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**City Council  
Meeting Packet**



**May 7, 2019**

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## AGENDA

Norton City Council

May 7, 2019

6:00 P.M.

1. Roll Call
2. Invocation – Rev. Ken Taylor
3. Pledge of Allegiance
4. Approval of Minutes
  1. Meeting of April 16, 2019
5. Audience for Visitors
6. New Business
  - A. Delivery of the FY18 Fiscal Audit by Thrower, Blanton, and Associates.
  - B. Presentation of the Norton City Schools Budget for Fiscal Year 2019-20.
  - C. Discussion about the Norton City Schools FY18 Surplus.
  - D. Request to Amend the FY19 Fiscal Budget to Include Financial Encumbrances in the Amount of \$48,502 for the Year Ending June 30, 2018.
  - E. Closed Meeting for Personnel as Per Section 2.2-3711 (A) (1) of the Code of Virginia as Amended.

1. Appointment to the Norton Industrial Development Authority for a Four (4) Year Term, Currently Barbara Caruso Whose Term Expires 5/10/19.

To 5/10/24

2. Appointment to the Norton Industrial Development Authority for a Four (4) Year Term, Currently Robert Leonard Whose Term Expires 5/10/19.

To 5/10/24

3. Appointment to the Spearhead Trail Blazers for a Three Year Term.

To 5/1/22

4. Appointment to the Department of Social Services for a Four (4) Year Term, Currently Jessica Fultz Whose Term Expires 5/22/19.

To 5/22/24

5. Appointment to the Department of Social Services for a Four (4) Year Term, Currently Jen Boa Whose Term Expires 5/22/19.

To 5/22/24

7. Comments by the City Manager, City Attorney, and City Council.

8. Adjournment.

The regularly scheduled meeting of the Norton City Council was held Tuesday, April 16, 2019, at 6:00 p.m., in the Municipal Council Chambers with Mayor Joseph Fawbush presiding.

Present: William Mays, Joseph Fawbush, Mark Caruso, and Delores Belcher

Also Present: Fred L. Ramey, Jr., City Manager, and William Bradshaw, City Attorney

Absent: Robert Fultz, Jr.

The invocation was given by Pastor Freddie Powers and was followed by the Pledge of Allegiance led by Police Chief James Lane.

Upon a motion by Councilman Caruso seconded by Councilwoman Belcher, and passed by the following vote: YES – Mays, Fawbush, Caruso, Belcher, NO – None, ABSENT – Fultz, ABSTAIN – None, council moved to adopt the minutes of the April 2, 2019, meeting as presented.

During the Mayor's Call for Visitors, Ms. Delores Bolling, of 639 Hillcrest Drive, S. E., spoke to council about several issues on Hillcrest Drive.

Ms. Bolling said city crews trimmed a tree on the city's right-of-way and left the debris and the wind blew the debris onto her property. Next, Ms. Bolling said a neighbor trimmed limbs out of pine trees and has not disposed of the cuttings causing the pine needles to be blown onto her property. She asked the city to pick up the limbs and debris. Also, Ms. Bolling said dog feces is another issue on Hillcrest Drive due to dog owners not picking up after their pets. She said she would like for council to work on adopting an ordinance that provides cumulative fines for owners who do not clean up after their pets. Ms. Bolling said another problem is that her home is being devalued by two homes that burned near her property. Ms. Bolling then reverted back to winter snow removal explaining the city's services do not extend to her property and she would like for the city to plow to the end of Hillcrest Drive. She then explained that neighbors are burning household trash at night and it fills her home with smoke. Ms. Bolling concluded by asking council to address the issues she described on Hillcrest Drive and to start investing in the city's communities and neighborhoods to keep them attractive for citizens and visitors.

Mr. Ramey said Danny Culbertson, president of Norton Youth Sports Foundation (NYSF), was in attendance to provide an update on the group's recent fundraising efforts.

