



**SOUTH HILL TOWN COUNCIL  
WORK SESSION  
TUESDAY, SEPTEMBER 23, 2025, 6:00 P.M.**

Temporary Town Hall Council Chambers  
111 E. Danville Street ~ South Hill, VA 23970  
<https://www.southhillva.org/> ~ [southhill@southhillva.org](mailto:southhill@southhillva.org)

*Note: This work session will be held in person and will not be livestreamed.*

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**1. Call to Order**

**2. Roll Call**

**3. Town of South Hill Strategic Plan Update**

- **Goal 1: Revitalize and Repurpose Dilapidated Properties**
  - \*Action Item – Schedule Public Hearings*
  - ❖ Draft Ordinance Amending the Town’s Implementation of the Uniform Statewide Building Code
  - ❖ Draft Ordinance Introducing Vacant Property Registry
- **Goals 2-4: Updates from Staff Retreat**

**4. Discussion: Ongoing Projects and Issues of Interest**

- **Review and Consider Draft Ordinances**
  - \*Action Item – Schedule Public Hearings*
  - ❖ Low-Speed Vehicles
  - ❖ Golf Cart Communities
  - ❖ Right-of-Way Permit Process
  - ❖ Finance: Utility Bill Payment, Utility Cut-On Fee and Bad Check Fee
- **Water and Sewer Rate Review**
- **Facility Use Policies**
  - \*Action Item – Approve for Use*
  - ❖ The Exchange Building
  - ❖ Centennial Park

**5. Other Business**

**6. Wrap Up and Adjournment**

**AN ORDINANCE AMENDING THE TOWN OF SOUTH HILL'S IMPLEMENTATION OF  
THE UNIFORM STATEWIDE BUILDING CODE**

**WHEREAS**, Virginia Code §36-106 empowers the Town of South Hill, Virginia (**the "Town"**) to impose civil penalties for Uniform Statewide Building Code violations; and

**WHEREAS**, Virginia Code §15.2-1115 empowers the Town to "compel...the razing or repair of all unsafe, dangerous or unsanitary public or private buildings, walls or structures which constitute a menace to the health and safety of the occupants thereof or the public," to abate the nuisance itself if the responsible party fails to do so after reasonable notice, and to "collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes;"

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of South Hill, Virginia, that Town Code Secs. 22-52 and 22-53 are repealed and replaced with the following added language below in italics and underline.

**Sec. 22-52 Violations and Penalties**

**(a) Statement of Policy**

(1) The Town's policy is to seek voluntary compliance with all enforcement cases throughout the Town. If voluntary compliance cannot be achieved, as a last resort, further enforcement and penalties shall follow the language below.

**(b) Criminal**

(1) Any person guilty of a violation of the provisions of this chapter or of the Uniform Statewide Building Code resulting in injury to a person shall be punished by a fine of not more than two thousand five hundred dollars (\$2,500.00) unless a civil penalty applies as provided in subsection (b) of this section.

(2) Any person convicted of a second offense committed within less than five (5) years after a first offense shall be punished by a fine of not less than one thousand dollars (\$1,000.00) nor more than two thousand five hundred dollars (\$2,500.00).

(3) Any person convicted of a second offense committed within a period of five (5) to ten (10) years of a first offense of this chapter shall be punished by a fine of not less than five hundred dollars (\$500.00) nor more than two thousand five hundred dollars (\$2,500.00).

(4) Any person convicted of a third or subsequent offense committed within ten (10) years of an offense under this chapter shall be punished by a fine of not less than one thousand five hundred dollars (\$1,500.00) nor more than two thousand five hundred dollars (\$2,500.00).

(5) Any prosecution under this section shall be commenced within the period provided for in the Code of Virginia § 19.2-8.

(c) Civil

- (1) The penalty for any violation of the Uniform Statewide Building Code not resulting in injury to a person shall be a civil penalty of \$100 for the initial summons and \$350 for each additional summons.
- (2) Each day during which the violation is found to have existed shall constitute a separate offense. However, specified violations arising from the same operative set of facts shall not be charged more frequently than once in any 10-day period, and a series of specified violations arising from the same operative set of facts shall not result in civil penalties which exceed a total of \$4,000.
- (3) Any person summoned or issued a ticket for a scheduled violation may make an appearance in person or in writing by mail to the department of finance or the treasurer of the locality prior to the date fixed for trial in court. Any person so appearing may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged. Such persons shall be informed of their right to stand trial and that a signature to an admission of liability will have the same force and effect as a judgment of court. As a condition of waiver of trial, admission of liability, and payment of a civil penalty, the violator and a representative of the locality shall agree in writing to terms of abatement or remediation of the violation within six months after the date of payment of the civil penalty.
- (4) If a person charged with a scheduled violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district court in the same manner and with the same right of appeal as provided for by law. In any trial for a scheduled violation authorized by this section, it shall be the burden of the locality to show the liability of the violator by a preponderance of the evidence. An admission of liability or finding of liability shall not be a criminal conviction for any purpose.
- (5) If the violation concerns a residential unit, and if the violation remains uncorrected at the time of assessment of the civil penalty, the court shall order the violator to abate, or otherwise remedy through hazard control, the violation in order to comply with the Code. Except as otherwise provided by the court for good cause shown, any such violator shall abate, or otherwise remedy through hazard control, the violation within six months of the date of the assessment of the civil penalty.
- (6) If the violation concerns a nonresidential building or structure, and if the violation remains uncorrected at the time of assessment of the civil penalty, the court may order the violator to abate, or otherwise remedy through hazard control, the violation in order to comply with the Code. Any such violator so ordered shall abate, or otherwise remedy through hazard control, the violation within the time specified by the court.

**Sec. 22-53 Abatement of unsafe, dangerous or unsanitary public or private buildings, walls or structures which constitute a menace to the health and safety of the occupants thereof or the public.**

- (a) A notice of unsafe structure, pursuant to the Virginia Maintenance Code, shall be reasonable notice for the purposes of Virginia Code § 15.2-1115 and this section.
- (b) The Town may abate or obviate the unsafe structure if the owner fails to do so after notice as provided in subsection (a) of this section.
- (c) If the Town abates or obviates the unsafe structure, the Town Treasurer shall charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Patrick, Clerk of Council

**AN ORDINANCE IMPLEMENTING VACANT BUILDING REGISTRATION  
PROGRAM WITHIN THE TOWN OF SOUTH HILL**

**WHEREAS**, Virginia Code §15.2-1127 empowers the Town of South Hill, Virginia (**the “Town”**) to require property owners register certain vacant buildings with the building official; and

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of South Hill, Virginia, that Town Code Chapter 22 – Buildings and Building Regulations be amended to include Article V. – Vacant Building Registration Program. Added language is included below in italics and underline.

