

Town of Clintwood, Virginia  
Recessed Town Council Meeting  
February 28, 2023

Record of Attendance:

Council Members:

Danny Lambert - Mayor/Town Manager  
Ron Kendrick - Vice Mayor  
Doris Rife  
Talbert Bolling  
Jim Childress  
Shelly Mullins

Others Present:

Attorney - Absent  
Judy Steele - Clerk

Chief Rick Mullins  
Allen Taylor  
Robert Stallard  
Sara Phillips

Citizens: none

Mayor Lambert called the meeting to order and asked for moment of silent prayer.

Motion was made by Councilman Bolling and second by Councilman Childress to approve the agenda. Motion passed unanimously.

Agenda Item -Sara Phillips - Contract -The Local Honeys Band

Sara Phillips said one of the things she wanted to discuss with the council was the Jettie Baker Center's website. Councilman Bolling had given her a name of someone to check with concerning the website and she did and she was impressed with his ideas in the building of the website. His quote to build the website was \$1250 and no monthly fee because she will be doing the maintenance on the website. Councilman Bolling asked if you can sell tickets on line thru the website and she said that was correct. Mayor Lambert asked if anyone from the office could do maintenance on the website if she wasn't available and Sara said yes. Sara said the other quote was \$450, but he didn't go into the details that the other person did. It will take about 2-4 weeks to do the website.

Motion was made by Councilman Bolling and second by Councilwoman Rife to go with Arsenal Development to develop the Jettie Baker Center Website. Motion passed unanimously.

Councilwoman Rife said she saw that the Magnolia Blvd Band was coming to the Jettie and asked their fee and Sara said it is \$2,000 and if the tickets sell out then they get a \$1,000 bonus. The show will be May 20. Councilman Bolling asked about Craig Street Band and Sara said they are opening up for the Arlo McKinley Show and the tickets are being sold on Eventbrite. Councilwoman Rife asked if Larry Sparks was still coming and Sara said yes and she offered to go with Sara to help get some sponsors. Mayor Lambert asked Sara to explain a little about the music The Local Honeys play and she said it was similar to folk music.

Motion was made by Councilman Bolling and second by Councilman Kendrick to sign the contract with The Local Honeys Band. Motion passed unanimously.

Sara Phillips said the ARC which is putting in Rehab on Red Onion has a lot of companies underneath them and one is a theater company. They have done a play about the night Ralph Stanley met Keith Wheatly and Ricky Scaggs. It is a great musical play with 18 Ralph Stanley songs. They would like to come to the Jettie Baker Center and perform it on April 14, 15, and 16. They will take the ticket sales and the Jettie will keep the concession sales. Councilman Childress suggested a meet and greet in the community center. Councilman Kendrick said he met with them today about the facility they will be building and he requested that they come to a council meeting and do a presentation. They will be contacting him back and pick a date to come. Councilman Bolling asked if she was going to incorporate any "beer gardens" with any of the shows and Sara said she had them planned for some of the shows. Councilman Childress said that there has been the Girl Scouts, the Headstart Children, and Special Needs students at the Jettie. Sara said she was going to fill out an application with the Columbus Phipps Foundation to request a donation for the Jettie. Councilman Childress said the town employees can go to the Pro-Art shows for free, and any town sponsored shows.

#### Agenda Item - David Brown Auditor -FY 22 Audit

Mayor Lambert said that Hicok Brown and Company fee to do the FY22 audit will be \$15,000 with an additional fee of \$2,500 - \$3,000 for the first federal major program.

Motion was made by Councilman Bolling and second by Councilman Childress to hire Hicok Brown and Company to do the Audit for FY22/23. Motion passed unanimously.

#### Agenda Item - Employee Handbook

Mayor Lambert said there were some employees present that would like address the council to give input on some updates to the handbook

Allen Taylor, Water and Sewer Supervisor, gave the council a handout with some changes to the employee handbook that the employees would like for them to consider. Those changes were the following: adding 3 more sick days to be used as optional personal days, once 40 hours are earned during a week which would include worked time, vacation time, personal time, holiday time, or sick time they be paid overtime (1 ½ time employee's regular rate), and adding one extra vacation day per year for each five years of service employee has worked. Allen said another thing is unexcused absences. Councilwoman Rife said that is something the employee (s) need to be talked to about. Allen asked the council to look at drug testing all employees not just the new hires or CDL drivers.

