



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING AGENDA
TUESDAY, OCTOBER 14, 2025, 7:00 PM**

Temporary Location: 111 E. Danville Street ~ South Hill, VA 23970

Phone: (434) 447-3191 ~ Fax: (434) 447-5064

<https://www.southhillva.org/> ~ southhill@southhillva.org

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

- ☑ Please remember sign ups for Citizens to Address Council are required before meeting begins. Sign up sheets are located on the table outside the front Council doors. Speakers are asked to use the aisle microphone.
- ☑ Please silence all cell phones while Council is in session.

- I. Opening
 - A. Welcome, Invocation, and Pledge of Allegiance
 - B. Call to Order
 - C. Roll Call
- II. Approval of Agenda – October 14, 2025
- III. Citizens to Address Council *Comments are limited to three minutes (five minutes if on behalf of a group).*
- IV. Public Hearings
 - A. Ordinance Amendments: Buildings and Building Regulations – Keli Reekes
 - B. Ordinance Amendments: Right-of-Way Permit – Keli Reekes
 - C. Ordinance Amendments: Taxation and Utility Bill Payment – Keli Reekes
- V. Administrative Reports
 - A. Consent Agenda *All consent agenda items are considered routine by Town Council and will be acted upon by one motion (move to approve the consent agenda). There will be no separate discussion of these items unless a Council member requests an item be removed or considered separately.*
 - 1. Minutes
 - a. September 8, 2025 Regular Meeting
 - b. September 23, 2025 Work Session
 - 2. Monthly Financial Report
 - B. Items for Approval *Items for approval are individual items to be considered by Town Council and to be acted upon by individual motions. There will be separate discussion of these items.*
 - 1. Town Manager Report
 - a. Chamber of Commerce Street Closure Request
 - b. Ratify and Approve Police Department Contracts
 - c. Nicks Lane Area Housing Rehabilitation Project Update
 - d. Request for Proposals: Residential Trash Collection Services
 - e. Resolution to Dissolve the Lake Country Development Corporation
 - 2. Director of Municipal Services Report
 - a. Sycamore-Howerton Sewer & Water Extension
 - C. Reports to Accept as Presented *All reports are considered informational to Town Council and require no action (move to accept the reports as presented). There will be no separate discussion of these items unless a Council member requests an item be removed for discussion separately.*
 - 1. Police Report
 - 2. Fire Department Report
 - 3. Municipal Services Report

4. Parks, Facilities, and Grounds Report
 - a. Facilities Reservation Calendar
5. Code Compliance Report
 - a. Monthly Report
 - b. Dilapidated Properties
6. Business Development Report
7. Human Resources Report

VI. Appointments

- A. Regional Industrial Facilities Authority: Alternate

VII. Other Business

VIII. Adjournment

This agenda is subject to change at the discretion of the South Hill Town Council.

CURRENT OFFICIALS

Council Members

The Honorable Mike Moody, Mayor
Randy Crocker
Jenifer Freeman-Hite
Delores Luster
Michael Smith

Gavin Honeycutt, Vice Mayor
Lillie Feggins-Boone
Ashley C. Hardee
Carl L. Sasser, Jr.

Staff

Keli Reekes, Town Manager
Leanne Patrick Feather, Clerk of Council
Sands Anderson PC, Town Attorney Services

To assist us in providing dissemination of materials, presenters are requested to submit 12 copies of their remarks and/or handouts to the Clerk prior to meetings. These copies will be provided to Town Council members and staff.
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Public Hearings

South Hill Town Council Meeting

October 14, 2025

- A. Ordinance Amendments: Buildings and Building Regulations
- B. Ordinance Amendments: Right-of-Way Permit
- C. Ordinance Amendments: Taxation and Utility Bill Payment

Public Hearing Ordinance Amendments Buildings and Building Regulations

A Notice of Public Hearing was published in the October 1, 2025 and October 8, 2025 editions of the local newspaper to inform interested parties that Town Council will hear comments on amendments to the Town Code regarding buildings and building regulations, which have been available for public inspection at Town Hall and are included in the agenda packet. The amended code sections establish civil penalties in place of criminal prosecution for violations of state building and maintenance code regulations, and requires certain property owners to register vacant buildings with the Code Official.

Open Public Hearing

Close Public Hearing

Recommended Motions:

I move to adopt Ordinance O-10-25 amending the Town of South Hill's implementation of the Uniform Statewide Building Code.

I move to adopt Ordinance O-11-25 amending the Town of South Hill Code to implement a vacant property registry.

**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

Public Hearing Ordinance Amendments Right-of-Way Permit

A Notice of Public Hearing was published in the October 1, 2025 and October 8, 2025 editions of the local newspaper to inform interested parties that Town Council will hear public comment on amendments to the Town Code regarding the implementation of a right-of-way permit process, which have been available for public inspection at Town Hall and are included in the agenda packet. These code changes require that a permit be obtained, and the associated permit and inspection fees be paid before any work is performed in or under the Town's right-of-way; and further requires compliance prior to the start of any such work.

Open Public Hearing

Close Public Hearing

Recommended Motions:

I move to adopt Ordinance O-12-25 amending the Town of South Hill code to require a permit be obtained and inspection fee be paid prior to the start of any work in and under the Town's right-of-way.

I move to approve a \$100 non-refundable right-of-way permit fee.

**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

Public Hearing Ordinance Amendments Taxation and Utility Bill Payment

A Notice of Public Hearing was published in the October 1, 2025 and October 8, 2025 editions of the local newspaper to inform interested parties that Town Council will hear comments on amendments to the Town Code regarding taxation and utility bill payment, which have been available for public inspection at Town Hall and are included in the agenda packet. The ordinances authorize the assessment of a bad check fee, requires payment of delinquent utility bills by certified funds, and increases the utility cut-on fee to \$50 to align with the cut-off fee.

Open Public Hearing

Close Public Hearing

Recommended Motions:

I move to adopt Ordinance O-13-25 amending the Town of South Hill's utility cut-on fee.

I move to adopt Ordinance O-14-25 amending the Town of South Hill Code to require payment by of delinquent utility bills by certified funds.

I move to adopt Ordinance O-15-25 amending the Town of South Hill Code to assess a bad check fee.

**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

Administrative Reports
South Hill Town Council Meeting
October 14, 2025

- A. Consent Agenda
- B. Items for Approval
- C. Reports to Accept as Presented

Consent Agenda
South Hill Town Council Meeting
October 14, 2025

1. Minutes
 - a. September 8, 2025 Regular Meeting
 - b. September 23, 2025 Work Session
2. Monthly Financial Report



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, SEPTEMBER 8, 2025, 7:00 P.M.

The regular monthly meeting of the South Hill Town Council was held on Monday, September 8, 2025 at 7:00 p.m. in the temporary Council Chambers of the South Hill Town Hall located at 111 E. Danville Street, South Hill, Virginia 23970.

I. OPENING

Honorable Mayor Mike Moody called the regular meeting to order at 7:00 p.m. Mayor Moody called upon Clerk of Council Leanne Feather to call the roll, which was as follows:

A. Council Members

Randy Crocker
Gavin Honeycutt

Jenifer Freeman-Hite
Carl Sasser, Jr.

Ashley Hardee
Michael Smith

B. Staff in Attendance

Keli Reekes, Town Manager
Greg Geist, Chief of Police
David Hash, Code Compliance Official
Dahlis Morrow, Dir. of Finance & Admin.

C. J. Dean, Dir. of Municipal Services
Leanne Feather, Admin. Asst./Clerk
Kristine Martin, Human Resources Mgr.

II. APPROVAL OF AGENDA

A motion was made by Vice Mayor Honeycutt, second by Councilor Smith, to approve the agenda for September 8, 2025, including the addition of the FY24 Audit Presentation under Item III. The motion carried unanimously.

III. SPECIAL PRESENTATIONS

A. Recognition – Wayne Hudson, Superintendent of Wastewater Treatment Plant: 40 Years of Service

Mayor Moody and Town Manager Keli Reekes presented Wayne Hudson with a plaque in recognition of 40 years of dedicated service to the Town.

B. FY24 Audit Presentation

Taylor Stover, CPA with Robinson, Farmer, Cox Associates, presented the Annual Comprehensive Financial Report for the year ended June 30, 2024. He commended staff for their assistance and reported an unmodified opinion.

A motion was made by Councilor Sasser, second by Councilor Hardee, to accept the FY24 Annual Comprehensive Financial Report as presented. The motion passed via roll call vote as follows:

Councilor Crocker – Aye
Councilor Hardee – Aye
Councilor Sasser – Aye

Councilor Freeman-Hite – Aye
Vice Mayor Honeycutt – Aye
Councilor Smith – Aye

IV. CITIZENS TO ADDRESS COUNCIL

At this time, the following citizens addressed Council:

- **Jimmy Spillane** addressed Council regarding stormwater drainage concerns on West 3rd Street. Mayor Moody requested Director of Municipal Services C. J. Dean investigate the matter.
- **Wade Crowder** commended Town staff, raised concerns about public participation at Council meetings, and commented on Town policies regarding lawn maintenance and new business development.
- **Paul Duffer** reiterated concerns regarding the Town's handling of his property matter.

Mayor Moody addressed public participation at Council meetings by referring to South Hill Town Council Rules of Order and Procedures regarding public participation at Town Council meetings.

V. PUBLIC HEARINGS

A. Special Exception #2025-02

Code Compliance Official David Hash informed Council that a Notice of Public Hearing had been published seeking public comment on a request for a Special Exception Permit by Marrow Street Solar Farm 2, LLC to utilize property between Jubilee Drive and Interstate 85 for a 2 MW Community Solar System. Additionally, Mrs. Reekes stated, upon consultation with the Town Attorney and review of the initial submission materials, it was recommended that the Applicant, Marrow Street Solar Farm 2, LLC, add Marrow Street Solar Farm, LLC to this application. Moving forward, reference shall be made to the "Applicants" being Marrow Street Solar Farm, LLC and Marrow Street Solar Farm 2, LLC. Mrs. Reekes provided the following conditions of the Special Exception:

1. The Applicants and their parents, subsidiaries, and affiliates hereby abandon the development of the Marrow Street Solar Farm project on the adjacent property between Jubilee Drive and Marrow Street (tax parcel number 23287) (also known as "Marrow Street 1") and agree that future development of TMP 23287 / Marrow Street 1 shall conform to the requirements of the Town's zoning ordinance.
2. Within thirty (30) days of the approval of SPEX #2025-2, Applicants will execute and record a deed vacating that certain easement and development agreement on TMP 25884 granted by the Town on February 13, 2024.
3. Definition of Community Solar: Community Solar shall mean a solar energy facility with either (i) a rated capacity less than or equal to five megawatts alternative current or (ii) a disturbance zone greater than two acres and less than or equal to 10 acres.
4. Decommissioning Requirements:
 - The Applicants shall submit a decommissioning plan, approved by the Town, prior to the issuance of a building permit.
 - The plan must include:
 - Removal of all solar panels, equipment, foundations, fencing, and electrical infrastructure to a depth of at least 36 inches.

- Restoration of the property to its pre-construction condition, suitable for agricultural or other permitted uses.
 - A timeline for completion of decommissioning, not to exceed 12 months after operations cease.
 - The Applicants shall provide financial security (surety bond, irrevocable letter of credit, or other acceptable mechanism) to ensure funds are available for decommissioning. Said security shall be reviewed and renewed every five years to ensure adequacy.
5. Revenue Sharing:
- In accordance with Virginia Code § 58.1-2636 and local ordinance, the Applicants shall enter into a revenue share agreement with the Town of South Hill.
 - The operator shall pay a revenue share of up to \$1,400 per Megawatt (MWac) (as adjusted by state law) of nameplate capacity per year for the life of the project, unless otherwise amended by Virginia General Assembly.
 - Revenue share payments shall be made annually to the Town Treasurer and allocated to the Town's General Fund unless otherwise directed by Town Council.
6. Setbacks: All solar panels shall be located a minimum of seventy-five feet (75') from any property line.
7. Landscape Screening: The Applicants shall install and maintain at least fifteen (15) shrubs for every one hundred feet (100') along the northern fence line. At the time of planting, each shrub shall be a minimum of three feet (3') in height.

Mrs. Reekes opened the Public Hearing:

- Justin Vandebroek, Chief Operating Officer of ESA Solar Energy, LLC, presented proposed revisions to the original plan and expressed appreciation for the community's support of the upcoming changes. Mr. Vandebroek responded to Council's questions regarding the project's location and its visibility from Interstate 85.
- Sherrie Storm, a neighborhood-adjacent property owner to the proposed solar project, commended the Planning Commission, Town Council, and ESA Solar Energy, LLC for their collaboration and responsiveness to community feedback.

Mr. Hash closed the Public Hearing.

Mayor Moody proposed reopening the Public Hearing after a citizen expressed concern that it had been closed prematurely, and Council agreed.

Mr. Hash reopened the Public Hearing

- Wade Crowder expressed support for the revised solar farm plans.

Mr. Hash closed the Public Hearing.

A motion was made by Vice Mayor Honeycutt, second by Councilor Hardee, to approve Special Exception Permit #2025-02 allowing Applicants to utilize property identified as Tax Parcel Number 23768 ("Marrow Street 2"), zoned General Industrial District I-G, for two 2MW AC Solar Systems (totaling 4MW AC), with the following conditions:

1. The Applicants and their parents, subsidiaries, and affiliates hereby abandon the development of the Marrow Street Solar Farm project on the adjacent property between Jubilee Drive and Marrow Street (tax parcel number 23287) (also known as "Marrow Street 1") and agree that

future development of TMP 23287 / Marrow Street 1 shall conform to the requirements of the Town's zoning ordinance.

2. Within thirty (30) days of the approval of SPEX #2025-2, Applicants will execute and record a deed vacating that certain easement and development agreement on TMP 25884 granted by the Town on February 13, 2024.
3. Additional conditions relative to community solar, decommissioning requirements, revenue sharing, setbacks and landscape screening as presented in the approved preliminary Site Plan or set forth in the conditions above.

The motion carried unanimously.

B. Resolution: Dominion Energy Deed of Easement

Mrs. Reekes informed Council that a Notice of Public Hearing had been published regarding a proposed underground easement to Dominion Energy for installation of underground utilities, removal of overhead lines, and access for maintenance and repair.

Mrs. Reekes opened the Public Hearing:

- Wade Crowder requested clarification on the location of the proposed easement.

Mrs. Reekes closed the Public Hearing.

A motion was made by Councilor Hardee, second by Councilor Smith, to adopt the resolution approving a deed of easement agreement with Dominion Energy. The motion carried unanimously.

VI. ADMINISTRATIVE REPORTS

A. Consent Agenda

1. Minutes

- a. **August 11, 2025 Regular Meeting**
- b. **August 11, 2025 Special Meeting**

2. Monthly Financial Report

Director of Finance and Administration Dahlis Morrow submitted the financial report as follows:

Petty Cash	\$750
Checking Accounts	\$3,555,639.50
Investments	\$30,544,326.55
Restricted/Committed Funds	\$2,593,518.67
Total of all Funds	\$36,694,234.72

A motion was made by Councilor Hardee, second by Councilor Freeman-Hite, to approve the Consent Agenda. The motion carried unanimously.

B. Items for Approval

1. Town Manager Report

a. New Website Presentation

Mrs. Reekes presented Council with a preview of the new Town website scheduled to launch on September 11, 2025, and commended staff for their efforts in the process.