Mr. Culbertson informed council that the foundation has raised \$9,000 of the \$15,000 goal. He said the organization assisted Norton Little League with construction of a new batting cage, and the foundation hopes to build new bathroom facilities with storage next year. Mr. Culbertson said May 31<sup>st</sup> is the deadline to order new football uniforms and equipment and new cheerleading uniforms at sale price.

After brief discussion, Mayor Fawbush advised Mr. Culbertson council will consider NYSF's funding request at council's next budget meeting, and Mr. Ramey will contact him to inform him of council's decision.

Tamara Greear of Thrower, Blanton, and Associates, P.C., was in attendance to present the 2017-18 Financial Audit for the City of Norton for the year ending June 30, 2018, and to provide members with a copy of the draft financial audit.

Ms. Greear explained council received a draft audit copy because city administration felt it was important that council have final audit numbers as they discuss the FY 2019-20 budget. She said she is not finished compiling the financial audit due to newly enacted standards and since the audit is in draft form it is not for public release. Ms. Greear informed council the city received an unmodified or clean opinion. She then gave an overview of the audit and noted there were five material weaknesses and two significant deficiencies in internal controls. Ms. Greear said the city had two material weaknesses and the school board had three material weaknesses and two significant deficiencies. She said city administration and the school board have received a letter explaining the material weaknesses and significant deficiencies and both have been proactive in correcting the issues. Ms. Greear said the General Operating Fund closed with a total surplus of \$864,192, of which, \$331,453, is surplus from Norton City School Board. Ms. Greear then presented the Enterprise Fund and said council has been proactive in raising rates to make the Water Operating Fund (WOF) self-sufficient. The increase in revenue in FY 2017-18 is an indicator of council's prior action even though the WOF ended the fiscal year with a deficit in net position. Ms. Greear said self-financing utility funds are difficult for all localities and she encouraged council to continue being proactive and to review the fund in order to continue moving toward self-sufficiency. Ms. Greear then provided a brief summary of Norton City School Board's audit and said she will provide council a final audit within the next couple of weeks.

Following a brief summation of the audit, Ms. Greear answered a few questions from council members, and Mayor Fawbush thanked Ms. Greear for her audit presentation.

In their packets for confirmation, council had draft Annexes and Appendices for the City's Emergency Operation Plan (EOP).

Councilman Caruso had some questions, and he asked if he could meet with city administration to discuss them.

Councilman Mays suggested council go ahead and approve the annexes and appendices and Councilman Caruso could meet with the city's Emergency Management Coordinator (EMC) Todd Lagow regarding his questions and to make any necessary adjustments since the EOP is a working document.

Upon a motion by Councilman Mays, seconded by Councilman Caruso, and passed by unanimous vote, council moved to adopt the draft Annexes and Appendices for the city's Emergency Operations Plan with the understanding that Councilman Caruso and EMC Todd Lagow may make some changes to the documents.

Council had been presented in their packets with a Non Funded Challenge Cost Share Agreement Between the City of Norton and the United States Department of Agriculture (USDA), Forest Service, George Washington Jefferson National Forest.

Mr. Ramey said the agreement is to document the cooperation between the two entities to allow the city to do some things on Forest Service lands. For example, the city is creating a High Knob Master Trail and in the future the goal is to have a trail extend to the High Knob Tower. Also, Mr. Ramey said some of the city's trails loop with Forest Service property and the agreement would allow city crews to provide maintenance on portions of the trails that are on Forest Service property. Mr. Ramey said the city would also like to include Forest Service

property in a long-range planning process through the High Knob Master Plan to include a trail that would eventually connect the city's trails to the town of Big Stone Gap's Big Cherry Lake. Also, last year the Forest Service had a water issue at the High Knob Recreation Area and could not open the park. The Forest Service called the city for assistance and the city's Transmission and Distribution Department was able to work with the Forest Service to repair the water issue so the park could open.

After a brief discussion and upon a motion by Councilman Caruso, seconded by Councilman Mays, and passed by the following vote: YES – Mays, Fawbush, Caruso, Belcher, NO – None, ABSENT – Fultz, ABSTAIN – None, council moved to authorize the city manager to enter into a Non-Funded Challenge Cost Share Agreement Between the City of Norton and the USDA, Forest Service, George Washington Jefferson National Forest.

