



**Town Council
Regular Council Meeting Minutes
August 23, 2022**

The Town Council of Bedford, Virginia, held a regularly scheduled meeting on Tuesday, August 23, 2022, 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 C. G. Stanley, Councilman Bob Carson, Councilman Stacey Hailey, Councilman Bruce Hartwick, Councilman Bruce Johannessen, Councilman Darren Shoen

Town Staff present:

Town Manager Bart Warner, Town Attorney Michael Lockaby, Finance Director Anne Cantrell, Electric Department Director John Wagner, Police Chief Ronnie Lewis, Director of Planning and Community Development Mary Zirkle, Clerk of Council Debra B. Anderson, and Recording Secretary Julia Peters

Mayor Black called the meeting to order and led all those present in reciting the Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES

Mayor Black declared that the minutes of the regularly scheduled Council meeting on August 9, 2022 were approved as presented.

REPORT OF TOWN MANAGER

Mr. Warner reminded attendees that the Town offices would be closed on Monday, September 5, 2022, in observance of the Labor Day Holiday. He reported:

- The Bedford County Board of Supervisors (BOS) unanimously approved a resolution allowing the School Board to convey the Edmund Street Neighborhood Park property to the Town. Some administrative actions are still needed by the Town to finalize the

transaction but he thanked the BOS and the School Board as well as County Administrator Robert Hiss and Bedford County Schools Chief Operations Officer Mac Duis for their cooperation in the matter.

- Thanks and compliments were passed to the Central Virginia Business Coalition and Town staff for providing a great Battle of the Bands and Car Show event held this past Saturday at Liberty Lake Park. The County Recreation Department was of great assistance in coordinating and scheduling issues with football practices which was greatly appreciated.
- He received notice that the 2002 A-Series Water and Sewer Bond has retired and he has a copy of the bond in his inbox, which is one less debt on the books.
- Based on current conditions, staff is not recommending an increase in the Price Cost Adjustment (PCA) for customers' electric bills at this time. The Town is still undercollecting just a bit but in discussing this with Electric Department Director John Wagner, they think the position can be managed until it is time to review the PCA again. They anticipate that the August billings will set the Town in a better spot. November is the next scheduled review month, but staff will keep an eye on it and if action is needed beforehand, they will bring it before Council sooner.

APPEARANCES BEFORE COUNCIL

Kevin Willis, 1813 Vista Circle, Bedford, VA

Mr. Willis wanted to take a few minutes to address the Phase II Boundary Adjustments for the Town. He is one of the residents located in the Phase II area and has lived there for 20 years. He is not very excited about the prospect of a 62% tax increase and asked that the expansion not proceed forward. But if it does, he asked that Council please advise everyone affected prior to the adjustment because people don't remember from ten years ago. Also, please advise of the new additional services to be expected and a timetable when these services will be available to the residents. He asked that as part of the 62% tax increase, he not get billed \$18 more a month to pick up the trash and that the tax increase be sufficient to cover the fee. He would also like to be advised of when the taxes would be due. Mr. Willis thanked Council for their consideration of these points.

COUNCIL COMMENTS

Councilman Hartwick thanked Mr. Willis for speaking his concerns and agreed residents need to know in advance what is coming and what services will be provided. He thought the Town has the best police department in Virginia and he can look forward to these police officers helping him out. Mr. Willis can contact any of the Council members with any further questions or concerns.

Councilman Stanley said there was a good crowd that attended the Battle of the Bands as well as good food, good music and good refreshments. He thanked everyone involved and noted that Public Works staff were there to clean up and take care of things and he appreciated their hard work.

Councilman Hailey said he appreciated Mr. Willis coming out and thanked him for doing so. He also thanked the Police Department, Public Works, and all others involved regarding the sign for the Edmund Street Park. The sign looks very good.

Councilman Carson concurred with Councilman Hailey that the park sign is beautiful and he thanked Public Works which had a busy day cutting trees and installing the sign. He hoped meeting attendees would have a chance to go by and see it. He complimented the Battle of the Bands event and hoped the Town would continue to provide opportunities to bring people out and together.

Mayor Black said the Battle of the Bands was excellent and he appreciated the Central Virginia Business Coalition putting the event on, which was their fourth year to do so. He saw the picture on Facebook regarding the Edmund Street Park sign and he was glad to see it. It was well past due for it and it looks great. Mr. Wagner and his Electric Department staff have been busy lately with outages, storms, etc., and he appreciates their work in getting power back on fairly quickly.

