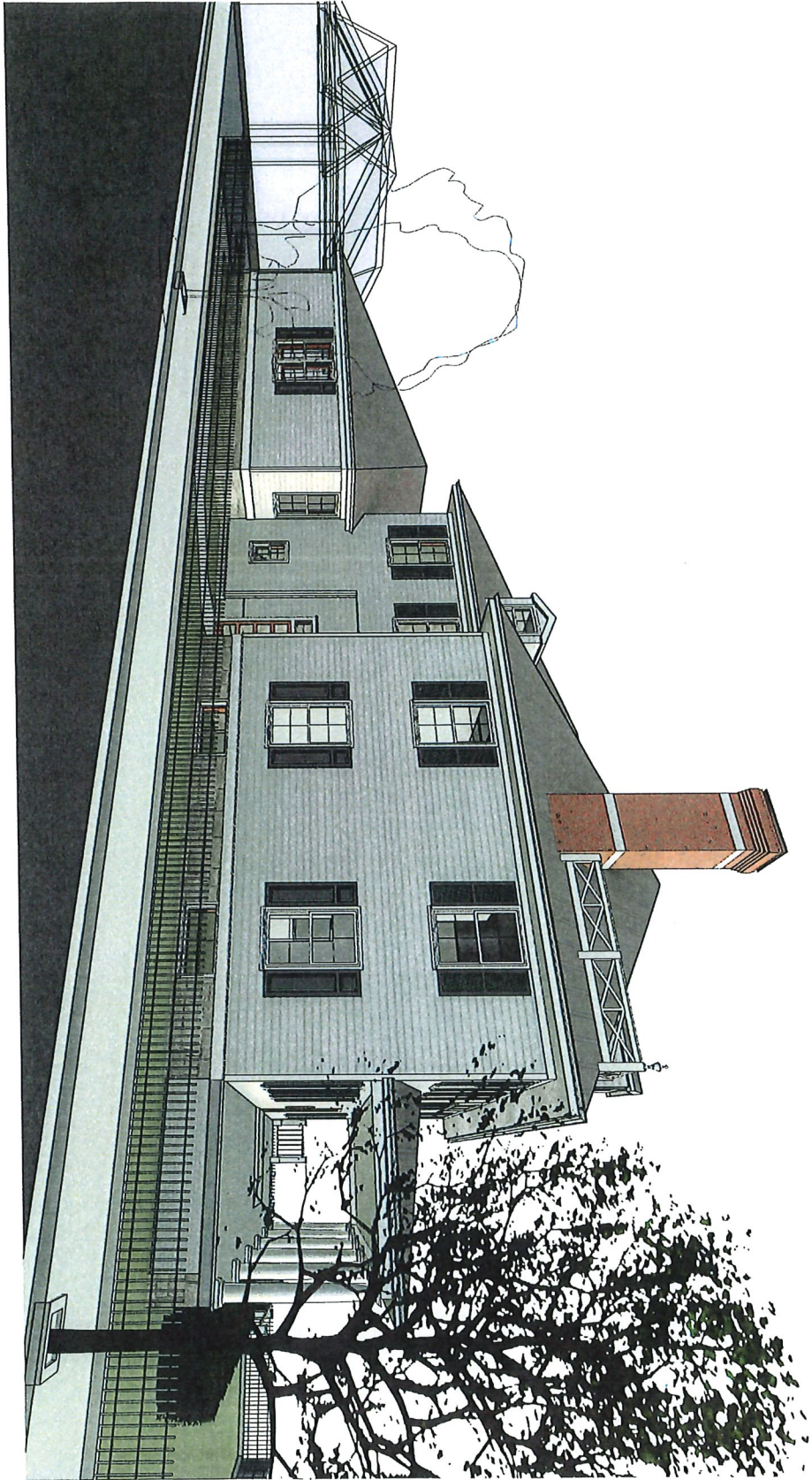
RENOVATION & ADDITION FOR  
**RICHLANDS BRANCH PUBLIC LIBRARY**  
102 SUFFOLK AVENUE  
RICHLANDS, VIRGINIA 24641



**Huber**  
Architects

651 N. MAIN ST., STE. 5, MARION, VA 24354  
271 WEST VIEW ST., HARRISONBURG, VA 22801  
TEL: 276.783.5133 | TEL: 540.416.1022





① EXTERIOR VIEW 02

COPYRIGHT: 2021. ALL RIGHTS RESERVED. PRINTED OR ELECTRONIC DRAWINGS AND DOCUMENTATION MAY NOT BE REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM HUBER ARCHITECTS, P.C.

#	DESCRIPTION	DATE
---	-------------	------

A006

EXTERIOR VIEW 02

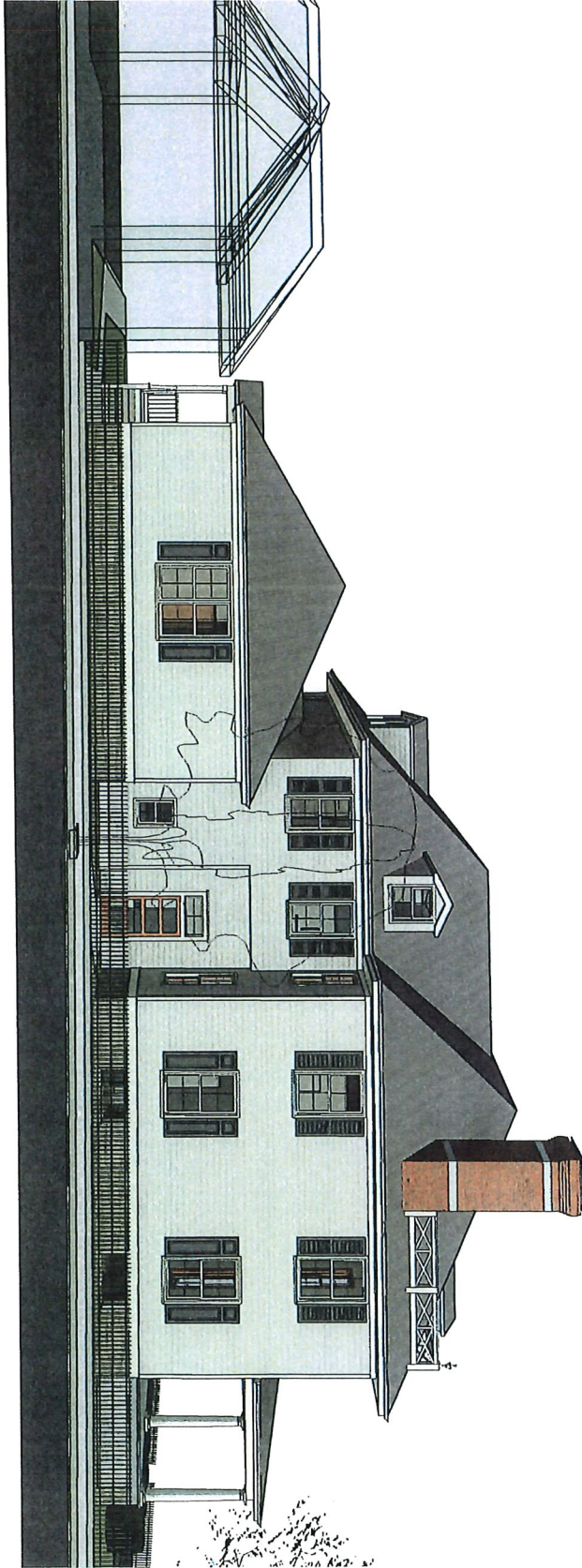
RENOVATION & ADDITION FOR  
**RICHLANDS BRANCH PUBLIC LIBRARY**  
 102 SUFFOLK AVENUE  
 RICHLANDS, VIRGINIA 24641



651 N. MAIN ST. STE. 5, MARION, VA 24354  
 271 WEST VIEW ST., HARRISONBURG, VA 22801  
 TEL: 276.783.5133 | TEL: 540.416.1022

PROJECT:	2128
DATE:	09/21/21





1 EXTERIOR VIEW 03

COPYRIGHT: 2021 ALL RIGHTS RESERVED. PRINTED OR ELECTRONIC DRAWINGS AND DOCUMENTATION MAY NOT BE REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM HUBER ARCHITECTS, PC.

#	DESCRIPTION	DATE
---	-------------	------

A007

EXTERIOR VIEW 03

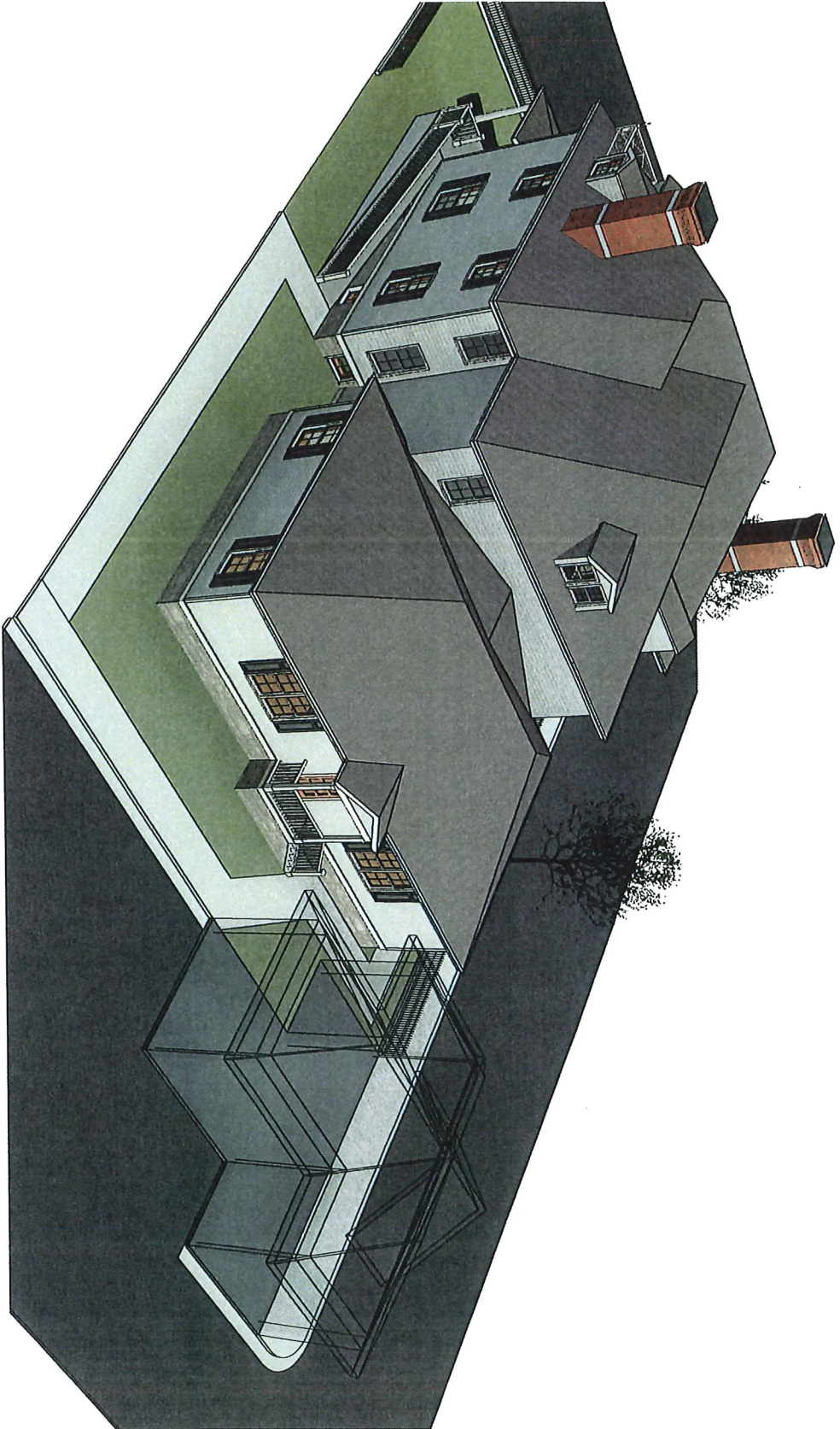
RENOVATION & ADDITION FOR  
**RICHLANDS BRANCH PUBLIC LIBRARY**  
 102 SUFFOLK AVENUE  
 RICHLANDS, VIRGINIA 24641



651 N. MAIN ST. STE. 5, MARION, VA 24354  
 271 WEST VIEW ST., HARRISONBURG, VA 22801  
 TEL: 276.783.5133 | TEL: 540.416.1022

PROJECT:	2128
DATE:	09/21/21





1 EXTERIOR VIEW 04

COPYRIGHT, 2021. ALL RIGHTS RESERVED. PRINTED OR ELECTRONIC DRAWINGS AND DOCUMENTATION MAY NOT BE REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM HUBER ARCHITECTS, P.C.

# DESCRIPTION DATE

A008

EXTERIOR VIEW 04

RENOVATION & ADDITION FOR  
**RICHLANDS BRANCH PUBLIC LIBRARY**  
 102 SUFFOLK AVENUE  
 RICHLANDS, VIRGINIA 24641

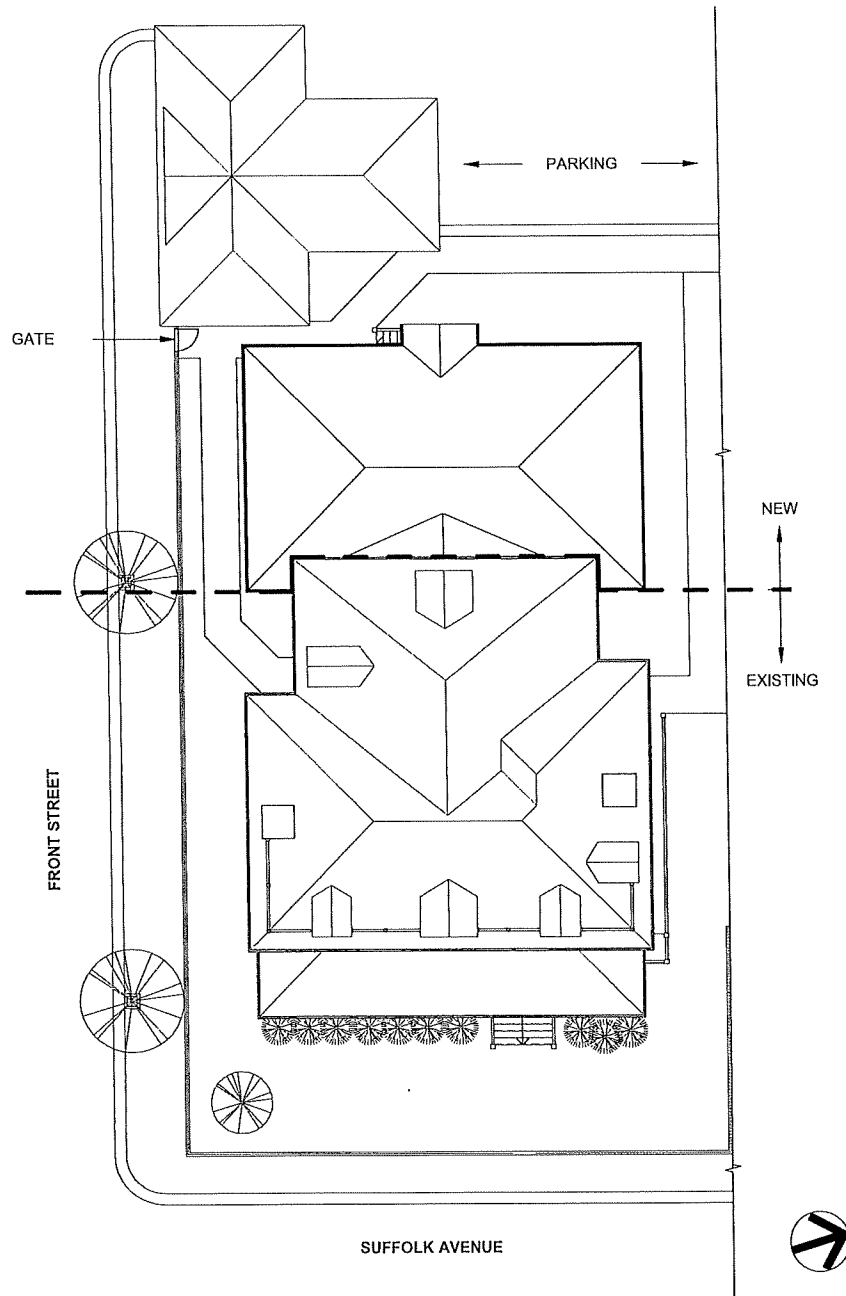
PROJECT: 2128  
 DATE: 09/21/21



651 N. MAIN ST., STE. 5, MARION, VA 24354  
 271 WEST VIEW ST., HARRISONBURG, VA 22801  
 TEL: 276.783.5133 | TEL: 640.416.1022

