



AGENDA

TOWN COUNCIL MEETING

At Richlands Town Hall

August 13, 2024

6:00 P.M.

- I. Call meeting to Order.
- II. Invocation
- III. Pledge of Allegiance
- IV. Recognition - Virginia Phoenix Cordle- 14U Travel Softball Team
- V. Additions/Deletions to Agenda
- VI. Authorization to Pay Bills (July)
- VII. Minutes –July 10, 2024, Regular Scheduled Meeting and July 23, 2024, Special Called Meeting.
- VIII. Scheduled Public Comments (5 Minute Max)
- IX. Unscheduled Public Comments (3 Minute Max)
- X. Agenda Items
 - a. 2nd Reading Water Connection Ordinance O-2024-08-01
 - b. 2nd Reading Implementation of Transient Occupancy Tax O-2024-08-02
 - c. Loader Contract
 - d. Residential and Commercial Solar Discussion
 - e. Tazewell County Fire MOU Update
 - f. Leaf Truck
 - g. Banking Investments RFP/RFQ
 - h. Yard Sign Resolution
 - i. Richlands Annex Capital Project Ordinance

- XI. Monthly Financial Report
- XII. Attorney Report
- XIII. Town Manager Report
 - a. Free CPR/First Aid Classes
 - b. Subdivision Ordinance Update
 - c. Generator
 - d. Fire/Rescue Fundraising Update
- XIV. Council Members Report
 - a. Laura Mollo
 - b. Jan White
 - c. Jordan Bales
 - d. Rick Wood
 - e. Gary Jackson
 - f. Seth White
- XV. Mayor's Comments
- XVI. Executive Closed Session
 - a. VA Code Section 2.2-3711(A)(8) Consult with Attorney- Teen Venture
 - b. VA Code Section 2.2-3711(A)(8) Consult with Attorney- Rec Commission
 - c. VA Code Section 2.2-3711(A)(3) Economic Development Project
 - d. VA Code Section 2.2-3711(A)(3) Land Purchase
 - e. VA Code Section 2.2-3711(A)(1) Personnel
- XVII. Adjourn Meeting

Next Regular Meeting is September 10, 2024.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Loader Contract		
Staff Contact(s):	Jason May		
Agenda Date:	August 13 th 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell		

SUMMARY:

The last piece of large equipment the Streets Department needs is a Loader. The current loader is over 15 years old, has major brake issues, and is no longer safe during road construction or other street-related scenarios. The town has worked with Carter CAT through a source well process, a state-sponsored procurement that does not require an RFP, and has received a capital lease agreement with a balloon payment. The lease payments are \$30,000 annually for 60 months with a balloon payment of \$68,800. Utilizing a capital lease allows the town to use the equipment now and incur the final balloon payment in the future.

FINANCIAL IMPACT AND FUNDING SOURCE:

The streets department will cover the first year's payment, and subsequent years' payment as well as the balloon payment will be included in future budgets.

RECOMMENDATION:

Staff recommend accepting the lease and budgeting for future payments.

Caterpillar Financial Services Corporation

Finance Proposal

CUSTOMER

Name: TOWN OF RICHLANDS

Address 200 Washington Square
 City Richlands
 State VA

Good if:
 Acknowledged by Jul-27-2024
 Funded by Jul-27-2024

DEALER

CARTER MACHINERY COMPANY,
 INCORPORATED D100
 Sales person _____
 Dealer contact Alicia Friend D100
 Telephone _____

Quote number 4711419
 Fax Number _____
 Quote Date 27-Jun-24
 Quote Time 03:28:27 PM

FINANCE PROPOSAL

This is Caterpillar Financial Services Corporation's confirmation of the following finance proposal. This is a proposal only and is subject to credit approval, execution of documentation, and execution and approval of the application survey.

Finance Type Governmental Lease Quoted By Kelly Cook
 Number of Payments 60 Monthly Report Created By Kelly Cook
 Payments in Arrears

	<u>Model</u>	<u>Ann. Hours</u>	<u>Qty</u>	<u>Sale Price</u>	<u>Amount Financed</u>	<u>Payment</u>	<u>Balloon</u>	<u>Fixed Rate</u>
New	926-14	500	1	213,743.00	214,243.00	See Amort. Schedule	68,800.00	6.9900%

Special Conditions:
 926-14

Serial Number - , Model Year - 2024, Standard Environment;
 Major Attachments-Air Conditioning, Cab, Ride Control, Tircs; Blades/Buckets/Rippers-General Purpose Bucket;
 Manual Configuration and Work Tools:

Payment Structure - Asset
 36 Monthly payment(s) 2,500.00
 24 Monthly payment(s) 4,674.17
 1 Stub payment(s) 68,800.00

	<u>Model</u>	<u>Insurance</u>	<u>Payment w/Insurance</u>
New	926-14	205.69	Amort. Sch.

The estimate for insurance is provided through Caterpillar Insurance Company (Provided by Westchester Insurance Company in Rhode Island) and is not an offer to contract for insurance.

CONDITIONS

- Insurance:** The customer must provide evidence of physical damage and liability insurance in an amount and from an insurance carrier satisfactory to CFSC. CFSC must be named on the policies, as loss payee and additional insured, as applicable, and a certificate of insurance, in form and substance acceptable to CFSC, must be provided to CFSC.
- Taxes:** All taxes are the responsibility of the customer and may or may not be included in the above payment amount.
- Equipment:** The equipment cannot be delivered until all documents are executed by CFSC. All equipment must reside in the United States at all times.
- Approval:** This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC.

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation
 2120 West End Avenue, Nashville, TN 37203
 (615)-341-1000

We appreciate the opportunity to provide you a proposal for this transaction.