A motion was made by Councilor Smith, second by Vice Mayor Honeycutt to approve the new Town website scheduled to launch September 11, 2025. The motion carried unanimously.

2. Director of Municipal Services Report

a. Alpine-Thompson Waterline Project

C. J. Dean reported that sealed bids were received for the Alpine-Thompson Waterline Project, with Haymes Brothers submitting the low bid of \$2,277,700. Bids were quantity-priced to cover labor, materials, and installation of the new water lines.

A motion was made by Councilor Smith, second by Councilor Freeman-Hite, to award the Alpine-Thompson Waterline Project to Haymes Brothers as submitted by sealed bids on September 3, 2025, in the amount of \$2,277,700, and to authorize the Town Manager or her designee to sign all of the necessary paperwork to complete this project. The motion passed via roll call vote as follows:

Councilor Crocker – Aye
Councilor Hardee – Aye
Councilor Sasser – Aye

Councilor Freeman-Hite – Aye
Vice Mayor Honeycutt – Aye
Councilor Smith – Aye

C. Reports to Accept as Presented

For efficiency, the following reports for August 2025 were presented as a group to accept as presented.

1. Police Report

Chief Geist submitted the monthly police report. He reported there were 332 Activity incidents, 50 reportable criminal offenses, 732 calls for service, and \$9,179 in property recovered. Other miscellaneous items included 77 training hours and 43 warrants issued. Administrative news was shared.

2. Municipal Services Report

C. J. Dean submitted the Municipal Services report on the following:

- Continued efforts for the installation of new water and sewer lines.
- Five utility projects are out for bid or are due to begin within the month.

3. Parks, Facilities and Grounds

Jason Houchins submitted the Parks, Facilities and Grounds report on the following:

- Estimate to repair Playground at Centennial Park is \$6,000.
- Lighting project for Parker Park basketball courts will start in October.

- Town Hall HVAC repair due to be completed by mid-September..
- Crews are continually working on Parker Park baseball fields.
- Police Department roof replacement completed. Facilities crew is working on interior repairs.

4. Code Compliance Report

a. Report of Activity

David Hash submitted the report of activity as follows:

Inspections Completed	62
Permits Issued	27
Fees Collected	\$2,113.03
UEZ Exemption	\$0
Rehab Exemption	\$0
General Exemption	\$25.50
Work Value	\$685,585.10

New businesses included:

Lake Shop Treasures	935 W. Atlantic St.	Flea Market Vendor
New Chapter Counseling and Service, LLC	110 South Hill Ave.	Counseling Services
SOVA Pools and Spas Supply Co.	120 W. Danville St.	Retail
The Grace Shop, LLC	120 S. Mecklenburg Ave	Retail/Meeting Space
Emily John Hair	216 W. Atlantic St.	Hair Salon

c. Dilapidated Properties

Along with the list of completed dilapidated properties, a report on the status of approximately 45 dilapidated properties was also presented.

5. Business Development Report

Brent Morris submitted the Business Development report on the following:

- Working with local property owners to make improvements to their properties.
- New marketing materials were sent to nearly 60 prospective retailers and development companies, with a focus on restaurants and grocery stores.
- Working diligently on new website due to launch on September 11, 2025.
- Continued efforts for new business recruitment.

6. Human Resources Report

Kristine Martin submitted the Human Resources report on the following:

- Wayne Hudson, Wastewater Treatment Plant Superintendent, celebrated 40 years of service to the Town of South Hill.
- Ryan Powell passed the Class 2 Virginia Wastewater Works Operator's License exam.

A motion was made by Councilor Freeman-Hite, second by Councilor Sasser, to approve the reports as presented. The motion carried unanimously.

VII. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Moody adjourned the meeting at 8:03 p.m.

VALIDATION

Minutes approved this _____ day of _____, 20____.

Leanne Feather, Clerk of Council

W.M. Moody, Mayor



SOUTH HILL TOWN COUNCIL

WORK SESSION MINUTES

TUESDAY, SEPTEMBER 23, 2025, 6:00 P.M.

A work session of the South Hill Town Council was held on Tuesday, September 23, 2025 at 6:00 p.m. at the temporary Council Chambers of the South Hill Town Hall located at 111 E. Danville Street, South Hill, Virginia 23970. The meeting was held to discuss the following matters: South Hill Strategic Plan updates, ongoing projects, and issues of interest.

1. CALL TO ORDER

The Honorable Mayor Mike Moody called the work session to order at 6:00 p.m.

2. ROLL CALL

Mayor Moody called upon Clerk of Council Leanne Feather to call the roll, which was as follows:

A. Council Members

Randy Crocker
Ashley C. Hardee
Carl Sasser, Jr.

Lillie Feggins-Boone
Gavin Honeycutt
Michael Smith

Jenifer Freeman-Hite
Delores Luster

Councilor Smith departed the meeting at 6:52 p.m.

B. Staff in Attendance

Keli Reekes, Town Manager
Leanne Feather, Admin. Asst./Clerk
Brentley Morris, Business Dev. Manager

Ryan Durham, Deputy Chief of Police
Dahlis Morrow, Dir. Fin. and Admin.

3. TOWN OF SOUTH HILL STRATEGIC PLAN UPDATE

A. Goal 1: Revitalize and Repurpose Dilapidated Properties

a. Draft Ordinance Amending the Town's Implementation of the Uniform Statewide Building Code

Town Manager Keli Reekes presented the proposed ordinance amendments, noting that they would impose civil penalties in place of criminal penalties for code violations. She explained that this change is intended to be more effective and timely. Mrs. Reekes further clarified that the amendments would apply to both commercial and residential properties, and would not be retroactive to current open cases.

b. Draft Ordinance Introducing Vacant Property Registry

Mrs. Reekes presented the proposed ordinance to establish a vacant property registry. She explained that the registry would assist in identifying blighted properties, holding property owners accountable, and could also serve as a resource for future economic development. Mrs. Reekes further clarified that the fees are set by the state, that the Town has proposed specific processes for identifying properties, and that the registry will apply to both commercial and residential properties.

Council reached a consensus to schedule public hearings to receive comments regarding amendments to the Town's implementation of the statewide building code and the proposed ordinance establishing a vacant property registry to be held during the October regular Town Council meeting.

B. Goals 2-4: Updates from Staff Retreat

Mrs. Reekes provided updates from the recent staff retreat. She reported that Town staff is partnering with County staff on workforce development efforts. She also noted that the Town has applied for grants to support sewer infrastructure improvements in alignment with the current Capital Improvement Plan. In addition, Mrs. Reekes shared that staff attended a housing summit earlier this year, will attend an upcoming summit in Danville, is working with the Southside Planning District Commission to identify additional funding opportunities, and continues to oversee progress on the Nick's Lane Rehabilitation Project.

Mayor Moody requested that Mrs. Reekes provide a more detailed update on the Nick's Lane Rehabilitation Project at the October regular Town Council meeting.

4. DISCUSSION: ONGOING PROJECTS AND ISSUES OF INTEREST

A. Review and Consider Draft Ordinances

a. Low-Speed Vehicles and Golf Cart Communities

Mrs. Reekes requested Council's comments regarding the allowance of low-speed vehicles and golf carts within Town limits. While the distinction between the two was clarified, Council raised concerns about overall safety and inquired about insurance requirements, permitting processes, restrictions on certain roadways, and the placement of golf cart communities within the Town.

Council reached a consensus to hold public hearings at the November regular Town Council meeting to receive comments on prohibiting low-speed vehicles within Town limits and on allowing golf cart communities within designated areas of the Town.

b. Right-of-Way Permit Process

Mrs. Reekes presented a draft ordinance proposing that companies be required to obtain a permit before accessing Town rights-of-way.

Council reached a consensus to hold a public hearing at the October regular Town Council meeting to receive comments on the proposed right-of-way permit ordinance.

c. Finance: Utility Bill Payment, Utility Cut-On Fee, and Bad Check Fee

Mrs. Reekes presented draft ordinances to update utility fees. The proposed

updates include aligning cut-on and cut-off fees, requiring certified funds for the activation of water and sewer services, and implementing a fee for all returned checks.

Council reached a consensus to hold a public hearing at the October regular Town Council meeting to receive comments on the proposed ordinances to update utility cut-on fee, require certified funds for the activation of water and sewer services, and implement a fee for all returned checks.

B. Water and Sewer Rate Review

While a broader discussion will take place during the FY27 budget planning process, Mrs. Reekes provided Council with a financial forecast prepared by Waterworth, which indicated that without adjustments to water rates, the Town will experience revenue shortfalls. The report outlined suggested actions to prevent these losses.

C. Facility Use Policies

Mrs. Reekes presented Council with updated policies for the use of the Exchange Building and Centennial Park. She explained that the policy language had been revised and that new forms will streamline the reservation process. Mrs. Reekes clarified that the religious exemption was broadened to be more inclusive of religious events while prohibiting the park from being used for regular recurring religious services. She further suggested that the decision on allowing the Exchange Building to be used for private events be deferred until adequate parking is available.

A motion was made by Councilor Sasser, second by Vice Mayor Honeycutt to accept the updated facility use forms for The Exchange Building and Centennial Park as presented. The motion passed unanimously.

5. OTHER BUSINESS

Mrs. Reekes requested Council's input on the audio-visual setup in Town Hall. She asked whether Council preferred to continue livestreaming Town Council meetings, as in the past, or to implement a system allowing meetings to be recorded and posted online for later public viewing. Council reached a consensus to recommend recording the meetings and posting them afterward, noting that this approach would encourage in-person participation.

Councilor Freeman-Hite commented on the Town's role in the community and inquired whether the Town has any intention of purchasing property for a community center focused on youth activities.

Councilor Luster commented on the Town's need for an emergency shelter, noting the importance of addressing the needs of the aging community and individuals with disabilities. Mrs. Reekes explained that emergency shelters are the responsibility of the County but stated that the Town will play an active role in partnering with the County in any future efforts.

Mayor Moody commended staff for their efforts in preparing resource materials for Council.

5. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Moody adjourned the work session at 7:29 p.m.

VALIDATION

Minutes approved this ____ day of _____, 20____.

Leanne Feather, Clerk of Council

W. M. "Mike" Moody, Mayor



STATEMENT OF CASH ACCOUNTABILITY
August 2025

<u>Institution</u>	<u>Description</u>	<u>Rate</u>	<u>Previous Year Balance</u>	<u>Current Balance</u>
Cash				
	Petty Cash		\$750.00	\$750.00
SUB TOTAL			<u>\$750.00</u>	<u>\$750.00</u>
Checking Accounts				
First Citizens Bank	General Fund Checking	0.30%	\$6,238,023.89	\$2,888,325.49
First Citizens Bank	PD Cash Account	0.30%	\$13,736.93	\$10,482.35
SUB TOTAL			<u>\$6,251,760.82</u>	<u>\$2,898,807.84</u>
Investments				
LGIP	General Investment	4.50%	\$0.00	\$3,074,514.01
First Citizens Investment	General Investment	4.25%	\$8,568,539.72	\$8,951,731.43
VIP	1-3 Year High Quality Bond	4.41%	\$10,525,145.50	\$10,888,682.19
VIP	Stable Liquidity	4.41%	\$8,656,385.85	\$7,815,586.89
SUB TOTAL			<u>\$27,750,071.07</u>	<u>\$30,730,514.52</u>
Restricted Funds				
Atlantic Union Bank	Construction	0.50%	\$2,544,415.29	\$2,557,154.87
First Citizens Bank	Federal Forfeiture Funds	0.10%	\$26,097.77	\$26,123.86
Benchmark Community Bank	State Forfeiture Funds	0.25%	\$7,728.96	\$11,330.02
SUB TOTAL			<u>\$2,578,242.02</u>	<u>\$2,594,608.75</u>
TOTAL OF ALL FUNDS			<u>\$36,580,823.91</u>	<u>\$36,224,681.11</u>

INCOME/EXPENSE REPORT

SEPTEMBER 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-2-1011-0401	CURRENT TAXES - REAL	0	3,000,000.00	0	0	-3,000,000.00
10-2-1011-0402	DELINQUENT TAXES-REAL	0	15,000.00	0	0	-15,000.00
10-2-1012-0401	CURRENT TAXES - PUB SER REAL	0	65,000.00	0	0	-65,000.00
10-2-1013-0403	CURRENT TAXES-P/P,M/H,M/T	0	2,300,000.00	-212.76	-450.45	-2,300,450.45
10-2-1013-0404	PPTRA REIMBURSEMENT	0	113,068.00	0	113,068.11	0.11
10-2-1016-0410	PENALTIES - ALL PROP.TAXES	376.82	20,000.00	72.92	665.89	-19,334.11
10-2-1016-0411	INTEREST - ALL PROP. TAXES	513.25	25,000.00	99.22	2,164.97	-22,835.03
10-2-1022-0411	COMMUNICATIONS SALES TAX	9,967.30	125,000.00	9,940.50	9,940.50	-115,059.50
10-2-1022-0412	CONSUM.UTILITY TAX-ELECT.	15,127.71	158,000.00	16,836.05	33,390.56	-124,609.44
10-2-1022-0414	CONSUM.UTILITY TAX-GAS	4,242.05	35,000.00	2,419.16	4,791.48	-30,208.52
10-2-1022-0416	MEALS TAX	236,171.17	2,500,000.00	245,219.93	492,518.26	-2,007,481.74
10-2-1022-0417	LODGING TAX	100,036.33	860,000.00	100,838.45	202,909.21	-657,090.79
10-2-1022-0418	CIGARETTE TAX	20,250.00	200,000.00	13,500.00	36,230.00	-163,770.00
10-2-1023-0415	BUSINESS LICENSE	1,091.94	1,100,000.00	1,801.66	32,527.76	-1,067,472.24
10-2-1023-0416	PENALTIES - BUSINESS LICENSE	45.84	4,000.00	0	351.94	-3,648.06
10-2-1025-0421	MOTOR VEHICLE LICENSE FEES	0	45,000.00	0	6.58	-44,993.42
10-2-1026-0422	BANK STOCK TAXES	0	240,000.00	0	0	-240,000.00
10-2-1027-0423	PENALTIES - OTHER LOCAL TAX	150.78	10,000.00	20.78	205.99	-9,794.01
10-2-1027-0424	INTEREST - OTHER LOCAL TAX	7.96	500.00	0	0.00	-500.00
10-2-1033-0435	BUILDING PERMITS	1,934.55	80,000.00	2,418.78	475,861.55	395,861.55
10-2-1041-0436	COURT FINES/FORFEITURES	6,695.23	45,000.00	6,440.52	11,750.66	-33,249.34
10-2-1041-0437	PARKING FINES	0	150.00	0	150.00	0.00
10-2-1041-0438	EVENT PERMIT APPLICATION FEES	0	500.00	0	200.00	-300.00
10-2-1051-0437	INVESTMENT GAINS (LOSSES)	-3,559.96	0.00	0	82,798.38	82,798.38
10-2-1051-0439	INTEREST ON DEPOSITS	54,571.33	400,000.00	80.34	119,930.49	-280,069.51
10-2-1051-0440	INCOME AND OTHER	-9,821.87	0.00	0	-6,042.75	-6,042.75
10-2-1052-0444	RAILROAD LEASES	0	500.00	0	0	-500.00
10-2-1060-0444	MECKLENBURG CO.TIPPING FEE	19,573.58	0.00	0	0	0.00
10-2-1060-0445	WASTE COLL & DISP FEES	45,489.62	530,000.00	34,103.75	102,065.65	-427,934.35
10-2-1060-0446	MOWING & BRUSH COLLECTION FEES	700.00	1,000.00	1,200.00	1,950.00	950.00
10-2-1060-0447	WASTE COLLECTIONS PENALTY	1,290.89	10,000.00	1,082.75	3,367.27	-6,632.73
10-2-1068-0458	CHARGES FOR COPIES	80.00	500.00	30.00	100.00	-400.00
10-2-1068-0459	AT&T/VERIZON TANK RENTAL	7,515.15	60,400.00	5,111.41	7,720.96	-52,679.04
10-2-1068-0461	ZONING & SUBDIVISION FEES	450.00	10,000.00	3,400.00	3,850.00	-6,150.00
10-2-1068-0463	MISCELLANEOUS REVENUES	150.00	10,000.00	6,313.52	2,914.33	-7,085.67
10-2-1068-0464	EXPENSES-REIMBURSED	0	2,500.00	4,997.32	5,191.32	2,691.32
10-2-1068-0471	MISC REVENUE - SALE OF PROPERTY	5,000.00	50,000.00	0	0	-50,000.00
10-2-1068-0472	CANCEL PRIOR YEAR A/P	0	0.00	179,774.00	195,774.09	195,774.09
10-2-1068-0473	MISC REVENUE - DMV STOPS	174.63	5,000.00	0	200.00	-4,800.00