**Secs. 22-153—22-175. Reserved.**

**ARTICLE V. – VACANT BUILDING REGISTRATION PROGRAM**

**Sec. 22.176. Purpose.**

*The purpose of this article is to keep an inventory of buildings in the Town that might endanger the public's health, safety or welfare. The vacant building registration program is hereby established to ensure that owners of vacant properties are known to the Town and other interested parties and can be reached if necessary; to ensure that owners of vacant properties are aware of the obligations of ownership under relevant codes and regulations; and to ensure that owners meet minimum standards of maintenance of vacant properties.*

*The ordinance from which this article is derived is written in accordance with the Code of Virginia, § 15.2-1127, which gives a Town the authority, by ordinance, to require property owners register certain vacant buildings with the building official.*

**Sec. 22.177. Registration requirements.**

*The owner of a building which has been continuously vacant for a period of twelve (12) months or more and which meet the definition of "derelict building" under the Code of Virginia, § 15.2-907.1, must register such buildings on an annual basis with the building code official. This article applies to all vacant buildings, residential or non-residential.*

*A derelict building is defined as follows: a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety, or welfare and for a continuous period in excess of six (6) months, has been (i) vacant, (ii) boarded up in accordance with the building code, and (iii) not lawfully connected to electric service from a utility service provider or not lawfully connected to any required water or sewer service from a utility service provider.*

*To register a building, the owner or the owner's agent for the building, shall provide the information to the building official on the forms designated by the building official and filed with the department of development. The owner must provide the following information:*

- (1) The address of the vacant building;*
- (2) The name, address, and active telephone number of the owner and the owner's agent;*

- (3) A detailed statement which estimates how long the building is likely to remain vacant, and the reasons for it remaining vacant during that period;
- (4) A description of the measures that will be taken while the building is vacant to ensure that the property is maintained in compliance with all applicable building, health and property maintenance codes;
- (5) Proof that the owner or agent has implemented an on-going rodent abatement and preventions plan for the interior and exterior of the building; and

**Sec. 22.178. Annual registration fee.**

The building owner or the owner's agent shall pay an annual registration fee of one hundred dollars (\$100.00). The fee shall be paid at the time that the building is initially registered. For each subsequent year, or any part of such year, that the building remains continuously vacant, an annual and non-refundable fee of seventy-five dollars (\$75.00) shall be paid within fifteen (15) days of the anniversary date of the building's initial registration.

**Sec. 22.179. Violations and penalties.**

Failure to register shall result in a two hundred dollar (\$200.00) civil penalty or in a two hundred fifty dollar (\$250.00) civil penalty if the property is located in an historic district, a conservation or redevelopment area or in a designated blighted area. Upon re-occupancy, the owner shall notify the department of development in writing.

The building official shall mail to the owner of a registered vacant building notice of the upcoming anniversary of the initial registration date and of the need to renew the registration of the building if it remains vacant. The notice shall warn the owner that a civil penalty will be imposed pursuant to this section if the owner fails to renew the registration within fifteen (15) days of the anniversary of the building's initial registration.

Notice of the imposition of a civil penalty pursuant to this section shall be mailed to the owner, at the address to which property tax notices are sent, at least thirty (30) days prior to the imposition of the penalty.

**Secs. 22.180—22.190. Reserved.**

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council

**AN ORDINANCE REGULATING THE OPERATION OF LOW-SPEED VEHICLES  
WITHIN THE TOWN OF SOUTH HILL**

**WHEREAS**, Virginia Code §§ 46.2-908.2 and 46.2-908.3 authorizes the Town of South Hill, Virginia (**the “Town”**) to regulate the operation of low-speed vehicles on highways within their jurisdiction; and

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of South Hill, Virginia, that Chapter 82 – Traffic and Vehicles be amended to add the headings Article I. – Traffic Regulations, Article II. – Inoperative Vehicles, and full text of Article III. – Low-Speed Vehicles. Added language is included below in italics and underline; removed language is in red and strikethrough. The text of Section 82-1 and Section 82-2 (now 82-11) remain unchanged.

**ARTICLE I. – TRAFFIC REGULATIONS**

**Sec. 82-1. Adoption of state traffic regulations.**

**Secs. 82-2—82.10. – Reserved.**

**ARTICLE II. – INOPERABLE VEHICLES**

**Sec. 82-2** **Sec. 82-11.** Restrictions on keeping of inoperable motor vehicles on residential or commercial property; removal of such vehicles.

**Secs. 82-12—82.20. – Reserved.**

**ARTICLE III. – LOW-SPEED VEHICLES**

**Sec. 82-21. Authority to Regulate**

*This ordinance is enacted pursuant to the authority granted to municipalities by the Code of Virginia, including §§ 46.2-908.2 and 46.2-908.3, which authorize local governing bodies to regulate the operation of low-speed vehicles on highways within their jurisdiction.*

**Sec. 82-22. Definitions**

*For the purposes of this ordinance:*

- (a) *Low-Speed Vehicle (LSV) shall mean any four-wheeled electrically powered or gasoline-powered vehicle whose speed attainable in one mile is more than twenty (20) miles per hour but not more than twenty-five (25) miles per hour, and which is manufactured to comply with safety standards for low-speed vehicles as set forth in 49 C.F.R. § 571.500, as defined in § 46.2-100 of the Code of Virginia.*
- (b) *Public Highway shall mean the entire width between the boundary lines of every way or place open to the use of the public for purposes of vehicular travel, within the Town of South Hill.*

### **Sec. 82-23. Insurance Required**

Every low-speed vehicle and driver thereof shall be covered by an insurance policy. Such policy shall meet the minimum liability amounts contained in Code of Virginia, § 46.2-472, as amended, and provide coverage during the operation of the low-speed vehicle upon public highways.

### **Sec. 82-24. Operation of Low-Speed Vehicles on Public Highways**

- (a) Low-speed vehicles may be operated only upon public highways within the corporate limits of the Town of South Hill where the posted speed limit is twenty-five (25) miles per hour or less.
- (b) No person shall operate a low-speed vehicle on any highway with a posted speed limit greater than twenty-five (25) miles per hour.
- (c) A low-speed vehicle may cross a highway with a posted speed limit of thirty-five (35) miles per hour or less, in accordance with Virginia Code § 46.2-908.2.
- (d) All low-speed vehicles operated on public highways within the Town shall be titled, registered, and insured in accordance with the requirements of Virginia law. Operators shall possess a valid driver's license. All low-speed vehicles operating on public highways within the Town shall be equipped as set forth in § 46.2-908.2 of the Code of Virginia.

### **Sec. 82-25. Local vehicle license.**

No low-speed vehicle shall be used on the public highways unless it has obtained a Town of South Hill vehicle license. No vehicle license shall be issued until the owner of the low-speed vehicle presents evidence that the low-speed vehicle is insured in accordance with the requirements of section 82-53. The golf cart license shall be issued by the town treasurer. The fee for such license shall be \$10.00 per year.

