



**Town Council  
Regular Council Meeting Minutes  
May 25, 2021**

The Town Council of Bedford, Virginia, held a regularly scheduled meeting on Tuesday, May 25, 2021 at 7:00 p.m. in the Council Chambers of the Town Municipal Building at 215 East Main Street, Bedford, Virginia.

**Town Council members present:**

Mayor Tim Black, Vice Mayor Steve Rush, Councilman Stacey Hailey, Councilman Bruce Hartwick, Councilman Bruce Johannessen, Councilman Darren Shoen, and Councilman C. G. Stanley

**Town Council members absent: None**

**Town Staff present:**

Town Manager Bart Warner; Town Attorney William W. Berry, IV; Chief of Police Todd Foreman; Assistant Town Manager Sonia Jammes; Electric Department Director John Wagner; Director of Public Works D. W. Lawhorne; Clerk of Council Debra B. Anderson; and Recording Secretary Julia Peters

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Mayor Black opened the meeting and led all present in saying the Pledge of Allegiance to the Flag.

### **APPROVAL OF MINUTES**

Mayor Black declared that the minutes of the Town's regularly scheduled Council meeting of May 11, 2021 were approved as presented.

### **REPORT OF TOWN MANAGER**

- Town Manager Bart Warner reminded Council that the Parade of Grads will take place on Thursday evening, May 27, 2021. Public Works would begin closing streets along the

parade route at 5:15 p.m. and business owners and customers should be aware of the impact on traffic in downtown Bedford Thursday evening.

- A free vaccination clinic will be held at the Farmers' Market on Thursday, May 27, 2021, from 8:00 a.m. to 1:00 p.m. The event is being sponsored by Bedford County Fire and Rescue.
- The Town administrative offices and services will be closed on Monday, May 31, 2021, in conjunction with the federal holiday of Memorial Day.

#### **APPEARANCES BEFORE COUNCIL**

Mayor Black called Danny Adkins forward and noted that Mr. Adkins has 22 years of service to the Town of Bedford. He first joined the Electric Department as a tree trimmer on February 5, 1999. He was promoted to a roadway crew leader on January 15, 2000, and became the senior right-of-way trimmer on April 25, 2000. He was promoted to his current position of right-of-way supervisor on July 25, 2019. Danny has been a vital leader in the department and trains new employees safe cutting techniques and helps them get their CDL Class 1 licenses. Prior to joining the Town team, Danny worked as a general foreman for a local tree cutting company. Danny has announced his retirement and Mayor Black wished him the best on behalf of the Council and Town staff. He presented Mr. Adkins with a small gift as a token of their appreciation. Attendees applauded Mr. Adkins for his faithful service.

#### **Todd Kready, Associate Director of the Peaks of Otter Soil and Water Conservation District, 1071A Turnpike Road, Bedford, VA**

Mr. Kready informed Council that the District had conservation enhancement funds. He noted the previous projects completed in Bedford had been water capture projects such as rain barrels and rain gardens. Funding is available for new projects and the district wanted to find options for a Town involved project. He encouraged anyone with ideas to contact his office. Vice Mayor Rush thought the Town may benefit from a stormwater management project and Mr. Lawhorne will contact the conservation district staff regarding this possibility.

#### **Ken Parker, Curator, Bedford Boys Tribute Center, 102 N. Bridge Street, Bedford, VA**

Mr. Parker said on April 27, 2019, the Bedford Boys Tribute Center was dedicated, inside the iconic and historic Green's Drugstore. The then-Mayor Steve Rush gave an excellent address describing the declining historic downtown business atmosphere compared to years ago, and how he looked forward to seeing the new Tribute Center being of key value to the revitalization of downtown Bedford. Two years have past and the Tribute Center has lived up to its task. There have been 5,000 visitors from 45 states and 11 countries. Visitors learned first-hand, the history and legacy of the Bedford Boys. One-third of the visitors are from Bedford County and do not pay an admission fee. The Tribute Center has been owed to them for a long time. So well has the Tribute Center contributed to the revitalization that Trip Advisor ranks it Number 1 for the Best Things to See and Do in Bedford, Va. This is a declaration of undeniable recognition of the