INCOME/EXPENSE REPORT

SEPTEMBER 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-2-1068-0476	ECONOMIC INCENTIVES	0	2,180,000.00	0	0	-2,180,000.00
10-2-1069-0465	MISC.RECOVERED COST	6,818.16	25,000.00	3,103.50	7,216.50	-17,783.50
10-2-1069-0467	WATER/SEWER ADMIN FEES	0	162,500.00	0	0	-162,500.00
10-2-1069-0468	VRSA INSURANCE REFUND/DIVIDEND/GRANT	0	4,000.00	0	0	-4,000.00
10-2-2070-0472	ROLLING STOCK (MVCT)	0	150.00	0	0	-150.00
10-2-2070-0474	RENTAL VEHICLE TAX	6,545.17	55,000.00	5,283.59	15,703.51	-39,296.49
10-2-2070-0475	SALES & USE TAX	138,484.77	850,000.00	94,898.16	265,155.03	-584,844.97
10-2-2070-0477	STREET & HIGHWAY REVENUE	522,239.68	1,800,000.00	0	0	-1,800,000.00
10-2-2070-0479	FIRE PROGRAMS FUND	24,036.00	25,000.00	26,250.00	26,250.00	1,250.00
10-2-2071-0431	DRUG FINE MONEY	0	100,000.00	0	0	-100,000.00
10-2-2071-0432	E-SUMMONS	371.82	4,000.00	386.95	861.23	-3,138.77
10-2-3071-0480	POLICE DEPT. GRANT	36,334.00	36,000.00	0	6,539.06	-29,460.94
10-2-3071-0484	ARTS COUNCIL GRANT	0	4,500.00	0	0	-4,500.00
10-2-4073-0579	INSURANCE RECOVERIES	6,034.18	20,000.00	35,991.91	76,863.91	56,863.91
10-2-5073-0591	TRANSFER FROM FUND BALANCE	0	5,026,882.00	0	0	-5,026,882.00
10-2-9000-0201	OVERPAYMENTS	5.78	0.00	0	0.00	0.00
GENERAL FUND Revenue Totals		1,259,093.86	22,314,150.00	801,402.41	2,334,691.99	-19,979,458.01

INCOME/EXPENSE REPORT

SEPTEMBER 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0100-0000	MAYOR & TOWN COUNCIL	0	0	0	0	0
10-1-0100-1000	SALARIES	800.00	9,600.00	800.00	1,600.00	8,000.00
10-1-0100-1303	COUNCIL FEES	3,200.00	38,400.00	3,200.00	6,400.00	32,000.00
10-1-0100-1305	PLANNING COMMISSION FEES	0	5,040.00	0	0	5,040.00
10-1-0100-2001	FICA	309.06	4,058.00	309.06	618.12	3,439.88
10-1-0100-2009	UNEMPLOYMENT INSURANCE	5.20	50.00	4.00	8.00	42.00
10-1-0100-2011	CELL PHONE ALLOWANCE	40.00	480.00	40.00	80.00	400.00
10-1-0100-5309	INSURANCE-PUBLIC OFFICIALS	0	3,508.00	0	3,508.00	0.00
10-1-0100-5504	TRAVEL- MEETINGS/EDUCATION	0	5,000.00	0	0	5,000.00
10-1-0100-5801	DUES & SUBSCRIPTIONS	0	3,500.00	0	3,609.00	-109.00
10-1-0100-5804	DEPARTMENTAL SUPPLIES	0	750.00	0	0	750.00
0100 MAYOR & TOWN COUNCIL		4,354.26	70,386.00	4,353.06	15,823.12	54,562.88

INCOME/EXPENSE REPORT

SEPTEMBER 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0101-0000	FINANCE AND ADMINISTRATION	0	0	0	0	0
10-1-0101-1000	SALARIES	20,202.76	313,136.00	17,714.47	53,097.25	260,038.75
10-1-0101-1002	SALARIES OVERTIME	49.60	0.00	0	0	0.00
10-1-0101-2001	FICA	1,475.75	23,955.00	1,328.58	4,005.97	19,949.03
10-1-0101-2003	RETIREMENT	2,249.20	66,729.00	4,350.04	11,005.35	55,723.65
10-1-0101-2005	MEDICAL PLANS	4,320.20	36,976.00	1,633.30	6,514.92	30,461.08
10-1-0101-2006	GROUP LIFE INSURANCE	124.03	4,102.00	226.46	566.15	3,535.85
10-1-0101-2007	DISABILITY INSURANCE	0	1,790.00	203.66	330.73	1,459.27
10-1-0101-2009	UNEMPLOYMENT INSURANCE	0	60.00	0	4.82	55.18
10-1-0101-2010	WORKERS COMPENSATION	100.00	125.00	0	123.00	2.00
10-1-0101-3006	OFFICE EQUIP. MAINTENANCE	244.50	4,500.00	1,003.45	1,252.12	3,247.88
10-1-0101-3010	CONTRACT/TECHNICAL SERVICES	37,289.97	115,000.00	13,411.51	17,179.36	97,820.64
10-1-0101-5201	POSTAGE	3,350.00	25,000.00	5,438.99	5,445.34	19,554.66
10-1-0101-5203	TELECOMMUNICATIONS	458.13	15,600.00	1,848.88	5,357.42	10,242.58
10-1-0101-5504	TRAVEL - MEETINGS/EDUCATION	0	5,000.00	1,958.23	2,578.81	2,421.19
10-1-0101-5801	DUES AND SUBSCRIPTIONS	0	18,100.00	766.86	1,401.42	16,698.58
10-1-0101-5804	DEPARTMENTAL SUPPLIES	2,446.07	33,000.00	1,654.14	5,531.16	27,468.84
10-1-0101-5805	CIGARETTE STAMPS	0	10,478.00	0	0	10,478.00
10-1-0101-5806	DMV STOP EXPENSE	0	4,500.00	0	0	4,500.00
10-1-0101-5808	IT SERVICE & MAINTENANCE	0	47,932.00	1,190.00	1,190.00	46,742.00
0101 FINANCE AND ADMINISTRATION		72,310.21	725,983.00	52,728.57	115,583.82	610,399.18

INCOME/EXPENSE REPORT

SEPTEMBER 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0102-0000	TOWN MANAGER	0	0	0	0	0
10-1-0102-1000	SALARY - TOWN MANAGER	10,230.77	137,000.00	10,538.47	31,600.01	105,399.99
10-1-0102-1001	SALARIES	3,486.92	64,000.00	5,282.40	15,180.19	48,819.81
10-1-0102-1010	VEHICLE ALLOWANCE	876.92	7,200.00	600.00	1,500.00	5,700.00
10-1-0102-2001	FICA	1,131.06	15,927.00	1,251.29	3,679.31	12,247.69
10-1-0102-2003	RETIREMENT	3,214.12	42,833.00	3,659.94	9,230.62	33,602.38
10-1-0102-2005	MEDICAL PLANS	1,810.13	20,175.00	1,167.19	4,658.24	15,516.76
10-1-0102-2006	GROUP LIFE INSURANCE	125.45	2,633.00	193.72	484.30	2,148.70
10-1-0102-2007	DISABILITY INSURANCE	0	1,130.00	162.36	240.52	889.48
10-1-0102-2009	UNEMPLOYMENT INSURANCE	0	40.00	0	0	40.00
10-1-0102-2010	WORKERS COMPENSATION	0	105.00	0	105.00	0.00
10-1-0102-2011	CELL PHONE ALLOWANCE	190.00	900.00	75.00	150.00	750.00
10-1-0102-5504	TRAVEL - MEETINGS/EDUCATION	369.00	5,000.00	78.55	78.55	4,921.45
10-1-0102-5801	DUES & SUBSCRIPTIONS	0	1,000.00	525.00	880.82	119.18
10-1-0102-5804	DEPARTMENTAL SUPPLIES	7.97	874.00	0	195.55	678.45
0102 TOWN MANAGER		21,442.34	298,817.00	23,533.92	67,983.11	230,833.89

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0103-0000	DIRECTOR OF MUNICIPAL SERVICES	0	0	0	0	0
10-1-0103-1000	SALARY	9,835.14	131,857.00	10,142.84	30,413.14	101,443.86
10-1-0103-1010	VEHICLE ALLOWANCE	553.84	7,200.00	553.84	1,384.60	5,815.40
10-1-0103-2001	FICA	801.66	10,638.00	829.90	2,464.78	8,173.22
10-1-0103-2003	RETIREMENT	2,270.52	28,099.00	2,341.56	5,853.90	22,245.10
10-1-0103-2005	MEDICAL PLANS	997.41	6,987.00	562.39	2,239.30	4,747.70
10-1-0103-2006	GROUP LIFE INSURANCE	71.39	1,727.00	129.66	324.15	1,402.85
10-1-0103-2007	DISABILITY INSURANCE	0	600.00	108.02	158.99	441.01
10-1-0103-2009	UNEMPLOYMENT INSURANCE	0	20.00	0	0	20.00
10-1-0103-2010	WORKERS COMPENSATION	0	839.00	0	839.00	0.00
10-1-0103-5203	TELECOMMUNICATIONS	0	800.00	259.21	347.28	452.72
10-1-0103-5504	TRAVEL - MEETINGS/EDUCATION	0	1,000.00	0	0	1,000.00
10-1-0103-5801	DUES & SUBSCRIPTIONS	0	1,000.00	0	0	1,000.00
10-1-0103-5804	DEPARTMENTAL SUPPLIES	0	1,000.00	0	0	1,000.00
0103 DIRECTOR OF MUNICIPAL SERVICES		14,529.96	191,767.00	14,927.42	44,025.14	147,741.86

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0104-0000	BUSINESS DEVELOPMENT DEPT	0	0	0	0	0
10-1-0104-1000	SALARY	3,486.92	94,660.00	7,281.53	21,829.23	72,830.77
10-1-0104-1010	VEHICLE ALLOWANCE	276.92	7,200.00	553.84	1,384.60	5,815.40
10-1-0104-2001	FICA	281.72	7,792.00	598.84	1,772.03	6,019.97
10-1-0104-2003	RETIREMENT	226.65	20,172.00	1,935.86	4,967.08	15,204.92
10-1-0104-2005	MEDICAL PLANS	0	8,668.00	500.42	1,996.42	6,671.58
10-1-0104-2006	GROUP LIFE INSURANCE	0	1,240.00	93.08	232.70	1,007.30
10-1-0104-2007	DISABILITY INSURANCE	0	440.00	79.80	116.66	323.34
10-1-0104-2009	UNEMPLOYMENT INSURANCE	0	20.00	0	0	20.00
10-1-0104-2010	WORKERS COMPENSATION	0	51.00	0	51.00	0.00
10-1-0104-2011	CELL PHONE ALLOWANCE	0	900.00	75.00	150.00	750.00
10-1-0104-5203	TELECOMMUNICATIONS	0	800.00	80.02	120.03	679.97
10-1-0104-5504	TRAVEL - MEETING/EDUCATION	0	2,000.00	74.11	74.11	1,925.89
10-1-0104-5801	DUES & SUBSCRIPTIONS	0	500.00	0	0	500.00
10-1-0104-5803	MARKETING	937.50	35,000.00	27,856.58	28,010.41	6,989.59
10-1-0104-5804	DEPARTMENTAL SUPPLIES	0	1,000.00	0	0	1,000.00
10-1-0104-5805	SITE READINESS	0	20,000.00	0	0	20,000.00
10-1-0104-5806	BUSINESS INCENTIVE EXPENSE	0	20,000.00	492.63	682.63	19,317.37
10-1-0104-5807	FACADE AND UP FIT INCENTIVE EXPENSE	0	100,000.00	7,000.00	8,459.08	91,540.92
0104 BUSINESS DEVELOPMENT DEPT		5,209.71	320,443.00	46,621.71	69,845.98	250,597.02

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0105-1000	HUMAN RESOURCES SALARY	7,144.61	96,880.00	7,452.32	22,341.54	74,538.46
10-1-0105-1001	INCENTIVE PAY	0	68,000.00	0	0	68,000.00
10-1-0105-2001	FICA	530.98	7,411.00	533.22	1,622.93	5,788.07
10-1-0105-2003	RETIREMENT	1,095.60	20,645.00	1,981.24	5,083.51	15,561.49
10-1-0105-2005	MEDICAL PLANS	1,006.09	10,576.00	573.96	2,290.58	8,285.42
10-1-0105-2006	GROUP LIFE INSURANCE	51.86	1,269.00	95.26	238.15	1,030.85
10-1-0105-2007	DISABILITY INSURANCE	0	350.00	81.46	119.17	230.83
10-1-0105-2009	UNEMPLOYMENT INSURANCE	0	60.00	0	0	60.00
10-1-0105-2010	WORKERS COMPENSATION	0	49.00	0	49.00	0.00
10-1-0105-2011	CERTIFICATION INCENTIVE PAY	0	15,000.00	0	0	15,000.00
10-1-0105-3010	CONTRACT/TECHNICAL SERVICES	754.00	28,500.00	874.34	4,028.53	24,471.47
10-1-0105-5504	TRAVEL-MEETINGS/EDUCATION	0	1,500.00	940.64	1,290.64	209.36
10-1-0105-5506	EMPLOYEE APPRECIATION/RECOGNITION	22.44	20,000.00	744.42	3,866.71	16,133.29
10-1-0105-5801	DUES & SUBSCRIPTIONS	3,989.00	20,000.00	500.00	619.99	19,380.01
10-1-0105-5803	HEPATITIS SHOTS/DRUG TEST/DMV	0	3,000.00	180.00	275.00	2,725.00
10-1-0105-5804	DEPARTMENTAL SUPPLIES	825.52	1,000.00	80.04	80.04	919.96
10-1-0105-5806	SAFETY COMMITTEE	0	7,500.00	0	0	7,500.00
0105 HUMAN RESOURCES DEPT		15,420.10	301,740.00	14,036.90	41,905.79	259,834.21