Provided in council's packets for their consideration was the Wise County Behavioral Health Crisis Intervention Team Transfer of Custody Memorandum of Agreement (MOA).

Mr. Ramey informed council this agreement has not been presented previously for council's consideration and that Norton Police Chief James Lane was in attendance and could provide the background on the MOA.

Chief Lane informed council that Wise County Behavioral Health Services and the Wise County Sheriff's Department applied for a grant to fund an off-duty, sworn police officer or deputy position at the Crisis Intervention Team Assessment Center (CITAC) located at Norton Community Hospital. Chief Lane said he has voiced his concerns with the project being located in Norton and the increase in patients being transported to the City of Norton and being left or being released from the facility without a ride back home outside the City of Norton. Chief Lane said at the last meeting between the various agencies he voiced his concerns again and said his issues were somewhat addressed. He said he feels better about the project but he still has apprehensions about it. Chief Lane said Wise County Behavioral Health and the Wise County Sheriff's Department understand that if the agreement begins to have a negative impact on the city, he will voice his concerns. He said he has reviewed the MOA, and the city attorney has reviewed it as well. Chief Lane said he does not have an issue with the MOA but with the process. He said the program will be trial and error, but he recommends Norton Police Department participate.

City Attorney Bill Bradshaw added the city can terminate its participation with the program within 30 days and the can opt out of the automatic annual one-year renewal.

Upon a motion by Councilwoman Belcher, seconded by Councilman Mays, and passed by unanimous vote, council moved to authorize Police Chief James Lane to endorse the Wise County Behavioral Health Crisis Intervention Team Transfer of Custody Memorandum of Agreement.

A Resolution for the Local Public Safety 9-1-1 Telecommunicators Week of April 14-20, 2019, was presented for adoption.

Mr. Ramey said each year the city recognizes dispatchers for their service. He said this resolution is to honor hidden employees and draw attention to the work they do. He said last year Norton operators answered 4,500 emergency 9-1-1 calls and 28,213 non-emergency calls.

After a brief discussion and upon a motion by councilwoman Belcher, seconded by Councilman Caruso, and passed by unanimous vote, Council moved to adopt a Resolution for the Local Public Safety 9-1-1 Telecommunicators Week of April 14-20, 2019. (Insert)

Upon a motion by Councilwoman Belcher, seconded by Councilman Caruso, and passed by unanimous roll call vote, council moved to go into closed meeting for personnel as per Section 2.2-3711 (A) (1) of the Code of Virginia, as amended.

Mayor Fawbush declared council in closed meeting.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, council moved to go back into open meeting.

Mayor Fawbush declared council back in open meeting.

The city attorney was excused at this time.

The clerk polled each member of council as to the Certification of Closed Meeting with each answering yes. The clerk then read a Resolution of the Certification of Closed Meeting.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, council moved to adopt A Resolution of the Certification of Closed Meeting. (Insert)

Mayor Fawbush asked if there was a motion to approve Mr. Ramey's recommendations to the 2019 Virginia Municipal League Policy Committees.

Councilman Mays made a motion to approve the following: Fred Ramey, Jr., on the Community and Economic Development Committee, Andrew Greear on the Environmental Quality Committee, Jeff Shupe on the Finance Committee, William Bradshaw on the General Laws Committee, Gina Wohlford on the Human Development and Education Committee, and Steve McElroy on the Transportation Committee. The motion was seconded by Councilwoman Belcher, and passed by unanimous vote. Council moved that the nominations cease.

Mayor Fawbush declared the individuals listed above to serve on the 2019 Virginia Municipal League Policy Committees.

In comments from the city manager:

Mr. Ramey said seven contractors attended the April 10<sup>th</sup> Pre-Bid Conference. He said Sugar Hill Cidery and the City of Norton were included in the state's new Virginia Cidery brochure.

Mr. Ramey said he provided at each member's desk the latest Retail Sales Tax Report and monthly financial statements.