Center's goals. In addition, Green's Drugstore is now nationally and internationally known because of Time Magazine's 75<sup>th</sup> Anniversary Tribute Issue. In the *Fallen* Chapter, one third is devoted to the events of the Western Union telegraphs received on the dreaded day of July 17, 1944. Green's is now open again and the Bedford Boys Tribute Center is here to stay and will do so for the next hundred years. The diamond in the rough has been found. Interestingly, history will repeat itself. Charlie and Ann Green opened the drug store in 1942 and because of growth needs in 1954, they expanded to the adjacent store at 108 North Bridge Street. Ironically, 67 years later, he and Linda have to do the same thing and expand. They are in the process of opening the Bedford Boys Tribute Center Classroom and Auditorium which will host many new and historically exciting displays of what the Bedford Boys did after they left Bedford until the morning of the D-Day invasion. Green's Drugstore will again be the center of activity in the historic downtown district of Bedford by presenting many new historically related materials, activities, and special events, including a monthly Saturday evening World War II Era Sock Hop. He asked Council not to stop awarding monies for community agency funding requests. The benefits derived from these agencies are too valuable to lose. He also asked Council to make the dollar amount of any funds awarded to the Bedford Boys Tribute Center be commensurate with their collective perception of the value that the Tribute Center brings to downtown Bedford. He asked Council to consider the value of this diamond in the rough and thanked them for their time.

**Erika McFaden, Manager, Bedford Farmers' Market, 220 W. Washington Street, Bedford, VA**

Mrs. McFaden addressed Council and said she requested \$20,000, \$5,000 quarterly, as compensation for her work as Market Manager. She understood Council denied her request but might award her \$1,500. It has been her pleasure to voluntarily run the Bedford Farmers' Market since July 2019. The market has found countless ways to grow and connect with the community while providing entrepreneurial opportunities for a diverse group of farmers, producers, and artisans. A market manager provides a vital role for any farmers' market collaborating with and recruiting local vendors as well as providing a positive space for vending and shopping within the community. She advertises the market in print, social media, and works in partnership with local businesses to stimulate the Town's economy and supports agriculture, artisans, and area non-profit agencies. She is extremely grateful to the area Chamber of Commerce, Destination Bedford, the Economic Development office, Town facilities, and especially market patrons for their part in supporting the market. Bearing in mind the myriad of responsibilities of a market manager that include organization of each market day and events, communication with vendors and community, marketing, as well as having a passion for and dedication to the Bedford community, she had hoped that Council would seriously consider her request for funding the farmers' market manager position. She noted that Council in the past has given the YMCA enough money to run the market and pay a manager. She has given freely of her time for the past two years and compensation to the manager would allow the market to grow and serve Bedford to the best of its ability. She understands the reasoning behind denying her request for funding, she does not wish to defend her extensive work with the market for \$1,500 rather than equitable compensation. If Council chooses to give the market \$1,500, she will happily use it for marketing purposes and other ways to improve the market but it is in no way compensation for her time. She encouraged Council members to visit and shop at the farmers' market and spend their money with the community farmers, crafters, and producers and spread the good word

about their farmers' market. It is a great place to be and she makes sure of that. She thanked Council for their time and listening and she hoped to see them at the market.

## **COUNCIL COMMENTS**

Councilman Hartwick thanked Mr. Adkins for his years of service and also thanked Mr. Warner, the police department, and Mr. McIver for handling the situation regarding complaints he received about an abandoned vehicle parked by the cemetery. He ran for Town Council for constituent service and to help the community and by even doing something small, it made him feel great.

Mayor Black thanked Mr. Lawhorne for handling the stormwater issue on Cook Street.

## **REPORT OF COUNCIL COMMITTEES**

Councilman Hailey said the Streets Committee had a follow-up meeting and discussed getting the design completed in-house for the new scaled-down gateway signs, which would save money.