### **Sec. 82-26. Penalties**

Any person violating the provisions of this ordinance shall be guilty of a traffic infraction punishable as provided by law.

### **Sec. 82-27. Severability**

If any section, subsection, provision, or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

### **Secs. 82-28—82-50. Reserved.**



Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council

**AN ORDINANCE REGULATING THE OPERATION OF GOLF CARTS  
WITHIN THE TOWN OF SOUTH HILL**

**WHEREAS**, Virginia Code § 46.2-916.3 authorizes the Town of South Hill, Virginia **(the “Town”)** to impose limitations and restrictions on the operation of golf carts upon public highways within the town; and

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of South Hill, Virginia, that Chapter 82 – Traffic and Vehicles be amended to include Article IV. – Golf Carts. Added language is included below in italics and underline.

**ARTICLE IV. – GOLF CARTS**

**Sec. 82-51. Authority to Regulate**

*Pursuant to Code of Virginia, § 46.2-916.3, (1950) as amended, the Town of South Hill is authorized, by ordinance, to impose limitations and restrictions on the operation of golf carts upon public highways within the town.*

**Sec. 82-52. Definitions**

*The following terms, wherever used herein, shall have the respective meanings assigned to them unless a different meaning clearly appears from the context:*

- (a) Golf cart means a self-propelled vehicle having at least four wheels, which is designed to transport persons playing golf and their equipment on a golf course.*

**Sec. 82-53. Insurance Required**

*Every golf cart and driver thereof shall be covered by an insurance policy. Such policy shall meet the minimum liability amounts contained in Code of Virginia, § 46.2-472, as amended, and provide coverage during the operation of the golf cart upon public highways.*

**Sec. 82-54. Operation on public highways.**

*It is unlawful to operate a golf cart on a public highway within the Town of South Hill unless the following requirements are met:*

- (a) Golf carts may be operated on the highways of the Town of South Hill that allow a maximum speed of 25 mph.*
- (b) Golf carts must display a slow-moving vehicle emblem in conformity with Code of Virginia, § 46.2-916.3, as amended.*
- (c) Golf carts shall be operated only between sunrise and sunset.*
- (d) No person may operate a golf cart unless that person is licensed to drive upon highways of the Commonwealth of Virginia and then, only in accordance with such driver's license.*
- (e) Golf carts must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and use of alcoholic beverages.*

- (f) Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally, passengers shall not be carried on the part of a golf cart designed to carry golf bags.
- (g) Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.
- (h) Golf carts shall not be operated in bicycle lanes or on sidewalks.
- (i) Golf carts shall not be operated during inclement weather, nor when visibility is impaired by weather, smoke, fog, or other conditions.
- (j) Golf carts may not cross over the highways of the Town of South Hill that allow a speed of more than 25 mph.
- (k) The Chief of Police, or his designee, may prohibit the operation of golf carts on any highway if the Chief determines that such prohibition is necessary in the interest of public safety; provided, however, that appropriate signage shall be posted in the affected area to give notice of the prohibition.

#### **Sec. 82-55. Local vehicle license.**

No golf cart shall be used on the public highways unless it has obtained a Town of South Hill vehicle license. No vehicle license shall be issued until the owner of the golf cart presents evidence that the golf cart is insured in accordance with the requirements of section 82-53. The golf cart license shall be issued by the town treasurer. The fee for such license shall be \$10.00 per year.

#### **Sec. 82-56. Golf cart zones.**

Golf carts are permitted on the public highways in all areas within the town having a speed limit of 25 miles per hour or less.

#### **Sec. 82-57. Liability disclaimer.**

This article is adopted to address the interest of public safety. Golf carts are not designed or manufactured to be used on the public streets and the Town of South Hill in no way advocates or endorses their operation on public streets or roads. The Town of South Hill has no liability under any theory of liability and the town assumes no liability for permitting golf carts to be operated on public streets and roads under special legislation granted by the Virginia General Assembly. The Town of South Hill, by regulating such operation is merely trying to address obvious safety issues and adoption of this article is not to be relied upon as a determination that operation on public streets is safe or advisable if done in accordance with this article. All persons who operate or ride upon golf carts upon public streets or roads do so at their own risk and peril, and must be observant of, and attentive to, the safety of themselves and others, including their passengers, other motorists, bicyclists and pedestrians. Any person who operates a golf cart is responsible for procuring liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roads.

#### **Sec. 82-58. Penalties for violation.**

A violation of any provision of this article shall be punishable as follows:

- (a) The first violation shall be deemed a civil matter and shall be punishable by a fine of not more than \$150.00.

(b) The second violation within a 12-month period shall be punishable as a class 2 misdemeanor.

(c) The third or subsequent violation within a 12-month period shall be punishable as a class 1 misdemeanor.

**Sec. 82-59—100. Reserved.**

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council

**AN ORDINANCE ASSESSING RIGHT OF WAY PERMIT FEE  
WITHIN THE TOWN OF SOUTH HILL**

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 70 – Streets, Sidewalks and Other Public Places, Article II. – In General, Sec. 70-48 is repealed and replaced with the following language included in italics and underline below.

**Secs. 70.48. – Permit, inspection fee and guarantee for work on, in or under right-of-way.**

- (a) No work of any nature which involves a disturbance of the right-of-way or interferes with its free or unencumbered use shall be performed on, in or under the right-of-way of any street within the town, until a permit is first obtained from the town manager on forms which show compliance with those specifications and requirements set forth in the manual of permits duly adopted by the town council and a performance bond is posted in the amount of the estimated cost of construction, as determined by the town manager or their designee.
- (b) The inspection fee set forth in the permit manual shall be as established by the town council except when the inspection requires overtime wages. In such instances the permit holder shall reimburse the town for the overtime wages paid to the inspector.

**Secs. 70-49—70-65. Reserved.**

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE  
TOWN OF SOUTH HILL, VIRGINIA**

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 86 – Utilities be amended to include revisions to Section 86-54. Deposits; cut-on fee.  
Updated language is underlined and in italics; language being removed is in strikethrough and red.

**Sec. 86-54. Deposits; cut-on fee.**

- (a) When the owner or tenant of any premises, otherwise, a consumer, makes application for water service to be furnished such premises, or when the party responsible for making payment for water service changes, he shall be required to make a deposit to guarantee the payment of the water bill and, if applicable, pay a cut-on fee before water service will be initiated or continued. If at the expiration of the time limited by this article for the payment of any such bill for any month, the consumer has failed to pay his water bill due for such month, such portion of the deposit as may be necessary shall be applied to the payment of such water bill. Thereupon, water service shall be scheduled for termination at such premises and shall not be continued or restored until the balance of such deposit is increased to the original amount thereof, and all penalties for delinquent payment are paid. When such consumer has the water service finally cut off, he shall, upon payment of all water bills, late payment fees, and other related charges, be entitled to the return of his deposit, or any balance thereof; provided, that if such consumer vacates the premises without notifying the water department and having the water service cut off, he shall forfeit any balance therefrom.
- (b) The amount of such required deposits and the cut-on fee shall be as follows:
  - (1) Residential customers:
    - a. In town \$100.00
    - b. Out of town \$150.00
  - (2) Commercial and industrial customers:
    - a. Consumption in excess of 20,000 gallons \$150.00
    - b. Consumption in excess of 40,000 gallons \$300.00
    - c. Consumption in excess of 100,000 gallons \$400.00
  - (3) Cut-on fee for all customers is ~~\$40.00~~ \$50.00.