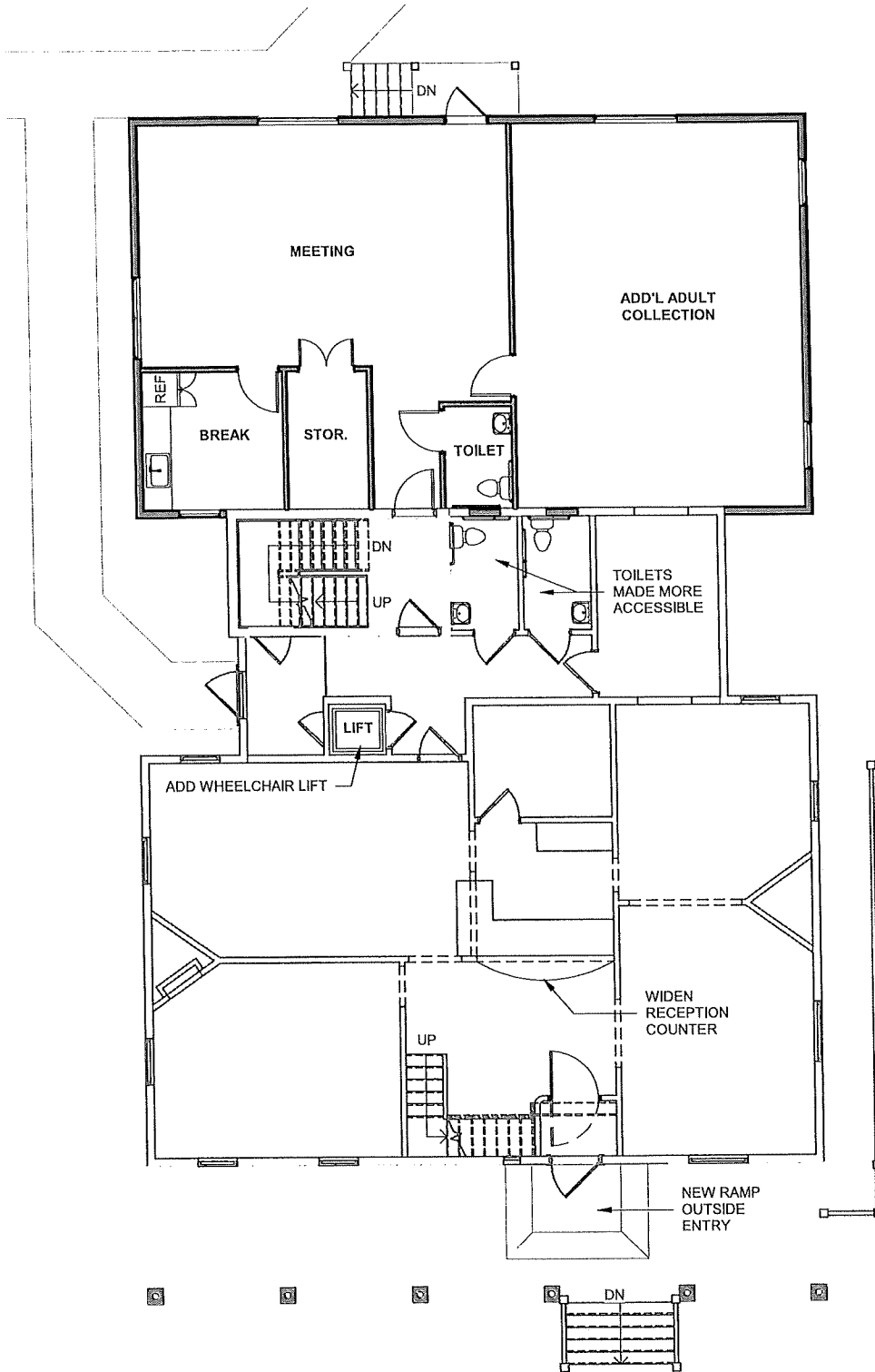






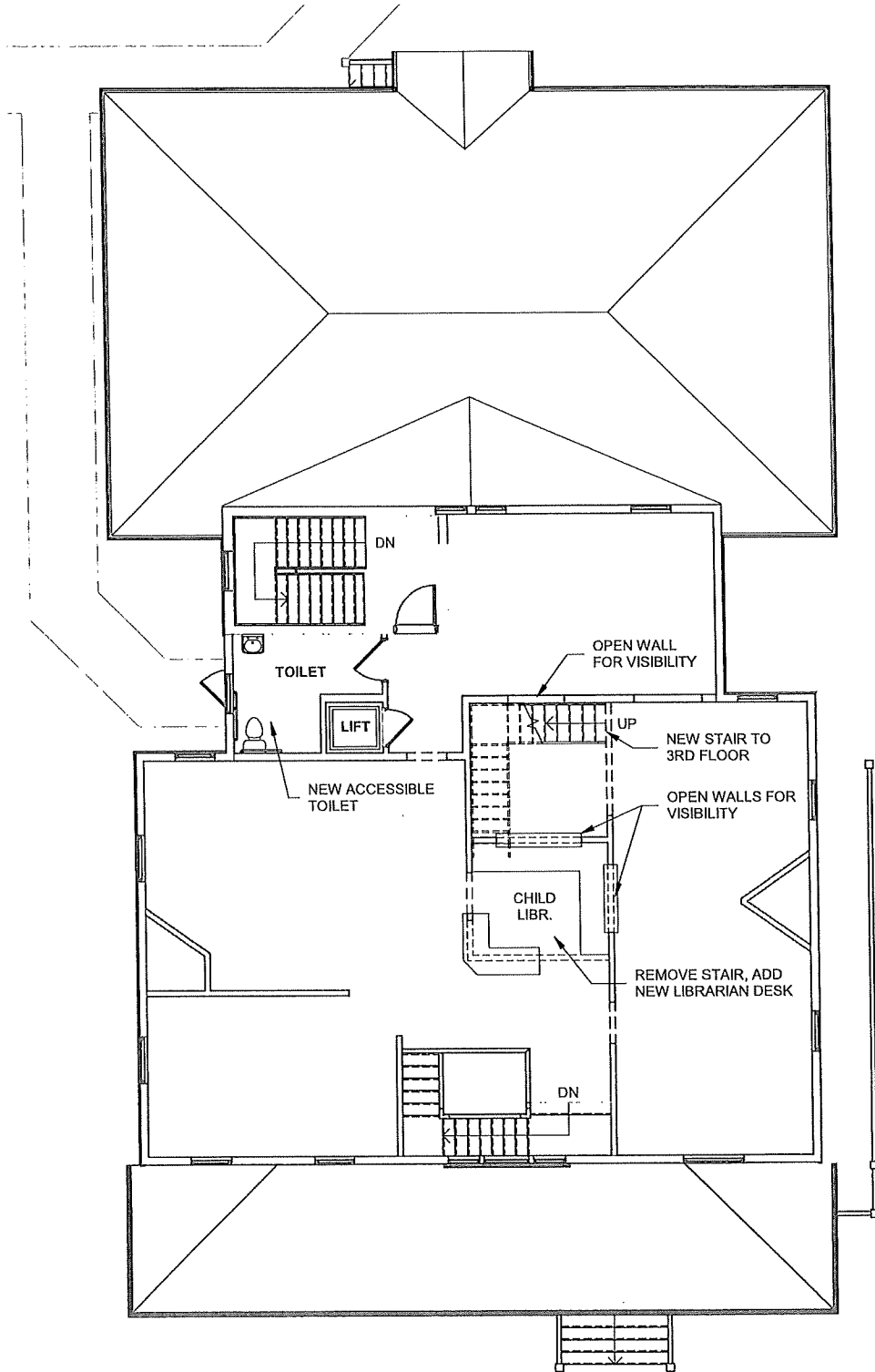
① SITE PLAN  
1/16" = 1'-0"





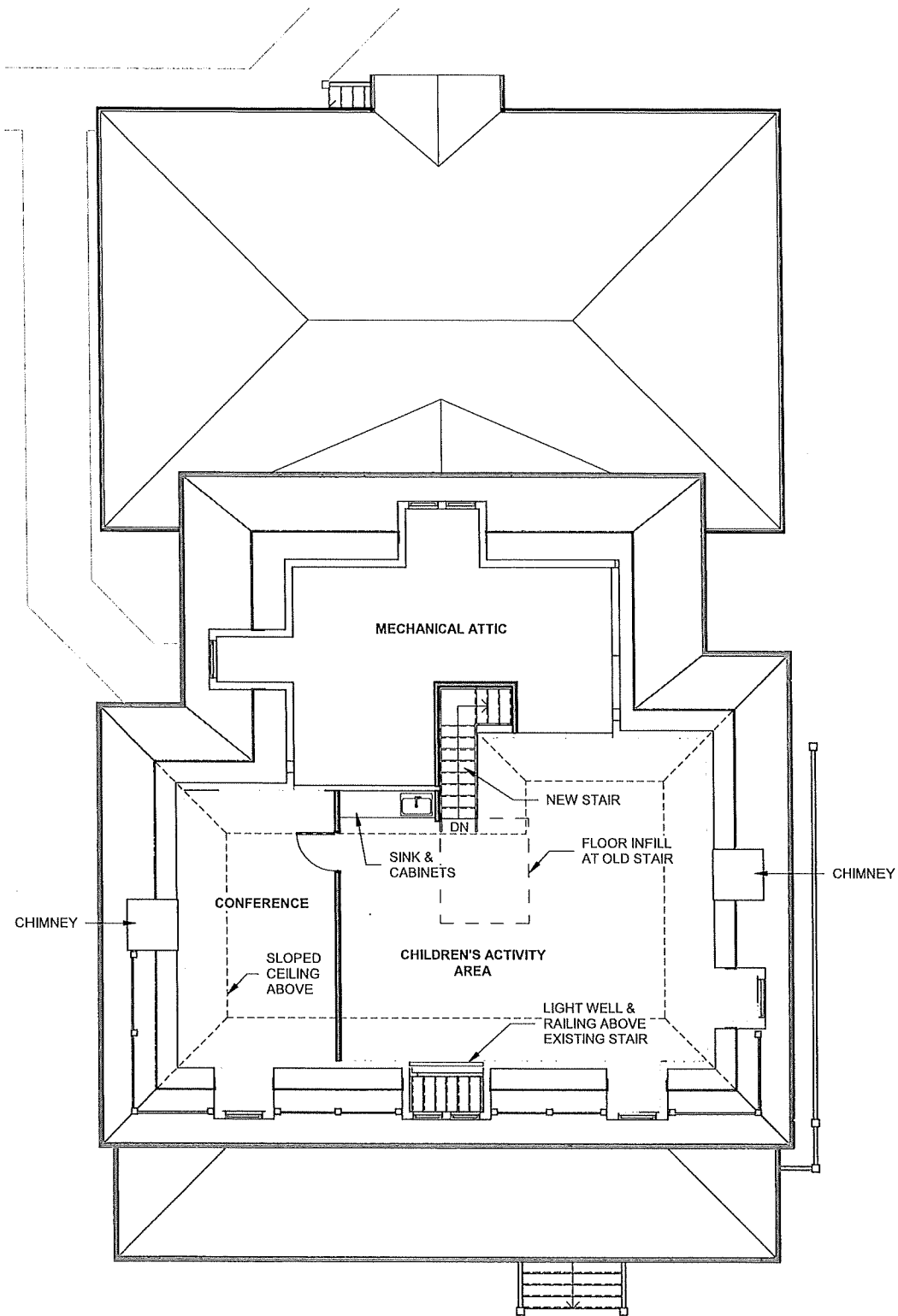
① LEVEL 1 FLOOR PLAN  
 1/8" = 1'-0"





① LEVEL 2 FLOOR PLAN  
1/8" = 1'-0"





① ATTIC FLOOR PLAN  
 1/8" = 1'-0"

PROJECT: 2128  
 DATE: 09/21/21  
 ATTIC FLOOR  
 PLAN  
 A004





## Planning Commission

	<u>Term of Office</u>
Richard Smith, Chairman	06-30-2022
Randy Smith, Vice-Chairman	06-30-2024
Elliott Joyce	06-30-2024
Michelle Elswick- Secretary	06-30-2024
Barry Alley	06-30-2022
John O'Daniel, Town Manager	Concurrent with employment
Jeff Hurst, Council Member	Concurrent with council term

Meets first Tuesday of each month at 7:30 p.m. at the Richlands Town Hall  
Members serve 4-year terms.

---

## Industrial Development Authority Members

	<u>Term of Office</u>
Blake Ray- Chairman	6-30-2024
Larry Johnson	6-30-2024
Jannis White	6-30-2025
Gary Jackson	6-30-2025
Cody Elswick	6-30-2022
Craig Earls	6-30-2023
Open	6-30-2022

Meets the first Tuesday of each month at 6:00 pm at the Richlands Town Hall.

---

## Zoning Board of Appeals

	<u>Term of Office</u>
Gene Hurst - Chairman	06-30-2023
Bill Patton	06-30-2023
George Brown	06-30-2024
Barry Alley	06-30-2025
Larry Whited	06-30-2022

Meets as needed at the Richlands Town Hall.  
5-year terms



# Richlands, Town of

## County of Tazewell

### **History of incorporation**

Charter, 1934, c. 289; repealed 1954, c. 276.

Charter, 1954, c. 276; repealed 1992, c. 271, except § 1.3 (boundaries).

Charter, 1992, c. 271; repealed 2013, c. [519](#).

### **Current charter**

Charter, 2013, c. [519](#).

## Article I. Incorporation.

### **§ 1.1. Body politic and corporate; corporate powers.**

The inhabitants of the territory embraced within the present limits of the Town of Richlands, as hereinafter defined, or as the same hereafter may be altered or established by law, shall constitute and continue a body politic and corporate, to be known and designated as the Town of Richlands, and as such shall have perpetual succession, may sue and be sued, plea and be impleaded, contract and be contracted with, and may have a corporate seal which it may alter, renew, or amend at its pleasure, and shall have and exercise all the powers conferred by and be subject to all the laws of the Commonwealth of Virginia for the government of towns within the Commonwealth of Virginia. (2013, c. [519](#))

### **§ 1.2. Form and vesting of government; powers and duties of council generally.**

The municipal government provided by this Charter shall be known as the "town manager plan." Pursuant to its provisions and subject to the Constitution and general laws of the Commonwealth, all powers of the town shall be vested in an elective council, hereinafter referred to as "the council," which shall enact local legislation, adopt budgets, determine policies, and appoint the town manager, who shall execute the laws and administer the government of the town. (2013, c. [519](#))

### **§ 1.3. Boundaries of the town.**

The boundaries of the town shall be as set out in § 1.3 of Chapter 276 of the Acts of Assembly of 1954 and amended by order of the Circuit Court of Tazewell County, Virginia, entered on October 31, 1975, found of record in Deed Book 421, page 288, Plat Book 5, page 25, and Plat Card No. 2767. (2013, c. [519](#))

## Article II. Powers of the Town.

### **§ 2.1. General grant.**

The powers set forth in §§ [15.2-1100](#) through [15.2-1126](#), inclusive, of Article 1 of Chapter 11 of Title 15.2 of the Code of Virginia as now existing and hereafter amended are hereby conferred on and vested in the Town of Richlands, Virginia,

together with all other powers which are now or may hereafter be conferred upon or delegated to towns under the Constitution and the laws of the Commonwealth, as fully and completely as though such powers were specifically enumerated herein, and all other powers pertinent to the conduct of a town government the exercise of which is not in conflict with the Constitution and laws of the Commonwealth of Virginia and which, in the opinion of the council, are necessary or desirable to secure and promote the general welfare of the town and the safety, health, peace, good order, comfort, convenience, morals, trade, commerce, and industry of its inhabitants, as fully and completely as though such powers were specifically enumerated in this Charter, and no enumeration of particular powers in this Charter shall be held to be exclusive or as a limitation upon any general grant of power but shall be held to be in addition to this general grant of powers. (2013, c. [519](#))

### **§ 2.2. Financial powers.**

In addition to the powers granted by other sections of this Charter, the town is empowered:

1. To require the owner of every motor vehicle kept or habitually used in town, on a date to be designated by the council, to annually register such motor vehicle and to obtain a license to operate the same by making application to the town treasurer, or such other person as may be designated by the council to issue such license, and to require the vehicle owner to pay an annual fee therefor to be fixed by the council provided that the license fee shall not exceed the amount charged by the Commonwealth on the vehicle;
2. To establish, levy, and collect, except when prohibited by general law, a tax or license on any person, firm, or corporation pursuing or conducting any trade, business, profession, occupation, employment, or calling whatsoever within the boundaries of the town, whether a license may be required therefor by the Commonwealth or not, provided that such license fee therefor shall not exceed the amount charged by the Commonwealth for such license if the Commonwealth requires a license for such trade, business, profession, occupation, employment, or calling, and may provide penalties for the nonpayment thereof, which penalties may include, among other things, the right to prohibit such person, firm, or corporation from pursuing or conducting such trade, business, profession, occupation, employment, or calling within the boundaries of the town unless and until such license shall have been paid;
3. To establish, levy, and collect taxes upon the amount paid for the use of water, sewage facilities, electricity, gas, telephone, or other public utility service used within the town, which taxes may be added to and collected with the bills rendered the purchasers of such service;

4. To establish, levy, and collect a tax on all subjects of taxation not prohibited to it by, nor exempted in, the Constitution and general laws of Virginia;

5. To establish, levy, and enforce the collection of water and sewage rates and charges, and rates and charges for public utilities, products, or conveniences operated, rented, or furnished by the town; and to assess, or cause to be assessed, after reasonable notice to the owner or owners of the buildings or against the proper tenant or tenants. In the event such rates and charges are assessed against the owner or owners, such rates and charges together with such penalties and interest not to exceed ten percent, as the council may by ordinance prescribe, shall constitute and be a lien against the real estate and buildings in or on which such service is rendered and may be filed in the Treasurer's Office of Tazewell County and collected in the same manner as delinquent taxes are filed and collected; in the event such rates and charges shall be assessed against a tenant, the council may, by ordinance, require of such tenant a deposit of such reasonable amount as it may by such ordinance prescribe before furnishing such service to such tenant. The town shall have the right and power to charge a different rate for water or sewage service rendered or furnished to citizens outside the corporate limits from the rates charged for similar services furnished to citizens within the corporate limits;

6. To charge and to collect fees for permits to use public facilities and for public services and privileges. The town shall have the power and right to charge a different rate for any service, facility, or privilege rendered or convenience furnished to citizens without the corporate limits from the rates charged for similar services to citizens within the corporate limits; and

7. To borrow money, contract debts, and make and issue or cause to be made and issued, as evidence thereof, bonds, notes, or other obligations, within the limitations prescribed by the Constitution, and in accordance with the provisions of the law concerning bond issues by towns, upon the credit of the town, or solely upon the credit of specific property owned by the town, or solely upon the credit of income derived from property, facilities, or services used in connection with any public utility owned or operated by the town. (2013, c. [519](#))

### **§ 2.3. Powers relating to public works, utilities, and properties.**

In addition to the powers granted by other sections of this Charter, the town is empowered:

1. To acquire by purchase, gift, devise, condemnation, or otherwise, property real or personal, or any estate therein within or without the town for any of the purposes necessary in carrying out any of the functions of the town; and to hold, improve, sell, lease, mortgage, pledge, or otherwise dispose of the same or any part thereof, including any property now owned by the town;

2. To own, operate, and maintain waterworks; to acquire in any lawful manner in any county of the Commonwealth, such water, lands, property rights, and riparian rights as the council may deem necessary for the purpose of providing an adequate water supply to the town and of piping and conducting the same; to lay, erect, and maintain all necessary mains and service lines, either within or without the corporate limits of the town for the distribution of water to its customers and consumers, both within or without the corporate limits of the town and to charge and collect water rates therefor; to erect and maintain all necessary dams, pumping stations, and other works and connections therewith; to make reasonable rules and regulations for promoting the purity of its water supply and for protecting the same from pollution; for this purpose, to exercise full police powers and sanitary control over all land owned or leased by the town within the limits of the watershed tributary to any such water supply wherever such lands may be located in this Commonwealth; to impose and enforce adequate penalties for the violation of any such rules and regulations; to prevent by injunction any pollution or threatened pollution of such water supply and any and all acts likely to impair the purity thereof; and to carry out the powers herein granted, the town may exercise within the Commonwealth all powers of eminent domain provided by the laws of the Commonwealth;

3. To survey, establish, enter, open, widen, extend, grade, construct, pave, maintain, light, sprinkle, and clean public streets, highways, alleys, sidewalks, parkways, or parks and to relocate, alter, or close the same; and in relocating, altering, or closing any public street or alley to have power to agree to a substitution of a new location, in whole or in part, in the place of the street or alley, or portions thereof, relocated, altered, or closed, and to execute such agreements, releases or deeds in connection therewith as may be deemed expedient and proper in carrying the same into effect, and also to have power to ratify and approve the substitution of new locations, in whole or in part, in the place of a public street or alley, or portions thereof, previously relocated, altered, or closed, in whole or in part, and of approving and ratifying agreements, releases, or deeds previously executed by the town in connection therewith and in carrying the same into effect at the time thereof, if deemed expedient and proper; to regulate the weight of loads to be hauled or carried over and upon the streets, alleys, sidewalks, and parkways insofar as such regulations of weights of loads do not conflict with general state laws relating to load limits to be carried or transported over state highways; to regulate the use of all such highways, parks, streets, alleys, parkways, and public places; to prevent the obstruction, destruction, or injury of any such streets, alleys, or highways; in conformity with and subject to the provisions of Articles 3 and 6 of Chapter 13 of Title 56 of the Code of Virginia, to require any railroad company operating a railroad at the place where any highway or street is crossed within the limits of the town to construct and maintain adequate crossings and to erect and

maintain at such crossing any style of gate or warning signal deemed proper by the council; to regulate the operation and speed of all cars, motorcycles, bicycles, or vehicles of any nature whatsoever upon the streets or highways as well as the speed of all engines, cars, or railroad trains within the town; to permit or prohibit towers, poles, conduits, cables, or wires for electric, telephone, telegraph, radio, or television purposes to be erected or wired or constructed; to change the location or remove the same; to construct, maintain, and operate bridges, viaducts, subways, tunnels, sewers, and drains or to permit the construction, maintenance, repair, and operation thereof; to plant, maintain, or remove shade trees along the streets and upon public grounds; and to do all other things whatsoever to make the streets and highways safe, convenient and attractive;

4. To establish, maintain, and regulate the use of parks, golf courses, playgrounds, stadia, recreation areas, and public grounds, and to keep them lighted and in good order; to construct in such parks, playgrounds, and public grounds, as the town may maintain, or upon any town property, stadia, swimming pools, gymnasias, and recreation or amusement buildings, structures or enclosures of every character, refreshment stands, restaurants, and the like; to charge admission for use of the same, and to rent out or lease the privileges of constructing or using such stadia, swimming pools, recreation or amusement buildings, structures or enclosures of every character, refreshment stands or restaurants, and the like;

5. To establish, construct, and maintain sanitary sewers, sewer lines, and systems, and to require all property owners within the town to connect therewith; to establish, construct, maintain, and operate sewage disposal plants; to acquire by condemnation or otherwise, within or without the town, all lands, rights of way, riparian and other rights, and easements necessary for the purposes aforesaid; and to charge, assess, and collect reasonable fees, tap fees, rentals, assessments, or costs of service for connection with and using the same;

6. To grant franchises for public utilities subject to the provisions of the Constitution and general laws of Virginia and this Charter; however, the town shall at any time have the power to contract for, own, operate, manage, sell, lease, encumber, or otherwise dispose of, either within or without the town, any and all public utilities for the town and to sell the services thereof, subject to existing franchises, but no utility shall be sold except by an expressed consent of the citizens by referendum;

7. To own, operate, and maintain electric light and gas works, either within or without the corporate limits of the town and to supply electricity and gas whether the same be generated, produced, or purchased by the town, to its customers and consumers both within or without the corporate limits of the town, at such price and upon such terms as it may prescribe, and to that end it may contract and

purchase electricity and gas from the owners thereof upon such terms as it may deem expedient. The town shall have the right and power to charge a different rate for any service rendered for electricity or gas furnished to citizens outside of the corporate limits from the rates charged for similar services, electricity, and gas to citizens within the corporate limits;

8. To establish, maintain, and operate landing fields or airports without the town and for such purposes to acquire real estate by gift, lease, purchase, or condemnation; to lease such landing fields or airports to others to be used for any lawful purposes; to erect and maintain buildings and appurtenances necessary for the use of such landing fields or airports and prescribe and enforce rules and regulations not in conflict with the laws, rules, and regulations prescribed by the Commonwealth of Virginia and the federal government, for the use and protection of the citizens and for such landing fields or airports;

9. To give names to or alter the names of streets and to change and alter the names of streets and alleys;

10. To acquire, construct, own, maintain, and operate, within and without the town, places for parking or storage of vehicles by the public which shall include but shall not be limited to parking lots, garages, buildings and other lands, structures, equipment, and facilities, when in the opinion of the council they are necessary to relieve congestion in the use of streets and to reduce hazards incident to such use; to provide for their management and control by a department of the town government or by a board, commission or agency specially established by ordinance or resolution for the purpose; to authorize or permit others to use, operate, or maintain such places or any portions thereof, pursuant to lease or agreement, upon such terms and conditions as the council may determine by ordinance; and to charge or authorize the charging of compensation for the parking or storage of vehicles or other services at or in such places;

11. To accept or to refuse, by ordinance or resolution, the dedication of streets, roads, parks, parkways and alleys, easements, or lands for other public use or purpose unless the title to the same be acquired in fee simple in accordance with any subdivision regulations adopted under the provisions of Article V of this Charter; and

12. To exercise the power of eminent domain within the town for any lawful purpose of the town, and without the town limits for any property required for any of the public services or utilities of the town, including the power to issue certificates pursuant to §§ 33.1-119 through 33.1-132 of general law. (2013, c. [519](#))



**§ 2.4. Power to make regulations for the preservation of the safety, health, peace, good order, comfort, convenience, morals, and welfare of the town and its inhabitants.**

In addition to the powers granted by other sections of this Charter, the town shall have power to pass and enforce bylaws, rules, regulations, and ordinances, not in conflict with this Charter or prohibited by the general laws of the Commonwealth for the preservation of the safety, health, peace, good order, comfort, convenience, morals, and welfare of the town and of its inhabitants and among such powers, but not in limitation thereof, the town is empowered:

1. To license and regulate the holding and location of shows, circuses, public exhibitions, carnivals, and other similar shows, or fairs, or prohibit the holding of the same, or any of them, within the town;
2. To compel the abatement and removal of all nuisances within the town or upon property owned by the town beyond its limits at the expense of the person or persons causing the same, or of the owner or occupant of the ground or premises whereon the same may be, and to collect the expense by suit or motion or by distress and sale; to require all lands, lots, and other premises within the town to be kept clean and sanitary and free from stagnant water, weeds, filth, junk, and unsightly deposits, or to make them so at the expense of the owners or occupants thereof; to control and regulate junk yards and automobile parts yards or require that automobile parts yards be so fenced or screened that the same will be hidden from public view; and in the event it is necessary for the town, to do any work in connection with keeping the property or lands sanitary and free from stagnant water, weeds, filth, junk, or other unsightly deposits or controlling such junk yards or automobile parts yards as above set forth, the town shall have the right to collect money expended by it from the owner or operator by suit or motion or by distress and sale; to pass and enforce any ordinance that may be necessary for the public safety for the control of dogs, cats, and other pets; to regulate or prevent slaughter or other noisome or offensive business within the town, the keeping of hogs or other animals, poultry or other fowl therein, or the exercise of any dangerous or unwholesome business, trade, or employment therein; to regulate the transportation of all articles through and upon the streets of the town; to compel the abatement of smoke and dust and prevent unnecessary noise; to regulate the location of stables and the manner in which they shall be kept and constructed; to regulate the location, construction, operation, and maintenance of billboards, signs, and advertising; and generally to define, prohibit, abate, suppress, and prevent all things detrimental to the health, morals, aesthetic sensibilities, safety, convenience, and welfare of the inhabitants of the town; and to require all owners or occupants of property having sidewalks in front thereof to keep the same clean and sanitary and free from all weeds, filth, junk, unsightly deposits, ice, and snow;

3. To extinguish and prevent fires, and to establish, regulate, and control a fire department or division; to regulate the size, height, materials, and construction of buildings, fences, walls, retaining walls, and other structures hereafter erected in such manner as the public safety and convenience may require; to remove or require to be removed or reconstructed any building, structure, or addition thereto which by reason of dilapidation, defect of structure or other causes may have become dangerous to life or property, or which may be erected contrary to law; to establish and designate from time to time fire limits, within which limits wooden buildings shall not be constructed, added to, enlarged, or repaired and to direct that any or all future buildings within such limits shall be constructed of stone, natural or artificial, concrete, brick, steel, or other fireproof materials; and to enact stringent and efficient laws for securing the safety of persons from fires in halls and buildings used for public assemblies, entertainments, or amusements;

4. To provide for regular and safe construction of houses in the town for the future; and to provide a building code for the town and setback lines on the streets;

5. To provide for the preservation of the general health of the inhabitants of the town, make regulation to secure the same, inspect all foodstuffs, and prevent the introduction and sale in the town of any article or thing intended for human consumption, which is adulterated, impure, or otherwise dangerous to health, and to condemn, seize, and destroy or otherwise dispose of any such article or thing without liability to the owner thereof; to prevent the introduction or spread of contagious or infectious diseases, and prevent and suppress disease generally, to provide and regulate hospitals within or without the town limits, and if necessary to the suppression of disease, to enforce the removal of persons afflicted with contagious or infectious diseases to hospitals provided for them; and to construct and maintain or to aid in the construction and maintenance of a hospital or hospitals for the use of the people of the town;

6. To prevent fowls and animals being kept in or running at large in the town, or any thickly populated portion thereof, and the owners of which are subject to such taxes, regulations, and penalties as the council may think proper;

7. To control, regulate, limit, and restrict insofar as not prohibited by general law, the operation of motor vehicles carrying passengers for hire upon the streets and alleys of the town; to regulate the use of automobiles and other automotive vehicles upon the streets; to regulate the routes in and through the town to be used by motor vehicle carriers operating in and through the town and to prescribe different routes for different carriers; to prohibit the use of certain streets by motor trucks; and generally, to prescribe such regulations respecting motor traffic therein as may be necessary for the general welfare;

8. To exercise full police powers and establish and maintain a department or division of police;

9. To offer and pay rewards for the apprehension and conviction of criminals; to compel persons sentenced to confinement in the county jail for any misdemeanor or other violation of the laws or ordinances of said town to work on the public streets, parks, or other public works of the town; and on the requisition of the judges of the General District and Circuit Courts, it shall be the duty of the police of the town to deliver such person to the duly authorized agent of the town for such purposes from day to day as he may be required. For the purpose of carrying into effect the police regulations of the town, the town may, subject to the provisions of general law, be allowed the use of the facilities of the Southwest Virginia Regional Jail Authority, or the jails of other counties or municipalities, or the use of the facilities of Bland Correctional Farm, for the safekeeping and confinement of all persons who shall be sentenced to imprisonment under the ordinances of the town;

10. To prohibit begging, and to prohibit or regulate the soliciting by any person, group of persons, firm, corporation, charitable organization, and the like and the peddling or hawking of any article for sale within the town, provided that such prohibition or regulation shall not be applied with respect to persons duly licensed and regulated exclusively by the Commonwealth of Virginia; the town, however, shall have the right to require the purchase of a local license by any person, firm, or corporation hawking or peddling any article for sale within the town;

11. To provide for the protection of the town's property, real and personal, the prevention of the pollution of the town's water supply, and the regulation of the use of parks, playgrounds, playfields, recreational facilities, cemeteries, airports, and other public property, whether located within or without the town. For the purpose of enforcing such regulations, all town property wherever located shall be under the police jurisdiction of the town. Any member of the police force of the town or employee thereof appointed as a special policeman shall have power to make arrests for violation of any ordinance, rule, or regulation adopted pursuant to this section; and the General District Court of the county wherein the offense occurs shall have the jurisdiction of all cases arising thereunder without the town;

12. To prevent any obstruction of or encroachment on, over, under, or in any street, alley, sidewalk, or other public place; to provide penalties for maintaining any such obstruction or encroachment; to remove the same and charge the cost thereof to the owner or owners, occupant or occupants of the property so obstructing or encroaching, and to collect the sum charged in any manner provided by law for the collection of taxes; to require the owner or owners or the occupant or occupants of the property so obstructing or encroaching to remove the same; to authorize encroachments upon streets, alleys, sidewalks, or other public places,

subject to such terms and conditions as the council may prescribe; and to recover possession of any street, alley, sidewalk, or other public place or any other property of the town by suit of action;