Vice Mayor Rush said the Finance Committee met and discussed remaining questions before Council adopts the new fiscal year budget.

Mayor Black reported that the Town officials met with the County staff and members of the Board of Supervisors and discussed the next phase of reversion, parking in downtown Bedford, Liberty Lake Park, the dog park, and animal control. He thought it was a good first meeting.

## **REVISIONS TO AGENDA**

Mayor Black said a revision of wording was needed on the second public hearing. It is listed as "Proposed **Tax** Increase for Fiscal Year 2021-2022" but should read "Proposed **Fee** Increase for Fiscal Year 2021-22" since it is solid waste fees that are changing. Also, under **New Business**, there will be some discussion regarding recommendations for the new procurement policy.

## **PUBLIC HEARINGS**

Mr. Warner read the following public hearing notice.

### **PUBLIC HEARING NOTICE**

Notice is hereby given that a public hearing will be held by the Town Council Tuesday, May 25<sup>th</sup> at 7:00 p.m. in the Council Chambers of the Town Municipal Building in relation to the budget for the Town of Bedford for Fiscal Year 2021-22 at which time any citizen of the Town shall have the right to attend and state his or her views. Detailed copies of the proposed budget are

available for inspection during normal office hours in the office of the Town Manager and the office of the Clerk of Council.

Mayor Black opened the public hearing at 7:20 p.m.

There being no one coming forward, Mayor Black closed the public hearing at 7:20 p.m.

Mr. Warner read the following public hearing notice.

**PUBLIC HEARING NOTICE  
PROPOSED FEE INCREASE**

A public hearing will be conducted by the Town Council in the Council Chambers (2<sup>nd</sup> Floor) of the Town Municipal Building, 215 East Main Street, Bedford, Virginia, and beginning at 7:00 p.m. on Tuesday, May 25, 2021, to receive comments on proposed ordinances increasing certain fees for the Tax Year 2022. These fees are to support and fund the proposed budget for Fiscal Year 2021-2022.

The proposed increased fees are set forth below:

<u>Solid Waste Service</u>	<u>Current FY 2020-2021</u>	<u>Proposed FY 2021-2022</u>
Town Residential	\$20.00	\$25.00
Town Residential (2 Carts)	\$23.00	\$28.00
County Residential	\$22.47	\$27.47
County Residential (2 Carts)	\$25.47	\$30.47

There are no proposed increases in the following fees:

Commercial (RC03)	\$33.11
Commercial (RC03-2)	\$61.21
Commercial (RC04)	\$220.48
Commercial (RC05)	\$70.58
Commercial (RC06)	\$79.95
Commercial (RC07)	\$951.22
Commercial (RC08)	\$866.91
Commercial (RC09)	\$426.59
Commercial (RC10)	\$226.44

There are no proposed increases in the following tax rates:

Real Estate	\$0.31 per \$100 assessed valuation
Mobile Homes	\$0.31 per \$100 assessed valuation

Public Service Corporations	\$0.31 per \$100 assessed valuation
General Tangible Personal Property	\$1.06 > \$20,000 assessed valuation
	\$0.00 < \$20,000 assessed valuation
Business Tangible Personal Property	\$.000001
Machinery & Tools	\$.000001
Motor Carriers	\$.000001
One Vehicle Owned by Disabled Veteran	\$.000001
Motor Vehicles (more than 30 seating)	\$.000001
Meals Tax	5.5%
Lodging (Transient Occupancy) Tax	5.0%

A full copy of the proposed ordinances is available for public review in the Office of the Town Manager, Town Municipal Building, 215 East Main Street, Bedford, Virginia, during normal business hours.

By Order of the Bedford Town Council  
Debra B. Anderson, Clerk of Council

Published  
5.12.2021

Mayor Black opened the public hearing at 7:21 p.m.

There being no one coming forward to speak, Mayor Black closed the public hearing at 7:21 p.m.