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE  
TOWN OF SOUTH HILL, VIRGINIA**

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 86 – Utilities be amended to include revisions to Section 86-56. Date of bills; penalties for delinquent payment; effect of nonpayment of bill or penalties. Updated language is underlined and in italics.

**Sec. 86-56. Date of bills; penalties for delinquent payment; effect of nonpayment of bill or penalties.**

- (a) Water service shall be billed as of the last day of each monthly billing period. Payment is due by 5:00 p.m. on the 21st of the month following the billing period, with a penalty of 15 percent of the outstanding amount to be added on the following business day. If any such bill is not paid by the 17th day of the second month following the due date by 5:00 p.m., an additional penalty of \$50.00 shall be added and water service shall be scheduled for termination.
- (b) If any payment is made via the U.S. Postal Service and postmarked after the 21st, the penalty shall be included on the next bill.
- (c) A notice shall be mailed to the customer at least ten business days before the scheduled service termination date, stating that the account is delinquent and will soon be subject to water service disconnection (the "Disconnection Notice"). The Disconnection Notice will serve as mail notification of cessation of service and will provide information on where the Town's policy regarding disconnection can be found on the Town's website.
- (d) After water service has been scheduled for termination as provided in subsection (c) above, it shall not be continued or restored until all current and past due water bills for the premises are paid together with all penalties due *by certified funds*.
- (e) Should the dates described in this section fall on a weekend, legal holiday, or when town offices are closed, payments shall be due by 5:00 p.m. on the first business day thereafter.
- (f) Notwithstanding any provision of this section to the contrary, pursuant to Section 15.2-2121.2 of the Code of Virginia of 1950, as amended, water service for any residential customer shall not be cut off on Fridays, weekends, state holidays, the day immediately preceding a state holiday or otherwise on a day when the forecasted temperature is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled termination of water service.
- (g) The Town shall provide notice to residential customers in accordance with § 15.2-2121.3 by mail and, if an email address has been provided with such customer, by email. Such notices shall include a copy of this section and information on where the town's policy regarding disconnection can be found on the town's website, the amounts due and dates

required under this section and any payment plans and/or other assistance offered by the town. Each bill provided during any arrearage shall include the first date upon which service may be scheduled for termination under subsection (c) and the amount required under subsection (d) to continue service hereunder.

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council



**AN ORDINANCE ASSESSING BAD CHECK FEE  
WITHIN THE TOWN OF SOUTH HILL**

**WHEREAS**, Virginia Code §15.2-106 empowers the Town of South Hill, Virginia **(the “Town”)** to adopt an ordinance which places a fee on those persons who pass bad checks onto the Town; and

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of South Hill, Virginia, that Section 78.4 of Chapter 78 – Taxation, Article I. – In General be repealed and amended to include the following language. Added language is included below in italics and underline.

**Secs. 78.4. – Bad checks – Fee for writing to Town**

*Any person who utters, publishes or passes any check or draft or order for the payment of taxes or any other sums due, which is subsequently returned for insufficient funds or because there is no account or the account has been closed, or because such check, draft, or order was returned because a stop-payment order placed in bad faith on the check, draft or order by the drawer, shall incur a bad check fee in the amount of \$50.00. Such amount shall be added to the sum due, and shall be in addition to other penalties as provided by law.*

**Secs. 78-5—78-35. Reserved.**

Done in the Town of South Hill, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2025.

Town of South Hill, Virginia

By: \_\_\_\_\_  
W. M. Moody, Mayor

ATTEST:

\_\_\_\_\_  
Leanne Feather, Clerk of Council



W A T E R W O R T H <sup>TM</sup>



# Waterworth



A financial forecasting and revenue calibration solution adopted by hundreds of organizations across North America. Our job is to help utilities like yours plan financially — so you can avoid surprises, avoid emergency rate hikes, and make smart choices about how to invest in your infrastructure.

## Our Tool

Continuous Process



Full Cost Recovery



Communication



## Presentation Outcomes



- To have a clear picture on current/forecasted financials
- To know what the revenue requirements are
- To have an actionable plan



- Understanding of our tool/process
- To know how we have produced the information
- Have confidence in the results