Chief Rick Mullins said he had only a couple of things to add to what Allen had mentioned. The first was the employees that work a holiday get paid eight hours holiday pay plus time and half for everything they work that day. Now they usually take their holiday off on another day if they work that holiday. Councilman Kendrick asked about if the officer is just taking calls on a Holiday. Chief Mullins said usually the officers only take calls on Christmas and Thanksgiving and they get paid for the holiday and if called out they would get time and half (1 ½) pay. Chief Mullins said another thing was the police officers lunch break. The police department don't just get to take a lunch break. They are on call and just can't go home and sit down and eat for an hour. The town gives you a half hour lunch break and they pay you for a half hour lunch break. He would like the police department to work a straight ten hour shift and if you take a lunch break or not it is up to you. Councilman Kendrick said the supervisor should sign off if someone has to work thru there lunch break and Chief Mullins said the town does do that and they will pay you for it. He said what he is asking for is just a straight ten hour shift. He said all other departments do that.

Chief Mullins said the state had given the police department \$111,000 from the ARPA Funds and he would like to replace one of the police vehicles with a 4-door truck. He said he has been checking around at some of the dealership for quotes. He said they are looking at some night vision, body armor, and some other things. The grant has to be submitted by March 24. Councilman Bolling asked if the Sheriff's office also received some money and Chief Mullins said over \$600,000. Councilman Bolling said the Sheriff had been in discussion with Larry Barton, county administrator, about the communication system. He asked if you could use some of the money to upgrade the town's tower. Chief Mullins said if you are going to upgrade the radio system then you need to move into the Star's system, but the Sheriff's department would have to have the Star's system before the town can have Star's system. Chief Mullins said they are currently testing out a radio system that works off your phone. They have a 30 day free trial. Another thing they might look at is replacing their computers.

*Mayor Lambert asked for a 10 minute break.*

*Review of the Employee Handbook -*

Page 4- Councilman Kendrick asked if the police personnel was issued a separate police manual in addition to the standard personnel manual. Judy Steele said she would check with Chief Mullins.

Page 7 - Introductory period accrual of sick and annual leave - Leave the current wording in the paragraph

Page 12 - Call Back Pay - Leave the current wording in the paragraph

Page 12 - Over time Pay to nonexempt employees - Take out the wording *actually worked and overtime is not paid on vacation, sick leave, holidays, or other paid leave days because this time is not considered working time.* Insert - **Overtime pay is to be paid for hours over 40 per week which will include vacation, sick leave, holidays, or other paid leave.**

Page 13 - Performance Appraisals: These evaluations should be completed by July 1 with the supervisors doing their department employees and reviewing the evaluations with the town manager. The town manager will evaluate the supervisors and will make a report to the town council when the evaluations are completed. Councilman Bolling suggested checking with the employees to see how many would want to start having their checks direct deposited.

Page 14 - Daily Meals Allowance - *Change reimbursement of meals to \$20 for a day trip and \$60 for an overnight stay.*

Page 15 - Meal Periods - Leave this section as it including the meal breaks for the police department.

Page 17 - Annual Leave - Insert - Employees are to be paid for any unused annual leave at the end of the year and to give the employees an extra day of annual leave for each 5 years of service.

Page 18 - Sick and Personal Leave - Increase the number of sick hours by 3 days and personal days to 3 to make it 11 days of accrued sick hours of which 3 days may be taken as personal days.

Page 20 - Holidays - No change

Page 20 - Bereavement Leave - No Changes

Page 21 - Leave of Absence Without Pay- Health Insurance Benefits - Check to see if this wording can be left as is

Page 27 - Employee Responsibilities - Review this section to make it more concise in its wording.

Page 30 - Personal Cell Phone Usage - This section needs to be updated since most of the workers have cell phones provided by the town.

Page 31-34 Council will review for any changes

Page 37 - 43 Drug Testing - Random drug testing on all employees. Get sample policies on marijuana or CDB Oils .

Page 43 - Post-Accident - Add Traffic Incidents such running stop sign, or traffic light etc.

Town Council will reviewing the remainder of the handbook for any other changes and will discuss at the next meeting.


**Other Business:**

Councilwoman Rife asked if all the food trucks have paid their meals and Judy Steele said we have one that has not been paying. Mayor Lambert said that would have to be given to the town attorney to take action.

Councilman Kendrick brought up the condition of the paving that was done on Main Street. He asked if there was anyone to complain too. Mayor Lambert said Joseph Mullins with VDOT. Councilman Mullins said he did not think it was given enough time to dry.

Motion was made by Councilman Bolling and second by Councilwoman Rife to adjourn.  
Motion passed unanimously.

-----00000-----

  
\_\_\_\_\_  
Danny Lambert, Mayor

Attest:

  
\_\_\_\_\_  
Judy Steele, Clerk