Proposed by:

Caterpillar Financial Services Corporation

Acknowledged by:

TOWN OF RICHLANDS

Date

**EXHIBIT 2
Concluding Payment Schedule to
Government Agreement**

Quote Number..... 4711419

Dated _____, 20__

between
Caterpillar Financial Services Corporation
and
TOWN OF RICHLANDS

Description of Unit: 1 CATERPILLAR 926-14 serial #

Date Due	Number of Payments Made	Beginning Balance	Payment Amount	Balloon	Interest	Interest Rate	Concluding Payment (*)
Jul-13-24	1	214,243.00	2,500.00	0.00	1,247.97	6.99	212,990.97
Aug-13-24	2	212,990.97	2,500.00	0.00	1,240.67	6.99	211,731.64
Sep-13-24	3	211,731.64	2,500.00	0.00	1,233.34	6.99	210,464.98
Oct-13-24	4	210,464.98	2,500.00	0.00	1,225.96	6.99	209,190.94
Nov-13-24	5	209,190.94	2,500.00	0.00	1,218.54	6.99	207,909.48
Dec-13-24	6	207,909.48	2,500.00	0.00	1,211.07	6.99	206,620.55
total			15,000.00	0.00	7,377.55		
Jan-13-25	7	206,620.55	2,500.00	0.00	1,203.56	6.99	205,324.11
Feb-13-25	8	205,324.11	2,500.00	0.00	1,196.01	6.99	204,020.12
Mar-13-25	9	204,020.12	2,500.00	0.00	1,188.42	6.99	202,708.54
Apr-13-25	10	202,708.54	2,500.00	0.00	1,180.78	6.99	201,389.32
May-13-25	11	201,389.32	2,500.00	0.00	1,173.09	6.99	200,062.41
Jun-13-25	12	200,062.41	2,500.00	0.00	1,165.36	6.99	198,727.77
Jul-13-25	13	198,727.77	2,500.00	0.00	1,157.59	6.99	197,385.36
Aug-13-25	14	197,385.36	2,500.00	0.00	1,149.77	6.99	196,035.13
Sep-13-25	15	196,035.13	2,500.00	0.00	1,141.90	6.99	194,677.03
Oct-13-25	16	194,677.03	2,500.00	0.00	1,133.99	6.99	193,311.02
Nov-13-25	17	193,311.02	2,500.00	0.00	1,126.04	6.99	191,937.06
Dec-13-25	18	191,937.06	2,500.00	0.00	1,118.03	6.99	190,555.09
total			30,000.00	0.00	13,934.54		
Jan-13-26	19	190,555.09	2,500.00	0.00	1,109.98	6.99	189,165.07
Feb-13-26	20	189,165.07	2,500.00	0.00	1,101.89	6.99	187,766.96
Mar-13-26	21	187,766.96	2,500.00	0.00	1,093.74	6.99	186,360.70
Apr-13-26	22	186,360.70	2,500.00	0.00	1,085.55	6.99	184,946.25
May-13-26	23	184,946.25	2,500.00	0.00	1,077.31	6.99	183,523.56
Jun-13-26	24	183,523.56	2,500.00	0.00	1,069.02	6.99	182,092.58
Jul-13-26	25	182,092.58	2,500.00	0.00	1,060.69	6.99	180,653.27
Aug-13-26	26	180,653.27	2,500.00	0.00	1,052.31	6.99	179,205.58
Sep-13-26	27	179,205.58	2,500.00	0.00	1,043.87	6.99	177,749.45
Oct-13-26	28	177,749.45	2,500.00	0.00	1,035.39	6.99	176,284.84
Nov-13-26	29	176,284.84	2,500.00	0.00	1,026.86	6.99	174,811.70
Dec-13-26	30	174,811.70	2,500.00	0.00	1,018.28	6.99	173,329.98
total			30,000.00	0.00	12,774.89		
Jan-13-27	31	173,329.98	2,500.00	0.00	1,009.65	6.99	171,839.63
Feb-13-27	32	171,839.63	2,500.00	0.00	1,000.97	6.99	170,340.60
Mar-13-27	33	170,340.60	2,500.00	0.00	992.23	6.99	168,832.83
Apr-13-27	34	168,832.83	2,500.00	0.00	983.45	6.99	167,316.28
May-13-27	35	167,316.28	2,500.00	0.00	974.62	6.99	165,790.90
Jun-13-27	36	165,790.90	2,500.00	0.00	965.73	6.99	164,256.63
Jul-13-27	37	164,256.63	4,674.17	0.00	956.80	6.99	160,539.26
Aug-13-27	38	160,539.26	4,674.17	0.00	935.14	6.99	156,800.23
Sep-13-27	39	156,800.23	4,674.17	0.00	913.36	6.99	153,039.42
Oct-13-27	40	153,039.42	4,674.17	0.00	891.46	6.99	149,256.71

Nov-13-27	41	149,256.71	4,674.17	0.00	869.42	6.99	145,451.96
Dec-13-27	42	145,451.96	4,674.17	0.00	847.26	6.99	141,625.05
total			43,045.02	0.00	11,340.09		
Jan-13-28	43	141,625.05	4,674.17	0.00	824.97	6.99	137,775.85
Feb-13-28	44	137,775.85	4,674.17	0.00	802.55	6.99	133,904.23
Mar-13-28	45	133,904.23	4,674.17	0.00	779.99	6.99	130,010.05
Apr-13-28	46	130,010.05	4,674.17	0.00	757.31	6.99	126,093.19
May-13-28	47	126,093.19	4,674.17	0.00	734.50	6.99	122,153.52
Jun-13-28	48	122,153.52	4,674.17	0.00	711.55	6.99	118,190.90
Jul-13-28	49	118,190.90	4,674.17	0.00	688.46	6.99	114,205.19
Aug-13-28	50	114,205.19	4,674.17	0.00	665.25	6.99	110,196.27
Sep-13-28	51	110,196.27	4,674.17	0.00	641.90	6.99	106,164.00
Oct-13-28	52	106,164.00	4,674.17	0.00	618.41	6.99	102,108.24
Nov-13-28	53	102,108.24	4,674.17	0.00	594.78	6.99	98,028.85
Dec-13-28	54	98,028.85	4,674.17	0.00	571.02	6.99	93,925.70
total			56,090.04	0.00	8,390.69		
Jan-13-29	55	93,925.70	4,674.17	0.00	547.12	6.99	89,798.65
Feb-13-29	56	89,798.65	4,674.17	0.00	523.08	6.99	85,647.56
Mar-13-29	57	85,647.56	4,674.17	0.00	498.90	6.99	81,472.29
Apr-13-29	58	81,472.29	4,674.17	0.00	474.58	6.99	77,272.70
May-13-29	59	77,272.70	4,674.17	0.00	450.12	6.99	73,048.65
Jun-13-29	60	73,048.65	4,674.17	68,800.00	425.51	6.99	(0.01)
total			28,045.02	68,800.00	2,919.31		
total			202,180.08	68,800.00	56,737.07		

(*)Does not include any rent payment or other amount then due.