13. To regulate, in the interest of public health, the production, preparation, distribution, and sale of milk, other beverages and foods for human consumption, and the places within the town in which they are produced, prepared, distributed, sold, served, or stored; to regulate the construction, installation, maintenance, and condition of all water and sewer pipes, connections, toilets, water closets, and plumbing fixtures of all kinds; to regulate the construction and use of septic tanks and dry closets, and the sanitation of swimming pools; to compel the use of sewers, the connection of abutting premises therewith, and the installation in such premises of suitable sanitary facilities; to regulate or prohibit connections to and use of sewers; to prevent the connecting of roof drains and storm sewers to the sanitary sewer system; to regulate or prohibit the use of garbage disposal units connected to the sanitary sewer system; and to make and enforce all regulations necessary to preserve and promote public health and sanitation to protect the inhabitants of the town from contagious, infectious, or other diseases;

14. To enjoin and restrain the violation of any town ordinance or ordinances, although a penalty is provided for conviction of such violation;

15. To prescribe penalties for the violation of any town ordinance, rule, or resolution, not exceeding the penalty provided by general law for the violation of a Class 1 misdemeanor;

16. To make and adopt a comprehensive plan for the town, and to that end all plats and replats hereafter made subdividing any land within the town into streets, alleys, roads, and lots or tracts shall be submitted to and approved by the council or such official or board, including the Richlands planning commission, as the council designates in any regulations controlling the orderly subdivision of land it may adopt before such plats or replats are filed for record or recorded in the office of the Clerk of Tazewell County, Virginia;

17. To declare the practice of going in and upon private residences in the Town of Richlands by solicitors, peddlers, hawkers, itinerant merchants, or transient vendors of merchandise not having been requested or invited so to do by the owner or owners, occupant or occupants of such private residences, for the purpose of (i) soliciting orders for the sale of goods, wares, and merchandise; (ii) disposing of similar items; (iii) peddling; or (iv) hawking to be a nuisance and punishable as such as a misdemeanor, provided that the power referred to in this section shall not apply with respect to persons duly licensed and regulated by the Commonwealth of Virginia; and

18. To create a sinking fund commission to have full power and control over and administration of a sinking fund or funds for the redemption of bonds, issued heretofore or issued hereafter, in conformity with general law. (2013, c. [519](#))

### Article III. The Council.

#### **§ 3.1. Composition; qualifications of members.**

The governing body of the Town of Richlands shall consist of a mayor and six council persons elected at large. All of them shall be residents and qualified voters of the town. (2013, c. [519](#))

#### **§ 3.2. Nominations and elections.**

The mayor and members of council in office on the effective date of this act shall serve until their successors have been elected and qualified. Municipal elections within the Town of Richlands shall take place on the first Tuesday after the first Monday in November of each even numbered year and shall coincide with the November general elections. At each such regular municipal election, three council members shall be elected for terms of four years each and a mayor shall be elected for a term of two years. The terms of office for the council members and mayor so elected shall commence on January 1, immediately following such election, and shall continue until their successors have been elected and qualified. The council shall be a continuing body and no measure pending before such body shall abate or be discontinued by reason of expiration of the term or removal of any of its members. (2013, c. [519](#))

1. Each member of council shall be limited to two (2) consecutive elected terms in office. After serving two consecutive terms, the member shall not run for a third full 4-year term. After the member has not been a member of council for four (4) years they will be eligible for a final four (4) year term. For a total of 12 years of service.

1-2. Time served as an appointed member of council shall not count toward the term limit described above.

#### **§ 3.3. Vacancies.**

Vacancies in the council shall be filled as provided by general law. (2013, c. [519](#))

#### **§ 3.4. Powers.**

All powers of the town and the determination of all matters of policy shall be vested in the council. Except as otherwise provided in this Charter, the council is empowered to:

1. Appoint and remove the town manager, the town clerk, and the town attorney; and authorize the execution of written contractual employment agreements between the town and certain key personnel thereof, including, but not limited to,

#1

the foregoing, in lieu of their appointment, notwithstanding the provisions of item 1 g of § 3.9;

2. Adopt the budget of the town;
3. Inquire into the conduct of any office, department, or agency of the town and make investigations as to municipal affairs;
4. Appoint members of the planning commission, the board of zoning appeals, the recreation commission, and the members of any and all other boards, agencies, and commissions authorized by this Charter or by general law, and fill any vacancies thereon; approve and confirm appointments recommended by the town manager for police chief, sergeant of police, and animal control officer; and determine the desirability and necessity for committees comprised of any of its own members, the feasibility of citizen membership thereon, and approve and confirm appointments thereto recommended by the mayor;
5. Create a housing authority;
6. Adopt and modify the official map of the town;
7. Pass all laws and ordinances relating to its municipal affairs subject to the Constitution and general laws of the Commonwealth and this Charter and may from time to time amend, re-amend, or repeal any or all of its ordinances for the proper regulation, management, and government of the town and impose fines and penalties for the violation or nonobservance thereof;
8. Compel the attendance of its members and punish its members for disorderly behavior by an affirmative vote of five members of the council, and expel a member;
9. Require and secure such bonds for any of the town employees as it may deem necessary;
10. Keep a journal of its proceedings, which journal shall be open to public inspection; and
11. Fix the salaries and wages of all officers and employees of the town as herein otherwise specifically provided. (2013, c. [519](#))

### § 3.5. Mayor.

The mayor shall preside over the meetings of the council, ~~but is not a member thereof,~~ ~~have the~~ and have the same right to speak therein as a members, and vote only in case of a tie on any matter before council including ordinances and resolutions, but shall have no veto. The mayor shall be recognized as the head of the town government for all ceremonial purposes, the purpose of military law, and the service of civil process.

#2

#2  
(Continued)

At the regular meeting of the council held in the month of January following a municipal election, the council shall choose, by a majority vote of all the members thereof, one of their number to be vice-mayor for the ensuing two years. The vice-mayor shall in the absence or disability of the mayor perform the duties of mayor, but shall not lose their duties as a member of council including, but not limited to voting. ~~and, if~~ a vacancy shall occur in the office of mayor, the Vice-mayor shall become mayor for the unexpired portion of the term. In the absence or disability of both the mayor and vice-mayor, the council shall, by majority vote of those present, choose one of their number to perform the duties of mayor and the selected member shall not lose their duties as a member of council including, but not limited to voting. (2013, c. [519](#))

**§ 3.6. Fixing compensation of mayor, council, and clerk.**

The council may from time-to-time fix and adjust the compensation for the services of the mayor, council, and clerk. (2013, c. [519](#))

**§ 3.7. Rules of procedure.**

The council is empowered, subject to the provisions of this Charter, to adopt its own rules of procedure. Such rules shall provide for the time and place of holding regular meetings of the council which shall not be less frequently than once each month. They shall also provide for the calling of special meetings by the mayor or any three members of the council and shall prescribe the method of giving notice thereof, provided that the notice of each special meeting shall contain a statement of the specific item or items of business to be transacted, and no other business shall be transacted at such meeting except by the unanimous consent of all the members of the council. The meetings of the council shall be open to the public, and executive or closed meetings shall only be held for those express purposes set out in the Virginia Freedom of Information Act. A majority of the council shall constitute a quorum for the transaction of business. (2013, c. [519](#))

**§ 3.8. Ordinances.**

A. Except in dealing with questions of parliamentary procedure, the council shall act only by ordinance or resolution, and all ordinances, except ordinances making appropriations or authorizing the contracting of indebtedness or issuance of bonds or other evidence of debt, shall be confined to one subject. Ordinances making appropriations or other obligations and appropriating the money to be raised thereby shall be confined to those subjects respectively.

B. The enacting clause of all ordinances passed by the council shall be: "Be it ordained by the council of the Town of Richlands." No ordinance, ~~unless it be an emergency measure,~~ shall be passed until it has been read at any two ~~regular~~ meetings (Regular, special, or emergency) ~~not less than seven days apart,~~ unless the requirement of a second such reading has been dispensed with by the affirmative vote

#3

of four of the members of the council. No ordinance or section thereof shall be revised or amended by its title or section number only, but the new ordinance shall contain the entire ordinance, or section as revised or amended. The ayes and nays shall be taken upon the passage of all ordinances or resolutions and entered upon the journal of the proceedings of the council, and every ordinance or resolution shall require, on final passage, the affirmative vote of at least four of the members.

C. All ordinances and resolutions passed by the council shall be in effect ~~from and after 30 days from the date of their passage at the time set by council at the time of their passage, except that the council may, by the affirmative vote of two thirds of its members present, pass emergency measures to take effect at the time indicated therein. Ordinances appropriating money for any emergency may be passed as emergency measures, but no measure providing for the sale or lease of town property, or making a grant, renewal, or extension of a franchise or other special privilege, or regulating the rate to be charged for its service by any public utility, shall be so passed.~~ No measure increasing a tax or license, or providing for any new form of tax, shall be adopted until notice has been published in accordance with Virginia General Statutes 30 days previous to its passage in a paper of general circulation in the town.

D. Every ordinance or resolution upon its final passage shall be recorded in a book kept for that purpose and shall be authenticated by the signature of the presiding officer and the town clerk.

E. Every member, when present when a question is put, shall vote unless excused by the council. But no member who has any personal or financial interest in the result of any ordinance or resolution before the council shall vote thereon. (2013, c. [519](#))

### **§ 3.9. Appointees.**

At the first meeting in January following each council election, or as soon thereafter as practicable, the council shall:

1. Appoint a town manager who shall be the administrative and executive head of the municipal government. The town manager shall be chosen by the council without regard to political beliefs and solely upon the basis of his/her executive and administrative qualifications. At the time of his/her appointment, the town manager need not be a resident of the town or the Commonwealth. ~~but during the tenure of office shall reside within the town.~~ The town manager shall be appointed for an indefinite period and shall hold office during the pleasure of the council. Compensation shall be provided by the council by ordinance or resolution. The town manager may be bonded as the council may deem necessary. During the absence or disability of the town manager or in case of a vacancy, the council may designate some properly qualified person to perform the duties of the office during such absence, disability, or vacancy. No council person shall receive such

#3  
(Continued)

#4



appointment during the term for which he or she shall have been elected, nor within one year after the expiration of his/her or her term. Neither the council nor any of the members shall direct or request the appointment, as hereinafter provided, of any person to office by the town manager or by any of the town manager's subordinates. Except for the purpose of inquiry, the council and its members shall deal with the administrative service solely through the town manager, and neither the council nor any member thereof shall give orders to any subordinates of the town manager, either publicly or privately. The town manager shall have the authority duties as follows:

- a. To ensure that all laws, ordinances, resolutions, and by-laws of the council are faithfully enforced;
- b. To appoint such officers and employees, as the council shall determine and authorize as are necessary for the proper administration of the affairs of the town with the power to discipline and remove any such officer or employee, but the town manager shall report each appointment of any officer having supervisory or administrative authority to the council for confirmation at the next meeting thereof following any such appointment. The chief of police so appointed by the town manager and confirmed by the council shall have the power to discipline subordinates for just cause;
- c. To attend all meetings of the council, with the right to take part in the discussion, but having no vote;
- d. To recommend to the council for adoption of such measures as the town manager may deem necessary or expedient;
- e. To make reports to the council from time to time upon the affairs of the town and to keep the council fully advised of the town's financial condition and its future financial needs;
- f. To prepare and submit to the council a tentative budget for the next fiscal year as provided by general law and by this Charter;
- g. To make all contracts on behalf of the town pursuant to a resolution or an ordinance of the council and to act as town purchasing agent;
- h. To supervise and control all encumbrances, expenditures, and disbursements; to insure that budget appropriations are not exceeded and to appoint, or upon resolution of the council to act as, the town treasurer with the following duties:
  - (1) To be the collector and custodian of all funds belonging to the town and to deposit such funds in such depositories as may be designated by the council;

(2) To have custody of all investments and invested funds of the town in a fiduciary capacity;

(3) To disburse by check all money payable by the town. If the treasurer is a person other than the town manager, all checks shall be countersigned by the town manager;

(4) To protect the interest of the town by withholding the payment of any claim or demand by any person, firm, or corporation against the town until any indebtedness or other liability due from such person, firm, or corporation shall first have been settled and adjusted; and

(5) To perform such other duties as may be prescribed or requested by council.

2. Appoint a town clerk, who also may be the town manager, for an indefinite term. The town clerk shall receive such compensation as shall be provided by the council by ordinance or resolution and shall have the following duties:

a. To be custodian of the corporate seal;

b. To give notice of council meetings;

c. To keep a journal of council proceedings;

d. To authenticate by the town clerk's signature and record in full in a book kept for the purpose of all ordinances and resolutions; and

e. To perform such other duties as may be prescribed or requested by council.

3. Appoint a town attorney, for an indefinite term who shall be an attorney-at-law licensed to practice under the laws of the Commonwealth. The town attorney shall receive such compensation and fees as shall be provided by the council by ordinance or resolution. The town attorney shall have the following powers and duties:

a. To be legal advisor of the council, the town manager, and all departments, boards, commissions, and agencies of the town, in all matters affecting the interest of the town and shall upon request furnish a written opinion on any question of law involving their respective official powers and duties;

b. To prepare, at the request of the town manager or any member of the council, ordinances for introduction and, at the request of the council or any member thereof, shall examine any ordinance after introduction and render his or her opinion as to the form and legality thereof;

c. To draw or approve all bonds, deeds, leases, contracts, or other instruments to which the town is a party or in which it has an interest; and

d. To represent the town as counsel in any civil case in which it is interested and in criminal cases when so required by the town council. (2013, c. [519](#))

## Article IV. Financial Administration.

### **§ 4.1. Budgets and appropriations.**

A. The fiscal year of the town shall begin on July 1 and end on June 30 of the succeeding year.

B. The time for preparation and approval of the budget and the contents thereof, along with publication, notice, public hearing, amendments, and report-filing requirements with the Auditor of Public Accounts, etc., shall be accomplished in accordance with the provisions of Chapter 25 of Title 15.2 of the Code of Virginia, mutatis mutandis.

C. Any portion of an annual appropriation, except for capital expenditures, remaining unexpended and unencumbered at the close of the fiscal year, shall lapse.