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0106-0000	NON-DEPARTMENTAL	0	0	0	0	0
10-1-0106-3007	ADVERTISING	246.60	8,000.00	928.60	1,720.60	6,279.40
10-1-0106-3011	AUDIT	0	35,000.00	0	0	35,000.00
10-1-0106-3012	LEGAL EXPENSES	63,255.06	275,000.00	20,115.58	20,115.58	254,884.42
10-1-0106-3014	REFUNDS ON TAXES	0	1,000.00	0	0	1,000.00
10-1-0106-3015	MISCELLANEOUS REFUNDS	29.10	500.00	0	0	500.00
10-1-0106-3016	ECONOMIC INCENTIVE GRANT	0	2,420,000.00	0	0	2,420,000.00
10-1-0106-5309	PROPERTY INSURANCE - MISC	0	17,469.00	0	17,469.00	0.00
10-1-0106-5800	OPERATING/CAPITAL RESERVE	0	650,000.00	0	0	650,000.00
10-1-0106-5804	DMV STOP EXPENSE	59.00	0.00	100.00	200.00	-200.00
	0106 NON-DEPARTMENTAL	63,589.76	3,406,969.00	21,144.18	39,505.18	3,367,463.82

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0120-0000	POLICE DEPARTMENT	0	0	0	0	0
10-1-0120-1000	SALARY - CHIEF	31,832.24	119,000.00	8,696.15	26,530.76	92,469.24
10-1-0120-1002	SALARIES - OVERTIME	10,703.29	80,000.00	9,589.86	31,467.00	48,533.00
10-1-0120-1004	SALARIES - PART TIME	232.20	14,000.00	322.00	2,316.13	11,683.87
10-1-0120-1010	SALARIES - COMMAND STAFF	15,256.60	275,713.00	19,779.01	61,916.19	213,796.81
10-1-0120-1011	SALARIES - CORPLS & PTRL OFFICERS	54,353.13	747,960.00	46,840.05	146,738.43	601,221.57
10-1-0120-1012	SALARIES - CLERK & DISPATCHERS	9,517.83	200,797.00	13,830.55	42,822.90	157,974.10
10-1-0120-1013	SALARY - PT DISPATCHERS	0	2,000.00	0	0	2,000.00
10-1-0120-1014	SALARIES - SRGTS & DETECTIVES	46,449.03	420,409.00	32,648.17	97,325.79	323,083.21
10-1-0120-1028	SALARY - ANIMAL WARDEN	1,691.52	21,000.00	1,691.52	4,510.72	16,489.28
10-1-0120-1029	HOLIDAY PAY	6,006.05	68,000.00	5,785.79	12,133.11	55,866.89
10-1-0120-2001	FICA	12,874.42	149,089.00	10,363.12	31,883.72	117,205.28
10-1-0120-2003	RETIREMENT	25,832.82	353,720.00	26,404.46	69,074.45	284,645.55
10-1-0120-2005	MEDICAL PLANS	28,776.44	209,661.00	12,694.87	60,389.22	149,271.78
10-1-0120-2006	GROUP LIFE INSURANCE	881.49	21,744.00	1,462.16	3,825.02	17,918.98
10-1-0120-2007	DISABILITY INSURANCE	0	800.00	127.80	180.63	619.37
10-1-0120-2008	LINE OF DUTY ACT EXPENSE	0	10,650.00	0	10,650.00	0.00
10-1-0120-2009	UNEMPLOYMENT INSURANCE	0.30	380.00	0.33	2.32	377.68
10-1-0120-2010	WORKERS COMPENSATION	0	64,244.00	0	64,244.00	0.00
10-1-0120-2011	CELL PHONE ALLOWANCE	40.00	480.00	40.00	80.00	400.00
10-1-0120-2012	UNIFORMS	1,778.29	20,000.00	4,652.79	5,949.24	14,050.76
10-1-0120-2013	CLOTHING ALLOWANCE	0	4,050.00	0	0	4,050.00
10-1-0120-2014	GYM MEMBERSHIPS/OFFICER WELLNESS	0	5,000.00	0	1,144.00	3,856.00
10-1-0120-3004	REPAIRS & MAINTENANCE	20.84	25,000.00	479.99	1,838.17	23,161.83
10-1-0120-3006	OFFICE EQUIP. MAINTENANCE	2,405.76	20,000.00	380.27	4,710.95	15,289.05
10-1-0120-5100	ELECTRICAL SERVICE	1,129.01	10,000.00	1,066.76	2,299.60	7,700.40
10-1-0120-5102	NATURAL GAS/HEATING	33.29	2,000.00	66.84	66.84	1,933.16
10-1-0120-5203	TELECOMMUNICATIONS	2,612.88	35,000.00	6,716.06	8,188.45	26,811.55
10-1-0120-5309	PROPERTY & LIABILITY INSURANCE	0	20,763.00	0	20,763.00	0.00
10-1-0120-5405	CLEANING/JANITORIAL SUPPLIES	750.00	9,000.00	174.06	174.06	8,825.94
10-1-0120-5408	VEHICLE & EQUIP. MAINTENANCE	8,746.52	45,000.00	2,654.48	7,711.57	37,288.43
10-1-0120-5411	FUEL EXPENSE	6,564.64	60,000.00	4,758.13	10,497.74	49,502.26
10-1-0120-5412	SHOOTING RANGE EXPENSE	23,150.42	33,000.00	0	144.66	32,855.34
10-1-0120-5504	TRAVEL - MEETINGS/EDUCATION	1,360.17	50,000.00	5,434.43	9,594.84	40,405.16
10-1-0120-5505	FORENSICS EXPENSE	0	11,000.00	744.00	769.48	10,230.52
10-1-0120-5510	DRUG ENFORCEMENT EXPENSES	0	5,500.00	0	1,275.00	4,225.00
10-1-0120-5515	RECORDS MANAGEMENT EXPENSES	0	18,000.00	0	300.00	17,700.00
10-1-0120-5520	ASSET FORFEITURE EXPENSES	0	8,500.00	0	0	8,500.00
10-1-0120-5801	DUES & SUBSCRIPTIONS	1,019.00	15,000.00	0	1,442.53	13,557.47

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0120-5803	PHYSICALS	0	3,000.00	0	60.00	2,940.00
10-1-0120-5804	DEPARTMENTAL SUPPLIES	653.65	40,000.00	3,779.09	8,984.05	31,015.95
10-1-0120-5805	AXON LEASE	0	109,000.00	0	74,473.62	34,526.38
10-1-0120-5806	FLOCK SAFETY LEASE	0	14,000.00	0	14,000.00	0.00
10-1-0120-5808	IT SERVICE & MAINTENANCE	5,352.61	58,000.00	3,400.60	18,472.36	39,527.64
10-1-0120-5809	GRANT EXPENSES	5,093.86	36,000.00	0	25,266.26	10,733.74
10-1-0120-7001	COMMUNICATIONS EQUIPMENT	0	8,000.00	0	828.75	7,171.25
10-1-0120-7009	CAPITAL OUTLAY	600.00	941,165.00	9,523.00	33,668.74	907,496.26
0120 POLICE DEPARTMENT		305,718.30	4,365,625.00	234,106.34	918,714.30	3,446,910.70

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0124-0000	CODE COMPLIANCE OFFICIAL	0	0	0	0	0
10-1-0124-1000	SALARIES	15,518.74	213,744.00	16,441.81	49,279.28	164,464.72
10-1-0124-2001	FICA	1,177.66	16,351.00	1,203.42	3,635.31	12,715.69
10-1-0124-2003	RETIREMENT	3,127.79	45,549.00	3,869.14	9,709.55	35,839.45
10-1-0124-2005	MEDICAL PLANS	3,079.81	21,576.00	2,029.17	8,085.90	13,490.10
10-1-0124-2006	GROUP LIFE INSURANCE	112.65	2,800.00	210.18	525.45	2,274.55
10-1-0124-2007	DISABILITY INSURANCE	0	960.00	186.12	270.07	689.93
10-1-0124-2009	UNEMPLOYMENT INSURANCE	0	40.00	0	0	40.00
10-1-0124-2010	WORKERS COMPENSATION	0	971.00	0	971.00	0.00
10-1-0124-2011	CELL PHONE ALLOWANCE	80.00	960.00	80.00	160.00	800.00
10-1-0124-2012	UNIFORMS	0	1,200.00	0	0	1,200.00
10-1-0124-3007	ADVERTISING	0	2,500.00	252.00	252.00	2,248.00
10-1-0124-5309	PROPERTY INSURANCE	0	654.00	0	654.00	0.00
10-1-0124-5408	VEHICLE & EQUIP. MAINTENANCE	344.64	1,000.00	0	16.36	983.64
10-1-0124-5411	FUEL EXPENSE	167.39	1,800.00	144.53	249.44	1,550.56
10-1-0124-5413	STATE LEVY - 2% OF PERMIT REV	0	10,000.00	0	1,095.44	8,904.56
10-1-0124-5504	TRAVEL - MEETINGS/EDUCATION	27.82	1,500.00	23.99	23.99	1,476.01
10-1-0124-5801	DUES & SUBSCRIPTIONS	165.00	250.00	-55.00	173.53	76.47
10-1-0124-5802	DEMOLITION COSTS	0	20,000.00	0	0	20,000.00
10-1-0124-5803	REIMBURSE FEES	0	200.00	0	30.60	169.40
10-1-0124-5804	DEPARTMENTAL SUPPLIES	0	1,500.00	12.52	48.51	1,451.49
10-1-0124-5805	STORMWATER / E&S	0	10,000.00	640.00	1,040.00	8,960.00
0124 CODE COMPLIANCE OFFICIAL		23,801.50	353,555.00	25,037.88	76,220.43	277,334.57

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0126-0000	STREET MAINTENANCE	0	0	0	0	0
10-1-0126-1000	SALARIES	26,528.23	398,688.00	30,779.82	92,198.79	306,489.21
10-1-0126-1002	SALARIES - OVERTIME	178.57	20,000.00	152.92	1,916.66	18,083.34
10-1-0126-2001	FICA	1,994.02	32,030.00	2,333.99	7,232.35	24,797.65
10-1-0126-2003	RETIREMENT	4,927.25	84,960.00	7,322.56	18,426.24	66,533.76
10-1-0126-2005	MEDICAL PLANS	6,503.18	61,663.00	3,458.78	16,715.14	44,947.86
10-1-0126-2006	GROUP LIFE INSURANCE	185.33	5,223.00	392.20	980.50	4,242.50
10-1-0126-2007	DISABILITY INSURANCE	0	1,920.00	359.00	520.86	1,399.14
10-1-0126-2009	UNEMPLOYMENT INSURANCE	0	80.00	0	0	80.00
10-1-0126-2010	WORKERS COMPENSATION	0	17,027.00	0	17,027.00	0.00
10-1-0126-2011	CELL PHONE ALLOWANCE	40.00	480.00	40.00	80.00	400.00
10-1-0126-2012	UNIFORMS	0	2,000.00	0	700.00	1,300.00
10-1-0126-2013	CLOTHING ALLOWANCE	0	4,200.00	0	2,100.00	2,100.00
10-1-0126-3015	ENGINEERING	0	12,000.00	0	0	12,000.00
10-1-0126-5100	ELECTRIC SERVICE(STREETLIGHTS)	16,921.71	110,000.00	8,701.26	18,358.51	91,641.49
10-1-0126-5203	TELECOMMUNICATIONS	124.84	3,470.00	621.77	1,376.46	2,093.54
10-1-0126-5309	PROPERTY INSURANCE	0	10,886.00	0	10,886.00	0.00
10-1-0126-5407	STREET MAINTENANCE	32,538.02	1,800,000.00	20,220.93	36,359.95	1,763,640.05
10-1-0126-5408	VEHICLE & EQUIP. MAINTENANCE	2,907.13	40,000.00	9,889.76	13,844.64	26,155.36
10-1-0126-5411	FUEL EXPENSE	1,624.69	35,000.00	2,541.85	6,011.30	28,988.70
10-1-0126-5504	TRAVEL - MEETINGS/EDUCATION	0	9,000.00	0	0	9,000.00
10-1-0126-5804	DEPARTMENTAL SUPPLIES	0	16,074.00	0	157.02	15,916.98
10-1-0126-5805	SAFETY/PROTECTIVE EQUIP.	119.17	2,500.00	0	84.97	2,415.03
10-1-0126-7009	CAPITAL OUTLAY	0	3,671,717.00	215,824.00	215,824.00	3,455,893.00
	0126 STREET MAINTENANCE	94,592.14	6,338,918.00	302,638.84	460,800.39	5,878,117.61

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0132-0000	SOLID WASTE	0	0	0	0	0
10-1-0132-1000	SALARIES	12,384.37	165,414.00	12,724.17	38,140.32	127,273.68
10-1-0132-1002	SALARIES - OVERTIME	546.12	8,500.00	0	195.26	8,304.74
10-1-0132-2001	FICA	983.66	13,304.00	971.24	3,021.89	10,282.11
10-1-0132-2003	RETIREMENT	2,398.71	35,250.00	3,013.08	7,570.50	27,679.50
10-1-0132-2005	MEDICAL PLANS	2,799.47	24,323.00	1,563.23	6,232.14	18,090.86
10-1-0132-2006	GROUP LIFE INSURANCE	85.66	2,167.00	162.66	406.65	1,760.35
10-1-0132-2007	DISABILITY INSURANCE	0	760.00	149.44	215.08	544.92
10-1-0132-2009	UNEMPLOYMENT INSURANCE	0	40.00	0	0	40.00
10-1-0132-2010	WORKERS COMPENSATION	0	11,553.00	0	11,553.00	0.00
10-1-0132-2012	UNIFORMS	0	1,100.00	0	300.00	800.00
10-1-0132-2013	CLOTHING ALLOWANCE	0	1,800.00	0	900.00	900.00
10-1-0132-3004	REPAIRS & MAINTENANCE	22,500.00	30,000.00	0	0	30,000.00
10-1-0132-5309	PROPERTY INSURANCE	0	2,653.00	0	2,653.00	0.00
10-1-0132-5408	VEHICLE & EQUIP. MAINTENANCE	3,580.30	25,000.00	599.76	865.21	24,134.79
10-1-0132-5411	FUEL EXPENSE	1,973.35	25,000.00	642.02	1,426.61	23,573.39
10-1-0132-5504	TRAVEL - MEETINGS/EDUCATION	0	0.00	0	100.00	-100.00
10-1-0132-6000	WASTE COLLECTION FEE	30,560.46	385,000.00	33,585.05	68,718.02	316,281.98
10-1-0132-7000	LANDFILL TIPPING FEES	17,064.80	10,000.00	1,126.84	2,710.84	7,289.16
	0132 SOLID WASTE	94,876.90	741,864.00	54,537.49	145,008.52	596,855.48