Initialed: _____
(Lessee)



Jun 12, 2024

TOWN OF RICHLANDS

200 WASHINGTON SQ
 RICHLANDS, Virginia 24641

Attention: JASON SHEPHERD

RE: Quote 203743-01

Dear Jason Shepherd :

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration.
 Cat Model: 926 Wheel Loaders with all standard equipment in addition to the additional specifications

ID# : SERIAL NUMBER : YEAR : HOURS :
MACHINE SPECIFICATIONS

Description	Reference No
926 14A WHEEL LOADER	579-7700
LANE 2 ORDER	0P-9002
PREP PACK, UNITED STATES	593-8900
STANDARD LIFT, PIN ON	593-8910
HYDRAULICS, 2V	593-8912
HYDRAULICS, STANDARD, SL	536-5281
STEERING WHEEL, STANDARD	579-7716
JOYSTICK 2V, STEERING WHEEL	593-8915
DIFFERENTIAL, OPEN REAR	333-6529
ENVIRONMENT, STANDARD	579-7720
WEATHER, COLD START 120V	611-3021
CAB, STANDARD	578-1363
AIR CONDITIONING, R134A REF	579-7735
ENGINE	593-8993
PUSH START, PASSCODE SECURITY	579-7738
CAMERA, REAR VIEW	579-7761
MIRROR, BASE	423-7168
SEAT, DELUXE, TILT AND TELE	593-8962
LIGHTS, STD, LED	590-8869
LIGHTS, ROADING, LED, RH	633-0598
STANDARD RADIO (12V)	590-8872

Description	Reference No	
PRODUCT LINK, CELLULAR PLE643	573-8455	
FILM GP, WARNING, PL, ANSI	638-5475	
WINDSHIELD ACCESS STEPS, NONE	612-1012	
TIRES, 20.5R25 MX XTLA * L2	366-6896	
FENDERS, STANDARD	593-8950	
CTWT, STD, 538LBS, 2PCS	376-0502	
TOOLBOX AUX, NONE	519-8081	
HYDRAULIC OIL, STANDARD	619-8443	
SERIALIZED TECHNICAL MEDIA KIT	421-8926	
LINES, AUX 3RD, NONE	536-5329	
RIDE CONTROL	579-7697	
BEACON, WARNING, STROBE, AMBER	600-3781	
VISOR GP-CAB	342-0215	
GUARD, CRANKCASE	349-8163	
GUARD, POWERTRAIN, LOWER	349-8165	
PACK, DOMESTIC TRUCK	0P-0210	
CERTIFICATE OF ORIGIN, ENGLISH	0G-6022	
BUCKET-GP, 2.7 YD3, PO, BOCE	417-4921	
JUMPER LINES, NONE	536-5339	
SELL PRICE		\$213,743.00
EXT WARRANTY		Included
NET BALANCE DUE		\$213,743.00
AFTER TAX BALANCE		\$213,743.00

WARRANTY/EXTENDED COVERAGE

Standard Warranty: 12 Months/Unlimited Hours
 Extended Warranty: 60 Month 3000 Hour Governmental Total Machine Warranty

F.O.B/TERMS : Richmond

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,
 Jeff Brown
 Machine Sales Representative
 Direct Dial - 276-623-3824

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Residential and Commercial Solar Ordinance		
Staff Contact(s):	Jason May		
Agenda Date:	August 13 th 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell		

SUMMARY:

At previous Council meetings, several council members have voiced interest in allowing residential and commercial properties install solar arrays on their property. Currently, there is no statute or ordinance to prevent anyone from doing this, but this ordinance would codify residents' and commercial businesses' ability to do so. Another path to do this would is to include rooftop solar (with a special exception permit) into each zone and have a policy held in Town Hall for what each landowner would need to do to apply for that permit. Staff would like direction from Council on what the best next steps are for this process.

FINANCIAL IMPACT AND FUNDING SOURCE:

This will have no financial impact

RECOMMENDATION:

Staff has no recommendations on this agenda item.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Tazewell County Fire MOU extension		
Staff Contact(s):	Jason May		
Agenda Date:	August 13 th 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell		

SUMMARY:

The County is providing \$100K of funding for FY 2025 to support Fire Suppression in the Town of Richlands. The County has asked to update the MOU between the County and the Town. The MOU is summarized below.

This amendment, dated May 2024, is between Tazewell County, Virginia and the Town of Richlands, Virginia. It modifies an existing Agreement for Fire Protection and Emergency Medical Services originally signed on June 5, 2007, and previously amended on August 14, 2007.

Key points of the amendment:

- Purpose:** To maintain and enhance fire protection services for residents in unincorporated areas of Tazewell County's Western and Northwestern Electoral Districts.
- Service Area:** The Town of Richlands agrees to continue expanded coverage of its Fire Department to serve unincorporated areas of the County, as shown in "Exhibit A" (not provided in the amendment text).
- Term Extension:**
 - The agreement is extended from July 1, 2025 to June 30, 2027.
 - It will continue for at least 180 days after June 30, 2027, unless either party gives 90 days' notice of intent not to renew.
- Financial Arrangement:**
 - The County will pay the Town a one-time sum of \$100,000 for capital improvements dedicated to fire protection services.
 - Payment is due by August 1, 2024.