He noted activities for this week include: Ladies Mountain Bike Ride, a Beginner or Intermediate Trail Run, Easter Egg Hunt, Adopt-A-Truck, and Drug Take Back Event at CVS Pharmacy.

Mr. Ramey then shared the Budget Calendar with council.

The following comments were made by council members:

Mayor Fawbush commented Sugar Hill Cidery will be opening in Norton within the next few months, and Blue Ridge Outdoors Magazine published a six page article about craft breweries.

There being no further business to come before council, the meeting adjourned.

CITY OF NORTON, VIRGINIA

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Joseph Fawbush, Mayor

ATTEST:

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Rebecca K. Coffey, Clerk of Council

City of Norton



# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** May 3, 2019  
**Re:** 2017-18 Fiscal Audit

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Tamara Greear of Thrower, Blanton, & Associates, P.C. will deliver the bound 2017-18 Fiscal Audit for the period ending June 30, 2018.

Thank You.

NORTON CITY SCHOOLS  
2019-2020 BUDGET

Revenue Budget	ADM 750		ADM 765		ADM 775		Increase/(Decrease)
	2017-2018 Budget	2018-2019 Budget	2018-2019 Budget	2019-2020 Budget	2019-2020 Budget	Increase/(Decrease)	
<b>General Fund</b>							
<b>Major Subtotal</b>							
18030 - Rebates and Refunds	140,127	126,597	126,597	126,597	-	-	
18990 - Other Funds	67,400	76,400	76,400	76,400	-	-	
24020 - State Receipts	4,991,459	5,161,496	5,161,496	5,502,360	340,864	340,864	
33020 - Federal Receipts	457,850	477,710	477,710	496,882	19,172	19,172	
51050 - Local Appropriations	2,468,348	2,438,076	2,438,076	2,479,436	41,360	41,360	
<b>General Fund Total</b>	<b>8,125,184</b>	<b>8,280,279</b>	<b>8,280,279</b>	<b>8,681,675</b>	<b>401,396</b>	<b>401,396</b>	
<b>Textbook Fund</b>							
11100 - Beginning Balance	109,009	123,624	123,624	131,422	7,798	7,798	
18990 - Other Funds	80	80	80	80	-	-	
24020 - State Receipts	58,812	53,844	53,844	55,639	1,795	1,795	
51050 - Local Appropriations	23,523	21,674	21,674	22,396	722	722	
<b>Textbook Fund Total</b>	<b>191,424</b>	<b>199,222</b>	<b>199,222</b>	<b>209,537</b>	<b>10,315</b>	<b>10,315</b>	
<b>Retiree Health Fund</b>							
11100 - Beginning Balance	43,900	(19,300)	(19,300)	43,900	63,200	63,200	
15000 - Transfers	40,000	40,000	40,000	30,000	(10,000)	(10,000)	
18030 - Retiree Payments	63,400	63,400	63,400	52,104	(11,296)	(11,296)	
18990 - Other Funds	100	100	100	100	-	-	
<b>Retiree Health Fund Total</b>	<b>147,400</b>	<b>84,200</b>	<b>84,200</b>	<b>126,104</b>	<b>41,904</b>	<b>41,904</b>	
<b>Food Service Fund</b>							
11100 - Beginning Balance	6,800	66,800	66,800	163,061	96,261	96,261	
16120 - Pupil Lunches	65,400	5,400	5,400	5,400	-	-	
18990 - Other Funds	2,015	2,015	2,015	2,015	-	-	
24020 - State Receipts	27,815	27,815	27,815	27,815	-	-	
33020 - Federal Receipts	226,000	339,000	339,000	530,000	191,000	191,000	
<b>Food Service Fund Total</b>	<b>328,030</b>	<b>441,030</b>	<b>441,030</b>	<b>728,291</b>	<b>287,261</b>	<b>287,261</b>	
<b>Grand Total</b>	<b>8,792,038</b>	<b>9,004,731</b>	<b>9,004,731</b>	<b>9,745,607</b>	<b>740,876</b>	<b>740,876</b>	
<b>Local Funds Summary</b>							
Local Operations	1,655,643	1,624,311	1,624,311	1,667,946	43,635	43,635	
Local Debt Service	812,705	813,765	813,765	811,490	(2,275)	(2,275)	
Textbook	23,523	21,674	21,674	22,396	722	722	
<b>Total</b>	<b>2,491,871</b>	<b>2,459,750</b>	<b>2,459,750</b>	<b>2,501,832</b>	<b>42,082</b>	<b>42,082</b>	