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0133-0000	FLEET MAINTENANCE	0	0	0	0	0
10-1-0133-1000	SALARIES	10,777.90	188,513.00	14,673.28	43,728.69	144,784.31
10-1-0133-1002	SALARIES - OVERTIME	0	1,500.00	0	0	1,500.00
10-1-0133-2001	FICA	825.29	14,536.00	1,115.92	3,452.31	11,083.69
10-1-0133-2003	RETIREMENT	1,840.64	40,172.00	3,827.84	9,721.09	30,450.91
10-1-0133-2005	MEDICAL PLANS	1,772.00	17,336.00	1,000.84	3,992.84	13,343.16
10-1-0133-2006	GROUP LIFE INSURANCE	98.54	2,470.00	187.56	465.60	2,004.40
10-1-0133-2007	DISABILITY INSURANCE	0	1,070.00	168.69	243.08	826.92
10-1-0133-2009	UNEMPLOYMENT INSURANCE	1.46	40.00	0	0	40.00
10-1-0133-2010	WORKERS COMPENSATION	0	2,693.00	0	2,693.00	0.00
10-1-0133-2011	CELL PHONE ALLOWANCE	40.00	480.00	40.00	80.00	400.00
10-1-0133-2012	UNIFORMS	0	600.00	0	300.00	300.00
10-1-0133-2013	CLOTHING ALLOWANCE	0	1,800.00	0	900.00	900.00
10-1-0133-3004	REPAIRS & MAINTENANCE	324.87	10,000.00	0	11,144.49	-1,144.49
10-1-0133-5100	ELECTRICAL SERVICE	754.33	10,000.00	745.77	1,676.05	8,323.95
10-1-0133-5102	HEATING	110.64	5,000.00	108.32	216.26	4,783.74
10-1-0133-5203	TELECOMMUNICATIONS	124.85	3,500.00	179.40	270.08	3,229.92
10-1-0133-5309	PROPERTY INSURANCE	0	445.00	0	445.00	0.00
10-1-0133-5408	VEHICLE & EQUIP. MAINTENANCE	2,133.63	20,000.00	4,120.48	7,281.10	12,718.90
10-1-0133-5411	FUEL EXPENSE	38.06	800.00	68.13	193.90	606.10
10-1-0133-5504	TRAVEL - MEETINGS/EDUCATION	0	300.00	0	49.80	250.20
10-1-0133-5801	DUES & SUBSCRIPTIONS	0	7,500.00	0	0	7,500.00
10-1-0133-5804	DEPARTMENTAL SUPPLIES	0	36,100.00	33.98	906.51	35,193.49
10-1-0133-5805	SAFETY/PROTECTIVE EQUIP.	303.45	1,700.00	0	0	1,700.00
	0133 FLEET MAINTENANCE	19,145.66	366,555.00	26,270.21	87,759.80	278,795.20

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0134-0000	FACILITY MAINTENANCE	0	0	0	0	0
10-1-0134-1000	SALARIES	10,413.55	139,723.00	10,659.42	27,227.90	112,495.10
10-1-0134-1002	SALARIES - OVERTIME	0	500.00	140.86	260.78	239.22
10-1-0134-2001	FICA	802.74	10,741.00	825.85	2,169.48	8,571.52
10-1-0134-2003	RETIREMENT	1,746.12	29,775.00	2,640.74	5,538.95	24,236.05
10-1-0134-2005	MEDICAL PLANS	2,796.05	27,127.00	1,621.78	4,794.69	22,332.31
10-1-0134-2006	GROUP LIFE INSURANCE	75.58	1,830.00	136.74	280.89	1,549.11
10-1-0134-2007	DISABILITY INSURANCE	0	920.00	90.13	129.12	790.88
10-1-0134-2009	UNEMPLOYMENT INSURANCE	0	50.00	0	0	50.00
10-1-0134-2010	WORKERS COMPENSATION	0	1,638.00	0	1,638.00	0.00
10-1-0134-2012	UNIFORMS	0	600.00	0	200.00	400.00
10-1-0134-2013	CLOTHING ALLOWANCE	0	1,800.00	0	600.00	1,200.00
10-1-0134-3004	REPAIRS & MAINTENANCE	7,249.65	60,000.00	27,482.51	180,741.99	-120,741.99
10-1-0134-3010	CONTRACT/TECHNICAL SERVICES	0	30,000.00	1,716.00	5,148.00	24,852.00
10-1-0134-3015	ENGINEERING	0	10,000.00	0	0	10,000.00
10-1-0134-5100	ELECTRICAL SERVICE	891.22	30,000.00	1,418.88	3,414.85	26,585.15
10-1-0134-5102	HEATING	108.76	7,000.00	32.45	65.37	6,934.63
10-1-0134-5309	PROPERTY INSURANCE	0	33,666.00	0	14,347.00	19,319.00
10-1-0134-5405	CLEANING/JANITORIAL SUPPLIES	1,013.57	7,500.00	20.19	234.44	7,265.56
10-1-0134-5408	VEHICLE & EQUIP. MAINTENANCE	25.59	1,000.00	0	0	1,000.00
10-1-0134-5411	FUEL EXPENSE	174.86	1,000.00	99.10	203.87	796.13
10-1-0134-5805	SAFETY/PROTECTIVE EQUIP.	85.35	800.00	2,421.41	2,421.41	-1,621.41
10-1-0134-7009	CAPITAL OUTLAY	0	1,200,000.00	0	111,769.37	1,088,230.63
10-1-0134-7804	DEBT SERVICE	0	166,676.00	0	82,110.94	84,565.06
	0134 FACILITY MAINTENANCE	25,383.04	1,762,346.00	49,306.06	443,297.05	1,319,048.95

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0450-0000	PARKS AND GROUNDS	0	0	0	0	0
10-1-0450-1000	SALARIES	19,924.62	354,285.00	24,505.92	79,592.38	274,692.62
10-1-0450-1002	SALARIES - OVERTIME	0	2,000.00	0	0	2,000.00
10-1-0450-2001	FICA	1,500.09	27,256.00	1,826.98	6,196.76	21,059.24
10-1-0450-2003	RETIREMENT	3,225.11	75,498.00	6,017.06	16,265.13	59,232.87
10-1-0450-2005	MEDICAL PLANS	5,134.85	59,611.00	3,079.48	13,953.01	45,657.99
10-1-0450-2006	GROUP LIFE INSURANCE	140.27	4,641.00	312.52	836.29	3,804.71
10-1-0450-2007	DISABILITY INSURANCE	0	1,430.00	331.51	471.39	958.61
10-1-0450-2009	UNEMPLOYMENT INSURANCE	0	70.00	0	0	70.00
10-1-0450-2010	WORKERS COMPENSATION	0	5,878.00	0	5,878.00	0.00
10-1-0450-2011	CELL PHONE ALLOWANCE	0	480.00	40.00	80.00	400.00
10-1-0450-2012	UNIFORMS	0	2,500.00	0	700.00	1,800.00
10-1-0450-2013	CLOTHING ALLOWANCE	0	4,200.00	0	2,100.00	2,100.00
10-1-0450-3004	REPAIRS & MAINTENANCE	6,362.69	105,000.00	10,034.64	38,643.11	66,356.89
10-1-0450-5100	ELECTRICAL SERVICE	1,675.70	25,000.00	1,014.81	4,067.00	20,933.00
10-1-0450-5203	TELECOMMUNICATIONS	233.49	5,720.00	451.79	1,411.66	4,308.34
10-1-0450-5309	PROPERTY INSURANCE	0	3,207.00	0	3,207.00	0.00
10-1-0450-5408	VEHICLE & EQUIP. MAINTENANCE	2,963.06	8,000.00	2,942.06	4,319.00	3,681.00
10-1-0450-5411	FUEL EXPENSE	795.94	8,000.00	245.27	662.97	7,337.03
10-1-0450-5504	TRAVEL - MEETINGS/EDUCATION	0	2,000.00	0	75.00	1,925.00
10-1-0450-5804	DEPARTMENTAL SUPPLIES	0	250.00	0	0	250.00
10-1-0450-5805	SAFETY/PROTECTIVE EQUIP.	0	1,000.00	0	0	1,000.00
10-1-0450-7009	CAPITAL OUTLAY	0	282,000.00	315.87	366.87	281,633.13
	0450 PARKS AND GROUNDS	41,955.82	978,026.00	51,117.91	178,825.57	799,200.43

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10-1-0451-0000	LIBRARY	0	0	0	0	0
10-1-0451-3004	REPAIRS & MAINTENANCE	20.84	6,000.00	20.84	116.68	5,883.32
10-1-0451-5100	ELECTRICAL SERVICE	1,447.73	16,000.00	1,696.56	3,612.66	12,387.34
10-1-0451-5102	HEATING	44.06	3,000.00	42.17	79.53	2,920.47
	0451 LIBRARY	1,512.63	25,000.00	1,759.57	3,808.87	21,191.13

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
10-1-0920-0000	COMMUNITY DEVELOPMENT	0	0	0	0	0
10-1-0920-5606	REGIONAL PLANNING COMMISSION	0	7,604.00	0	7,603.20	0.80
10-1-0920-5607	REGIONAL AIRPORT	0	25,000.00	0	25,000.00	0.00
10-1-0920-5608	SOUTH HILL CDA	0	15,250.00	0	0	15,250.00
10-1-0920-5609	COMMUNITY DEVELOPMENT	575.00	50,000.00	5,089.00	9,679.32	40,320.68
10-1-0920-5612	SOUTHSIDE RESCUE SQUAD	0	200,000.00	0	200,000.00	0.00
10-1-0920-5614	CHAMBER OF COMMERCE/SHOPS OF SOUTH HILL	0	100,000.00	0	100,000.00	0.00
10-1-0920-5616	SOUTH HILL VOLUNTEER FIRE DEPARTMENT	24,036.00	1,025,000.00	26,250.00	526,250.00	498,750.00
10-1-0920-5617	SOUTH HILL BREAD BOX	0	10,000.00	0	10,000.00	0.00
10-1-0920-5618	LAB BUS	0	70,802.00	0	0	70,802.00
10-1-0920-5620	BUSINESS EDUCATION PARTNERSHIP	0	4,000.00	0	4,000.00	0.00
10-1-0920-5622	SOUTH HILL REVITALIZATION	0	20,000.00	0	20,000.00	0.00
10-1-0920-5623	SOUTHERN VA FOOD HUB	0	24,000.00	0	24,000.00	0.00
10-1-0920-5626	COLONIAL CENTER - VCA GRANT AND MATCH	0	9,000.00	0	0	9,000.00
10-1-0920-5629	ROANOKE RIVER RAILS TO TRAILS	0	500.00	0	0	500.00
10-1-0920-5630	MECKLENBURG COUNTY SENIOR CITIZENS	2,500.00	5,000.00	0	5,000.00	0.00
10-1-0920-7009	CAPITAL OUTLAY	0	500,000.00	51,644.60	51,644.60	448,355.40
	0920 COMMUNITY DEVELOPMENT	27,111.00	2,066,156.00	82,983.60	983,177.12	1,082,978.88
	GENERAL FUND Expenditure Totals	830,953.33	22,314,150.00	1,005,103.66	3,692,284.19	18,621,865.81

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Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
30-2-5000-0001	WATER SALES	138,771.15	1,700,000.00	-124,186.07	521,216.48	-1,178,783.52
30-2-5000-0002	WATER CONNECTION FEES	10,000.00	16,000.00	3,000.00	11,000.00	-5,000.00
30-2-5000-0004	SEWAGE TREATMENT/LACROSSE	3,637.05	40,000.00	3,046.16	15,615.92	-24,384.08
30-2-5000-0005	SEWAGE TREATMENT/BRODNAX	1,044.00	20,000.00	948.88	3,628.48	-16,371.52
30-2-5000-0006	PENALTIES-PAST DUE SALES	4,968.97	75,000.00	336.70	16,847.61	-58,152.39
30-2-5000-0007	INTEREST ON DEPOSITS	0	100,000.00	0	39,780.02	-60,219.98
30-2-5000-0008	WWTP EXPANSION PAYMENT/LACROSSE	1,455.90	17,470.00	1,455.90	2,911.80	-14,558.20
30-2-5000-0009	WWTP EXPANSION PAYMENT/BRODNAX	727.95	8,735.00	727.95	1,455.90	-7,279.10
30-2-5000-0010	SEPTIC TANK HAULERS FEE	12,527.01	60,000.00	15,043.76	40,021.68	-19,978.32
30-2-5000-0011	SET UP FEE - BULK WATER	0	200.00	0	0	-200.00
30-2-5000-0013	CUT ON / TRANSFER FEES	4,480.00	50,000.00	2,640.00	9,880.00	-40,120.00
30-2-5000-0016	LEACHATE TREATMENT	18,061.27	425,000.00	24,791.22	74,102.98	-350,897.02
30-2-5000-0020	TRANSFER FROM FUND BALANCE	0	2,176,924.00	0	0	-2,176,924.00
30-2-5000-0021	TRANSFER FROM GENERAL FUND	0	7,338,288.00	0	0	-7,338,288.00
30-2-5000-0025	MISCELLANEOUS INCOME	0	2,000.00	13,712.60	277,108.90	275,108.90
30-2-5000-0031	SEWER SALES	119,331.52	1,472,000.00	-134,348.93	440,592.11	-1,031,407.89
30-2-5000-0032	SEWER CONNECTION FEES	6,000.00	24,000.00	3,000.00	15,000.00	-9,000.00
30-2-5000-0493	AMERICAN RESCUE PLAN SEWER COLL GRANT	0	492,580.00	0	0	-492,580.00
30-2-5000-0497	CONSTRUCTION CONTRIBUTION	0	4,258,603.00	0	0	-4,258,603.00
30-2-5000-0580	SALE OF PROPERTY	0	15,000.00	0	0	-15,000.00
WATER & SEWER FUND Revenue Totals		321,004.82	18,291,800.00	-189,831.83	1,470,913.37	-16,820,886.63