AMENDMENT TO AGREEMENT FOR FIRE PROTECTION

This **AMENDMENT TO AGREEMENT FOR FIRE PROTECTION** (hereafter, "the Amendment") is made and entered into this _____ day of May, 2024, by and between TAZEWELL COUNTY, VIRGINIA, a political subdivision of the Commonwealth of Virginia (hereafter, "the County"), and the TOWN OF RICHLANDS, VIRGINIA, a town incorporated pursuant to the Acts of Assembly of the Commonwealth of Virginia (hereafter, "the Town").

W I T N E S S E T H :

WHEREAS, the County desires to maintain and enhance fire protection services for residents of the unincorporated areas of the County in portions of the Western and Northwestern Electoral Districts of the County;

WHEREAS, the Town is willing to continue expanded coverage territory of its Fire Department to enhance fire protection for residents of unincorporated areas of the County (hereafter, "Service Area"), as shown on the attached "Exhibit A";

WHEREAS, the County and the Town entered into an *Agreement for Fire Protection and Emergency Medical Services* (hereafter, "the Agreement") on June 5, 2007, which was amended on August 14, 2007, under which the Town responded to calls originating from the Service Area outside the corporate limits of the Town;

WHEREAS, both the County and the Town understand and acknowledge that the provision of fire protection coverage for such residents of the unincorporated areas of the County creates significant additional expense for the Town, as compared to the expenses incurred by the Town's providing fire protection coverage solely for persons located within the Town's corporate limits;

WHEREAS, in exchange for the Town agreeing to extend the term of the *Agreement* to July 30, 2027, which is consideration to the County, the County agrees to pay an additional one-time payment of One Hundred Thousand Dollars (\$100,000.00) unto the Town for capital improvements pertaining to fire protection services, which is consideration to the Town;

NOW THEREFORE, pursuant to Section 27-2 of the Code of Virginia (1950), as amended, the County and the Town do hereby mutually covenant and agree to amend the *Agreement* as follows:

- (1) The term of the *Agreement* shall be extended from July 1, 2025 and ending June 30, 2027, unless otherwise extended. Further, the *Agreement* shall continue for a period of not less than one hundred eighty (180) days after June 30, 2027, unless either party notifies the other party of its intent to not renew said *Agreement for Fire Protection* for a subsequent term at least ninety (90) days prior to the expiration of the then-current term.
- (2) The County shall pay unto the Town the sum of One Hundred Thousand Dollars (\$100,000.00), which sum is specifically designated for capital improvements dedicated to fire protection services. Such payment shall occur by August 1, 2024. Such payment is a one (1)-time payment for capital improvements, which shall constitute payment in full for the term extension above described. The Town shall expend such funds by July 31, 2025.

(3) The Town shall provide the County a detailed accounting of said sums for capital improvements dedicated to fire protection services as provided herein, by August 1, 2025. Such accounting shall include, but may not be limited to, invoices, purchase orders, receipts, and any financial history maintained by the Town relating in any matter to said sums for capital improvements dedicated to fire protection services. Any portion of such monies paid pursuant to this *Amendment* that are not spent for capital improvements dedicated to fire protection services shall be credited toward the County's payments under the *Agreement* for the subsequent fiscal year.

All other terms of the *Agreement*, and any *Amendments* thereto, shall remain in full force and effect.

The foregoing *Amendment* has been approved by the governing bodies of the County and the Town hereto, and their respective signatures hereunder have been duly authorized thereby.

ATTEST:

C. Eric Young
Tazewell County Administrator

K. Andy Hrovatic
Chairperson – Board of Supervisors

ATTEST:

Rod D. Cury
Mayor – Town of Richlands

Jason May
Town Manager – Town of Richlands

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Leaf Truck		
Staff Contact(s):	Jason May		
Agenda Date:	August 13 th 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell		

SUMMARY:

As autumn approaches, the Town of Richlands faces its annual challenge of managing fallen leaves throughout our community. Efficient leaf collection is crucial for maintaining clean streets, preventing clogged storm drains, and ensuring the safety and aesthetic appeal of our town. Currently, the town does not have any equipment for leaf collection. Staff would like the approval of the Council to move forward with the purchase of a trailer-based leaf collection system. Staff have located several new and used and expect this cost to be under \$40,000.

FINANCIAL IMPACT AND FUNDING SOURCE:

This item was not budgeted and will require fund balance usage. A follow-up budget amendment will be in front of the council at the September meeting.

RECOMMENDATION:

Staff recommends approving this request.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Banking Investments RFP/RFQ		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	August 13, 2024	Item Number:	
Attachment(s):	1.	Bank Account Listing	
Reviewed By:	Jason May		

SUMMARY:

The Town of Richlands has thirty bank accounts at five different banks. The accounts comprise operating, restricted, special purpose and investment funds with various rates of return. Some of the bank accounts are separated by the various departments in the general ledger. This structure creates a very manual process for making payments, deposits, transfers and impacts the potential return on the balances.

Staff has included an attachment of the various accounts by department with banking recommendations to maximize returns per the investment policy and improve operating efficiencies. This includes consolidating and closing accounts where possible.

FINANCIAL IMPACT AND FUNDING SOURCE:

The financial goal is higher investment yields and cash balances and reducing labor costs through online banking utilization.

RECOMMENDATION:

Staff will work through the operating efficiencies and requests approval from The Town Council to issue an RFP/RFQ for banking investments.

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Banking Investments RFP/RFQ		
Staff Contact(s):	Ronnie Campbell		
Agenda Date:	August 13, 2024	Item Number:	
Attachment(s):	1.	Bank Account Listing	
Reviewed By:	Jason May		

SUMMARY:

The Town of Richlands has thirty bank accounts at five different banks. The accounts comprise operating, restricted, special purpose and investment funds with various rates of return. Some of the bank accounts are separated by the various departments in the general ledger. This structure creates a very manual process for making payments, deposits, transfers and impacts the potential return on the balances.

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FINANCIAL IMPACT AND FUNDING SOURCE:

The financial goal is higher investment yields and cash balances and reducing labor costs through online banking utilization.

RECOMMENDATION:

Staff will work through the operating efficiencies and requests approval from The Town Council to issue an RFP/RFQ for banking investments.