REPORT OF COUNCIL COMMITTEES

Councilman Stanley said the Finance Committee held a good meeting earlier that evening. There was a Closed Session regarding property and Mrs. Cantrell gave a great update on things to come, including the electric analysis, a possible new payment fee option, managing the Town's vehicle fleet, and the budget calendar. He appreciated her work, hitting the ground and running.

Mayor Black noted that the financial statements have changed a bit and a work session will be scheduled to allow Mrs. Cantrell opportunity to educate Council about these statement formats.

REVISIONS TO AGENDA

None.

PUBLIC HEARINGS

None.

CONSENT AGENDA

None.

OLD BUSINESS

Police Department Proposed Contract

Mr. Warner said that since the Council's last meeting, Wiley/Wilson has revisited their proposal based on the comments and discussion the Town had with them. They have included references to the estimated cost and the 50% design check-in with the proposed date of November 2, 2022 as well as general language tying up the timeframe for the project and their commitment to it. Staff and the Town Attorney have reviewed the contract and he believes the terms discussed at Council's last meeting have been included.

Councilman Hailey moved, seconded by Mr. Johannessen, to adopt the proposed new police department building architectural design and construction services contract with Wiley/Wilson and appropriate up to \$348,000 out of revenue line item ARPA Relief Funding to expenditure line item Police Station Building.

Discussion followed. Mr. Hartwick questioned the negotiations process involving Wiley/Wilson vs. Town staff handling and asked how big would the police station be. Mr. Warner noted the size of the spaces would be identified through the design process. Mr. Lockaby explained that the bulk of the negotiations process would be taken care of by Mr. Warner and himself. However, when the bid package is assembled, he puts in the contract, Mr. Warner and other staff provide the general oversight but the design itself comes from the engineer/architect, who spends time helping the Town put everything together. At the pre-bid meeting, construction contractors will have highly technical questions that an architect would need to answer, and he/she would help the Town draft an addendum to answer those questions. Finally, if the bid comes back more than 10% over the predicted design bid price, Wiley/Wilson will have to help the Town negotiate with the bidder to get down to the predicted price, and if it is over the 10%, Wiley/Wilson will need to complete a redesign at their own cost. The Town would need support with the pieces of the process in which a PE can provide answers. Mayor Black stated that the break points in the process were now included as previously discussed and asked if language was still needed to address making a project "out". Mr. Lockaby said there were detailed terms and conditions already drafted and Council had only the scope of services before them.

Voted upon and carried by the following roll call vote.

| | |
|------------------------|-----|
| Councilman Carson | aye |
| Councilman Hailey | aye |
| Councilman Hartwick | aye |
| Councilman Johannessen | aye |
| Councilman Shoen | aye |
| Vice Mayor Stanley | aye |
| Mayor Black | aye |

The motion carried with seven members voting aye.

FY23 Budget Amendment for Economic Development Authority Transfer

During research of the fund transfers from the General Fund to the Economic Development Authority, a missing transfer of \$162,500 was processed in the bank account for the Bedford Middle School Project without the corresponding fund transfer journal entry. This resulted in the checking account having a higher cash balance than the general ledger. To correct this entry, staff is proposing a transfer from Prior Year Fund Balance to the Transfer to EDA account, which will direct the Finance Director to make the corresponding adjusting journal entry.

ACTION REQUESTED:

Town Council is requested to approve the following budget amendment which will appropriate budget to the Transfer to EDA account from the prior year fund balance general ledger account.

| | | |
|---|-----------------|-----------|
| <i>Budget Entry</i> | | |
| Revenue Increase 100091-441499 | PY Fund Balance | \$162,500 |
| Expenditure Increase 10099600-592022 | Transfer to EDA | \$162,500 |

Mr. Hartwick moved, seconded by Mr. Stanley to approve the budget amendment which will appropriate \$162,500 from the prior year fund balance general ledger account and transfer it to the EDA account.

Mrs. Cantrell said that transfers have historically been made on the bank account side but not necessarily on the general ledger side and journal entry posting. Even though the transfer was made from the general checking account to the EDA checking account, there was not a corresponding entry on the books, similar to a checking account register not matching the bank account.

Voted upon and carried by the following roll call vote.

| | |
|------------------------|-----|
| Councilman Hartwick | aye |
| Councilman Johannessen | aye |
| Councilman Shoen | aye |
| Vice Mayor Stanley | aye |
| Councilman Carson | aye |
| Councilman Hailey | aye |
| Mayor Black | aye |

The motion carried with seven members voting aye.

ADJOURNMENT

7:25 p.m.

Tim Black, Mayor

Debra Anderson, Clerk of the Council