D. The town council may originate or initiate capital improvements and obtain input as to projects from the town planning commission and town manager as to feasibility and means of financing for the ensuing fiscal year. The council shall have the power to accept, reject, or amend any proposed program and means of financing, but except in the case of emergency as provided in item B of § 3.8 of this Charter, the council shall not authorize any capital improvement project or make any appropriation therefor unless the appropriation be included in the budget adopted by it. No appropriation for a capital improvement project shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned. Any such lapsed appropriation shall be applied to the payment of any indebtedness incurred in financing the project concerned and then retained for use on other capital improvement projects or returned to the general fund, as council may deem appropriate. (2013, c. [519](#))

### **§ 4.2. Bids and purchases.**

The council may fix the requirements under which purchases of equipment, materials, and supplies are to be made in accordance with the provisions of the Virginia Public Procurement Act (Title 2.2, Chapter 43 of the Code of Virginia). (2013, c. [519](#))

### **§ 4.3. Independent audit.**

Prior to the end of each fiscal year, the council, in accordance with § [15.2-2511](#) of the Code of Virginia, shall designate one or more qualified certified public accountants who, as of the end of the fiscal year, shall make an independent audit of accounts and other evidence of financial transactions of the town government and shall mail a copy

of their report to each member of the town council and to the town manager. The auditors shall post-audit the books and documents kept by the treasurer and any separate or subordinated accounts kept by any other office, department, or agency of the town government. (2013, c. [519](#))

#### **§ 4.4. Liens.**

A lien shall exist on all real estate within the corporate limits for taxes, levies, and assessments in favor of the town, together with all penalties and interest at the rate established by ordinance adopted pursuant to § [58.1-3916](#) of the Code of Virginia. The procedure for collecting taxes, for selling real estate for town taxes, and for the redemption of real estate sold for town taxes shall be the same as provided in the general law for the Commonwealth to the same extent as if the provisions of general law were herein set out at length. The town and its treasurer shall have the benefit of all other additional remedies for the collection of town taxes which are now or hereafter may be granted or permitted under general law. All goods and chattels wheresoever found may be distrained and sold for taxes and licenses assessed and due thereon, and no deed of trust or mortgage upon goods and chattels shall prevent the same from being distrained and sold for taxes and licenses assessed against the grantor in such deed while such goods and chattels remain in the grantor's possession. (2013, c. [519](#))

### Article V. Planning, Zoning, and Subdivision Control.

#### **§ 5.1. Power to adopt a comprehensive plan.**

In addition to the powers granted elsewhere in this Charter, the council shall have the power to adopt by ordinance a comprehensive plan for the physical development of the town to promote health, safety, morals, comfort, prosperity, and the general welfare. The comprehensive plan may include but shall not be limited to the following:

1. The general location, character, and extent of all streets, highways, avenues, boulevards, roads, lanes, alleys, walks, parks, squares, playfields, playgrounds, recreational facilities, stadia, swimming pools, airports, and other public places or ways, change of use, or extension thereof;
2. The general location, character, and extent of all public buildings, schools, and other public property and of utilities, whether publicly or privately owned, off-street parking facilities, and the removal, relocation, vacating, abandonment, change of use, alteration, or extension thereof; and
3. A comprehensive zoning plan for the control of the height, area, bulk, location, and use of buildings and premises. (2013, c. [519](#))

#### **§ 5.2. Town planning commission generally.**

There shall be a town planning commission consisting of seven members, appointed by the council. One member shall be a member of the council appointed for a term concurrent with that person's term of office. One member shall be the town manager appointed for a term concurrent with that person's term in such capacity. There shall be five citizen members, who shall be qualified voters of the town, appointed for a term of four years, one of whom may be a member of the board of zoning appeals. Citizen members appointed previous to the effective date of this Charter shall continue to serve as members of the commission until the expiration of the terms for which they were appointed. A vacancy on the commission shall be filled by the council by appointment for the unexpired term only. Members may be removed for malfeasance in office. Members of the planning commission may be reimbursed for actual expenses they may incur but shall otherwise serve without compensation. (2013, c. [519](#))

**§ 5.3. Organization and expenditures of planning commission.**

The commission shall elect a chairman and vice-chairman from among the citizen members appointed by the council, for a term of one year, who shall be eligible for reelection, and shall appoint a secretary. The commission shall hold at least one regular meeting once a year, so long as the town's population does not exceed 7,500. Other regular meetings may be held when desired by the commission. Special meetings of the commission may be (i) called by the chairman or by two members upon written request to the secretary and (ii) held upon referral of a matter pursuant to the town's zoning ordinance, by either the council or the zoning administrator. The commission shall adopt rules for the transaction of its business and shall keep a record of its resolutions, transactions, findings, and determinations, which record shall be a public record. Four members shall constitute a quorum. The commission shall appoint such employees as it may deem necessary for its work and may contract with city planners, engineers, architects, and other consultants for services it may require. All expenditures shall not exceed the sums appropriated by the council therefor. (2013, c. [519](#))

**§ 5.4. Powers and duties of the planning commission.**

The town planning commission when requested by the council, shall make and approve a comprehensive plan which, with accompanying maps, plats, charts, and descriptive matter, shall show the commission's recommendations for the development of the territory covered by the plan. In the preparation of such plan the commission shall make careful and comprehensive surveys and studies of existing conditions and future growth. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the town and its environs which will in accordance with existing and future needs and best promote health, safety, morals, comfort, prosperity, and general welfare, as well as efficiency and economy in the process of development. The comprehensive plan

shall recommend methods of implementation, which may include but need not be limited to an official map, a capital improvements program, a subdivision ordinance, a zoning ordinance, and zoning district maps. (2013, c. [519](#))

**§ 5.5. Approval of comprehensive plan by the planning commission.**

The planning commission may approve the plan as a whole by a single resolution or may by successive resolutions adopt successive parts of the plan, the parts corresponding to major geographical sections or geographical or topographical divisions of the town or with functional subdivisions of the subject matter of the plan, and may approve any amendment or extension thereof or addition thereto. Before the approval of the plan or any such part, amendment, extension, or addition, the commission shall hold at least one public hearing thereon, which may be a joint meeting with council, as provided for by general law following giving of notice in the manner required by general law. The approval of the plan or of any such part, amendment, extension, or addition shall be by resolution of the commission carried by the affirmative vote of not less than a majority of the entire membership of the commission. The resolution shall refer expressly to the maps and descriptive matter and other matter intended by the commission to form the whole or part of the plan approved, which resolution shall be signed by the chairman of the commission and attested by its secretary. An attested copy of the resolution, accompanied by a copy of so much of the plan in whole or in part as was approved thereby, and each amendment, alteration, extension, or addition thereto approved thereby shall be certified to the council. (2013, c. [519](#))

**§ 5.6. Legal status of comprehensive plan.**

Whenever the planning commission shall have approved a comprehensive plan for the town or one or more parts thereof, geographical, topographical, or functional, and the comprehensive plan or such part or parts thereof shall have been approved by the council, it shall be certified and filed in the office of the clerk of the Circuit Court of Tazewell County, then and thereafter no street, square, park or other public way, ground, open space, public building, or structure shall be constructed or authorized in the town or in the planned section or division thereof until and unless the general location, character, and extent thereof has been submitted to and approved by the commission. No public utility, whether publicly or privately owned, shall be constructed or authorized in the town or in the planned section or division thereof until and unless its general location, but not its character and extent, has been submitted to and approved by the commission. Such submission and approval shall not be necessary in the case of pipes or conduits in any existing street or proposed street, square, park or other public way, ground, or open space, the location of which has been approved by the commission. No ordinance giving effect to or amending the comprehensive zoning plan as provided in § 5.7 shall be adopted until it has been submitted to and approved by the commission. In case of disapproval in any of the

instances enumerated above, the commission shall communicate its reason to the council which shall have the power to overrule such action by a recorded vote of not less than two-thirds of its entire membership. The failure of the commission to act within 60 days from the date of the official submission to it shall be deemed approval. (2013, c. [519](#))

**§ 5.7. Zoning.**

A. Powers of council. In addition to the powers granted elsewhere in this Charter, the council shall have the power to adopt by ordinance a comprehensive zoning plan designed to lessen congestion in streets; secure safety from fire, panic, and other danger; promote health, sanitation, and general welfare; provide adequate light and air; prevent the overcrowding of land; avoid undue concentration of population; facilitate public and private transportation and the supplying of public utility services and sewage disposal; and facilitate provision for schools, parks, playgrounds, and other public improvements and requirements. The comprehensive zoning plan shall include the division of the town into districts with such boundaries as the council deems necessary to carry out the purposes of this Charter and shall provide for the regulation and restriction of the use of the land, buildings, and structures in the respective districts and may include but shall not be limited to the following:

1. It may permit specified uses of land, buildings, and structures in the districts and prohibit other uses;
2. It may restrict the height, area, and bulk of buildings and structures in the districts;
3. It may establish setback building lines and prescribe the area of land that may be used as front, rear, and side yards and courts and open spaces;
4. It may restrict the portion of the area of lots that may be occupied by buildings and structures;
5. It may prescribe the area of lots and the space in buildings that may be occupied by families;
6. It may require that space and facilities deemed adequate by the council shall be provided on lots for parking of vehicles in conjunction with permitted uses of land and that spaces and facilities deemed adequate by the council shall be provided on lots for off-street loading or unloading of vehicles; and
7. It may provide that land, buildings, and structures and the uses thereof which do not conform to the regulations and restrictions prescribed for the district in which they are situated may be continued so long as the then existing or more restricted use continues and so long as the buildings or structures are maintained in their then structural condition; and may require that such buildings or structures and the use

thereof shall conform to the regulations and restrictions prescribed for the district or districts in which they are situated whenever they are enlarged, extended, reconstructed, or structurally altered; and may require that such buildings or structures and the use thereof shall conform to the regulations and restrictions prescribed for the district or districts in which they are situated, in any event within a reasonable period of time to be specified in the ordinance.

B. The regulations and restrictions shall be uniform and shall apply equally to all land, buildings, and structures and to the use and to each class or kind thereof throughout such district, but the regulations and restrictions applicable in one district may differ from those provided for other districts.

C. The council shall provide for the manner in which such regulations and restrictions and the boundaries of such districts shall be determined, established, and enforced, and from time to time amended, supplemented, or changed. However, no such regulation, restriction, or boundary shall become effective until after full compliance with the provisions of §§ [15.2-2204](#) and [15.2-2286](#) of the Code of Virginia.

D. The town planning commission acting as the zoning commission shall recommend the boundaries of the various original districts and appropriate regulations to be enforced therein. Such commission shall make a preliminary report or reports and hold a public hearing thereon before submitting its final report, and the council of the Town of Richlands shall take such action on the preliminary report or reports, and also on the final report of the commission, as its shall deem necessary.

E. The council may appoint a board of zoning appeals and in the regulations and restrictions adopted pursuant to the authority of this Charter may provide that the board of zoning appeals may, in appropriate cases and subject to appropriate conditions and safeguards, vary in the application of the terms of the ordinance in harmony with its general purpose and intent and in accordance with general purpose and intent and in accordance with general or specific rules therein contained.

The board of zoning appeals shall consist of five members, each to be appointed for a term of five years and removable for cause by the appointing authority, upon written charges and after public hearing. Vacancies shall be filled by the council for the unexpired term of any member whose term becomes vacant after the effective date of this Charter. Members of the board of zoning appeals in office on the effective date of this Charter shall continue to hold office until expiration of their present terms. Members may be reappointed to succeed themselves. Members shall hold no other public office in the town except that one member may be a member of the planning commission. The board shall select a chairman, a vice-chairman, and a secretary and shall adopt rules in accordance with the provisions of any ordinance adopted pursuant to this Charter.



Appeals to the board of zoning appeals may be taken by any person aggrieved or by any officer, department, board, or bureau of the town affected by any decision of the zoning administrator in accordance with the provisions of the zoning ordinance.

F. The board of zoning appeals shall have the following powers:

1. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this Charter or any ordinance adopted pursuant thereto;
2. To hear and decide uses permissible on appeals and other special exceptions to the terms of the ordinance upon which such board is required to pass under such ordinance; and
3. To authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest where owing to special conditions a literal enforcement of the provisions of the ordinance will result in exceptional and peculiar hardship, and so that the spirit of the ordinance shall be observed and substantial justice done.

G. In exercising the powers conferred upon it the board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from, and may make such order, requirement, decision, or determination as should be made and to that end shall have all the powers of the administrative officer charged by the ordinance with enforcement. The concurring affirmative vote of three members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the administrative officer or to decide in favor of the applicant in any matter over which it has jurisdiction. The board shall act by formal resolution which shall set forth the reason for its decision and the vote of each member participating therein which shall be spread upon its records and shall be open to public inspection. The board may, upon the affirmative vote of three members, reconsider any decision made and, upon such reconsideration, render a decision by formal resolution. Every decision of the board shall be based upon a finding of fact which may be based on sworn testimony, which finding of fact shall be reduced to writing and preserved among its records.

H. Any person or persons, jointly or severally, aggrieved by a decision of the board of zoning appeals, or any taxpayer, or any officer, department, board, or bureau of the municipality, may present to a court of record a petition, duly verified, setting forth that such decision is illegal in whole or in part, specifying grounds of the illegality. The procedure for such judicial review shall be in accordance with the provisions of the zoning ordinance.

I. Whenever any building or structure is erected, constructed, reconstructed, altered, repaired, or converted, or whenever any land, building, or structure is used in violation of any ordinance adopted in accordance with subsection B of § 5.7, the town may institute and prosecute appropriate action or proceedings to prevent such unlawful act and to restrain, correct, or abate such violation or to prevent any unlawful act, conduct, or use of such property.

J. The enforcement of the zoning ordinance provisions, and penalties for violations thereof, shall be as set forth herein. (2013, c. [519](#))

**§ 5.8. Subdivision control.**

A. In order to provide for the orderly subdivision of land within the town, there is hereby conferred upon the town the power to adopt regulations and restrictions relative to the subdivision of land in the manner hereinafter provided. Such regulations and restrictions may prescribe standards and requirements for the subdivision of land which may include but shall not be limited to the following: the location, size, and layout of lots so as to prevent congestion of population and to provide for light and air; the width, grade, location, alignment, and arrangement of streets and sidewalks with relation to other existing streets, planned streets, and the comprehensive plan; access for fire-fighting apparatus; adequate open spaces; adequate and convenient facilities for vehicular parking; easements for public utilities; suitable sites for schools, parks, and playgrounds, and planting of shade trees and shrubs; naming and designation of streets and other public places; laying out and constructing sidewalks; procedure for making variations in such regulations and restrictions; requirements for plats of subdivisions and their size, scale, contents, and other matters; the erection of monuments of a specified type for making and establishing property and street, alley, sidewalk, and other lines; the extent to which and the manner in which new streets shall be graded, graveled, or otherwise improved; and water, sewer, and other utility mains, piping, connections, or other facilities installed as a condition precedent to the approval of the plat. Such regulations may provide that, in lieu of the completion of such work previous to the final approval of a plat, the council or its designated agents may accept a bond in an amount and with surety or conditions satisfactory to the council or its designated agents, providing for such securing to the council for the actual construction and installation on such improvements and utilities within a period specified by the council or its designated agents.

B. The council shall not adopt or amend any ordinance establishing such regulations and restrictions until notice of intention so to do has been published in accordance with general law. The notice shall specify the time, and the place at which persons affected may appear before the council and present their views.

C. After the hearing as provided in subsection A of § 5.8 the council may adopt by ordinance any such regulations and restrictions applicable within the limits of the town and may adopt such regulations and restrictions applicable in an area outside such limits, provided that such regulations and restrictions shall not be adopted or become effective or applicable except in the manner and to the extent provided by the general laws of the Commonwealth.

D. When such regulations have been adopted, a certified copy thereof and all amendments thereto shall be filed in the office of the building and zoning inspector and in the office of the clerk of the Circuit Court of Tazewell County.

E. Any owner or any proprietor of any tract of land situated within the corporate limits of the Town of Richlands, who subdivides the same, shall cause a plat of such subdivision with reference to known or permanent monuments to be made and recorded in the office of the clerk of the Circuit Court of Tazewell County. No such plat of the subdivision shall be recorded unless and until it shall have been submitted and approved by the town council or its designated agent in accordance with regulations adopted under this Charter and so certified by the person authorized to make such certificate.

F. From and after the date on which such regulations and restrictions become effective in the town or in any area outside the town but within two miles thereof; no plat of any subdivision to which such regulations and restrictions are applicable shall be received or recorded by the clerk of any court unless the plat has been approved as provided in subsection D of § 5.8. No owner of land in the town or outside area in which such regulations and restrictions are applicable, who has subdivided the same into two or more lots, shall sell or offer for sale any such lot by reference to or exhibition of or by the use of a plat of such subdivision or otherwise before the plat of such subdivision has been approved as provided in the office of the clerk of the Circuit Court of Tazewell County.

G. The recordation of the plat shall operate to transfer in fee simple to the town or the county in which the land lies, such portion thereof as is on the plat set apart for streets, alleys, easements, or other public use or purpose and to create a public right of passage over or use of the same. The owner or owners of the land subdivided may construct, reconstruct, operate, and maintain with the consent of the town or the county where the land lies, sewers, gas and water pipes, or electric lines along or under the streets, alleys, easements, or other land devoted to public use, provided that it shall not obstruct or hinder the passage over the streets, alleys, or other property devoted to public use further than is reasonably necessary to construct, reconstruct, repair, operate, and maintain such works.

H. Any plat or part thereof recorded may be vacated, with the consent of the council or of the governing body of the county wherein the land lies, or both where the plat has been approved by both, by the owners thereof at any time before the sale of any lot therein, by a written instrument declaring the plat to be vacated which shall be duly executed, acknowledged, and recorded in the clerk's office wherein the plat to be vacated is recorded. The execution and recordation of the instrument shall operate to destroy the force and effect of the recording of the plat and to divest all public rights in and to reinvest the owners with the title to the streets, alleys, easements, and other land devoted to public use laid out or described in the plat. In cases where lots have been sold, the plat or part thereof may be vacated upon the application of the owners of the lots in the plat and with the approval of the council or governing body of the county, or both where the plat has been approved by both, and shall not be vacated otherwise. The clerk in whose office any plat so vacated has been recorded shall write in plain, legible letters across the plat or part thereof vacated the word "vacated" and also make a reference on the plat to the volume and page thereof in which the instrument of vacation is recorded.