2023-2024		ACCOUNT	MAY	JUNE	Interest Rate	Banking Recommendations
BANK	GENERAL FUND:					
	CASH ON HAND		(\$11,055.18)	(\$11,055.18)	0.00%	No Change
TRUIST/BB&T	FIRE PGR.		\$94,157.71	\$84,410.61	0.01%	Maximize Return Per Investment Policy
	UT DEPOSIT 32111838				0.01%	Maximize Return Per Investment Policy
TRUPPOINT	ASSET-RLDS PD		\$4,746.44	\$7,625.45	0.25%	Maximize Return Per Investment Policy
CLINCH VALLEY BK	C.D. - UTILITY					
FIRST COMMUNITY	INTEREST CK		(\$1,112,402.92)	(\$1,055,706.66)	0.00%	No Change
	INTEREST SAV		\$5,111,848.67	\$5,853,847.40	0.03%	Maximize Return Per Investment Policy
	PAYROLL		\$0.00		0.00%	No Change
	CK-GENERAL		\$0.00		0.00%	Account Closed
1ST SENT.	SAV-GENERAL		\$67,816.07	68,309.09	0.05%	Transfer Balance to FC Savings and Close Account
	SAV-GENERAL(DTF)		\$286,071.11	\$282,164.23	0.05%	Transfer Balance to FC Savings and Close Account
	PAYROLL		\$0.00	\$0.00	0.00%	Account Closed
	FIRE DEPT.		\$38,087.47	\$37,700.48	0.01%	Maximize Return Per Investment Policy
	RESCUE DEPT.		\$1,957.26	\$282.76	0.10%	Maximize Return Per Investment Policy
	PS BLDG FUND 8898		\$10,689.03	\$10,689.03	0.00%	Transfer Balance to FC Savings and Close Account
	BIG CREEK REIMB		\$62,469.21	\$62,474.35	0.10%	Transfer Balance to FC Savings and Close Account
	STATE ASSET-DTF		\$21,530.38	\$19,079.47	0.10%	Maximize Return Per Investment Policy
	FED ASSET-RLDS PD		\$2,886.94	\$2,887.17	0.10%	Maximize Return Per Investment Policy
	FED FORF-DTF		\$9,667.25	\$8,973.56	0.10%	Pay LEA Acquisition Company Entire Balance and Close Account
	C.D. -8000002/1300943		\$120,714.58	\$120,714.58	4.00%	Maximize Return Per Investment Policy
	EMPLOYEE FLOWER		\$269.65	\$275.65	0.00%	Transfer Balance to FC Savings and Close Account/Continue to Track Balance
	CENTENNIAL SAV		\$9,843.44	\$9,844.25	0.10%	Transfer Balance to FC Savings and Close Account
	SECTION HOUSE		\$6,393.60	\$6,393.60	0.00%	Transfer Balance to FC Savings and Close Account/Continue to Track Balance
	COAL MINERS MEM		\$24,796.88	\$24,799.33	0.12%	Transfer Balance to FC Savings and Close Account/Continue to Track Balance
	MGNB-WHITE CHRISTMAS		\$15,494.71	\$15,494.71	0.00%	Maximize Return Per Investment Policy
	FC-POP UP RICHLANDS		\$27,402.04	\$27,402.04	0.00%	Return Pro-rata Share and Close Account
	VDOT HIGHWAY MAINT FUNDS		\$2,794,410.75	\$2,047,905.13	0.03%	Maximize Return Per Investment Policy
	TOTAL GENERAL FUND		\$7,587,795.09	\$7,624,511.05		
	UNDESIGNATED / UNRESERVED - Governmental		\$4,176,921.22	\$4,976,109.23		
	WATER DEPARTMENT:					
	CASH ON HAND		(\$27,393.99)	(\$27,393.99)	0.00%	No Change
LEGACY/CLINCH VALLEY	C.D.-WATER 67815		\$107,649.61	\$107,709.04	0.65%	Maximize Return Per Investment Policy
TRUPPOINT	WATER DEBT		\$921,366.91	\$921,480.50	0.15%	Maximize Return Per Investment Policy

2023-2024		ACCOUNT	MAY	JUNE	Interest Rate	Banking Recommendations
BANK						
FIRST COMMUNITY	INTEREST CK		(\$1,725,577.28)	(\$1,732,051.54)	0.00%	No Change
	INTEREST SAV		\$2,518,749.94	\$2,507,709.85	0.03%	Maximize Return Per Investment Policy
	PAYROLL		\$0.00	\$0.00	0.00%	No Change
1ST SENT.	SAV-GENERAL		\$38,536.36	\$38,536.36	0.05%	Transfer Balance to FC Savings and Close Account
	CK-GENERAL		\$0.00	\$0.00	0.00%	No Change
	PAYROLL		\$0.00	\$0.00	0.00%	No Change
	KENTS RIDGE PROJ		\$14,739.83	\$49,682.44	0.10%	Maximize Return Per Investment Policy
	WATER O & M #9087		\$323,116.48	\$323,143.03	0.10%	Maximize Return Per Investment Policy
	C.D. UT 1 - #6014724		\$33,060.10	\$33,060.10	4.75%	Maximize Return Per Investment Policy
TOTAL WATER DEPARTMENT			\$2,204,247.96	\$2,221,875.79		
UNDESIGNATED / UNRESERVED-Water			\$1,127,431.51	\$1,109,943.71		
<u>SEWER DEPARTMENT:</u>						
	CASH ON HAND		\$4,917.19	\$4,917.19	0.00%	No Change
TRUPOINT	VRA BOND		\$453,930.26	\$454,303.35	1.00%	Maximize Return Per Investment Policy
FIRST COMMUNITY	INTEREST CK		(\$1,430,657.26)	(\$1,423,022.10)	0.00%	No Change
	INTEREST SAV		(\$512,229.09)	(\$508,731.15)	0.03%	Maximize Return Per Investment Policy
	PAYROLL		\$0.00	\$0.00	0.00%	No Change
1ST SENT.	SAV-GENERAL		(\$32,224.50)	(\$32,224.50)	0.05%	Transfer Balance to FC Savings and Close Account
	CK-GENERAL		\$0.00	\$0.00	0.00%	No Change
	PAYROLL		\$0.00	\$0.00	0.00%	No Change
	BIRM SEW 013018872					
	WWTP O & M #9090		\$490,648.09	\$490,688.42	0.10%	Maximize Return Per Investment Policy
	C.D. UT 1 - #6014724		\$33,652.97	\$33,652.97	4.75%	Maximize Return Per Investment Policy
TOTAL SEWER DEPARTMENT			(\$991,962.34)	(\$980,415.82)		
UNDESIGNATED / UNRESERVED-Sewer			(\$1,479,545.57)	(\$1,468,372.14)		
<u>ELECTRIC DEPARTMENT:</u>						
TRUIST/BB&T	CASH ON HAND		\$33,731.98	\$33,731.98	0.00%	No Change
	UT DEPOSIT		\$3,522.11	\$3,522.14	0.01%	Maximize Return Per Investment Policy
FIRST COMMUNITY	INTEREST CK		\$2,422,976.55	\$3,515,849.27	0.00%	No Change
	INTEREST SAV		(\$367,558.10)	(\$569,787.65)	0.03%	Maximize Return Per Investment Policy
	PAYROLL		\$0.00	\$0.00	0.00%	No Change
1ST SENT.	SAV-GENERAL		\$109.90	\$109.90	0.05%	Transfer Balance to FC Savings and Close Account
	CK-GENERAL				0.00%	No Change
	PAYROLL				0.00%	No Change