## Our Process

Establish Financial Baseline

Build Long-term  
Financial Forecasts

Determine Revenue  
Needs and Funding  
Strategies

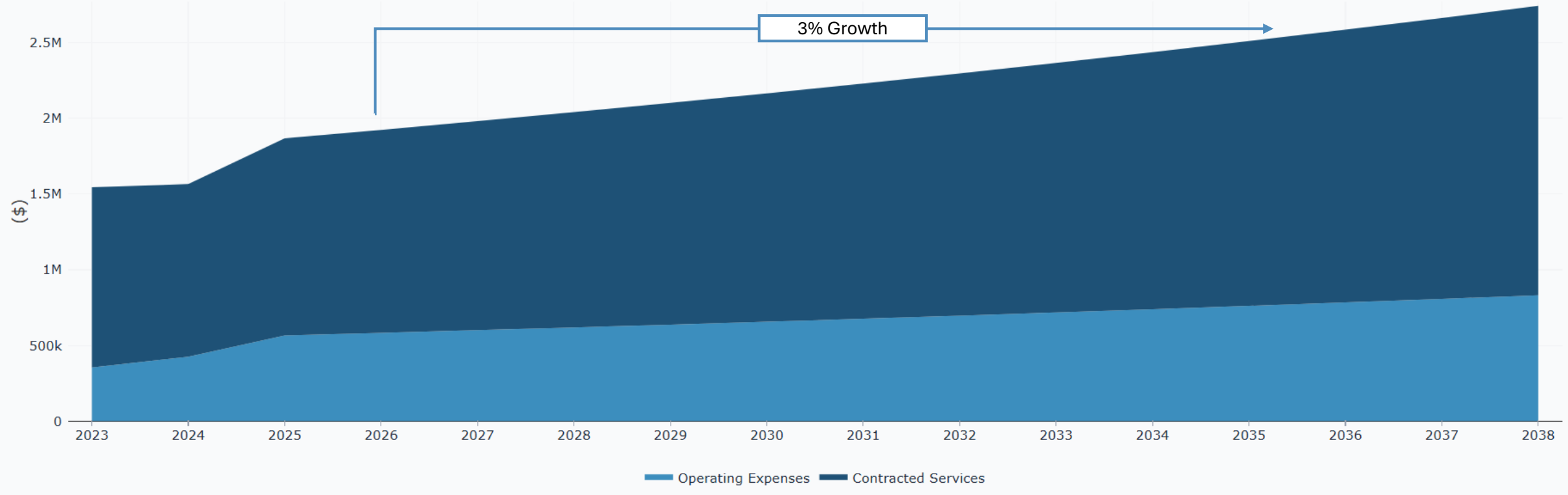
Communicate, Refine and  
Repeat

# Revenue Requirements

# Operating Expenses



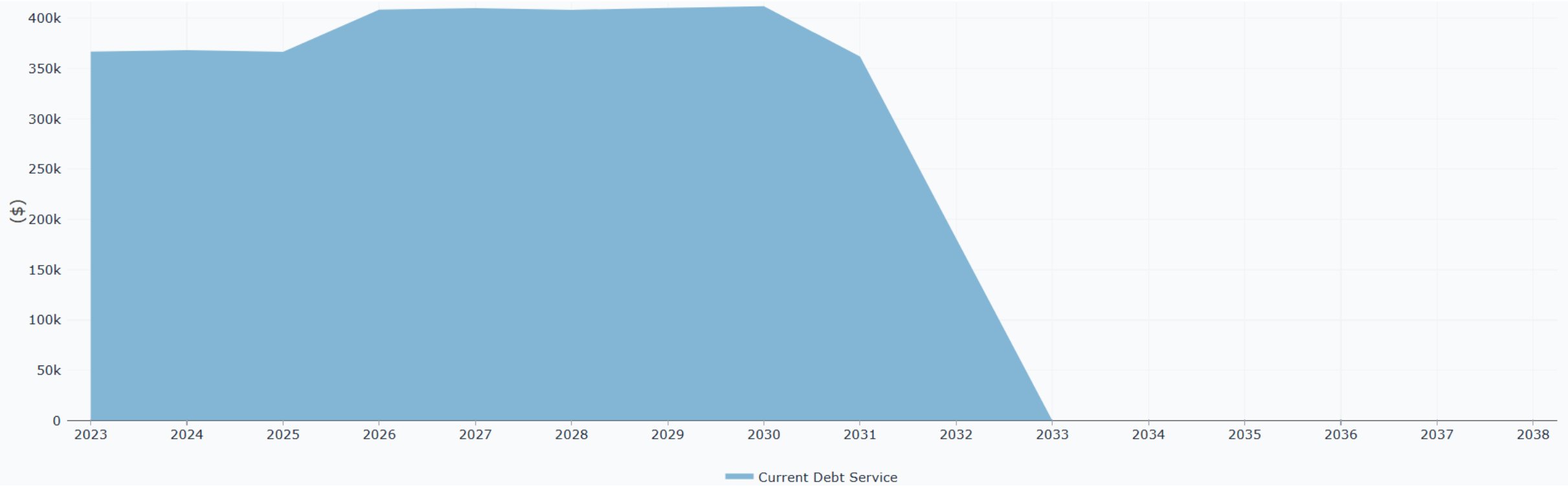
This chart illustrates the operating & maintenance expenses - the routine costs required to provide safe and reliable water service. These include but are not limited to salaries & benefits, contracted services, system maintenance, utilities, treatment chemicals, insurance and other operating and administrative costs. The information



# Debt Expense



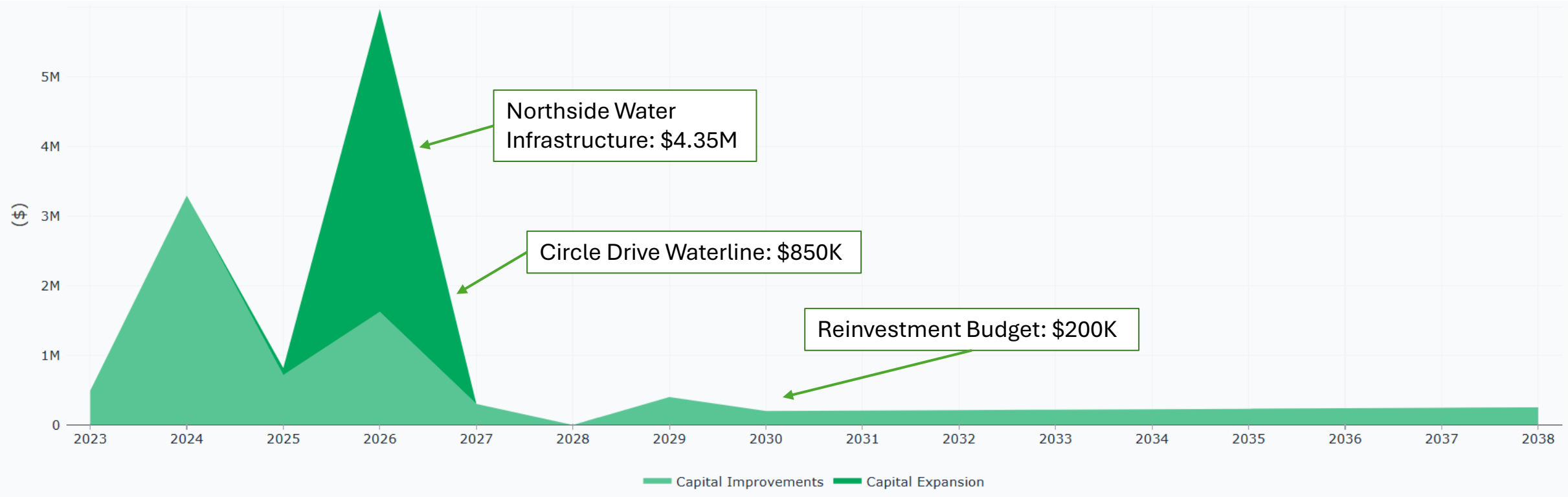
This chart represents the utility’s use of debt to fund capital investments and manage cash flow needs. Debt financing allows the utility to spread the cost of large infrastructure projects over time, aligning repayment with the useful life of the assets and the benefits received by future ratepayers. Historic figures reflect actual debt service payments, while future projections are based on existing debt schedules and anticipated borrowing tied to planned capital improvements.