I. In case of any violation or attempted violation of the provisions of this Charter, or of any of the provisions of the regulations adopted as authorized in this Charter, the council, in addition to other remedies, may institute any appropriate action or proceedings to prevent such violation or attempted violation, to restrain, correct, or abate such violation or attempted violation, or to prevent any act which would constitute such violation. Any owner or proprietor of any tract of land who subdivides such tract of land and who violates any of the provisions of the regulations adopted under the authority of this Charter shall be guilty of a misdemeanor, punishable by a fine of not less than ten dollars and not more than \$200, and each day after the first, during which the violation continues, shall constitute a separate violation. (2013, c. [519](#))

**§ 5.9. Present comprehensive plan; comprehensive zoning plan; subdivision regulations.**

Portions of the comprehensive plan, and the comprehensive zoning plan as heretofore adopted, approved, and filed, with all amendments thereto, and the subdivision control regulations as heretofore adopted, approved, and filed, with all amendments thereto, are hereby validated and confirmed as if the same had been prepared, adopted, approved, and filed in accordance with the provisions of this article. Every amendment or addition thereto or extension thereof and every other comprehensive plan or portion thereof, comprehensive zoning ordinance, or subdivision control ordinance henceforth adopted shall be in accordance with the provisions of this article. Where existing ordinances are at variance with the provisions of this article, they shall be deemed to be amended in accordance with the provisions of this article. (2013, c. [519](#))

## Article VI. General Provisions.

### **§ 6.1. Officers to hold over until their successors are appointed and qualified.**

Whenever under the provisions of this Charter any officer of the town or member of the board or commission is elected or appointed for a fixed term except the mayor and vice-mayor, such officer, or member shall continue to hold office until his successor is appointed and qualified. (2013, c. [519](#))

### **§ 6.2. Present ordinances and rules and regulations continued in effect.**

All ordinances of the town and all rules, regulations, and orders legally made by any department, board, commission, or officer of the town in force at the effective date of this Charter, insofar as they or any portion thereof are not inconsistent herewith, shall remain in force until amended or repealed in accordance with the provisions of this Charter. (2013, c. [519](#))

### **§ 6.3. General powers.**

The Town of Richlands and all the officers thereof elected or appointed in accordance with the provisions of this Charter shall be clothed with all the powers and subject to all the provisions of general law not in express conflict with the provisions of this Charter. (2013, c. [519](#))

### **§ 6.4. Severability.**

If any clause, sentence, paragraph, section, or part of this Charter shall, for any reason, be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, the judgment shall not affect, impair, or invalidate the remainder of this Charter, but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which judgment shall have been rendered. (2013, c. [519](#))

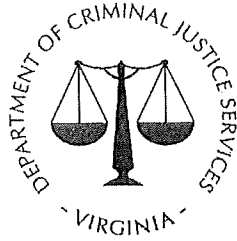
### **§ 6.5. Validation of contracts, etc.**

All contracts and obligations heretofore or hereafter made by the council of the Town of Richlands, while in office, not inconsistent with this Charter or the Constitution or the general laws of this Commonwealth shall be and are hereby declared to be valid and legal. (2013, c. [519](#))

### **§ 6.6. Citation of act.**

This act may for all purposes be referred to or cited as the Town of Richlands Charter of 2013. (2013, c. [519](#))





**Fiscal Year 2022  
School Resource Officer/  
School Security Officer  
Incentive Grant Program**

**GUIDELINES AND APPLICATION  
PROCEDURES FOR  
CONTINUING POSITIONS**

***Application Due Date  
March 19, 2021***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, Virginia 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

Issued February 12, 2021





## Table of Contents

I. Introduction.....	3
II. Eligibility .....	3
III. Grant Application Deadline.....	3
IV. Amount Available.....	3
V. Grant Period.....	4
VI. Match Requirement .....	4
VII. Restrictions .....	4
VIII. Availability of Continuation Funding.....	5
IX. Application Requirements .....	5
X. Application Forms and Instructions.....	7
XI. Reporting Requirements .....	14
XII. Submitting the Application.....	15
XIII. Technical Assistance.....	15
XIV. Grant Application Review Process .....	15
XV. Grant Submission Advisory.....	15



## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is offering a new cycle of state grants through the School Resource Officer Grants Program and Fund **to continue funding existing grants** for School Resource Officer (SRO) positions in local law enforcement agencies and School Security Officer (SSO) positions in local school divisions. Grants awarded under this solicitation may be awarded for up to a 36-month period, not to exceed a total of 48 months including current and prior years' funding. The application deadline is March 19, 2021.

These guidelines contain the rules and requirements governing the School Resource Officer Grants Program and Fund and instructions for completing and submitting your non-competitive continuation application. The purpose of a continuation grant application is to:

- Report on the progress of the project during the current state fiscal year.
- Provide a work plan (inclusive of program and evaluation activities) for the upcoming state fiscal year.
- Provide a detailed budget and budget narrative justification for the upcoming year.

A “**School Resource Officer**” means a certified law enforcement officer hired by a local law enforcement agency to provide law enforcement and security services to Virginia public schools. An SRO may be a full-time or part-time employee.

A “**School Security Officer**” is defined as an individual who is employed by a local school board for the purpose of maintaining order and discipline, preventing crime, investigating violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events. A SSO may be a full-time or part-time employee.

## II. Eligibility

These instructions are applicable to existing School Resource Officer Grant Program grantees and provide guidance on the preparation and submission of a non-competing continuation grant application. Units of local government are eligible to apply for and receive these continuation funds. A police department or sheriff's office will manage an SRO position, while a school division will manage a SSO position; however, the grant application must be submitted by and the funds awarded to a local unit of government.

## III. Grant Application Deadline

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 19, 2021.** The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment.

## IV. Amount Available

The total amount requested in an application may not exceed \$70,000 per SRO position or \$35,000 for an SSO position, including the state funds requested and the required local cash or in-kind match. The only allowable expenses for these grants are salary and benefits for full-time or part-time SRO or SSO positions to provide coverage during routine school hours.

Grant awards are dependent upon the availability of funding within the state budget bill.



## V. Grant Period

Applicants will be funded for a period not to exceed a total of 48 months including current and prior years' funding. However, continuation funding is subject to program performance and availability of state funding. Continuation grants will be awarded in 12-month cycles, with fiscal year 2022 beginning July 1, 2021 and ending on June 30, 2022. Under this funding opportunity, grants that started the same fiscal year, under one locality, are encouraged to submit one grant application, combining those grants. Contact your grant monitor to see if your grants are eligible to be combined.

## VI. Match Requirement

**A local match is required. Localities may use in-kind contributions or cash to meet the requirement. "In-kind Match"** is the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant. **"Cash Match"** is the locality's own funds allocated for the project.

Applicants should use the Virginia Department of Education's **"2020–2022 Composite Index of Local Ability-to-Pay"** to determine the amount of their grant match requirement, which must be based on the locality's 2020–2022 Composite Index, available at:

[http://www.doe.virginia.gov/school\\_finance/budget/compositeindex\\_local\\_abilitypay/2020-2022/composite-index-2022.xlsx](http://www.doe.virginia.gov/school_finance/budget/compositeindex_local_abilitypay/2020-2022/composite-index-2022.xlsx)

Grant applicants must provide the local cash match or in kind match from non-federal sources. Match must be reported on quarterly financial reports and amounts must be fully met by the end of the grant period. Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

The match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position. Match should be allocated under the appropriate budget category to include Personnel, Travel, Subsistence, Equipment, Supplies and Other Expenses, and Indirect Costs.

The following example shows how the required amount of local match should be calculated.

### EXAMPLE

The Town of ABC's established annual salary rate for a full-time SRO is \$62,500 with fringe benefits equaling \$7,500. Town of ABC's 2020–2022 Composite Index of Local Ability-to-Pay is .3032. Calculate the amount of required local match by multiplying the total salary and benefits by the locality's composite index (.3032).

Total Personnel x Composite Index (\$70,000 x .3032) = Total local match of \$21,224.

The total budget, including match, for an SRO position must not exceed \$70,000 and the total budget, including match, for a SSO position must not exceed \$35,000.

## VII. Restrictions

- These grant funds are to continue SRO or SSO positions currently funded by DCJS.
- The state grant funds cannot be used to supplant or replace state or local funds that are allocated by a local unit of government to fund an SRO or SSO position.



- The state grant funds can only be used for salary and fringe benefits for full or part-time SROs and SSOs. Funds must be used to fund the SRO or SSO position and cannot be used for employees who are not performing the activities of the project.

● For SROs, grant funds cannot be used to pay for general security during school sponsored events or overtime.

- The state grant funds may not be used to purchase equipment, supplies, firearms, vehicles, training or other non-personnel related costs.
- The match can be based on existing local costs for personnel, equipment, training or other local costs intended to support an SRO or SSO position.
- The state funds may be awarded up to a maximum of four (4) years, at level annual funding to support an SRO or SSO position in any school, provided funds are available. Applicants may request an increase in funding not to exceed \$70,000 per SRO position and \$35,000 for a SSO position. The request for an increase must be justified in detail and will only be considered if funding is available.

## VIII. Availability of Continuation Funding

The award of an SRO/SSO grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's implementation, performance, compliance with reporting requirements and any special conditions placed on the grant are key factors in determining eligibility for continuation funding.

## IX. Application Requirements

A. *School Resource Officer (SRO)* positions must be based on the Virginia School – Law Enforcement Partnership Guide and incorporate the following components:

1. SROs must be certified law enforcement officers as defined in § 9.01-101, and employed by a lawfully established public police department or sheriff's office.
2. SROs must be 21 years of age or older and have at least three (3) years of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
3. SROs must comply with the minimum training standards established by the Board as required under § 9.1-114.1 of the *Code of Virginia* within the first four (4) months of the grant period. A list of current available training sessions is on the DCJS VCSCS Training website.
4. Each SRO must serve one designated school but may provide assistance to other schools.
5. For SRO positions, an Memorandum of Understanding (MOU), pursuant to § 22.1-280.2:3 of the *Code of Virginia*, must be established between the School Division and the Law Enforcement agency and reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the DCJS Model MOU. The MOU must include provisions that recognize that the SRO shall not be involved in





enforcing school discipline rules and that the principal will consider alternatives to suspension for incidents of student misconduct.

6. If an MOU is not in place at the time of application submission, the applicant must submit letters signed by the chief of police or sheriff and the school superintendent indicating the intent to have an MOU in place within 30 days after the grant start date. DCJS must receive the executed MOU within 30 days of the grant start date.

7. SROs shall adhere to the tenets of the MOU signed by their school divisions and law enforcement agencies. SROs shall also fulfill the roles of the SRO as outlined below:

- **Law enforcement officer**

The SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment. SROs should also collaborate with school personnel to reduce student involvement with the juvenile justice system and divert students from the courts when possible.

- **Law-related educator**

SROs should strive to offer presentations for school personnel on law-related topics such as law enforcement practices, relevant laws, crime trends, crime prevention, school safety, and crisis response procedures. SROs may also provide law-related education to students using approved lessons or curricula. In all cases, responding to incidents or conducting investigations will take precedence over educational presentations.

- **Informal mentor and role model**

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who may need additional assistance should be encouraged to seek the help of available school or community resources.

8. **School Resource Officer Position Type:** Certified law enforcement would be expected to perform their duty as law enforcement officers and follow their agency's general orders or standard operating procedures. Under this grant program, a School Resource Officer is full-time if they are employed as a certified law enforcement officer year-round and are dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency has flexibility to assign the SRO as needed in other areas of the agency. Any variations to this schedule would be considered part-time for grant purposes.



9. **In the event of an unscheduled school closure or alternative scheduling during the grant year**, such as with COVID-19, SROs and SSOs are required to spend at least 75% of their time performing school-related activities or activities that directly support their students. In this case, the applicant should provide assurances that the SRO will meet these conditions. If the applicant is unable to meet the above requirements, it could result in a reduction or rejection of funding.

**B. *School Security Officer (SSO)*** positions must comply with requirements set out in the Virginia Administrative Code, Title 6, Agency 20, Chapter 240: Regulations for School Security Officers.

An SSO is an individual who is responsible for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in his/her assigned school and is employed by the local school board to:

- Maintain order and discipline
- Prevent crime
- Investigate violations of school board policies
- Detain students violating the law or school board policies on school property or at school-sponsored events

## **X. Application Forms and Instructions**

Each application for continuation SRO or SSO funding **must be submitted using the DCJS On-line Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

**General Information:** The OGMS Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the locality's name and indicate if the application is for a SRO or SSO position (e.g. Town of ABC-SRO FY22).

The primary contact is the person who has authority to formally commit the locality to complying with all the terms of the grant. It is recommended that the Project Administrator (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Once the information has been entered, click "Save Form" to enter Step 2. Under this step, an Application ID will be assigned and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for who you will be submitting this application. Click "Save Form Information" to start Step 3.

Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Director and Finance Officer (definitions under Face Sheet). Once you click "Save Form Information" on the Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.



**Face Sheet: Required**

- *Congressional District*: Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice*: This is only required for JJDP programs and **does not apply** to the SRO/SSO Incentive Grant Program.
- *Jurisdiction(s) Served*: Select all jurisdiction (s) served.
- *Program Title*: Provide a program title that indicates if the project is for a SRO or SSO and provide the school name.
- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *Type of Application*: For this funding opportunity, you will choose “Continuation of Grant.”
- *Grant Number*: Provide the grant number for the current fiscal year.
- *Performance Statement*: Provide a brief description of the accomplishments for the current grant.
- *Community Setting*: Check the box(s) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the project including the name of the assigned schools.
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator*: List the person who has authority to formally commit the locality to complying with all the terms of the grant applications, including the provision of the required match. **This must be the local unit of government’s chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School Superintendent).**
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

**Budget: Required**

- *Budget*: Click “Edit Grid” and enter your requested state amount under the “Special” column. Local match needs to be placed in the appropriate budget category under the “Cash Match” or “In-Kind Match” columns.
- *Match Percentage*: This box will auto-calculate the percentage of match provided in the grid. The percentage should match the locality’s Composite Index.

**Project Narrative: All questions in this section are required.**

- *Demonstration of Need*: Provide a detailed description of accomplishments and highlight activities over the first seven months of the current budget period (July 1, 2020 – January 1, 2021). Indicate how the accomplishments and activities are connected to the original grant’s goals and objectives.



- *Project Description:* Provide a brief description of the project design for the coming year. What changes, if any, are planned and a description of implementation activities.
- *Service Area Demographic/Target Population:* Provide a brief description of the nature and extent of the school safety and security and juvenile delinquency issues that exist in the school(s). Include the name of the school and the grade levels.
- *Sustainment Plan:* Provide a brief description of how the locality will support the grant funded position after grant funding ends.

**Goals and Objectives:** This section is **required** under this grant program. You should answer, "Yes" when asked, "Are Goals and Objectives required by the funding opportunity." Examples are provided in the Attachments section of the Funding Opportunity.

- *Goal Number:* You can have more than one goal and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals:* The outcome of your project and should be broad and general.
- *Objectives:* Objectives should directly support the larger goal. It should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. A new row should be completed for each objective under a goal.
- *Activities:* List **measurable** tasks to accomplish the objective. You can have multiple activities per objective.
- *Month:* Mark the month in which implementation steps will start.

**Personnel and Employee Fringe Benefits:** A new row is required for each SRO or SSO under the grant. You should answer, "Yes" when asked, "Is Personnel being requested?"

Personnel: To request funding for staff click "Add Row".

- *Employee Name:* Enter the name of the SRO or SSO. If the position is not currently filled, enter "To Be Determined" or "TBD." If there are more than one TBD then distinguish the names by adding a number. (e.g. TBD-1 and TBD-2)
- *Position Title:* Indicate if the position is for a School Resource Officer or School Security Officer.
- *Assigned School Name:* Enter the name of the school where the SRO or SSO serves. Each SRO must be assigned to one designated school but is allowed to provide assistance to other schools.
- *Type of School:* Indicate the classification of the assigned school as an elementary, middle, elementary/middle, high, or alternative school.
- *Position:* Indicate whether the SRO or SSO position is full-time or part-time. Under this grant program, a full time School Resource Officer is a certified law enforcement officer, employed 12 months of the year, and dedicated to the school during all school hours. For scheduled school breaks, to include summer, the agency is given flexibility to assign the SRO as needed. Any variations to this schedule would be considered part-time for grant purposes.
- *Total Hours Per Week:* Include the number of hours the SRO or SSO will be dedicated to the school per week.





DCJS FY 2022 School Resource Officer/School Security Officer Incentive Grant Program

- *Total Hours Per Year:* Enter the total number of hours the SRO or SSO works per year. For SROs, do not include overtime or general security hours.
- *Total Annual Salary:* Enter the total annual salary for the SRO or SSO to include grant-funded, local match, and other funding sources. This figure should **not** include fringe benefits.
- *Percent being requested:* Enter the percentage of the total annual salary you are requesting the grant to cover. This should include matching funds.
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- *Grant-Funded Full Time Equivalent:* This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- *Total Salary Amount Requested from Grant:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- *New Position:* This is a continuation grant so the response should be “No”.
- *Date of DCJS certification in the category of Law Enforcement:* Enter the SRO’s date of DCJS certification in the category of Law Enforcement. If the position is not currently filled, leave the field blank. A date of certification must be submitted to your grant monitor when the SRO is hired.
- *Personnel Funding:* Break down the “Total Salary Amount Requested from Grant” into Special Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.