#### **CONSENT AGENDA**

None.

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

##### **Ordinance - Establishing Real Estate Tax Rate – Fiscal Year 2021-2022**

Section 58.1-3005 of the Code of Virginia of 1950, as amended, requires that Council annually levy a tax on all real estate located within the Town. The attached ordinance establishes a tax rate for Fiscal Year 2021-2022 of \$0.31 per one hundred dollars of assessed valuation. The ordinance has been posted in accordance with § 2-54 of the Town Code.

**ACTION REQUESTED:**

Town Council is requested to adopt the ordinance establishing the real estate tax rate for Fiscal Year 2021-2022 at \$0.31 per one hundred dollars of assessed valuation.

Mr. Hartwick moved, seconded by Mr. Stanley, to adopt the ordinance establishing the real estate tax rate for Fiscal Year 2021-2022 at \$0.31 per one hundred dollars of assessed valuation.

Voted upon and carried by a roll call vote. Roll call as follows:

Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Rush	aye
Councilman Shoen	aye
Councilman Stanley	aye
Mayor Black	aye

The motion carried with seven members voting aye.

The ordinance follows.

**ORDINANCE NO. 21-4**

**AN ORDINANCE LEVYING TAX UPON REAL ESTATE AND CERTAIN TANGIBLE PERSONAL PROPERTY OF PUBLIC SERVICE CORPORATIONS AND ESTABLISHING THE TAX RATE THEREON FOR THE FISCAL YEAR BEGINNING JULY 1, 2021**

**BE IT ORDAINED** by the Town Council of the Town of Bedford, Virginia, that there be, and is hereby levied for the Fiscal Year 2021-2022, a tax rate of \$0.31 per one hundred dollars of assessed valuation on all taxable real estate located in the Town, the respective levy hereby ordered being also applicable to the real estate and tangible personal property of public service corporations within the limitations specified by Section 58.1-2606 of the Code of Virginia of 1950, as amended, based upon the assessment thereof fixed by the State Corporation Commission and duly certified.

**Ordinance - Establishing Personal Property Tax Rate - Calendar Year 2021**

Section 58.1-3005 of the Code of Virginia of 1950, as amended, requires that Council shall annually levy a tax on tangible personal property located within the Town. The attached ordinance establishes a tax rate for calendar year 2021 of \$1.06 per one hundred dollars of one hundred per centum (100%) of assessed value on all taxable tangible personal property, with the

exception of household goods and personal effects as classified in §58.1-3504 and horses, mules and other kindred animals, hogs, poultry, grains and other feeds used for the nurture of farm animals, grain and tobacco; cattle, sheep and goats, farm machinery and farm implements as such items are classified in Section 58.1-3505. All tangible personal property employed in a trade or business other than that described in subdivisions 1 through 16 of §58.1-3503 is taxed at a levy of \$0.000001 per one hundred dollars of one hundred per centum (100%) of the assessed valuation. One vehicle owned by disabled veterans are taxed at a rate of \$0.000001 per one hundred dollars of one hundred per centum (100%) of assessed value on taxable tangible personal property, separately classified in Section 58.1-3506 (a) (19). The ordinance also establishes a tax rate of \$0.000001 per one hundred dollars of one hundred per centum (100%) of assessed valuation on machinery and tools as classified in §58.1-3507, motor carriers as separately classified in §58.1.3506, and motor vehicles with a seating capacity of not less than 30 persons, including the driver as classified in §58.1—3506(a)(39). The ordinance has been posted in accordance with §2-54 of the Town Code.

**ACTION REQUESTED:**

Town Council is requested to adopt the ordinance establishing the personal property tax rate for calendar year 2021.

Mr. Stanley moved, seconded by Mr. Hartwick to adopt the ordinance establishing the personal property tax rate of \$1.06 per \$100 of assessed value.

Voted upon and carried by a roll call vote. Roll call as follows:

Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Rush	aye
Councilman Shoen	aye
Councilman Stanley	aye
Councilman Hailey	aye
Mayor Black	aye

The motion carried with seven members voting aye.