# Capital Expenses



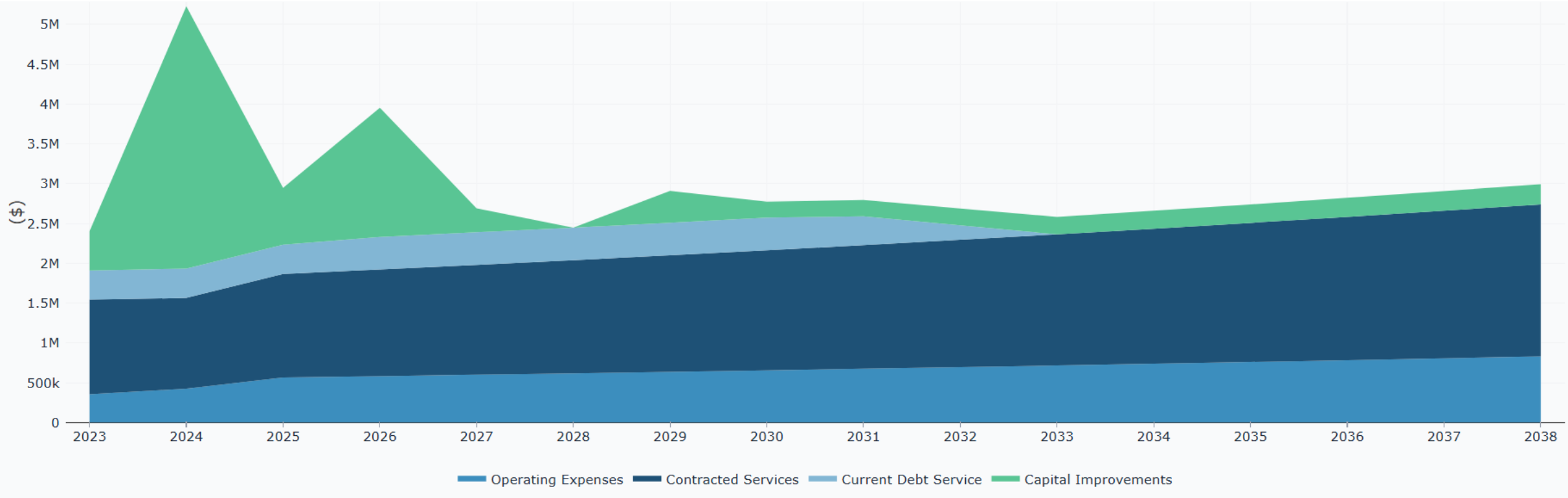
In addition to meeting ongoing operating costs, the utility must continue to invest in capital improvements for system renewal and capacity improvements to ensure long-term service reliability. Historic years are based on audited actuals, the current year on the approved budget, and future years on projections from a Capital Improvement Plan.



# Revenue Requirements



Revenue requirements are the total annual funds needed to operate, maintain, and reinvest in infrastructure sustainably. This includes operating costs, debt service, and capital replacement needs. Understanding these requirements helps ensure long-term financial planning, supports rate setting, and highlights funding gaps to guide informed decisions.

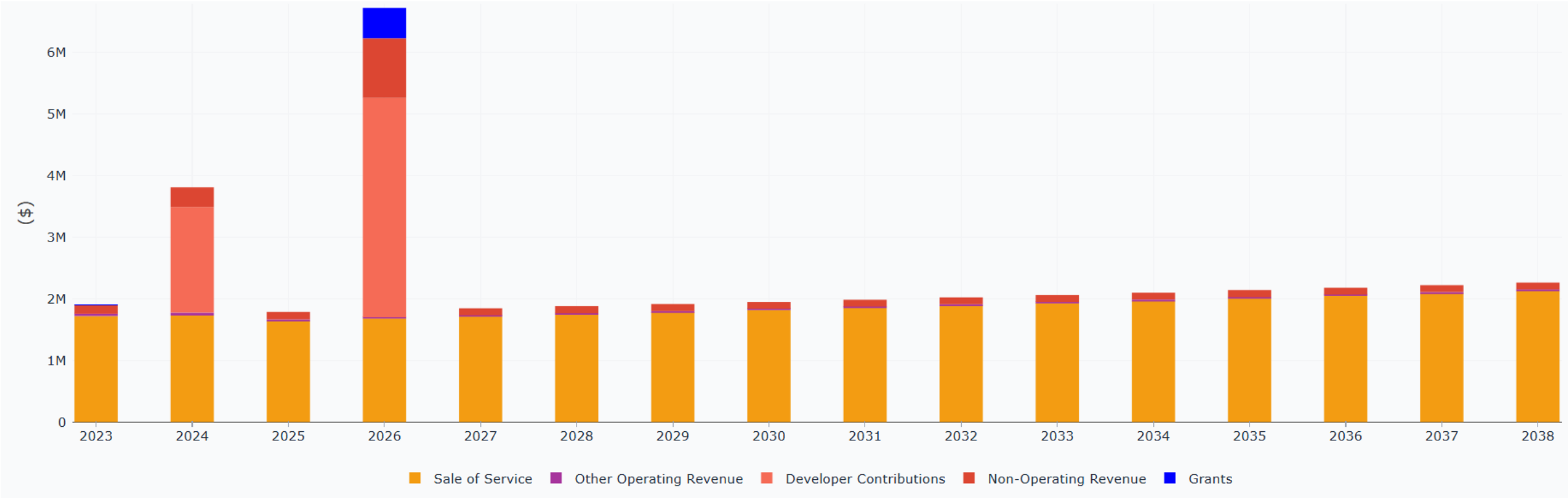




# Projected Revenues – 2% Growth



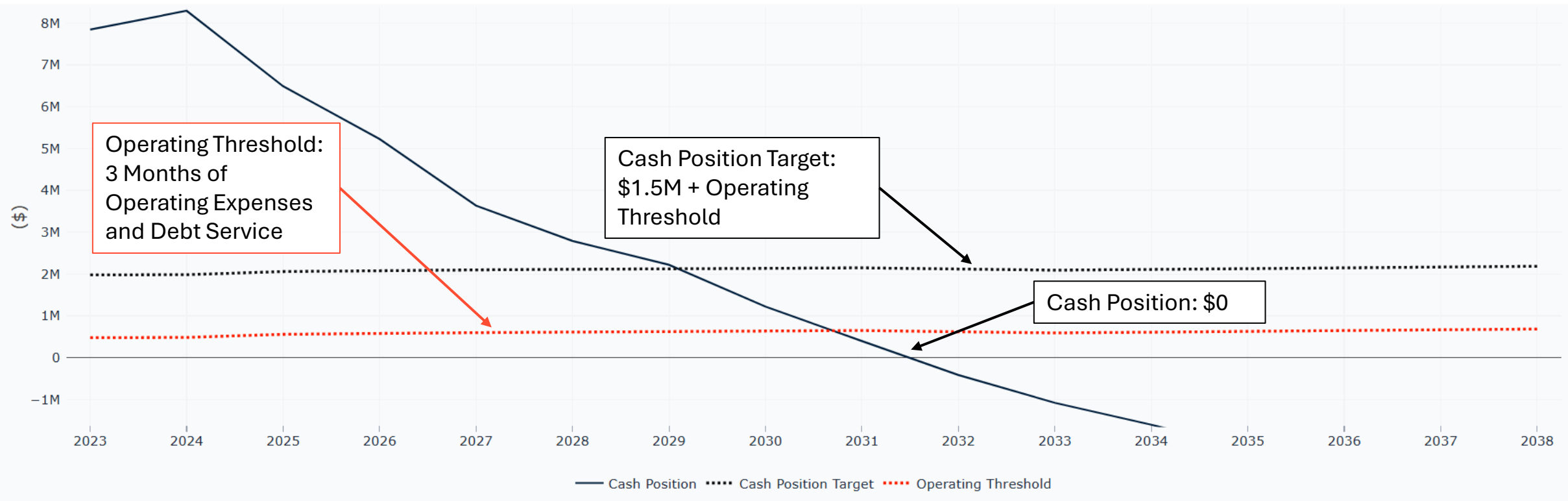
Status quo revenues refer to the funding expected under current rates, policies, and practices without any changes. This projection helps determine whether existing revenue streams are sufficient to cover future operating costs, debt obligations, and capital needs. Comparing status quo revenues to revenue requirements reveals any gaps that may need to be addressed through rate adjustments or new funding sources.