2023-2024		ACCOUNT	MAY	JUNE	Interest Rate	Banking Recommendations
BANK	C.D. UT -#4724/4732/4740	\$271,285.92	\$271,285.92	4.75%	Maximize Return Per Investment Policy	
MINIMUM CASH RESERVE	SAV/CK-GENERAL	1,518,329.00	1,518,329.00	0.03%	Maximize Return Per Investment Policy	
TOTAL ELECTRIC DEPARTMENT		\$3,882,397.36	\$4,773,040.56			
UNDESIGNATED / UNRESERVED - Electric		\$2,092,782.44	\$2,983,425.64			
GRAND TOTAL		\$12,682,478.07	\$13,639,011.58			
TOTAL UNDESIGNATED / UNRESERVED CASH		\$5,917,589.60	\$7,601,106.44			

2023-2024		ACCOUNT	MAY	JUNE	Interest Rate	Banking Recommendations
BANK						
GENERAL FUND:						
CASH ON HAND			(\$11,055.18)	(\$11,055.18)	0.00%	No Change
TRUIST/BB&T		FIRE PGR.	\$94,157.71	\$84,410.61	0.01%	Maximize Return Per Investment Policy
		UT DEPOSIT 32111838			0.01%	Maximize Return Per Investment Policy
TRUPOINT		ASSET-RLDS PD	\$4,746.44	\$7,625.45	0.25%	Maximize Return Per Investment Policy
CLINCH VALLEY BK		C.D. - UTILITY				
FIRST COMMUNITY		INTEREST CK	(\$1,112,402.92)	(\$1,055,706.66)	0.00%	No Change
		INTEREST SAV	\$5,111,848.67	\$5,653,847.40	0.03%	Maximize Return Per Investment Policy
		PAYROLL	\$0.00		0.00%	No Change
1ST SENT.		CK-GENERAL	\$0.00		0.00%	Account Closed
		SAV-GENERAL	\$67,816.07	68,309.09	0.05%	Transfer Balance to FC Savings and Close Account
		SAV-GENERAL(DTF)	\$286,071.11	\$282,164.23	0.05%	Transfer Balance to FC Savings and Close Account
		PAYROLL	\$0.00	\$0.00	0.00%	Account Closed
		FIRE DEPT.	\$38,087.47	\$37,700.48	0.01%	Maximize Return Per Investment Policy
		RESCUE DEPT.	\$1,957.26	\$282.76	0.10%	Maximize Return Per Investment Policy
		PS BLDG FUND 8898	\$10,689.03	\$10,689.03	0.00%	Transfer Balance to FC Savings and Close Account
		BIG CREEK REIMB	\$62,469.21	\$62,474.35	0.10%	Transfer Balance to FC Savings and Close Account
		STATE ASSET-DTF	\$21,530.38	\$19,079.47	0.10%	Maximize Return Per Investment Policy
		FED ASSET-RLDS PD	\$2,886.94	\$2,887.17	0.10%	Maximize Return Per Investment Policy
		FED FORF-DTF	\$9,667.25	\$8,973.56	0.10%	Pay LEA Acquisition Company Entire Balance and Close Account
		C.D. -8000002/1300943	\$120,714.58	\$120,714.58	4.00%	Maximize Return Per Investment Policy
		EMPLOYEE FLOWER	\$269.65	\$275.65	0.00%	Transfer Balance to FC Savings and Close Account/Continue to Track Balance
		CENTENNIAL SAV	\$9,843.44	\$9,844.25	0.10%	Transfer Balance to FC Savings and Close Account
		SECTION HOUSE	\$6,393.60	\$6,393.60	0.00%	Transfer Balance to FC Savings and Close Account/Continue to Track Balance
		COAL MINERS MEM	\$24,796.88	\$24,799.33	0.12%	Transfer Balance to FC Savings and Close Account/Continue to Track Balance
		MCNB-WHITE CHRISTMAS	\$15,494.71	\$15,494.71	0.00%	Maximize Return Per Investment Policy
		FC-POP UP RICHLANDS	\$27,402.04	\$27,402.04	0.00%	Return Pro-rata Share and Close Account
		VDOT HIGHWAY MAINT FUNDS	\$2,794,410.75	\$2,047,905.13	0.03%	Maximize Return Per Investment Policy
TOTAL GENERAL FUND			\$7,587,795.09	\$7,624,511.05		
UNDESIGNATED / UNRESERVED - Governmental			\$4,176,921.22	\$4,976,109.23		
WATER DEPARTMENT:						
		CASH ON HAND	(\$27,393.99)	(\$27,393.99)	0.00%	No Change
LEGACY/CLINCH VALLEY		C.D. -WATER 67815	\$107,649.61	\$107,709.04	0.65%	Maximize Return Per Investment Policy
TRUPOINT		WATER DEBT	\$921,366.91	\$921,480.50	0.15%	Maximize Return Per Investment Policy