The ordinance follows.

**ORDINANCE NO. 21-5**

**AN ORDINANCE LEVYING TAX UPON TANGIBLE PERSONAL PROPERTY AND  
ESTABLISHING THE TAX RATES THEREON  
FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2021**

**BE IT ORDAINED** by the Town Council of the Town of Bedford, Virginia, that there be, and is hereby levied, for the calendar year 2021, a tax rate of \$1.06 per one hundred dollars

of one hundred per centum (100%) of assessed value on all taxable tangible personal property, including property separately classified in Section 58.1-3503 of the Code of Virginia, 1950, as amended, unless exempted from taxation or subject to a different rate under this ordinance. All tangible personal property employed in a trade or business other than that described in subdivision 1 through 18 of Section 58.1-3503 is taxed at a levy of \$0.000001 per one hundred dollars of one hundred per centum (100%) of the assessed valuation. Household goods and personal effects as classified in Section 58.1-3504 and horses, mules and other kindred animals, hogs, poultry, grains and other feeds used for the nurture of farm animals, grain and tobacco; cattle, sheep and goats, farm machinery and farm implements as such items are classified in Section 58.1-3505 are exempted in whole from tangible personal property taxation. The following items are taxed at a rate of \$0.000001 per one hundred dollars of one hundred per centum (100%) of the assessed valuation: (a) machinery and tools separately classified in Section 58.1-3507; and (b) motor carriers as separately classified in Section 58.1-3506; (c) one vehicle owned by disabled veterans, of the Code of Virginia, 1950, as amended, as separately classified in Section 58.1-3506(a)(19); and (d) motor vehicles with a seating capacity of not less than 30 persons, including the driver, as separately classified in Section 58.1-3506 (a) (39).

### **Resolution - Setting Percentage Tax Relief to Exhaust PPTRA Relief Funds**

The Virginia General Assembly in 1998 passed the Personal Property Tax Relief Act with the philosophy that relief would be gradually implemented to eliminate personal property tax on personal use motor vehicles. By 2004, the Virginia General Assembly had revised its philosophy and capped the contribution from the Commonwealth to localities for reimbursement for personal property taxes.

As a result, the City Council, on November 22, 2005, in accordance with state statutes, adopted an ordinance which provided that the funds to be reimbursed to the City of Bedford by the Commonwealth would be allocated in such a manner as to eliminate personal property taxation on each qualifying vehicle with an assessed value of \$1,000 or less and that the Council would set, annually by resolution, a percentage of relief in respect to assessed values of more than \$1,000 as applied to the first \$20,000 in value of each such qualifying vehicle so as to exhaust fully the PPTRA funds provided to the City by the Commonwealth.

The Treasurer has been advised that the State has allocated **\$280,647** toward personal property tax relief in the Town of Bedford for fiscal year 2021-2022. Based upon projected personal property tax valuations, staff recommends that Council resolve to provide that the state relief funds be allocated in the following ways for fiscal year 2021-2022: (a) personal property taxation upon qualifying vehicles with an assessed value no more than \$20,000 will have 100% of the applicable tax relieved, and (b) the applicable tax rate shall apply to all assessed values over \$20,000 and to all non-qualifying vehicles.

### **ACTION REQUESTED:**

Town Council is requested to adopt the resolution setting the percentage for tax relief.

Mr. Hartwick moved, seconded by Mr. Hailey to adopt the resolution as recommended by staff.

In response to a question regarding whether the \$20,000 threshold would need to be lowered at some point in the future, Ms. Jammes responded that she did not think any more funding would be received from the state and Mr. Warner noted that the relief amount from the Commonwealth is a fixed amount. He also said it is unlikely that Bedford would receive any more than the \$280,647 from the state even if there were more personal property assessed values in future years.