# Cash Position

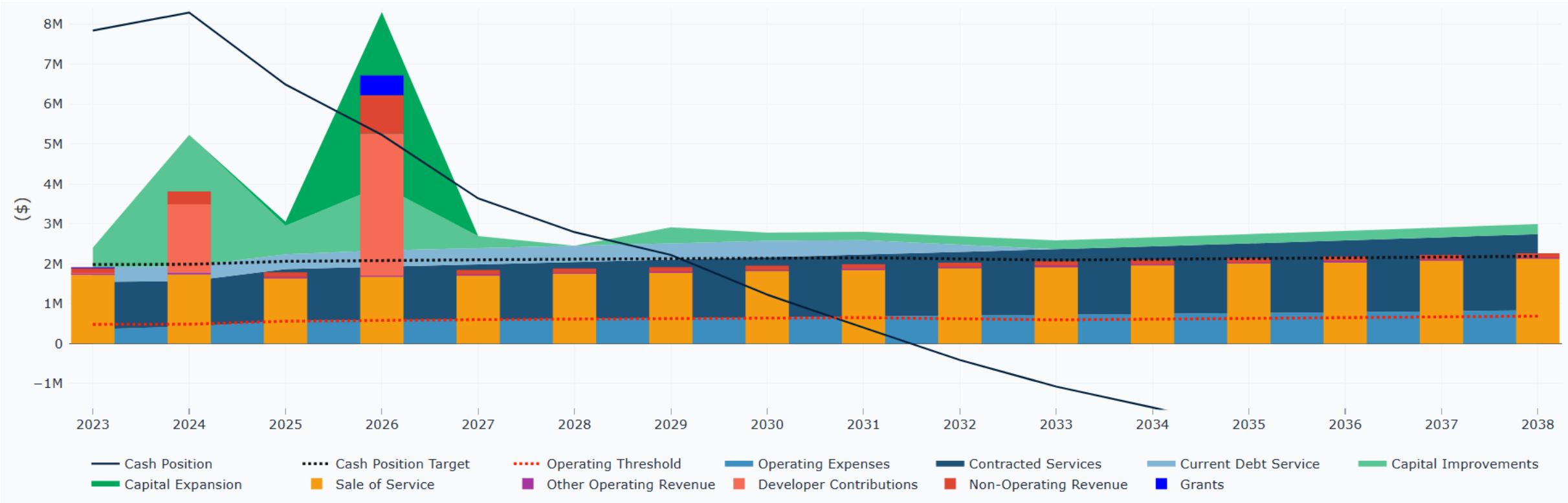
The cash position reflects the available funds a utility has on hand to cover operations, emergencies, and financial obligations. Maintaining adequate cash reserves—guided by targets or thresholds—ensures stability, supports long-term planning, and helps manage unexpected costs. Regularly tracking the cash position is key to maintaining financial resilience.





# Status Quo - Long Term Financial Model

The status quo long-term financial model reflects the utility’s projected financial performance under current rates and policies, before any revenue increases are considered. It shows how existing revenues align with future expenses, capital needs, and cash reserve targets. This model helps identify potential funding gaps, assess long-term sustainability, and determine whether adjustments are needed to maintain financial stability.

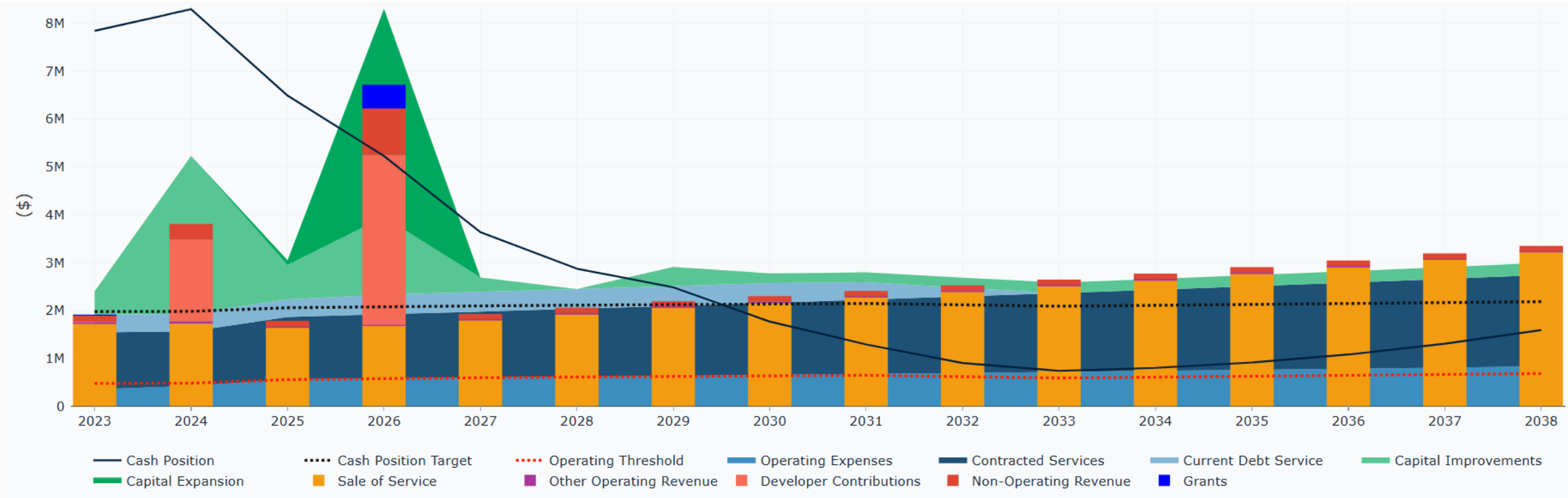


# Proposed Solutions

# Proposed Solution- Long Term Financial Model



The long-term financial model with proposed revenue increases shows the utility’s projected financial performance after implementing changes to rates or funding strategies. It illustrates how the additional revenue impacts the ability to cover operating costs, fund capital reinvestment, and maintain target cash reserves. This version of the model helps assess whether the proposed increases are sufficient to achieve long-term financial sustainability and meet established financial goals.