Employee Fringe Benefits: To request fringe benefits click “Add Row”

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other”, you will need to describe and breakdown the costs of the benefits in the text box labeled. “If Other, Please Describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Break down the “Requested Employee Fringe Benefits Total” into Special Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto calculate when you save the row.

Position and Justification: This section is **required** and you click “Add Row”

- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the SRO or SSO.
- *Justification for Position:* The justification should explain how the position is essential and how the requested salaries are consistent with the locality’s human resource policies.

**Consultants: Unallowable under the grant program.** You should answer, “No” when asked, “Are Consultant and/or Consultant Travel being requested?”



**Travel: Optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Are Consultant and/or Consultant Travel being requested?”

Local Mileage: To provide local match click “Add Row.” Local mileage is considered travel within the immediate service area.

- *Number of Miles:* Enter the number of miles.
- *Mileage Rate:* Enter the rate used to calculate the costs. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total Local Mileage:* This figure will auto calculate when you save the row.
- *Local Mileage Funding:* Break down the “Total Local Mileage” into the appropriate local match field. The “Local Mileage Total” will auto calculate when you save the row.

Non-Local Mileage: To provide local match click “Add Row.” Non-local mileage is travel outside the immediate service area.

- *Number of Miles:* Enter the number of miles.
- *Mileage Rate:* Enter the rate used to calculate the costs. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total:* This figure will auto calculate when you save the row.
- *Non-Local Mileage Funding:* Break down the “Total” into the appropriate local match field. The “Non-Local Mileage Total” will auto calculate when you save the row.

Mileage Description and Justification: If you provided local match under Local or Non-Local Mileage, you must complete this section.

- *Type:* Choose Local Mileage or Non-Local Mileage from the drop down box.
- *Description of Mileage:* Describe the reason for the travel.
- *Justification for Mileage:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant.

**Subsistence: Optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Are Subsistence/Other Travel Costs being requested?”

Subsistence: To provide local match click “Add Row.” The costs are associated with lodging, meals and transportation necessary for grant-related activities.

- *Event Title:* Enter the name of the event requiring costs.
- *Number of People Attending:* Enter the number of grant-funded staff attending the event.
- *Number of Nights:* If you are providing local match under lodging, enter the number of nights grant-funded staff required lodging.
- *Lodging Rate:* Enter the rate amount. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.



- *Total*: This figure will auto calculate when you save the row.
- *Number of Days*: If you are providing local match under meals, enter the number of days grant-funded staff were eligible for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Per Diem Rate*: Enter the rate for per diem. If the locality does not have an established travel policy, then the applicant must adhere to the state travel policy.
- *Total*: This figure will auto calculate when you save the row.
- *Subsistence Funding*: Break down the “Total” into the appropriate local match field. The “Subsistence Total” will auto calculate when you save the row.

Subsistence Description and Justification: If you provided local match under Subsistence, you must complete this section.

- *Event*: Choose the event from the drop down box.
- *Description of Costs*: Describe the event and the reason for the travel.
- *Justification for Costs*: Explain why costs are necessary and essential to achieving the goals and objectives of the grant.

Other Travel Costs: To provide local match click “Add Row.” Expenses are associated other travel costs necessary for grant-related activities. Airfare costs are not allowed under this grant program.

- *Event Title*: Provide the name of the event.
- *Number of People Attending*: Enter the number of grant-funded staff attending the event.
- *Airfare Rate*: This is **unallowable** under the grant.
- *Total Airfare*: This is **unallowable** under the grant
- *Other Travel Costs*: Enter the total amount of other travel costs. This could include parking, tolls, and other travel costs required to attend the event.
- *Total Cost for Air and Other Fares*: This figure will auto calculate when you save the row.
- *Other Travel Costs Funding*: Break down the “Total Cost for Air and Other Fares” into the appropriate local match field. The “Other Travel Costs Total” will auto calculate when you save the row.

Other Travel Costs Description and Justification: If you provided local match under “Other Travel Costs”, you must complete this section.

- *Event*: Choose the event from the drop down box.
- *Description of Costs*: Describe the event and the reason for the travel.
- *Justification for Costs*: Explain why costs are necessary and essential to achieving the goals and objectives of the grant.



**Equipment: optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Is Equipment being requested?”

Equipment: To provide local match click “Add Row.”

- *Equipment Item:* List the item to be purchased to support the SRO or SSO position. This could include leased or rented equipment essential to grant-related activities.
- *Cost Per Item:* Enter the unit cost or monthly rate for the item to be purchased.
- *Total Number of Items/Monthly Rate:* Enter the number of items to be purchased or the number of months requiring payment.
- *Total Cost:* This figure will auto calculate when you save the row.
- *Equipment Funding:* Break down the “Total Cost” into the appropriate local match field. The “Equipment Total” will auto calculate when you save the row.

Equipment Description and Justification: If you provided local match under “Equipment”, you must complete this section.

- *Equipment Item:* Choose the equipment item from the drop down box.
- *Description of Costs:* Describe the item and how it will be used.
- *Justification for Costs:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant.

Additional Documentation: This option allows applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

**Supplies and Other: optional for local match only.** If you are not providing local match under this category, you should answer, “No” when asked, “Are Supplies & Other Expenses being requested?”

Supplies and Other Expenses: To provide local match click “Add Row.”

- *Supply/Item Requested:* List the item to be purchased to support the SRO or SSO position.
- *Cost Per Item/Monthly Rate:* Enter the unit cost or monthly rate for the supply/item.
- *Total Number of Items/Number of Months:* Enter the number of items to be purchased or the number of months requiring payment.
- *Total Cost:* This figure will auto calculate when you save the row.
- *Supplies & Other Expenses Funding:* Break down the “Total Cost” into the appropriate local match field. The “Supplies & Other Expenses Total” will auto calculate when you save the row.

Supply/Item Requested Description and Justification: If you provided local match under “Equipment”, you must complete this section.

- *Supply/Item:* choose the supply/item from the drop down box.





- *Description of Supply/Item:* Describe the item and how it will be used.
- *Justification for Supply/Item:* Explain why costs are necessary and essential to achieving the goals and objectives of the grant.

**Attachments:** The section is **required** under this grant program for **SRO applications**. If you are applying for SSO position(s), you should answer, "No" when asked, "Are Attachments required by the funding opportunity?"

1. *SRO Memorandum of Understanding:* Applicants requesting funds for one or more SRO positions must submit a Memorandum of Understanding (MOU) pursuant to § 22.1-280.2:3 of the *Code of Virginia*, between the School Division and the Law Enforcement agency to be reviewed at least once every two years. The MOU is expected to set forth the powers and duties of the SRO and the provisions shall be based on the DCJS Model MOU. This requirement must be met within 30 days of the award date of the grant. Grant funds will not be distributed until this requirement is met.

The MOU should at a minimum include the following and be consistent with the Model MOU:

- a description of the chain of command for the SRO(s);
  - definitions of the roles and responsibilities of school officials and of law enforcement officers;
  - communication between the SRO(s) and the school and the school and the law enforcement agency;
  - language about the role of the SRO that is consistent with DCJS's Model MOU and section IX of these grant guidelines;
  - dates for reviewing and renewing the MOU and date the MOU is effective; and,
  - signatures of authorized officials representing all parties to the agreement.
2. *SRO Departmental General Order:* Applicants must submit a law enforcement agency departmental general order that outlines the operation of their SRO program.
  3. *SRO Training Certification Form:* Indicate the dates the designated SRO attended a DCJS-approved SRO Basic Training or dates the designated SRO will attend training within the first four months of the grant cycle. Grants may be special conditioned to ensure training and certification requirements are met. Additional information can be found on the DCJS SRO Basic Training website.

**Non-Supplantation:** The section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

**Authority Certification:** The section is **required** under this grant program. If the person completing the application is not the Project Administrator, as defined above, information regarding the signing authority, or the delegation of such authority, should be available upon request.

## **XI. Reporting Requirements**

Grant recipients must submit quarterly financial and progress reports through OGMS. Both quarterly reports are due within 15 days after the end of each calendar quarter. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant.



## **XII. Submitting the Application**

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, March 19, 2021. The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

## **XIII. Technical Assistance**

Please contact the following DCJS staff for questions regarding your SRO/SSO grant application:

- Michelle Miles: email [michelle.miles@dcjs.virginia.gov](mailto:michelle.miles@dcjs.virginia.gov) or telephone (804) 225-1846

For specific questions regarding SRO/SSO training, certification, and/or their roles and responsibilities, please contact the following DCJS staff:

- Kim Simon: email [kim.simon@dcjs.virginia.gov](mailto:kim.simon@dcjs.virginia.gov) or telephone (804) 997-1717

For assistance with the OGMS system, email [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov) and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

**A copy of this solicitation is available on OGMS and the DCJS website.**

**For additional resources, refer to the Attachments and Website Links under the Funding Opportunity.**

## **XIV. Grant Application Review Process**

DCJS staff will utilize a Compliance Review form to review all continuation grant applications. The Grants Committee of the Criminal Justice Services Board (CJSB) will review recommendations for continuation and make funding recommendations to the full CJSB. The CJSB will make final grant award decisions at its meeting in May 2021. Funding decisions made by the CJSB are final and may not be appealed.

## **XV. Grant Submission Advisory**

**Please read all grant guidance carefully. Because funding is limited, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding.**

- Failure to provide all requested grant components.
- Failure to designate the correct official as the Program Administrator.
- Failure to calculate correctly the required local match based on the 2020–2022 Composite Index of Local Ability to Pay.
- Exceeding the budget limits established for the SRO (\$70,000) and SSO (\$35,000) positions.
- Requesting state funding for items other than personnel and benefits.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on March 19, 2021).



**Richlands Town Council Meeting Schedule  
Proposed**

**Option #1 (Second Tuesday)**

January 18<sup>th</sup>  
February 8<sup>th</sup>  
March 8<sup>th</sup>  
April 12<sup>th</sup>  
May 10<sup>th</sup>  
May 24<sup>th</sup> (Added Regular Meeting if needed for Budgeting Purposes)  
June 14<sup>th</sup>  
June 28<sup>th</sup> (Added Regular Meeting if needed for Budgeting Purposes)  
July 12<sup>th</sup>  
August 9<sup>th</sup>  
September 13<sup>th</sup>  
October 11<sup>th</sup>  
November 8<sup>th</sup>  
December 13<sup>th</sup>

**Option #2 (First Tuesday)**

January 18<sup>th</sup>  
February 1<sup>st</sup>  
March 1<sup>st</sup>  
April 5<sup>th</sup>  
May 3<sup>rd</sup>  
May 17<sup>th</sup> (Added Regular Meeting if needed for Budgeting Purposes)  
June 7<sup>th</sup>  
June 21<sup>st</sup> (Added Regular Meeting if needed for Budgeting Purposes)  
July 5<sup>th</sup>  
August 2<sup>nd</sup>  
September 6<sup>th</sup>  
October 4<sup>th</sup>  
November 1<sup>st</sup>  
December 6<sup>th</sup>



1-7-2022

Town of Richwood

I give you permission to remove  
the sign <sup>(B+S Panel)</sup> from the side of my building  
and put behind the building.

Bob Hess

276-596-3667





		Town of Richlands			
		PAID CHECKS REPORT			
		1/12/2022			
Check#	Paid To	Amount	Description		
11199	ADVANCE AUTO PARTS	\$412.88	ADVANCE-ST-SHOP-TECH GR DEILC GREASE PO 14483		
11200	ALPHA & OMEGA REPAIR SERVICE, INC.	\$299.00	ALPHA & OMEGA-FIRE-#504-PUMP TESTING PO F2044		
11201	AMAZON CAPITAL SERVICES, INC.	\$438.51	RESCUE-BLK TONER 2PK, COPY PAPER, REC-SURVEILLANCE EQUIP		
11202	AMAZON WEB SERVICES, INC.	\$795.33	AMAZON WEB SVCS-IT CLOUD STORAGE DEC '21		
11203	AMERICAN CARPET CARE, INC.	\$23,510.00	DEC '21-MOWING/LEAF & TRASH P'UP/CUTTING EL R/O/W		
11204	APPALACHIAN AGENCY FOR SENIOR CITIZENS	\$600.00	AASC-JAN '22-PUBLIC TRANSIT		
11205	APPALACHIAN AGGREGATES, LLC	\$827.01	APP AGG-ST-CRUSHER RUN		
11206	APPLIED INDUSTRIAL TECHNOLOGIES-DIXIE	\$374.57	SHOP-WIPING CLOTHS, BENCH GRINDER PARTS, GRINDER WHEEL		
11207	ARAMARK UNIFORM SERVICES	\$1,188.57	ARAMARK-ALL DEPTS		
11208	ARMY & NAVY STORE	\$99.95	ARMY NAVY-PD-BOOTS FOR M. SMALL PO 305044		
11209	AUTOMATION DIRECT.COM, INC.	\$53.00	WTP-FLOURIDE SCADA INTALL- LED BULBS PO EL700459		
11210	BLUE RIDGE POWER AGENCY	\$3,286.09	BRPA-NOV '21-ENG/LGL/SVCS/REEC SALES CREDIT FROM OCT'21		
11211	BOUND TREE MEDICAL, LLC	\$25.14	BOUND TREE-RESCUE-MEDICAL SUPPLIES PO RS3255		
11212	BRENTTAG MID-SOUTH, INC.	\$2,665.66	BRENTTAG-WTP-10 SUPERFLOC N-300 PO WTP0009		
11213	CITGO WATER	\$7,289.90	CITGO-WTP-CHLORINE, PERMANGANATES PO WTP0019		
11214	CLEARWATER, INC.	\$1,196.00	LINES-2 SCISSORS RING FOR 16" TO 23" PIPE		
11215	CLINCH VALLEY MEDICAL CENTER	\$412.00	CMVC-PD-WINGO, KAYLA -PRE EMP DRUG SCREEN		
11216	CMC SUPPLY, INC.	\$1,290.51	CMC SUPPLY-LINES-JCM REPAIR 4"		
11217	COCA-COLA BOTTLING CO, INC.	\$277.46	COCA-COLA-REC-CONCESSION PO 2805		
11218	CREATIVETIME SOLUTIONS	\$140.00	TIME & ATTENDANCE WEB HOSTING-ALL EMPLOYEES		
11219	DOMINION PEST CONTROL, INC.	\$205.00	DOMINION PEST-DEC '21-PD/WTP/REC/RESCUE PO 305054		
11220	EMERGENCY MEDICAL PRODUCTS, INC.	\$398.94	EMP-RESCUE-MEDICAL SUPPLIES PO RS53259		
11221	F.S.I. MID STATE DIV., INC.	\$85.00	FSI MID STATE-PD-AIR FILTERS PO 305073		
11222	FRAZIER TIRE AND AUTOMOTIVE	\$125.00	FRAZIER TIRE-PD-#54-TOWED FROM PD TO TAZEWELL PO 305068		
11223	GALETON GLOVES AND SAFETY PRODUCTS	\$187.33	GALETON GLOVES-ST/SANT-GLOVES PO ST14522		
11224	GALLS	\$1,781.59	GALLS-RESCUE-SOFT SHELL JACKETS W/ EMBROIDERY PO RS3227		
11225	GILLESPIE, HART, ALTIZER & WHITESSELL, P.C.	\$4,312.80	GILLESPIE, HART-DEC'21 TOWN ATTY FEES		
11226	GONZALEZ LAW, PLLC	\$480.00	GONZALEZ LAW-PD COURT COSTS-STACY, MATTHEW PO 305078		
11227	GRAINGER	\$33.46	WWTP-REDUCING BUSHING FOR PLANT POLYMER PUMP		
11228	JERRY'S AUTO SERVICE	\$250.97	RESCUE #552-REAR SEVERE DUTY BRAKE PADS, CALIPER PIN AND BOOT SET		
11229	KIDD TIRE AUTO PARTS	\$276.97	SANT-#624-WIX SPIN-ON HYD, RESCUE #552-1 TIRE , FIRE/RESCUE-ATV TRLR TIRE		
11230	LEXISNEXIS RISK SOLUTIONS	\$35.50	LEXISNEXIS-DTF-DEC'21 CONTRACT FEE, 1 PHONE SEARCH PO 305087		
11231	LOWE'S	\$1,572.48	LOWE'S-ALL DEPTS-SUPPLIES & MATERIALS		
11232	LUSK DISPOSAL SERVICE, INC.	\$1,815.86	LUSK-WWTP/CMVC DEC 2021 HAUL SVC		
11233	MARK E. ISON	\$1,500.00	MARK E. ISON-JAN'22-IT SUPPORT PO 305093		
11234	MATCO TOOLS	\$172.30	SHOP-FITTING FOR FUEL PRESS GAUGE SET/ANN SOFTWARE		
11235	MORTON SALT, INC.	\$5,913.22	MORTON SALT-ST-106,200 LB ROAD SALT PO ST14502		
11236	MSC INDUSTRIAL SUPPLY CO.	\$36.81	WWTP-10-1/2 FEM PIPE ADP/SHOP-EXIT SIGN		
11237	PACE ANALYTICAL SERVICES, LLC	\$141.90	PACE-WWTP-DEC' 21 MONTHLY SAMPLES PO 81693		
11238	PRIORITY MEDICAL CLAIMS, INC.	\$4,297.98	PMC-DEC 2021 RESCUE COLLECTIONS		
11239	PUMP HOUSE SUPPLY	\$238.65	WWTP-10-4.5 DISC, 7-BRASS INSERT, 4 BRUSHES, BRASS SPRINKLER, 2-6PK HP OIL		
11240	QUADMED, INC.	\$880.61	QUADMED-RESCUE-MEDICAL SUPPLIES PO RS3265		
11241	RAVEN SUPER MARKET	\$176.92	WWTP-4 GAL YELLOW PAINT, SUPPLIES		
11242	RICHLANDS FARM BUREAU	\$975.07	ALL DEPTS-SUPPLIES/MATIERAL		
11243	SECURITY ALLIANCE COMMAND CENTER	\$360.00	SEC ALLIANCE-DTF-SECURITY MONITORING 2022 PO 305072		
11244	SILVER SPUR SUPPLY, INC.	\$87.59	REC-REPAIRS TO BENCH AT LAKE PARK, REPAIRS TO FR ST BRIDGE		
11245	SPEEDY LUBE, INC.	\$250.99	SPEEDY LUBE-DTF-FULL SVC OIL CHANGE/LUBE, VA INSPECTION PO 305084		
11246	STATE ELECTRIC SUPPLY COMPANY	\$2,121.72	WTP/WWTP-SOFTWARE FOR TELEMETRY-HV/LV SUPPLIES		
11247	STREET'S AUTO CENTER, INC.	\$3,466.53	PD #53-HEAD GASKET-REMOVE & REPL, WATER PUMP, PARTS/LABOR		
11248	STRYKER MEDICAL	\$3,569.91	STRYKER MEDICAL-RESCUE #552-POWER COT REPAIRS PO RS3247		
11249	TEEN VENTURE	\$150.00	TEEN VENTURE-DEC'21 DONATIONS COLLECTED		
11250	TELEFLEX LLC	\$610.50	TELEFLEX-RESCUE-4FORLIFEFUNDS-2 EZ-IO POWER DRIVER PO RS3242		
11251	THOMPSON & LITTON, INC.	\$39,338.74	T & L-BYPRODUCT EVAL/WTP-SPECIAL STUDIES-OCTOBER 2021		
11252	TRUCKPRO, LLC	\$588.43	ST #646-VALVES,BRASS FITTING,HEX REDUCING BU, 2 REPLEND		
11253	ULTRA PETROLEUM	\$23,440.56	ULTRA-ALL DEPTS-FUEL		
11254	USABLUBOOK	\$966.17	WTP-SAFETY SIGNS 4 WAY SOL VALVE, PD-FULL DISC SIGN		
11255	VANCE GRAPHICS	\$217.50	VANCE GRAPHICS-PD-30 BOOKS OF 25 WRITTEN WARNING PO 305060		
11256	VELOCITY TRUCK CENTERS-KINGSPORT	\$285.52	ST #646, SANT #628, EL #980 PARTS		
11257	VERIZON	\$494.61	VERIZON-FIRE/PD/DTF LINES		
11258	VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE SO	\$200.00	VA ASSOC OF VOL RESCUE-ANNUAL DUES-MEMBERSHHP 11-25 PO RS3274		
11259	VIRGINIA RURAL WATER ASSOCIATION	\$200.00	WWTP-JAMES SPARKS, TIMOTHY ELSWICK-OPERATIONAL & SAFETY ASPECTS		
11260	VIRGINIA UTILITY PROTECTION SERVICE, INC.	\$10.50	VUPS-MISS UTILITY-DEC 21-10 TRANSMISSIONS		
	Total Checks:	\$147,435.21			
	AMP (NOV '21)	\$463,409.99			
	MORGAN STANLEY (NOV '21)	\$73,257.16			
	ANTHEM BC/BS (NOV '21)	\$109,025.00			
	VRS (OCT'21)	\$68,150.31			
	GRAND TOTAL	\$861,277.67			