Voted upon and carried by a roll call vote. Roll call as follows:

Councilman Johannessen	aye
Vice Mayor Rush	aye
Councilman Shoen	aye
Councilman Stanley	aye
Councilman Hailey	aye
Councilman Hartwick	aye
Mayor Black	aye

The motion carried with seven members voting aye.

The resolution follows.

**A RESOLUTION ESTABLISHING A PERCENTAGE TAX RELIEF RATE PURSUANT TO THE VIRGINIA PERSONAL PROPERTY TAX RELIEF ACT**

**WHEREAS**, the Virginia General Assembly in 1998 passed the Personal Property Relief Act based upon a philosophy that in passing the Act the personal property tax on personal motor vehicles would be eliminated; and

**WHEREAS**, in 2001, the Virginia General Assembly set the reimbursement rate to localities for personal property taxes for personal vehicles at seventy percent (70%) of the personal property tax amount; and

**WHEREAS**, in 2004, the Virginia General Assembly enacted statutes which drastically changed the philosophy of the Act and capped the contribution of the Commonwealth to localities for reimbursement for personal property taxes; and

**WHEREAS**, on November 22, 2005, the City Council of the City of Bedford passed an ordinance (Ordinance No. 05-24) which provided, among other things, that the allocation of personal property tax relief be allocated in such a manner as to eliminate personal property taxation on each qualifying vehicle with an assessed value of \$1,000 or less and that with respect to qualifying vehicles with assessed values of more than \$1,000 the City Council, by resolution, would set annually a percentage to be applied to the first \$20,000 in value of each such qualifying vehicle that based upon estimates of assessments would use up all remaining available state personal property tax relief; and

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF BEDFORD AS FOLLOWS:**

Section 1. In accordance with the requirements set forth in Section 58.1-3524(C) (2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of Assembly (2004 Special Session 1) and as set forth in item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly any qualifying vehicle having a situs within the Town commencing January 1, 2021, shall receive personal property tax relief in the following manner:

- Personal use vehicles valued up to \$20,000 will be eligible for 100% tax relief;
- Personal use vehicles valued at \$20,001 or more shall only receive 100% tax relief on the first \$20,000 of value with the applicable tax rate applied to the value over \$20,000; and
- All other vehicles which do not meet the definition of “qualifying” (business use vehicles, farm use vehicles, motor home, etc.) will not be eligible for any form of tax relief under this program.

Section 2. Any amount of Personal Property Tax Relief Act relief not used within and the Town’s fiscal year shall be carried forward and used to increase the funds available for personal property tax relief in the following fiscal year.

Section 3. This Resolution shall take effect on July 1, 2021.

**Adoption of Budget for Fiscal Year 2021-2022**

The Fiscal Year 2021-2022 Budget is a document that has resulted from a very structured and formal development process. Town Council conducted work sessions to further refine it on April 17<sup>th</sup> and April 27<sup>th</sup>. A public hearing on the budget was conducted May 25, 2021, and interested parties were given an opportunity to publicly voice their opinion of its contents.

Having gone through this process, staff feels that the Fiscal Year 2021-2022 Budget in its current form is a policy document that is adequate to serve as the Town’s work plan for the coming year.

**ACTION REQUESTED:**

Town Council is requested to adopt the budget for Fiscal Year 2021-2022.

Mayor Black thought there were a few items on the budget that needed further discussion before finalization. Councilman Shoen thought they were ready to vote. Vice Mayor Rush said they had

discussed but did not approve or disapprove certain line items and he had some heartburn over them. He did not want to adopt the budget as proposed and questioned a piece of equipment in the electric department budget as well as a position.

Mr. Hartwick moved, seconded by Mr. Shoen to adopt the budget for Fiscal Year 2021-2022.