Details	2027	2028	2029	2030	2031→
Sale of Water Service	5%	5%	5%	3%	3%



Incorporated 1901

**SOUTH HILL EXCHANGE BUILDING  
RESERVATION REQUEST FORM**

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**Reservation Details**

**Event Host (Group/Individual):** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** Day (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

**Event Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Event Time:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Estimated Number of Attendees:** \_\_\_\_\_

---

**Terms & Policy Agreement**

By signing below, I/we agree to the following terms and policies for reserving and using the South Hill Exchange:

1. **Event Approval & Eligibility**
  - All events must be approved by the Town of South Hill at least 30 days in advance.
  - Private events are prohibited. Events must provide a community benefit.
2. **Security/Damage Deposit**
  - A \$2,500 deposit is required to reserve the venue.
  - The deposit is refundable in full or in part at the discretion of the Town based on the building's condition after the event.
3. **User Fee**
  - A \$500 user fee is due upon approval of the reservation.
  - This fee is fully refundable if the event is cancelled.
  - Events sponsored by the Town, Chamber of Commerce, South Hill Community Development Association, or South Hill Revitalization Committee are exempt from deposits and fees. Any other exceptions are at the discretion of the Town Manager.

4. **Events Involving Alcohol or On-Site Food Preparation**

The Event Host or Responsible Party must:

- a. Obtain and comply with all required permits, licenses, and approvals, including but not limited to:
- Virginia ABC (Alcoholic Beverage Control) Board
  - Mecklenburg County Health Department
  - Public Social Hall Event Permit and security at the discretion of the Chief of Police (if applicable)
  - Provide proof of liability insurance totaling \$1.5 million, listing the Town of South Hill as an additional insured.

5. **General Rules**

- All Town ordinances and posted rules apply. Prohibited items/activities include:
  - ✗ Animals (except service animals)
  - ✗ Tobacco or drug use
  - ✗ Fireworks or pyrotechnics
  - ✗ Vehicles inside the building
  - ✗ Inappropriate or disruptive behavior

6. **Furnishings & Setup**

- Tables, chairs, and event equipment are not provided.

7. **Cleanup**

- All décor, props, and materials must be removed immediately after the event.

8. **Liability Waiver**

- The Town of South Hill is not liable for property damage, personal injury, or death related to the event.

9. **Final Confirmation**

- Reservations are not confirmed until all deposits, fees, insurance certificates, and permits have been received and approved.

10. **Responsibility**

- It is the sole responsibility of the Event Host/Responsible Party to confirm the reservation.

---

**Acknowledgment**

I understand and agree to abide by all policies listed above. I acknowledge that failure to comply may result in:

- Immediate removal from the premises
- Loss of deposit and fees
- Revocation of future reservation privileges

**Signature of Responsible Party:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

**Office Use Only**

**Request Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Deposit Received By:** \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**User Fee Received By:** \_\_\_\_\_

**Check #:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_



Incorporated 1901

**CENTENNIAL PARK RESERVATION REQUEST FORM**  
(For Pavilion and/or Amphitheater Use)

**Reservation Details**

**Event Host (Group/Individual):** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** Day (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

**Event Location (check all that apply):**

☐ Pavilion ☐ Amphitheater

**Event Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Event Time:** \_\_\_\_\_

**Purpose of Event:** \_\_\_\_\_

**Estimated Number of Attendees:** \_\_\_\_\_

**GENERAL PARK USE POLICY** (*Applies to All Reservations*)

By signing below, I/we agree to observe the following:

1. Reservations are limited to the designated venue for a maximum of 12 hours. All other park areas remain open to the public.
  - Pavilion: Sunrise to Sunset
  - Amphitheater: Events must end by 10:00 PM
2. Events involving regularly scheduled religious services and sermons are prohibited.
3. Town ordinances and posted park rules must be followed, including no tobacco, fireworks, drug use, or disruptive behavior.
4. All trash and decorations must be removed by the Responsible Party immediately following the event.
5. Vehicles are not allowed to park inside the park. One vehicle at a time may enter paved areas for 15 minutes to unload/load.
6. The Town is not liable for any personal injury, death, or property damage related to the event.
7. The Responsible Party must confirm reservation status with Town staff.
8. Gate and water access (if applicable) will be unlocked by 9:00 AM. Please re-lock at the end of the event.

 For on-site assistance, contact Jason Houchins, Parks Superintendent: (434) 233-7348



## DEPOSITS & FEES

Fee Type	Pavilion	Amphitheater
Reservation Deposit <i>(no alcohol)</i>	\$100	\$100
Reservation Deposit <i>(if alcohol is served)</i>	\$300	\$300
Usage Fee – Nonprofit/501(c)3	-	\$100
Usage Fee – All Others	-	\$250

### Notes:

- Deposits are refundable at the Town's discretion following a satisfactory post-event inspection.
- \$300 Security/Clean-Up Deposit is required only if alcohol is served.
- Events sponsored by the Town, Chamber of Commerce, South Hill Community Development Association, or South Hill Revitalization Committee are exempt from deposits and fees. Any other exceptions are at the discretion of the Town Manager.

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## ALCOHOL / ON-SITE FOOD POLICY *(If applicable to your event)*

Events involving alcohol and/or food prepared on-site must comply with the following:

1. Obtain and follow all required permits (e.g., Virginia ABC, Mecklenburg County Health Dept.).
2. Provide restroom access (recommend 1 per 100 attendees).
3. Public Social Hall Event Permit and security at the discretion of the Chief of Police (if applicable).
4. Obtain \$1,000,000 liability insurance, naming Town of South Hill as additional insured, and provide proof at least one week prior to the event.
5. Pay \$300 reservation/clean-up deposit.
6. Receive event approval at least 30 days in advance.

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## ADMISSION FEES / TICKET SALES

Are you charging an entry fee, selling tickets, accepting donations, or receiving payment for this event?

☐ YES      ☐ NO

If YES, you must complete a Public Social Hall Event Permit Application and you may be required to provide security for your event at the discretion of the Chief of Police.

Exempt from additional event permit fee: Charitable, educational, civic, local government, performing arts, and movie venues (permit still required).

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## ACKNOWLEDGEMENT

I understand that failure to abide by this policy will result in immediate removal, forfeiture of deposit, and loss of future park privileges.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### Office Use Only

Request Approved By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Deposit Received By: \_\_\_\_\_  
Check #: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

User Fee Received By: \_\_\_\_\_  
Check #: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_