NORTON CITY SCHOOLS  
2019-2020 BUDGET

Expenditure Budget

Fund Name	Major Subtotal	2017-2018 Budget	2018-2019 Budget	2019-2020 Budget	Increase/(Decrease)
General Fund					
61100 - Instructional		4,304,839	4,465,691	4,902,781	437,090
61210 - Guidance Services		160,780	163,828	182,201	18,373
61230 - Homebound Instruction		13,592	13,592	13,592	-
61310 - Improvement of Instruction		115,043	115,223	43,189	(72,034)
61320 - Media Services		133,289	140,924	137,216	(3,708)
61410 - Office of the Principal		533,406	530,576	505,130	(25,447)
62100 - Administration		444,543	425,994	468,688	42,694
62220 - Health Services		57,891	57,891	56,631	(1,260)
62230 - Psychological Services		12,000	12,000	12,000	-
62240 - Speech/OT/PT		78,300	78,300	78,300	-
63200 - Pupil Transportation		176,827	176,366	173,920	(2,446)
64200 - Building Services		676,745	675,234	688,195	12,961
64300 - Grounds Services		10,259	5,000	5,000	-
64400 - Equipment Services		47,181	36,659	36,659	-
65500 - SWVA Public Ed Consortium		82,927	84,379	83,977	(402)
66100 - Transfers to Other Funds		40,000	40,000	30,000	(10,000)
67100 - Debt Service		918,196	933,152	932,918	(235)
68000 - Technology		319,366	325,469	331,278	5,809
<b>General Fund Total</b>		<b>8,125,184</b>	<b>8,280,279</b>	<b>8,681,675</b>	<b>401,396</b>
Textbook Fund					
61100 - Instructional		128,100	128,100	30,000	(98,100)
69000 - Ending Balance		19,300	(43,900)	179,537	223,437
<b>Textbook Fund Total</b>		<b>147,400</b>	<b>84,200</b>	<b>209,537</b>	<b>125,337</b>
Retiree Health Fund					
61100 - Instructional		67,800	67,800	83,000	15,200
69000 - Ending Balance		123,624	131,422	43,104	(88,318)
<b>Retiree Health Fund Total</b>		<b>191,424</b>	<b>199,222</b>	<b>126,104</b>	<b>(73,118)</b>
Food Service Fund					
65100 - School Food		321,125	379,189	489,646	110,457
69000 - Ending Balance		6,905	61,841	238,645	176,804
<b>Food Service Fund Total</b>		<b>328,030</b>	<b>441,030</b>	<b>728,291</b>	<b>287,261</b>
<b>Grand Total</b>		<b>8,792,038</b>	<b>9,004,731</b>	<b>9,745,607</b>	<b>740,876</b>

**City of Norton**

# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** May 3, 2019  
**Re:** NCS FY18 Surplus

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I plan to provide City Council with a short update on the Norton City Schools FY18 surplus. Norton City School Board Chairman Cody McElroy and Superintendent Gina Wohlford plan to be in attendance so this would be a good opportunity to for City Council to discuss its intentions.

Thank You.

Encumbrances 30-Jun-18		
Description (Vendor)	Amount	
Fireworks Display (Pyrotecnico)	\$ 6,000	Parks and Recreation
Computer Hardware (Saratoga Technologies)	\$ 11,188	Data Processing
Communications Upgrade (Two Way Radio)	\$ 8,695	Emergency Management
Animal Proof Trash Containers (Virginia Correction Enterprise)	\$ 3,945	Litter Control
TurnOut Gear (NAFECO)	\$ 18,674	Fire Safety Equipment
Total	\$ 48,502	