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30-0-0000-0000	WATER & SEWER FUND	0	0	0	0	0
30-1-6000-0000	WATER DISTRIBUTION SYSTEMS	0	0	0	0	0
30-1-6000-1000	SALARIES	6,397.19	158,686.00	12,425.13	37,277.29	121,408.71
30-1-6000-1002	SALARIES - OVERTIME	187.12	9,000.00	174.79	829.29	8,170.71
30-1-6000-1010	INCENTIVE	0	9,700.00	0	0	9,700.00
30-1-6000-2001	FICA	499.38	12,828.00	943.86	2,929.69	9,898.31
30-1-6000-2003	RETIREMENT	1,288.40	33,816.00	2,980.92	7,428.85	26,387.15
30-1-6000-2005	MEDICAL PLANS	1,679.60	32,172.00	1,714.09	5,566.42	26,605.58
30-1-6000-2006	GROUP LIFE INSURANCE	46.44	2,079.00	158.18	391.10	1,687.90
30-1-6000-2007	DISABILITY INSURANCE	0	530.00	99.88	143.76	386.24
30-1-6000-2009	UNEMPLOYMENT INSURANCE	0	30.00	0	0.00	30.00
30-1-6000-2010	WORKERS COMPENSATION	0	3,537.00	0	3,537.00	0.00
30-1-6000-2012	UNIFORMS	0	1,600.00	0	200.00	1,400.00
30-1-6000-2013	CLOTHING ALLOWANCE	0	1,800.00	0	600.00	1,200.00
30-1-6000-3004	REPAIRS AND MAINTENANCE	11,609.37	150,000.00	3,271.14	10,063.68	139,936.32
30-1-6000-3010	CONTRACT/TESTING SERVICES	658.72	7,000.00	1,203.52	1,751.32	5,248.68
30-1-6000-3015	ENGINEERING	0	5,000.00	0	0	5,000.00
30-1-6000-5100	ELECTRICAL SERVICE	378.30	3,500.00	95.60	1,010.61	2,489.39
30-1-6000-5203	TELECOMMUNICATIONS	121.10	2,000.00	389.88	800.67	1,199.33
30-1-6000-5309	PROPERTY INSURANCE	0	9,342.00	0	11,183.00	-1,841.00
30-1-6000-5408	VEHICLE & EQUIP. MAINTENANCE	410.83	4,500.00	240.35	269.52	4,230.48
30-1-6000-5411	FUEL EXPENSE	221.10	5,000.00	30.16	509.46	4,490.54
30-1-6000-5413	VA DEPT OF HEALTH FEES	0	8,000.00	0	7,842.00	158.00
30-1-6000-5504	TRAVEL - MEETINGS/EDUCATION	0	2,000.00	0	610.00	1,390.00
30-1-6000-5700	WATER TANK MAINTENANCE	0	90,000.00	0	77,943.41	12,056.59
30-1-6000-5804	DEPARTMENTAL SUPPLIES	0	200.00	0	0	200.00
30-1-6000-5805	SAFETY/PROTECTIVE EQUIP.	0	600.00	0	0	600.00
30-1-6000-5807	NORTHSIDE INFRASTRUCTURE	0	4,450,000.00	3,000.00	24,466.31	4,425,533.69
30-1-6000-5897	AMERICAN RESCUE PLAN ACT EXPENSES	215,639.26	0.00	0	0	0.00
30-1-6000-7009	CAPITAL OUTLAY	0	1,250,000.00	0	33,440.40	1,216,559.60
30-1-6000-7050	WATER PURCHASES - RRSA	96,290.36	1,300,000.00	102,884.89	214,482.03	1,085,517.97
30-1-6000-7804	DEBT SERVICE	0	352,519.00	0	454,211.36	-101,692.36
	6000 WATER DISTRIBUTION SYSTEMS	335,427.17	7,905,439.00	129,612.39	897,487.17	7,007,951.83
30-1-6040-8600	TRANSFER TO OTHER FUNDS	0	81,250.00	0	0	81,250.00
	6040 Total	0.00	81,250.00	0.00	0.00	81,250.00

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30-1-6050-0000	SEWER COLLECTION SYSTEM	0	0	0	0	0
30-1-6050-1000	SALARIES	10,089.07	158,686.00	12,425.03	37,277.02	121,408.98
30-1-6050-1002	SALARIES - OVERTIME	187.11	9,000.00	174.79	829.27	8,170.73
30-1-6050-2001	FICA	772.17	12,828.00	943.85	2,985.58	9,842.42
30-1-6050-2003	RETIREMENT	1,852.75	33,816.00	2,980.88	7,600.20	26,215.80
30-1-6050-2005	MEDICAL PLANS	2,234.44	32,172.00	1,717.51	8,138.68	24,033.32
30-1-6050-2006	GROUP LIFE INSURANCE	73.14	2,079.00	158.14	399.70	1,679.30
30-1-6050-2007	DISABILITY INSURANCE	0	530.00	186.08	273.04	256.96
30-1-6050-2009	UNEMPLOYMENT INSURANCE	0	30.00	0	0.00	30.00
30-1-6050-2010	WORKERS COMPENSATION	0	2,191.00	0	2,191.00	0.00
30-1-6050-2012	UNIFORMS	0	1,600.00	0	400.00	1,200.00
30-1-6050-2013	CLOTHING ALLOWANCE	0	1,800.00	0	1,200.00	600.00
30-1-6050-3004	REPAIRS & MAINTENANCE	25,566.69	125,000.00	24,079.80	35,449.35	89,550.65
30-1-6050-3015	ENGINEERING	4,733.00	20,000.00	0	0	20,000.00
30-1-6050-5100	ELECTRICAL SERVICE	8,368.82	35,000.00	2,093.41	4,764.30	30,235.70
30-1-6050-5203	TELECOMMUNICATIONS	0	500.00	0	0	500.00
30-1-6050-5309	PROPERTY INSURANCE	0	8,112.00	0	7,962.00	150.00
30-1-6050-5408	VEHICLE & EQUIP. MAINTENANCE	212.66	25,000.00	0	856.33	24,143.67
30-1-6050-5411	FUEL EXPENSE	2,457.46	10,000.00	1,506.20	2,819.03	7,180.97
30-1-6050-5504	TRAVEL - MEETINGS/EDUCATION	0	5,000.00	0	0	5,000.00
30-1-6050-5804	DEPARTMENTAL SUPPLIES	0	200.00	14.85	14.85	185.15
30-1-6050-5805	SAFETY/PROTECTIVE EQUIP.	0	600.00	0	0	600.00
30-1-6050-7009	CAPITAL OUTLAY	0	7,765,903.00	55,856.98	167,681.98	7,598,221.02
30-1-6050-7804	DEBT SERVICE	0	550,784.00	0	0.00	550,784.00
	6050 SEWER COLLECTION SYSTEM	56,547.31	8,800,831.00	102,137.52	280,842.33	8,519,988.67
30-1-6940-8600	TRANSFER TO OTHER FUNDS	0	81,250.00	0	0	81,250.00
	6940 Total	0.00	81,250.00	0.00	0.00	81,250.00

INCOME/EXPENSE REPORT

SEPTEMBER 2025

Account Id	Account Description	Prior Rev/Expd	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Balance/Excess/Deficit
30-1-7000-0000	WASTEWATER TREATMENT PLANT	0	0	0	0	0
30-1-7000-1000	SALARIES	22,692.05	349,847.00	24,480.95	72,869.66	276,977.34
30-1-7000-1002	SALARIES - OVERTIME	0	2,000.00	15.53	270.97	1,729.03
30-1-7000-1004	SALARIES - PART TIME	506.09	11,000.00	506.09	1,518.27	9,481.73
30-1-7000-2001	FICA	1,757.44	27,758.00	1,905.96	5,820.20	21,937.80
30-1-7000-2003	RETIREMENT	4,601.28	74,552.00	5,923.06	14,847.10	59,704.90
30-1-7000-2005	MEDICAL PLANS	3,980.84	40,034.00	2,257.66	8,994.60	31,039.40
30-1-7000-2006	GROUP LIFE INSURANCE	164.63	4,583.00	312.68	777.17	3,805.83
30-1-7000-2007	DISABILITY INSURANCE	0	1,600.00	275.09	396.85	1,203.15
30-1-7000-2009	UNEMPLOYMENT INSURANCE	0	80.00	0.51	1.53	78.47
30-1-7000-2010	WORKERS COMPENSATION	0	4,280.00	0	4,430.00	-150.00
30-1-7000-2012	UNIFORMS	0	300.00	0	400.00	-100.00
30-1-7000-2013	CLOTHING ALLOWANCE	0	2,400.00	0	1,200.00	1,200.00
30-1-7000-3004	REPAIRS & MAINTENANCE	11,702.80	175,000.00	812.64	16,366.36	158,633.64
30-1-7000-3010	CONTRACT/TESTING SERVICES	2,568.60	35,000.00	4,792.80	10,928.92	24,071.08
30-1-7000-3012	LEGAL EXPENSES	0	20,000.00	0	0	20,000.00
30-1-7000-3015	ENGINEERING	10,000.00	50,000.00	0	0	50,000.00
30-1-7000-5100	ELECTRICAL SERVICE	8,737.01	130,000.00	29.57	17,493.52	112,506.48
30-1-7000-5203	TELECOMMUNICATIONS	141.10	3,950.00	248.91	883.84	3,066.16
30-1-7000-5309	PROPERTY INSURANCE	0	10,718.00	0	10,718.00	0.00
30-1-7000-5405	CLEANING & JANITORIAL	0	500.00	0	0	500.00
30-1-7000-5408	VEHICLE & EQUIP. MAINTENANCE	25.62	5,000.00	106.36	144.73	4,855.27
30-1-7000-5411	FUEL EXPENSE	2,625.66	15,000.00	236.54	3,384.47	11,615.53
30-1-7000-5413	DEQ FEES	10,886.00	25,000.00	0	0	25,000.00
30-1-7000-5415	CHEMICALS	0	22,000.00	0	0	22,000.00
30-1-7000-5416	LAB SUPPLIES	0	12,000.00	0	0	12,000.00
30-1-7000-5419	DISPOSAL EXPENSE	7,060.36	60,000.00	0	4,345.24	55,654.76
30-1-7000-5504	TRAVEL - MEETINGS/EDUCATION	594.95	10,000.00	764.84	2,514.61	7,485.39
30-1-7000-5804	DEPARTMENTAL SUPPLIES	114.00	2,000.00	46.46	46.46	1,953.54
30-1-7000-5805	SAFETY/PROTECTIVE EQUIP.	0	2,000.00	0	0	2,000.00
30-1-7000-7009	CAPITAL OUTLAY	0	207,000.00	17,243.80	17,243.80	189,756.20
30-1-7000-7804	DEBT SERVICE	0	119,428.00	0	0.00	119,428.00
	7000 WASTEWATER TREATMENT PLANT	88,158.43	1,423,030.00	59,959.45	195,596.30	1,227,433.70
30-1-9900-0000	NON-BUDGET SECTION	0	0	0	0	0
30-1-9900-9000	UTILITY DEPOSIT REFUNDS	6,548.65	0.00	782.27	1,878.36	-1,878.36
	9900 NON BUDGET	6,548.65	0.00	782.27	1,878.36	-1,878.36
	WATER & SEWER FUND Expenditure Totals	486,681.56	18,291,800.00	292,491.63	1,375,804.16	16,915,995.84

Items for Approval
South Hill Town Council Meeting
October 14, 2025

1. Town Manager Report
 - a. Chamber of Commerce Street Closure Request
 - b. Ratify and Approve Police Department Contracts
 - c. Nicks Lane Area Housing Rehabilitation Project Update
 - d. Request for Proposals: Residential Trash Collection Services
 - e. Resolution to Dissolve the Lake Country Development Corporation
2. Director of Municipal Services Report
 - a. Sycamore-Howerton Sewer & Water Extension

Agenda Item A

To: Mayor and Town Council
From: Town Manager
Date: October 14, 2025
Re: Chamber of Commerce Street Closure Request

The Chamber of Commerce is requesting to close the following streets for the Candy Crawl on Tuesday, October 28, 2025 from 4:00 p.m. to 9:00 p.m.

- S. Mecklenburg Avenue between Atlantic and Danville Streets (between stoplights);
- Center Lane between S. Mecklenburg Avenue and Brooke Avenue;
- E. Main Street between S. Mecklenburg Avenue and Brooke Avenue;
- SE Main Street between S. Mecklenburg Avenue and Brooke Avenue; and
- E. Pine Lane between S. Mecklenburg Avenue and Brooke Avenue.

Recommended Motion

I move to approve the Chamber of Commerce's requests to close the above-mentioned streets for the Candy Crawl on Tuesday, October 28, 2025.

Agenda Item B

To: Mayor and Town Council
From: Town Manager
Date: October 14, 2025
Re: Ratify and Approve Police Department Contracts

Pursuant to emergency procurement provisions authorized by the Virginia State Code, the Town Manager approved the following contracts to address urgent water damage to the Police Department:

1. Deep River Restoration - \$23,827
2. R. F. Howerton - \$86,770

As additional information, restoration efforts were managed in-house by Town staff. Materials and electrical work cost approximately \$5,500.

Council is asked to ratify and approve the contracts above to ensure compliance with audit and financial reporting requirements. Funding is included in the FY26 Adopted Budget; no additional appropriations are necessary at this time.

Recommended Motion

I move to ratify and approve the contracts with Deep River Restoration and R. F. Howerton obtained through emergency procurement in connection with the water damage remediation efforts at the Police Department.

Agenda Item C

To: Mayor and Town Council
From: Town Manager
Date: October 14, 2025
Re: Nicks Lane Area Housing Rehabilitation Project Update

The Nicks Lane Area Housing Rehabilitation Project continues to progress well. To date, two projects have been completed and one is underway:

- 1126 Goodes Ferry Road – Substantial Reconstruction: Complete
- 1024 Nicks Lane – Owner-Occupied Rehab: Complete
- 1013 Sycamore Street – Owner-Occupied Rehab: Approximately 50% Complete

Overall expenditures remain within budget, with sufficient funds available to complete current and future projects.

Since the Planning Grant phase, two landlords owning three properties have declined participation, and one homeowner has been unresponsive. Efforts to identify additional participants within the original project area have not yielded new applicants. With agreement from the Project Management Team, the Town and SPDC are exploring expansion of the project area to include residences along Westover Avenue, West Fifth Street, additional portions of Goodes Ferry Road, and South Hill Avenue. Three households in the proposed expansion area, along with one on Ridgewood Avenue, have expressed interest in participating.

The Town and SPDC will continue outreach and coordination with DHCD to finalize the proposed expansion and move additional rehabilitation activities forward.

No action requested at this time.

Nicks Lane Area Housing Rehabilitation Project

Project Update – October 2025

Before



After



Agenda Item D

To: Mayor and Town Council
From: Town Manager
Date: October 14, 2025
Re: Request for Proposals: Residential Trash Collection Services

Town staff solicited proposals from qualified companies to provide residential refuse and recycling collection services for approximately 2,100 single-family homes, duplexes, townhouses, multi-family residences, and downtown commercial locations located within the Town's corporate limits, as well as within a 0.5-mile radius beyond those limits, including any future developments in these areas.

We received three proposals:

- Meridian Waste Virginia, LLC
- Green For Life (GFL) Environmental
- Pink Waste Solutions

Staff performed a thorough review of each proposal, rating them based on business reputation, performance history, qualifications, proposed approach and methodology, responsiveness and customer service, and cost for proposals; and recommends Meridian Waste to serve as the Town's residential trash collection service provider.

Recommended Motion

I move to award the contract to Meridian Waste Virginia, LLC to serve as the Town's residential trash collection service provider, and further authorize the Town Manager to sign all relevant documents.



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**REQUEST FOR PROPOSALS
Residential Trash Services**

ISSUE DATE: August 15, 2025
DUE DATE AND TIME: September 26, 2025 at 2:00 PM EST
CONTACT: Keli Reekes
Town Manager
Town of South Hill
kreekes@southhillva.org
Mailing: 211 S. Mecklenburg Avenue
South Hill, Virginia 23970
Physical: 111 E. Danville Street
South Hill, VA 23970

The Town of South Hill (the “Town”) is seeking proposals from qualified companies to provide residential refuse and recycling collection services for approximately 2,100 single-family homes, duplexes, townhouses, multi-family residences, and downtown commercial locations located within the Town’s corporate limits, as well as within a 0.5-mile radius beyond those limits, including any future developments in these areas. It is the Town’s intent to contract with one (1) successful vendor (hereafter the “Contractor”) that will provide these services to Town residents on behalf of the Town’s Department of Public Works.

All responses to this Request for Proposals and any resulting contract shall be consistent with and governed by the Virginia Public Procurement Act.

All proposals shall be turned in no later than 2:00 PM EST on Friday, September 26, 2025 to the Town of South Hill located temporarily at 111 E. Danville Street, South Hill, Virginia 23970. Whether mailing or hand-delivering, please note the addresses above. No proposals that are submitted by e-mail, phone, or facsimile shall be considered. Proposals received after the deadline shall be deemed non-responsive and returned unopened. It is the Offeror’s sole responsibility to ensure all information; including addendums, are complete and delivered on time. The Town reserves the right to reject any and all proposals and to waive informalities. If the Town closes its offices due to inclement weather, etc. scheduled receipt of proposals will be extended to the next business day, same time.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

I. Introduction to Request for Proposals.

The purpose of this Request for Proposal (RFP) is to contract with a highly qualified Contractor to provide the Town's existing residential solid waste services to approximately 2,100 households, which include weekly curbside collection of refuse, single-stream recyclables every other week (bi-weekly), and cart maintenance and management.

