

**MINUTES OF THE JUNE 14, 2022  
BUDGET AND PERSONNEL COMMITTEE MEETING  
Council Chambers**

**Members Present:**

Mr. Christopher Bott, Chairman  
Mr. Arthur Leonard, Mayor  
Ms. Denise Bowden, Councilwoman

**Members Absent:**

**Others Present:**

Robby Fisher, Police Chief

**Staff Present:**

Michael T. Tolbert, Town Manager

**Call to Order**

Chairman Bott called the meeting to order at 6:00 p.m.

**Public Comment**

There was none.

**Agenda Adoption**

**Mayor Leonard, seconded by Councilwoman Bowden to adopt the agenda as presented. Unanimously approved.**

**Excise Tax Distributions**

Town Manager Tolbert advised that the Center and the Chamber receives a percentage of Meals Tax. He stated that in June of 2018 Council voted to cap the distributions of Meals Tax. When the Meals Tax Committee met in March of 2019 they recommended against the cap. The Council then elected not to cap the Meals Tax contributions. However, it was budgeted at \$110,000 for FY22. He reported that those 2 entities reached the budgeted amount in March. He added that the question has been raised by the Chamber. He asked, since there is no cap in place, Council should vote to continue the contributions giving them the contributions back from April, May, and June. He reviewed the amounts if approved.

Councilwoman Bowden stated that because there is a budgeted amount to disburse and they have met that amount, she doesn't understand why they would disburse anymore. She asked what the budgeted amount is for FY23.

Town Manager Tolbert stated that it is \$110,00 which is split between the Center and Chamber and \$110,000 is budgeted for FY23 as well.

Vice Mayor Bott advised that the Ordinance is what counts, not what is budgeted.

Mayor Leonard asked if the Chamber has explained why they need the extra funding.

Vice Mayor Bott advised everything is going to marketing.

Councilwoman Bowden asked if they have received the \$80,000 ARPA money from the County.

Vice Mayor Bott was unsure.

Councilwoman Bowden asked how much they would receive if the Town paid them back for April, May, and June.

Town Manager Tolbert reported it is about \$17,000 through the end of May. He added that June's reporting is for May gross receipts and could be much more.

Mayor Leonard feels that if it's going into marketing, they should continue to get the money.

Councilwoman Bowden agreed and feels the Chamber does an outstanding job. However, she doesn't want the Town to get into a situation further down the line.

Vice Mayor Bott stated that with the Center changes, this needs to be revisited.

**Councilwoman Bowden motioned, seconded by Mayor Leonard to send the recommendation to Council to approve the backup payments including payment through June and further discussion with the caveat they talk about the Ordinance with the Center and how they need to do this. Unanimously approved.**

#### **Consider Employee Reviews**

Town Manager Tolbert explained the employee review scores, giving overall increases and percentages. He reported that each of the part-time employees were reviewed similar to the full-time employees with a likewise merit increase. He recommended to the Committee to approve the merit increases as presented for all part-time and full-time employees.

There was brief discussion.

**Councilwoman Bowden motioned, seconded by Mayor Leonard forward the proposed salary increases to Council. Unanimously approved.**

#### **Closed Meeting**

**Closed Meeting pursuant to §2.2-3711 A,1 of the Code of Virginia for discussion of specific personnel issues.**

**Councilwoman Bowden, seconded by Mayor Leonard to go into a closed meeting pursuant to §2.2-3711 A,1 of the Code of Virginia for discussion of specific personnel issues.**

**Unanimously approved.**

**Certification of Closed Meeting in Accordance with §2.2-3712(D) of the Code of Virginia.**

**Councilwoman Bowden, seconded by Mayor Leonard to certify that to the best of each Committee Member's knowledge:**

- 1. Only public business lawfully exempted from open meeting requirements was discussed and**
- 2. Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.**

**Unanimously approved.**

**Councilwoman Bowden motioned, seconded by Mayor Leonard to approve the title change for Mr. Bryan Rush from Emergency Management Coordinator to Public Safety Director.**

**Unanimously approved.**

#### **Adjournment**

**Councilwoman Bowden, seconded by Mayor Leonard to adjourn the meeting.**

**Unanimously approved.**