Vice Mayor Rush questioned the budgeted purchase of a second thrashing machine for the electric department for right-of-way cutting. He noted they have one machine and did not get a good answer on why they needed another one. His concern is that they should be trying to save money on capital and trying to get rates down. He also questioned the lineman position funded for \$62,500 and whether it is a replacement position. Mr. Wagner said it is intended to be a replacement position but out of the nine linemen in the department, six can retire in the next three years. It takes time for a lineman to get up to speed on how the Town's electric system is constructed and the way it operates, so it is prudent to establish some lead time to get the lineman up to speed. There could be some overlap, but they do know there will be at least the one retirement later this year and are therefore asking for that position. The likelihood of being able to fill the position is still 50/50 because it is very difficult to hire a lineman. The salary of \$62,500 is the midpoint range for all the A linemen that the Town employs.

Mayor Black reminded Council and staff that there was consensus to pay off \$250,000 of the electric department's debt and he questioned how it should be reflected in the budget. It does not show as an expense currently, and he said it would either have to be taken out or create some kind of fund balance. Mr. Wagner said that the fund balance was growing and it would be appropriate to take it out of the fund balance. Mayor Black noted that recovery money from the line relocation project would be received. Ms. Jammes said she could allocate the funds however Council directs her, either adding it as a line item or it can be paid as an expense savings throughout the year. The Town does not completely expend all of its budget lines within the electric department and a portion of the money that is not expended to the maximum level can be moved into the debt service line. She will need to show offsetting revenues which would mean she would institute some prior year fund balance. Mayor Black said everyone agreed that it was a good idea to get the debt paid down as best they could.

Mr. Hartwick said that the intern for Mr. McIver was budgeted at \$15 per hour, but most interns work for free and questioned if it would be possible to get an intern to work for free. Mr. Warner responded that the position could be a stepping stone to a part-time position and there was workload to justify the position, particularly with code enforcement but he was not recommending the part-time position now but possibly in future budgets. Discussion followed regarding the internship and code enforcement.

Mr. Hailey asked whether approximately \$1,500 could be given to the outside agency that was not funded this year and whether Council members agreed.

Discussion followed regarding the specific above -mentioned budget questions brought forward by Council. No changes were made to the proposed budget except to include the \$250,000 toward paying down the electric department's debt.

Mr. Hartwick amended his motion to adopt the budget for Fiscal Year 2021-2022 and include the \$250,000 toward debt service in the electric fund. Mr. Shoen seconded the amendment.

Voted upon and carried by a roll call vote. Roll call as follows:

Vice Mayor Rush	nay
Councilman Shoen	aye
Councilman Stanley	aye
Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Mayor Black	aye

The motion carried with six members voting aye and one member voting nay.

### **Ordinance - Appropriating Funds - Fiscal Year 2021-2022**

Section 58.1-3005 of the Code of Virginia of 1950, as amended, requires that Council shall, on a regular basis, make an appropriation of funds for expenditure by the Town. The attached ordinance directs that the funds as set out in the budget for Fiscal Year 2021-2022 as amended and adopted, be appropriated and set aside to the appropriate funds, and authorizes the Town Manager to expend the funds in accordance with said budget and in accordance with prior appropriations. The ordinance denoting the original appropriations has been posted in accordance with §2-54 of the Town Code.

#### **ACTION REQUESTED:**

Town Council is requested to adopt the ordinance appropriating funds as set out in the budget for Fiscal Year 2021-2022 and authorize the Town Manager to expend the funds in accordance with said budget.

Mr. Hartwick moved, seconded by Mr. Shoen to adopt the ordinance appropriating funds as set out in the budget for Fiscal Year 2021-2022 and authorize the Town Manager to expend the funds in accordance with said budget.

Voted upon and carried by a roll call vote. Roll call as follows:

Councilman Shoen	aye
Councilman Stanley	aye
Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Rush*	absent
Mayor Black	aye

The motion carried with six members voting aye and one member absent.

\*Vice Mayor Rush left the meeting at 7:56 p.m. prior to roll call.

The ordinance follows.