2023-2024		MAY		JUNE		Interest Rate	Banking Recommendations
BANK	ACCOUNT						
FIRST COMMUNITY	INTEREST CK	(\$1,725,577.28)	(\$1,732,051.54)			0.00% No Change	
	INTEREST SAV	\$2,518,749.94	\$2,507,709.85			0.03% Maximize Return Per Investment Policy	
	PAYROLL	\$0.00	\$0.00			0.00% No Change	
1ST SENT.	SAV-GENERAL	\$38,536.36	\$38,536.36			0.05% Transfer Balance to FC Savings and Close Account	
	CK-GENERAL	\$0.00	\$0.00			0.00% No Change	
	PAYROLL	\$0.00	\$0.00			0.00% No Change	
	KENTS RIDGE PROJ	\$14,739.83	\$49,682.44			0.10% Maximize Return Per Investment Policy	
	WATER O & M #9087	\$323,116.48	\$323,143.03			0.10% Maximize Return Per Investment Policy	
	C.D. UT 1 - #6014724	\$33,060.10	\$33,060.10			4.75% Maximize Return Per Investment Policy	
TOTAL WATER DEPARTMENT		\$2,204,247.96	\$2,221,875.79				
UNDESIGNATED / UNRESERVED-Water		\$1,127,431.51	\$1,109,943.71				
SEWER DEPARTMENT:							
	CASH ON HAND	\$4,917.19	\$4,917.19			0.00% No Change	
TRUPPOINT	VRA BOND	\$453,930.26	\$454,303.35			1.00% Maximize Return Per Investment Policy	
FIRST COMMUNITY	INTEREST CK	(\$1,430,657.26)	(\$1,423,022.10)			0.00% No Change	
	INTEREST SAV	(\$512,229.09)	(\$508,731.15)			0.03% Maximize Return Per Investment Policy	
	PAYROLL	\$0.00	\$0.00			0.00% No Change	
1ST SENT.	SAV-GENERAL	(\$32,224.50)	(\$32,224.50)			0.05% Transfer Balance to FC Savings and Close Account	
	CK-GENERAL	\$0.00	\$0.00			0.00% No Change	
	PAYROLL	\$0.00	\$0.00			0.00% No Change	
	BIRM SEW 013018872						
	WWTP O & M #9090	\$490,648.09	\$490,688.42			0.10% Maximize Return Per Investment Policy	
	C.D. UT 1 - #6014724	\$33,652.97	\$33,652.97			4.75% Maximize Return Per Investment Policy	
TOTAL SEWER DEPARTMENT		(\$991,962.34)	(\$980,415.82)				
UNDESIGNATED / UNRESERVED-Sewer		(\$1,479,545.57)	(\$1,468,372.14)				
ELECTRIC DEPARTMENT:							
	CASH ON HAND	\$33,731.98	\$33,731.98			0.00% No Change	
TRUIST/BB&T	UT DEPOSIT	\$3,522.11	\$3,522.14			0.01% Maximize Return Per Investment Policy	
FIRST COMMUNITY	INTEREST CK	\$2,422,976.55	\$3,515,849.27			0.00% No Change	
	INTEREST SAV	(\$367,558.10)	(\$569,787.65)			0.03% Maximize Return Per Investment Policy	
	PAYROLL	\$0.00	\$0.00			0.00% No Change	
1ST SENT.	SAV-GENERAL	\$109.90	\$109.90			0.05% Transfer Balance to FC Savings and Close Account	
	CK-GENERAL					0.00% No Change	
	PAYROLL					0.00% No Change	

2023-2024		ACCOUNT	MAY	JUNE	Interest Rate	Banking Recommendations
BANK		C.D. UT -#4724/4732/4740	\$271,285.92	\$271,285.92	4.75%	Maximize Return Per Investment Policy
		MINIMUM CASH RESERVE SAV/CK-GENERAL	1,518,329.00	1,518,329.00	0.03%	Maximize Return Per Investment Policy
		TOTAL ELECTRIC DEPARTMENT	\$3,882,397.36	\$4,773,040.56		
		UNDESIGNATED / UNRESERVED - Electric	\$2,092,782.44	\$2,983,425.64		
		GRAND TOTAL	\$12,682,478.07	\$13,639,011.58		
		TOTAL UNDESIGNATED / UNRESERVED CASH	\$5,917,589.60	\$7,601,106.44		

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Yard Sign resolution		
Staff Contact(s):	Jason May		
Agenda Date:	August 13 th 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell		

SUMMARY:

At last month's Council meeting, Council provided approval for the removal of yard signs in the right of way. This resolution provide more clarity around the process. Summary below.

This document is a resolution (R-2024-08-01) by the Town Council of Richlands, Virginia, prohibiting the placement of yard signs in public rights-of-way. Here's a summary of the key points:

1. Purpose: To maintain the aesthetic appeal, safety, and functionality of public rights-of-way in Richlands.
2. Rationale:
 - Yard signs in public rights-of-way can create visual clutter
 - They can obstruct sightlines for drivers and pedestrians
 - They can interfere with maintenance activities
 - They can detract from the overall appearance of the Town
3. Main resolution:
 - Prohibits any person, organization, or entity from placing, installing, or maintaining yard signs within any public right-of-way in Richlands
4. Enforcement:
 - The Town Manager or designee can remove any sign found in a public right-of-way without notifying the owner
 - Removed signs will be held at Richlands Town Hall for 30 days

- After 30 days, unclaimed signs may be disposed of
5. Adoption:
- The resolution is to be adopted in August 2024

FINANCIAL IMPACT AND FUNDING SOURCE:

This resolution has no financial impact.