		Town of Richlands			
		PAID CHECKS REPORT			
		12/15/2021 to 1/11/2022			
Check#	Paid To	Check Date	Amount	Description	
11125	AMAZON CAPITAL SERVICES, INC.	12/17/2021	\$1,196.73	ALL DEPTS-OFFICE SUPPLIES/CLEANING SUPPLIES	
11126	AMERICAN CARPET CARE, INC.	12/17/2021	\$2,600.00	AMERICAN CARPET CARE-PD-SEPT'21 JANITORIAL SVC PO 3050453	
11127	AMERIGAS -7089	12/17/2021	\$50.47	AMERIGAS-WWTP-TANK RENTAL-11.1.21-10.31.22 PO 81687	
11128	BRADLEY D. HESS	12/17/2021	\$3.15	BRAD HESS-REFUND-DUE TO TAX ABATEMENT	
11129	BRENDA RAY	12/17/2021	\$149.12	BRENDA RAY-REFUND-REAL ESTATE TAXES OVER PAYMENT	
11130	C.W. WILLIAMS FIRE EQUIPMENT	12/17/2021	\$50.12	FIRE-PRESSURE SWITCH FOR KUSSMUAL COMPRESSO	
11131	CLERK, CIRCUIT COURT OF TAZEWELL COUNTY	12/17/2021	\$2.00	CLERK, CCTC-LIEN-CORDLE, LEONARD WESLEY	
11132	EARL COLE INC. DBA-THE VOICE	12/17/2021	\$1,117.50	BAD AXERY COND USE/201 FAIRFAX-NUISANCE, RPF-REVIT/RFP-DRIVE UP/ARPA	
11133	FIRST COMMUNITY BANK	12/17/2021	\$2,646.00	ALL DEPTS-OFFICE SUPPLIES/CLEANING SUPPLIES/RESCUE-RADIO EQUIP FOR ATV	
11134	GILLESPIE, HART, ALTIZER & WHITESSELL, P.C.	12/17/2021	\$11,409.36	GILLESPIE HART ALTIZER-NOV'21 TOWN ATTORNEY	
11135	INDIAN TOWING SERVICE	12/17/2021	\$200.00	PD-TOWING VEHICLE FROM HUNTERS RIDGE TO PD-FORD RANGER	
11136	JESSICA REYNOLDS-LAWRENCE	12/17/2021	\$29.00	JESSICA LAWRENCE-REC-CONCESSION PO RP2806	
11137	LUSK DISPOSAL SERVICE, INC.	12/17/2021	\$1,200.00	LUSK-WWTP-NOV'21 HAUL SVC PO 81684	
11138	MATTHEW PUCKETT	12/17/2021	\$300.00	M PUCKETT-PD-ANNUAL CLOTHING ALLOWANCE PO 305051	
11139	MICHAEL D. LOCKHART	12/17/2021	\$164.80	MICHAEL LOCKHART-PD-COURT COSTS-DAVIS, BERNARD H PO 305055	
11140	PACE ANALYTICAL SERVICES, LLC	12/17/2021	\$499.60	PACE ANALYTICAL-WTP-VA TOC PO WTP-0020	
11141	PAUL LITTLE	12/17/2021	\$300.00	PAUL LITTLE-PD-CLOTHING ALLOW-ANNUAL P0305050	
11142	POSTMASTER	12/17/2021	\$260.83	POSTMASTER-DEC'21 DELINQ NOTICES-UTILITIES	
11143	PROFESSIONAL MAIL SERVICES, INC.	12/17/2021	\$1,191.49	PMSI-DEC'21 RES UT BILLS-POSTAGE	
11144	PROFESSIONAL MAIL SERVICES, INC.	12/17/2021	\$338.84	PMSI-DEC'21 RES UT BILLS-PRINTING	
11145	RICOH USA INC.	12/17/2021	\$117.05	RICOH-PD-SQ RM-COPIER-B/W & COLOR COPIES PO 305056	
11146	SCOTTY LAMBERT	12/17/2021	\$106.00	SCOTTY LAMBERT-ST-BOOT ALLOWANCE PO 14521	
11147	SPECTRUM BUSINESS	12/17/2021	\$178.70	ACCESS CHANNEL-SET TOP BOX-REC-INTERNET SVC	
11148	TOWN OF RICHLANDS	12/17/2021	\$159.56	PD-PETTY CASH	
11149	TRAVIS BENDER	12/17/2021	\$300.00	T BENDER-PD-ANNUAL CLOTHING ALLOWANCE PO 305049	
11150	TREASURER, DIVISION OF CONSOLIDATED LAB	12/17/2021	\$303.75	TREAS, DCLS-WTP-15ST QTR-COLIFORM TEST KITS PO WTP-0021	
11151	UPS	12/17/2021	\$24.44	UPS-WATER METERS-SHIPPED TO BADGER METER PO UT0010	
11152	USABLUEBOOK	12/17/2021	\$942.01	WTP-CHEMICALS FOR TREATMENT	
11153	VERIZON	12/17/2021	\$50.55	VERIZON-SCHOOL TANK VAULT-2026	
11154	VERIZON WIRELESS	12/17/2021	\$1,135.55	VERIZON WIRELESS-PD/DTF/RESCUE/FIN OFF/S/W/E	
11155	WELLS FARGO HOME MORTGAGE	12/17/2021	\$275.73	REFUND-OVER PAYMENT TAXES-HARMAN, JAIMA	
11156	ZOLL DATA SYSTEMS	12/17/2021	\$298.00	ZOLL DATA-RESCUE-DEC '21 EMS CHARTS PO R53257	
11157	JASON D. SHEPHERD	12/21/2021	\$106.00	JASON SHEPHERD-ST-BOOT ALLOWANCE PO 14524	
11158	NATIONAL BANK	12/21/2021	\$2,995.31	LOC 39477-INTEREST PMT DUE 1.1.22	
11159	PUMP HOUSE SUPPLY	12/21/2021	\$6,702.00	IRON ST/JEWELL ST-DRAIN PRJ, LINE MAINT-14"x1" DIAMOND BLADE PO ST14523	
11160	SEGRA	12/21/2021	\$2,391.97	SEGRA-ALL DEPTS-PHONE SVC OCT'21	
11161	STATE ELECTRIC SUPPLY COMPANY	12/21/2021	\$92.97	STATE ELECTRIC-EL DEPT-3-POCKET KNIFE SHEEP FT 3 1/2 IN LONG PO EL700457	
11162	STRYKER MEDICAL	12/21/2021	\$77.80	STRYKER-RESCUE-#552-REPAIRS TO POWER COT/LOAD SYSTEM PO R3018	
11163	VERIZON	12/21/2021	\$288.06	2189-FAX LINE-FIN OFFICE/FIRE/RESCUE, DTF, PD , FIRE	
11164	APPALACHIAN POWER	12/30/2021	\$159.46	INDIAN CREEK RD/CRESSWOOD DR/200 SLEEPY HOLLOW	
11165	CHARTER COMMUNICATIONS	12/30/2021	\$217.92	WWTP-395 SCOTCH ROAD-TELEMETRY-REC-TV/INTERNET/VOICE SVCS	
11166	CHIROPRACTIC FIRST	12/30/2021	\$12.81	REFUND-PERSONAL PROP TAX ABATEMENT	
11167	CONNER, RICHARD/VELMA	12/30/2021	\$206.95	Utility Refund for 504966.00 98	
11168	CORELOGIC ESCROW REPORTING	12/30/2021	\$292.11	CORELOGIC-REFUND-TAXES OVERPMT STREET, MICHAEL JOHN JR	
11169	CRUEY, RUBY LEE	12/30/2021	\$292.86	Utility Refund for 504914.00 95	
11170	ESPINOZA, LOUETTA	12/30/2021	\$236.87	Utility Refund for 11011554.00 94	
11171	GRIFFITH SR, ROGER LEE	12/30/2021	\$236.33	Utility Refund for 10010282.00 97	
11172	JENNINGS, KENNETH LEE	12/30/2021	\$79.64	Utility Refund for 909744.00 93	
11173	KINDER, BRADLEY TODD	12/30/2021	\$148.10	Utility Refund for 404230.00 94	
11174	MILLER, STEPHANIE D	12/30/2021	\$6.70	Utility Refund for 11012422.00 98	
11175	PITNEY BOWES INC.	12/30/2021	\$486.21	PITNEY BOWES-MAILING SYSTEM LEASE 10.31.21-01.29.22	
11176	POINT BROADBAND	12/30/2021	\$71.00	POINT BROADBAND-DTF-INTERNET SVC PO 305065	
11177	RICOH USA, INC.	12/30/2021	\$251.17	RICOH-FIN OFFICE-COPIER RENT, ADD'L IMAGES	
11178	ROSE, MORGAN KATHRYN	12/30/2021	\$267.07	Utility Refund for 9010186.00 92	
11179	SEGRA	12/30/2021	\$2,178.54	SEGRA-NOV' 21- ALL DEPTS PHONE SERVICE	
11180	SPENCER, BRITTANY NICHOLE	12/30/2021	\$127.90	Utility Refund for 505101.00 94	
11181	STATE ELECTRIC SUPPLY COMPANY	12/30/2021	\$1,658.34	EL- WIRE-L/V, LAMPS-CHRISTMAS DECORATIONS	
11182	TAZEWELL CO PUBLIC SERVICE AUTHORITY	12/30/2021	\$39.74	TAZ CO PSA-WWTP-LIFT STATION	
11183	TEXTMYGOV	12/30/2021	\$2,200.00	SOFTWARE/SUPPORT JAN 22-DEC 22 (YR 2 OF 2 YR CONTRACT)	
11184	THE PLACE OF GRACE	12/30/2021	\$72.50	Utility Refund for 1404245.00 95	
11185	TOWN OF RICHLANDS	12/30/2021	\$24.51	COUNCIL-REIMBURSEMENT FOR BOTTLED WATER FOR MEETINGS	
11186	VERIZON BUSINESS	12/30/2021	\$8.23	VERIZON BUSINESS-LONG DISTANCE	
11187	TREASURER TAZEWELL COUNTY	1/3/2022	\$105.60	TREAS, TAZ CO-NOV '21 CONSUMER UT TAX	
11188	POSTMASTER	1/3/2022	\$128.76	POSTMASTER-JAN'22 R/E BUDGET	
11189	APPALACHIAN POWER	1/6/2022	\$1,155.37	AEP-WWTP-SIMMONS TOWN RD	
11190	JONATHAN DAVIS	1/6/2022	\$106.00	J DAVIS-SANITATION-BOOT ALLOWANCE PO 14531	
11191	JUSTIN OWENS	1/6/2022	\$106.00	J OWENS-ST-BOOT ALLOWANCE PO ST 14528	
11192	LEAF	1/6/2022	\$179.80	LEAF-PD-COPIER PMT/PROP TAX/INS PO 305076	
11193	MARK SMALL	1/6/2022	\$260.75	M SMALL-ACADEMY-PER DIEM WEEKLY PO 305063	
11194	PROFESSIONAL MAIL SERVICES, INC.	1/6/2022	\$426.19	PMSI-JAN 22 RES BILLS-PRINTING	
11195	PROFESSIONAL MAIL SERVICES, INC.	1/6/2022	\$1,394.26	PMSI-JAN'22 POSTAGE UT BILLS	
11196	RICOH USA INC.	1/6/2022	\$183.06	RICOH-PD-INVESTIGATIONS COPIER LEASE PO 305066	
11197	SERVICEMAC, LLC	1/6/2022	\$104.17	REFUND-STACY, RYAN R/E TAXES #105A514TR0002A	
11198	REDACTED	1/10/2022	\$88.50	REDACTED-DTF-PER DIEM-RICHMOND 1.12-13.22	
	Total Checks:		\$53,767.88		