A. Summary Scope of Services

It is the intent of the Town to award a contract (hereafter the "Contract") to one (1) Contractor for solid waste services for a period of one (1) year. At the Town's sole discretion, the contract may be renewed for up to five (5) additional one-year renewal periods (option years). The residential solid waste services include:

1. Refuse Collection – Weekly curbside collection and transport of collected refuse to the Southside Regional Public Service Authority in Boydton, VA.
2. Recyclables Collection – Bi-weekly curbside collection of single-stream recyclables and transport of collected recyclables.
3. Cart Maintenance and Management – The Town has generally provided one trash and one recycling cart to each single family detached, townhome, and applicable condominiums in its service area. The Town has also provided trash and recycling carts to the downtown businesses where commercial collection is provided. Additional carts are provided at the request of the customer. Cart maintenance and management will require a contractor-provided request system and repairs to be made on the next available collection date after the request for repair services for all customers served under the Contract.

B. Competitive Sealed Negotiation.

This procurement shall utilize competitive sealed negotiation, pursuant to §§ 2.2-4302.2 and 2.2-4303.

C. Communications Prior to the Response Deadline.

Any communications pertaining to the scope of work, the specifications, the preparation or submittal of a proposal, and all other communications referred to this solicitation must be made in writing to the individual whose contact information is listed below. Such communication shall be made no later than seven (7) business days prior to the date set for the receipt of proposals. Notifications regarding specifications may not be considered if received in less than seven (7) business days of the date set for receipt of proposals.

C. J. Dean
Director of Municipal Services
Town of South Hill
cdean@southhillva.org

Mailing: 211 S. Mecklenburg Avenue
South Hill, Virginia 23970
Physical: 413 W. Main Street
South Hill, VA 23970

D. Revisions to the Request for Proposals.

Any revisions to the solicitation will be made only by addendum issued by the Contact listed above. Such revisions will be made in the form of an addendum and posted on the Town's website at www.southhillva.org. It shall be the responsibility of the prospective Contractor to monitor the website listed above for published addenda and to have all addenda signed by an authorized representative of the company.

II. Background Information and Program Design

A. Description of Service Area

The Town of South Hill, Virginia is located in Mecklenburg County, with a mix of residential neighborhoods, light commercial establishments, and public institutions. The Town spans approximately 6.31 square miles with around 756 people per square mile. The Town is fully developed with just under 51 miles of streets. The estimated population of the Town is 4,737.

B. Number of Households Served

Trash collection services are limited to residential units and downtown commercial establishments within the Town limits. Per the Town's code (Chapter 66 - Solid Waste), all garbage, refuse and recyclable materials set out for curbside collection in the Town shall be placed in containers of sizes and composition prescribed by the Town or its designated agent. The best estimate of households and commercial establishments that receive residential curbside collection service is approximately 2,100. This includes single-family homes and eligible multi-family units. The number of serviced accounts may increase or decrease based on residential growth, annexation, or changes in town service boundaries.

C. Waste Generation

The average residential solid waste generation rate in South Hill is estimated at approximately 35 tons per week. This includes general household refuse and limited yard debris.

D. Current Solid Waste Services

a. Collection Routes and Schedule

Residential trash collection occurs once per week in accordance with a scheduled weekday route system established by the current contractor. The Contractor will be required to determine their most efficient routing for each collection area. Collection days may shift due to holidays or inclement weather, with notice provided to affected customers.

b. Refuse and Single-Stream Recyclables Collection

Currently, residential refuse is collected curbside using 95-gallon rolling carts provided by the Contractor. All materials must be bagged and placed inside the cart. Recycling is collected bi-weekly and follows a single-stream format, allowing mixed recyclables (paper, plastic, aluminum, etc.) to be placed in a designated cart.

The collection of bulky waste and yard debris is not included in the contracted residential trash service. These services are performed directly by the Town of South Hill using municipal crews and equipment, on scheduled collection days or by resident request, depending on volume and need.

c. Cart Maintenance and Management

The Contractor is responsible for the provision, maintenance, and replacement of residential trash and recycling carts. Carts remain the property of the Contractor and are assigned to each residential address. Maintenance includes replacement of broken lids, wheels, or handles, as well as periodic cleaning or reassignment as necessary. New carts are delivered to newly occupied homes or in the event of damage or theft.

d. Customer Service and Missed Collections

The Contractor must provide a customer service representative(s) to handle customer calls to report missed or partial collection(s). The Contractor may also employ an online form to be utilized by residents to report missed, partial collections, cart damage, or any other concern or complaint with service. The Contractor is responsible for tracking, managing, responding to, and closing all customer calls for missed, partial collection(s) or complaint(s) requests accurately and in a timely fashion. The Contractor must use a request system that is accessible to the Town and must provide access for Town staff to enter requests, observe open and closed request, dates of request and resolution and any notes, photos or other documentation related to the request.

III. Evaluation & Selection Criteria.

Proposals will be evaluated based on the RFP and the criteria listed below.

- The business reputation, performance history, qualifications, ability, and experience of the Offeror in successfully providing the specific services requested in this solicitation. (25 points)
- The proposed approach and methodology to implement the scope of work and the likelihood of success. (30 points)
- The Offeror's demonstrated responsiveness and ability to provide customer education and outreach support and excellent customer service. (25 points)

- Cost for proposed services. (20 points)

TOTAL: 100 points

IV. Proposal Format.

The proposals are to be submitted in a format that allows uniform review and easy access to information by the evaluation committee. A table of contents shall be provided, and pages and exhibits numbered in an organized manner. All proposals shall provide a delineation of capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

The items to be addressed in the proposal in the order listed are:

1. Cover Sheet
2. Completed Proposal Form
3. Description of Services to be Provided and Project Approach
4. Statement of Qualifications
5. Response Capability
6. Insurance
7. References
8. Other Supporting Data
9. Submission of Proprietary Information
10. Virginia State Corporation Commission Registration Information form

Section 1 – Cover Sheet

Included on the cover sheet shall be:

- a. The name of the firm and the location of the office that will have the responsibility for the services to be provided.
- b. The name, address, and phone number of a key representative who is knowledgeable about the proposal.
- c. The signature, in ink, of an officer or employee having the authority to bind the company by their signature. Signatures by anyone other than the president, vice president, or general partner should have accompanying documentation that the individual is empowered to bind the company or partnership.

Section 2 – Completed Proposal Form

Section 3 – Description of Services to be Provided and Project Approach

The Offeror should describe its understanding of the scope of services and how the firm proposes to conduct its work.

Section 4 – Qualifications and Experience of the Firm and Project Team

- a. Include the organizational chart, functional discipline, and responsibilities of the project team members.
- b. Provide concise resumes of each team member's education, relevant professional experience, length of time employed by the Offeror and/or subcontractor, and professional licensure. Describe professional staffing available for development, training, implementation, and support services. Additionally, the Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed subcontractors shall be provided. By proposing such firms or individuals, the Offeror assumes full liability for the subcontractor's performance. The Offeror shall state the amount of previous work experience with the subcontractor.
- c. Include a list of projects, which contain work similar or related to that called for in this solicitation and, at a minimum, include for each project listed the following: project name, brief project description, location of the office responsible for the project, budgeted cost, completed cost, year completed and actual completion date relative to scheduled completion date.

Section 5 – Response Capability

Give an overview of the workload priority to be assigned to this project and staffing available relative to the Offeror's ability to respond to Town.

Section 6 – Insurance

Insurance of the types and in the amounts set forth in the terms and conditions shall be purchased and maintained by the Offeror during the life of the Contract.

Section 7 – References

Give name, address, and telephone number of references for whom similar work has been performed. The Town may, at its discretion, contact these and other known references to discuss the past performance of the firm and project team.

Section 8 – Other Supporting Data

Other information you feel to be relevant to the selection of your firm for this Contract.

Section 9 – Virginia State Corporation Commission Registration Information

Section 10 – Submission of Proprietary Information (Submit Under Separate Cover)

Trade secrets or proprietary information submitted in a proposal shall not be subject to disclosure under the Virginia Freedom of Information Act. However, in order for this information to be protected from disclosure, the Offeror must specifically invoke the protections of Virginia Code § 2.2-4342 or other applicable statute, prior to or upon submission of the trade secrets or proprietary information. The Offeror must clearly identify any part of its proposal considered to

be protected as trade secret or as proprietary information and must state the reasons why protection is necessary. Offerors shall submit under separate cover any information considered proprietary and any copyrighted material. Separate cover means that proprietary information must be placed in a separate area of the proposal and be clearly identified as containing proprietary and/or copyrighted information.

- a. Any Offeror shall identify a trade secret or proprietary information by clearly stating “Trade Secret” or “Proprietary Information” adjacent to the particular information, and by clearly identifying the information to be subject to the protection, such as by encircling, highlighting, underlining or other similar means. The Offeror shall state the reasons why protection is necessary on a separate page of the proposal.
- b. Any Offeror shall not identify as a trade secret or proprietary information those sections of the proposal that are material to the Town’s ultimate award of the contract.
- c. The Town reserves the right to contact an Offeror and to request that the Offeror explain or clarify why the Offeror identified certain information as a trade secret or as proprietary information.
- d. Any Offeror shall not identify as trade secret or proprietary information their complete proposal.

All information contained within the body of the proposal not under separate cover and labeled proprietary shall be public information in accordance with state statutes.

V. Submittal Instructions.

A. Each Offeror shall submit one (1) original and three (3) copies of their proposal. Each proposal shall be printed in English and received in hard copy by the deadline. Oral proposals, proposals received by telephone, fax, telegraph, or e-mail shall be rejected.

B. An authorized representative of the Offeror shall sign proposals.

C. Proposals should clearly respond to the Scope of Services. All information requested in this solicitation should be submitted. Failure to submit all information requested may result in the proposal being deemed non-responsive. Proposals which are deemed non-responsive, incomplete, or lack key information may be rejected in full by the Town.

D. Proposals should be organized in the order delineated above in Section III.

E. All pages of the proposal should be numbered.

F. Except as otherwise provided, and in accordance with Virginia Code § 2.2-4342, all proceedings, records, contracts, and other public records relating to the Town’s procurement transactions shall be open to the inspection of any citizen, or any interested person, firm, or corporation, in accordance with the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 et seq.). Proposals shall not be available for inspection by Offerors until interviews, if scheduled, are completed. After award, all proposals become a matter of public record and are available for inspection by the public, except those portions of the proposals that were properly

and timely identified as proprietary and/or copyrighted, and thus not subject to the Virginia Freedom of Information Act.

G. Any contact with any Town representative, other than that outlined above, concerning this RFP is ***prohibited***. Such unauthorized contact may disqualify an Offeror from this procurement.

H. The Town will assume no responsibility for oral instruction or interpretation. Any questions regarding the procurement solicitation shall be in writing.

I. Each Offeror shall be prepared, if so requested by the Town, to present evidence of their experience, qualifications and financial ability to carry out the terms of the Contract.

J. ALL PROPOSALS RECEIVED AFTER THE DUE DATE/TIME WILL NOT BE CONSIDERED AND SHALL BE RETURNED TO THE OFFEROR, UNOPENED. FAILURE TO COMPLETE FORMS AS REQUIRED MAY RESULT IN THE OFFEROR BEING DETERMINED “NON – RESPONSIVE.”

VI. Contract Award.

A. Negotiations

The Town shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. There may be repetitive informal interviews. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. During this discussion stage, the Town may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. At the conclusion of discussion, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the Town shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the Town can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the Town, an award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, the Town may award contracts to more than one qualified offeror.

Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

B. Award

The Town intends to enter into a contract for the services solicited under this RFP with a competent, responsive, responsible firm(s) after using the competitive sealed negotiating process as authorized by the Virginia Public Procurement Act, specifically including Virginia Code Sections 2.2-4301, 2.2-4302.2 and 2.2-4303.

Upon the award or announcement of the decision to award a contract as a result of this solicitation, the Town will publicly post such notice at 111 E. Danville Street., South Hill, VA 23970 and also on the Town website (www.southhillva.org).

C. Term

The contract or contracts awarded will be limited to a term of one year, or the date on which cumulative total project fees reach the maximum authorized (\$10 million per year), whichever occurs first. However, each such contract may be renewable for three (3) additional one-year terms at the option of the Town.

D. Payment Terms

The cumulative total fees for all projects performed in a one-year contract shall not exceed \$10,000,000. The fee for any single project shall not exceed \$2,500,000.

Payment schedule and amounts will be negotiated and memorialized in the contract(s) issued following the award. The fair and reasonable prices as negotiated shall be used in determining the cost of each project performed.

VII. Termination.

The Town may terminate the contract for any reason upon sixty (60) days' notice and upon payment of any and all sums already earned under the contract and reasonable expenses incurred in reliance upon the contract.



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APPENDIX A

General Terms, Conditions and Instructions to Offerors

I. Instructions.

A. Competition Intended

It is the Town's intent that this solicitation permit competition. It shall be the Offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in this solicitation to a single source. The Purchasing Agent must receive such notification not later than five (5) business days prior to the deadline set for acceptance of the proposals.

B. Withdrawal

Requests for withdrawal of proposals after opening of such proposals but prior to award shall be transmitted to the Contact identified on the first page of the RFP, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, Offeror work sheets, etc. If bid bonds were tendered with the bid, the Town may exercise its right of collection.

No Proposal may be withdrawn under this paragraph when the result would be the awarding of the contract on another Proposal of the same Offeror or of another Bidder/Offeror in which the ownership of the withdrawing Offeror is more than five percent. No Offeror who, is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid/proposal was submitted.

C. Errors

When an error is made in extending total prices, the unit bid price will govern. Erasures in proposals must be initialed by the Offeror. Carelessness in quoting prices, or in preparation of proposal otherwise, will not relieve the Offeror. Offerors are cautioned to recheck their proposals for possible error. Errors discovered after public opening cannot be corrected and the Offeror will be required to perform if his or her proposal is accepted.

D. Acceptance of Proposals

Unless otherwise specified, all formal proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

E. Debarment Status

By submitting their proposals, Offerors certify that they are not currently debarred from submitting proposals on contracts by the Town, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by the Town or any agency, public entity/locality or authority of the Commonwealth of Virginia.

F. Ethics in Public Contracting

The provisions contained in the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by the Town. By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

This specification incorporates by reference, but is not limited to, the provisions of law contained in the Virginia Conflict of Interest Act, the Virginia Governmental Frauds Act, Articles 2 and 3 of Chapter 10 of Title 18.2, the Virginia Public Procurement Act, Chapter 43 of Title 2.2 of the Code of Virginia, as amended.

II. General Terms and Conditions.

A. Assignment of Contract

The offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this contract or its rights, title or interest therein or its power to execute such contract or its rights, title or interest therein or its power to execute such contract to any other person, company or corporation without the prior consent and approval in writing by the Town.

B. Collusion among Offerors

More than one proposal from an individual, firm, partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that an offeror has an interest in more than one proposal for the work contemplated will cause rejection of all proposals in which the offeror is interested. Any or all proposals will be rejected if there is any reason for believing that collusion exists among the offerors. Participants in such collusion may

not be considered in future proposals for the same work. Each offeror by submitting a proposal certifies that it is not a party to any collusive action.