RECOMMENDATION:

Staff recommends approving this resolution.

RESOLUTION
R-2024-08-01

A RESOLUTION OF THE TOWN OF RICHLANDS PROHIBITING THE PLACEMENT OF
YARD SIGNS IN PUBLIC RIGHTS-OF-WAY

WHEREAS, the Town Council of Richlands, Virginia, is committed to maintaining the aesthetic appeal, safety, and functionality of public rights of way in the Town; and

WHEREAS, the proliferation of yard signs in public rights-of-way can create visual clutter, obstruct sightlines for drivers and pedestrians, interfere with maintenance activities, and detract from the overall appearance of the Town; and

WHEREAS, the Town Council of Richlands, Virginia has determined that it is in the best interest of public safety, community aesthetics, and efficient maintenance of public spaces to prohibit the placement of yard signs in public rights-of-way.

NOW THEREFORE BE IT RESOLVED that the Town of Richlands Town Council hereby restricts the ability for any person, organization, or entity to place, install, or maintain any yard sign within any public right-of-way within the Town of Richlands.

BE IT FURTHER RESOLVED that if any yard sign is found in a Town of Richlands right-of-way, then the Town Manager or his designee shall be entitled to remove such sign without having to give notice to the true owner of such sign, and such sign will be held at the Richlands Town Hall for a period of thirty (30) days after such removal for the true owner to claim such sign. Upon the expiration of thirty (30) days, and the sign is still unclaimed, the Town Manager or his designee shall have the ability to dispose of such sign.

In Witness whereof, the foregoing was adopted by the Town Council of Richlands, Virginia on the ____ day of August, 2024.

The Town of Richlands Town Council

Rodney D. Cury, *Mayor*

Attest:

Amanda Beheler, *Town Clerk*

Ayes:	
Nays:	
Absent:	

Town of Richlands, VA

Town Council Meeting

Staff Summary

Action Item

Agenda Title:	Richlands Annex Capital Project Ordinance		
Staff Contact(s):	Jason May		
Agenda Date:	August 13 th 2024	Item Number:	
Attachment(s):			
Reviewed By:	Ronnie Campbell		

SUMMARY:

Over the past 6 months, staff have been working on a capital project to create a new fire station/rescue squad, a new public works space, a new salt building, and spaces for all apparatus and equipment. This is the capital project ordinance to begin this project. A summary is below of the ordinance. This month will be the first reading of the ordinance.

This document is an ordinance (No. O-2024-09-01) for the Town of Richlands, Virginia, creating a new section 36.03 in the Town Code to establish a capital improvement account for the Richlands Annex Capital Project. Here's a summary of the key points:

1. Purpose: To create a capital project account for the Richlands Annex project.
2. Project components:
 - o Combined fire station and rescue squad building
 - o Public works building
 - o Salt container building
 - o Pole barn for public works apparatus
 - o Concrete work, HVAC, electrical systems, and interior carpentry for all buildings
3. Funding sources:
 - o Town appropriations
 - o State or federal grants
 - o Private donations

- Bond proceeds
 - Other available moneys
4. Usage of funds:
- Solely for planning, construction, and completion of the Richlands Annex Project
 - Remaining funds may be used for maintenance or transferred to another project
5. Budgeting and reporting:
- Separate line item in the Town's budget starting fiscal year 2025
 - Quarterly reports to be provided by the Town Manager

FINANCIAL IMPACT AND FUNDING SOURCE:

Creating this capital project ordinance has no financial impact. The project will require additional budget amendments to provide funding.

RECOMMENDATION:

Staff recommends approving this ordinance

ORDINANCE NO.: O-2024-09-01

TITLE III: ADMINISTRATION CHAPTER 36: CAPITAL IMPROVEMENT ACCOUNTS

CAPITAL IMPROVEMENT ACCOUNTS

Creation of New Ordinance 36.03

BE IT ORDAINED by the Council of the Town of Richlands, Virginia, pursuant to §§2.2(3) and 3.4(2) of the Town Charter, Section 32.45, 32.46, and 32.48 of the Richlands Town Code, and Virginia Code §§15.2-2501 and 15.2-2505, that the Council hereby IMPLEMENTS Section 36.03 of the Town Code regarding a capital improvement account for the Richlands Annex Capital Account:

§36.03 RICHLANDS ANNEX CAPITAL ACCOUNT

- (A) The Town hereby establishes a capital project account for the Richlands Annex project which shall comprise of
- a. A combined fire station and rescue squad building with four (4) bays for the fire station and three (3) bays for the rescue squad
 - b. A public works building
 - c. A salt container building
 - d. A pole barn store for public works apparatus
 - e. Concrete work for the entire project space
 - f. HVAC systems for all buildings
 - g. Electrical systems for all buildings
 - h. Interior carpentry for all buildings.
- (B) Funding for this account may come from any or all of the following sources:
- a. Moneys appropriated and made available by the Town
 - b. Grants from state or federal agencies
 - c. Donations or contributions from private individuals or organizations
 - d. Bond proceeds, if applicable
 - e. Any other moneys which may be made available to the Town for the purpose of this project.
- (C) Any money held in this account shall be used solely for the planning, construction, and completion of the Richlands Annex Project. Upon completion of such project, any remaining money held in the account may be further held in this account for maintenance of the Richlands Annex, or transferred to another Capital Improvement Project as deemed appropriate by the Richlands Town Council.
- (D) This account shall have its own line item of the Town's budget starting fiscal year 2025 and each fiscal year thereafter.
- (E) The Town Manager, or his designee, shall provide quarterly reports to the Town Council on the status of the Richlands Annex Project and the balance of this Capital Account.

First Reading: _____

Second Reading: _____

On ____ day of _____, 2024 , A motion was made by _____, and seconded by _____, for adoption of such ordinance as presented.

VOTE: Bales _____
 Jackson _____
 Mollo _____
 J. White _____
 S. White _____
 Wood _____

Rodney D. Cury, Mayor

Amanda Beheler, Clerk

Effective Date (*30 days from passage, unless passed as emergency*):