## **ORDINANCE NO. 21-6**

### **AN ORDINANCE DIRECTING THE APPROPRIATION OF FUNDS FOR THE FISCAL YEAR BEGINNING JULY 1, 2021**

**BE IT ORDAINED** that the Town Council of the Town of Bedford, Virginia, hereby directs that the funds as set out in the budget for Fiscal Year 2021-2022 for the Town of Bedford are appropriated and set aside to the General Fund, to the Solid Waste Fund, to the Electric Fund, to the General Capital Projects Fund, to the Solid Waste Capital Projects Fund, and to the Electric Capital Projects Fund, as shown in said budget, and that the Town Manager is authorized to expend the funds in the General Fund, Solid Waste Fund, Electric Fund, General Capital Projects Fund, Solid Waste Capital Projects Fund, and Electric Capital Projects Fund in accordance with said budget and in accordance with prior appropriations.

#### **Authorizing Sale of Property on South Street**

Based on a request from an interested party, the Property Committee met on May 11, 2021 to discuss the possibility of releasing two parcels for sale which are currently owned by the Town of Bedford. The parcels are located on South Street near its intersection with Ridge Street and are identified as Tax Parcel 214 A 132 T and Tax Parcel 214 A 133 T.

The members of the committee voted 3-0 to recommend advertising these parcels for sale as follows: Tax Parcel 214 A 132 T will be advertised at an asking price of \$30,000; and Tax Parcel 214 A 133 T will be advertised at an asking price of \$20,000. Ultimate disposition of these properties will be subject to a public hearing and formal action by Council in a later public meeting.

#### **ACTION REQUESTED:**

Town Council is requested to authorize sale of Tax Parcel 214 A 132 T and Tax Parcel 214 A 133 T as recommended by the Property Committee.

Mr. Hailey moved, seconded by Mr. Hartwick that Town Council authorize the sale of Tax Parcel 214 A 132 T and Tax Parcel 214 A 133 T as recommended by the Property Committee.

Mayor Black said this was talked about in committee and they wanted to be close to the tax assessed value and also recover some maintenance costs incurred. Both lots are developable and

water and sewer is accessible. Points of discussion included how to handle two simultaneous bids, an auction with a reserve, real estate commissions, marketing costs, advertising, and authorizing the Town Manager to pursue appropriate options to sell the properties.

Councilman Hartwick withdrew his motion.

Mr. Johannessen moved, seconded by Mr. Hailey to sell the above-mentioned lots and authorize the Town Manager to handle the sale.

Voted upon and carried by the following roll call vote:

Councilman Stanley	aye
Councilman Hailey	aye
Councilman Hartwick	aye
Councilman Johannessen	aye
Vice Mayor Rush*	absent
Councilman Shoen	aye
Mayor Black	aye

The motion carried with six members voting aye and one member absent.

\*Vice Mayor Rush left the meeting at 7:56 p.m. prior to roll call.

Mayor Black said the agenda item added to the meeting was a discussion of the procurement policy and possible changes. Mr. Warner and staff had drawn up revisions and provided a hard copy to Council members. Mr. Warner said he referred to previous Council comments about the process and prepared a possible addendum to the procurement policy which is included in the budget document. The provisions could be added to Subsection B of Section 2 in the Procurement Policy.

- Purchases would be subject to appropriation and could only be procured if they are attached to a line item in the budget adopted by the Town and the funds are appropriated.
- Better documentation of proposals, including a common deadline for submittal of proposals, and written documentation related to the proposals must be submitted to the Town Manager's office.
- Bidders not awarded will be notified within two weeks of the execution of award to a successful bidder.
- Council members will be excluded from bidding for a period of one year past the expiration of his/her term.

Mayor Black said this subject was for discussion tonight and Council members may reach some consensus. Councilman Shoen said the revisions were a definite improvement to the policy. Mayor Black wondered if adding the changes would handcuff them in an emergency. Mr. Warner responded it would make matters more tedious but an emergency budget amendment could be done. Discussion followed regarding questions and concerns and staff clarified points for Council.

**ADJOURNMENT**

8:24 p.m.

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Tim Black, Mayor

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Debra Anderson, Clerk of the Council