C. Employment Discrimination by Offerors Prohibited

Pursuant to section 2.2-4311 of the VPPA, every contract in excess of \$10,000 shall include the following provisions:

1. During the performance of a contract, the offeror shall agree that he will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability or any other basis prohibited by federal or state law relating to discrimination in employment in the solicitation and award of public contracts except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the offeror; that he will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that he will state, in all solicitations or advertisements for employees placed by or on behalf of the offeror, that he is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.
2. The offeror will include the provisions of the foregoing paragraphs in every subcontract or purchase order in excess of \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

D. Insurance Requirements

The Contractor shall maintain the following insurance to protect it from claims that could arise from performance of the Obligations, including claims (i) under the Workmen's Compensation Act (ii) for personal injury, including death, and (iii) for damage to property, regardless of whether such claims arise out of Contractor's actions or inactions, or those of Contractor's subcontractor or other persons directly or indirectly employed by either of them:

1. Worker's Compensation and Employer's Liability. Contractor shall procure and maintain Worker's Compensation and Employer's Liability Insurance covering all of its employees in conformance with the laws of any state, district or territory of the United States of America in which work towards meeting Contractor's Obligations are to be performed. Such insurance shall not have a limit of liability less than the following:
 - a. Bodily Injury by accident, \$500,000 for each accident;
 - b. Bodily Injury by disease, \$500,000 policy limit;
 - c. Bodily Injury by disease, \$500,000 for each employee.
2. Commercial General Liability Insurance. This coverage shall include contractual liability, underground hazard, explosion and collapse, hazard, property

damage, independent Contractor, and personal injury insurance in support of section 10 of this Agreement entitled “Indemnification”. This policy shall be endorsed to include the Town as an additional insured during the Contract Period and shall state that this insurance is primary insurance as regards any other insurance carried by the Town. Contractor shall procure and maintain Public Liability Insurance in an amount not less than:

- a. \$1,000,000 for each occurrence involving bodily injury;
- b. \$1,000,000 for each occurrence involving property damage;
- c. \$2,000,000 aggregate limits.

3. Comprehensive Automobile Liability. Contractor shall procure and maintain Comprehensive Automobile Liability Insurance covering all automobiles, trucks, tractors, trailers, or other automobile equipment, whether owned, not owned, or hired by the Contractor, with the following limits:

- a. \$1,000,000 for each occurrence involving personal injury;
- b. \$1,000,000 for each occurrence involving property damage;
- c. \$2,000,000 aggregate limits.

4. The Contractor shall purchase and maintain insurance coverage in a sufficient amount to cover all potential claims on his tools, equipment and machinery.

The Town reserves the right to require insurance of any Contractor in greater amounts provided notice of such requirements is stated in the Solicitation.

All insurance policies required under this paragraph, or otherwise required by the Solicitation or Contract Documents, shall include a clause waiving any and all subrogation rights against the Town.

Insurance policies shall provide for notification to the Town of non-payment of any premium and shall give the Town the right to make the premium payment thereunder within a reasonable time, if the insurance policy is in danger of lapsing during the Contract Period. Any premium payments made by the Town shall be deducted from amounts due Contractor under the Contract.

E. Licenses and Permits

The successful offeror shall pay all town, county, state and federal taxes required by law enacted at the time proposals are received and resulting from the work or traceable thereto, under whatever name levied.

F. Ownership of Documents

The offeror agrees that all information, finished or unfinished documents, data, studies, surveys, drawings, maps, specifications, models, photographs, records, reports and other material gathered and/or prepared by or for it under the terms of the contract shall, at the Town's option, be delivered to, become, and remain the property of the Town's. The Town shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation the offeror.

G. Payment to Contractors

In accordance with the VPPA, Section 2.2-4354, the offeror agrees that should any subcontractor be employed by the offeror to provide any goods or services under this contract, the offeror agrees to the following:

1. The offeror shall within seven (7) days after receipt of any payments from the Town pursuant to the contract, either:
 - a. Pay the subcontractor for the proportionate share of the total payment received from the Town attributable to the goods or services provided by the subcontractor; or
 - b. Notify the Town and the subcontractor, in writing, of the intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. The offeror shall pay interest to the subcontractor, at the rate of one percent per month on all amounts owed to the subcontractor that remain unpaid after seven days following receipt of payment from the Town for goods or services provided under this contract, except for amounts withheld under subparagraph 1.b above.
3. The offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
4. The offeror's obligation to pay an interest charge to a subcontractor shall not be an obligation of the Town.
5. No contract modification shall be allowed for the purpose of providing reimbursement for these interest charges. No cost reimbursement claim shall include any amount for reimbursement of these interest charges.
6. The offeror shall provide, in the RFP submission, its social security number if an individual or its federal employer identification number if a proprietorship, partnership or corporation.

H. Relation to Town

It is the intent of the parties hereto that the successful offeror shall be considered as an independent contractor and that neither it nor its employees shall, under any circumstances, be considered servants or agents of the Town and that these bodies shall be at no time legally responsible for any negligence on the part of said successful offeror, its servants or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

I. Drug-Free Workplace

During the performance of work done in connection with a specified contract awarded to an offeror in accordance with the VPPA, the offeror agrees to (i) provide a drug-free workplace for its employees; (ii) post in conspicuous places, available to employees and applicants for employment, statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the offeror that the offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order exceeding \$10,000 in value, so that the provisions will be binding upon each Subcontractor or vendor.

For the purposes of this paragraph, “*drug-free workplace*” means a site for the performance of work done in connection with a specified contract awarded to an offeror in accordance with the VPPA, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**APPENDIX B
Proposal Form**

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiation.

CONTRACT EXECUTION: The Town reserves the right to accept or reject any or all proposals or and waive any informalities it determines are in its best interest.

State Corporation Commission ID Number: _____

NAME AND ADDRESS OF FIRM:

DATE: _____

BY: _____
(Signature in Ink)

NAME/TITLE: _____

PHONE/E-MAIL/FAX: _____

EVA Vendor ID or DUNS#: _____

Acknowledgment of Addenda:

No. 1, Date _____ Signature _____

No. 2, Date _____ Signature _____

No. 3, Date _____ Signature _____

**RETURN PROPOSAL FORM TO THE TOWN OF SOUTH HILL.
SIGN CERTIFICATION ABOVE.**

APPENDIX C
Virginia State Corporation Commission (“SCC”) Registration Information

The undersigned Offeror:

☐ is a corporation or other business entity with the following SCC identification number:
_____ -OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror’s current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Town reserves the right to determine in its sole discretion whether to allow such waiver): ☐

Offeror

Date

By: _____

Print: _____

Title: _____

Agenda Item E

To: Mayor and Town Council
From: Town Manager
Date: October 14, 2025
Re: Resolution to Dissolve the Lake Country Development Corporation

Beginning in 1980, the Southside Planning District Commission (SPDC) received revolving loan funds from the Economic Development Administration and USDA. In 1981, the SPDC created the Lake Country Development Corporation (LCDC), a non-profit organization established to administer these funds, with SPDC staff providing daily management. At that time, the formation of a separate non-profit was likely required due to the more limited statutory powers of PDCs.

Today, most planning district commissions in Virginia manage their revolving loan programs directly. Maintaining LCDC as a sister organization is no longer necessary. On September 15, 2025, the SPDC Executive Committee adopted a resolution to dissolve LCDC, and each member jurisdiction must pass a concurring resolution to complete the process.

There is no financial impact to the Town, as it does not contribute funding toward the revolving loan fund. SPDC staff will continue to operate the program as usual. The existing Loan Review Committee, composed of local bankers from the three member counties, will remain in place to review applications. The SPDC will appoint a committee from its own Commission to formally approve loan awards, replacing the former LCDC Board of Directors.

Recommended Motion:

I move to adopt the attached resolution approving the dissolution of Lake Country Development Corporation.

**RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTHSIDE
PLANNING DISTRICT COMMISSION REQUESTING THE DISSOLUTION AND
TERMINATION OF THE LAKE COUNTRY DEVELOPMENT CORPORATION, THE
TERMINATION OF THE RELATED JOINT POWERS AGREEMENT AND THE
TRANSFER OF THE ASSETS AND LIABILITIES OF THE CORPORATION TO THE
COMMISSION**

WHEREAS, in 1969 the Counties of Brunswick, Halifax and Mecklenburg, the Town (then City) of South Boston and the Town of South Hill (collectively, the “Member Localities”) established the Southside Planning District Commission (the “Commission”) as a public body corporate and politic under the predecessor to the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200, et. seq., Code of Virginia (1950), as amended) (the “Act”);

WHEREAS, in 1981 the Member Localities also organized the Lake Country Development Corporation (the “Corporation”) as a Virginia non-stock, non-profit corporation of which the Member Localities are the members;

WHEREAS, in 1984 the Member Localities changed the Corporation to operate as a joint exercise of powers entity under Section 15.1-21 of the Code of Virginia (1950), as amended, as reflected in the joint powers agreement dated November 5, 1984 (the “Joint Powers Agreement”), by and between the Member Localities;

WHEREAS, the Commission was designated by the U.S. Department of Commerce, Economic Development Administration (the “EDA”) as the grantee of certain awards to capitalize a revolving loan fund to make favorable financing available to local businesses, industries and governments within Planning District 13;

WHEREAS, the Commission designated the Corporation with the institutional and legal capacity to make and administer the revolving loan fund on behalf of the Commission;

WHEREAS, the revolving loan fund has been capitalized from various sources but principally by EDA award funds;

WHEREAS, at the Commission’s request and pursuant to the Agreement to Release the EDA Federal Interest in a Revolving Fund Award (the “Defederalization Agreement”) entered into between the EDA and the Commission in August of 2021, the EDA agreed to release certain federal interests in the above-described EDA award funds provided that the Commission continue to use such funds for activities that carry out the economic development purposes of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3121 et seq.) (the “PWEDA”);

WHEREAS, the Defederalization Agreement provides that the EDA may require the return of any misspent portion of the award funds;

WHEREAS, the Commission and the Corporation maintain separate boards of directors and identities, but the Corporation is administered by Commission staff;

WHEREAS, Commission staff and the Member Localities have found it increasingly difficult to identify board members for the Corporation and to obtain quorums for Corporation board and loan committee meetings;

WHEREAS, in recent years the administrative expenses of the Corporation, including for an audit and the preparation of the IRS Form 990, have far exceeded the income from the revolving loan fund;

WHEREAS, at its meeting on July 24, 2025, the Commission authorized the Executive Director of the Commission to consult Commission counsel regarding the possible dissolution and termination of the Corporation and to seek the approval of the Executive Committee of the Commission to proceed with such dissolution and termination if counsel provided positive feedback;

WHEREAS, Commission counsel has noted that, among other things, the current form of Section 15.2-4205 of the Act authorizes the Commission, without the need for the Corporation or any other intervening entity, to apply for and accept, disburse and administer, for itself or for Member Localities so requesting, loans and grants of money or materials or property at any time from any private or charitable source or the United States of America or the Commonwealth of Virginia, or any agency or instrumentality thereof and Section 15.2-4218 authorizes any of the Member Localities in Planning District 13 to appropriate funds directly to the Commission for such purposes;

WHEREAS, Commission staff, following consultation with Commission counsel, has determined that the Commission currently has the institutional and legal capability to operate a revolving loan fund program and otherwise undertake the functions of the Corporation in accordance with the PWEDA and other applicable federal and Virginia laws and has recommended that the Corporation be dissolved and terminated, the Joint Powers Agreement be terminated and the assets and liabilities of the Corporation be transferred to the Commission; and

WHEREAS, both the Corporation's articles of incorporation and the Joint Powers Agreement provide that in the event of the dissolution of the Corporation, the assets of the Corporation shall be distributed under the direction of the directors of the Corporation only to certain recipients, which include the Member Localities for use exclusively for public purposes;

NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE COMMITTEE OF THE SOUTHSIDE PLANNING DISTRICT COMMISSION THAT:

1. It is hereby found and determined that the dissolution and termination of the Corporation, the termination of the Joint Powers Agreement and the transfer of the assets and liabilities of the Corporation to the Commission for continued use as a revolving loan fund or for other purposes in accordance with the PWEDA and other applicable federal and Virginia laws will result in significant operational efficiencies and administrative cost reductions, reduce the fragmentation of governmental units and services, and otherwise promote the public health, safety, convenience and welfare of Planning District 13.

2. The Commission requests the governing body of each of the Member Localities to adopt the concurrent resolution in substantially the form attached as Exhibit A (the “Concurrent Resolution”).

3. The Chair, the Secretary and the Executive Director of the Commission are authorized and directed to forward the form of the Concurrent Resolution to the governing bodies of the Member Localities and to aid the governing bodies and the staffs of the Member Localities as they consider the adoption of the Concurrent Resolution. If the Concurrent Resolution is adopted by all of the governing bodies, the Chair, the Secretary and the Executive Director of the Commission are authorized and directed to take such actions and to execute and deliver all certificates and other documents and instruments as may be considered necessary or desirable to effect the dissolution and termination of the Corporation, the termination of the Joint Powers Agreement and the transfer of the assets and liabilities of the Corporation to the Commission to be used for the purposes identified in this Resolution and the Concurrent Resolution.

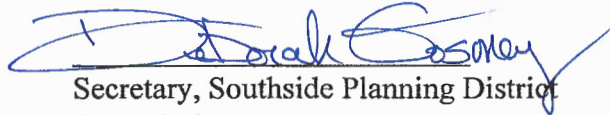
4. This Resolution shall take effect immediately.

[Remainder of Page Intentionally Left Blank]

The undersigned Chair and Secretary of the Southside Planning District Commission hereby certify that the foregoing is a true and correct copy of a resolution approved by a unanimous vote of the Executive Committee of the Commission at a duly called meeting on September 15, 2025.



Chair, Southside Planning District
Commission



Secretary, Southside Planning District
Commission

**CONCURRENT RESOLUTION OF THE MEMBER LOCALITIES OF THE
SOUTHSIDE PLANNING DISTRICT COMMISSION DISSOLVING AND
TERMINATING THE LAKE COUNTRY DEVELOPMENT CORPORATION,
TERMINATING THE RELATED JOINT POWERS AGREEMENT AND
TRANSFERRING THE ASSETS AND LIABILITIES OF THE CORPORATION TO
THE COMMISSION**

WHEREAS, in 1969 the Counties of Brunswick, Halifax and Mecklenburg, the Town (then City) of South Boston and the Town of South Hill (collectively, the “Member Localities”) established the Southside Planning District Commission (the “Commission”) as a public body corporate and politic under the predecessor to the Regional Cooperation Act (Title 15.2, Chapter 42, Sections 15.2-4200, et. seq., Code of Virginia (1950), as amended) (the “Act”);

WHEREAS, in 1981 the Member Localities also organized the Lake Country Development Corporation (the “Corporation”) as a Virginia non-stock, non-profit corporation of which the Member Localities are the members;

WHEREAS, in 1984 the Member Localities changed the Corporation to operate as a joint exercise of powers entity under Section 15.1-21 of the Code of Virginia (1950), as amended, as reflected in the joint powers agreement dated November 5, 1984 (the “Joint Powers Agreement”), by and between the Member Localities;

WHEREAS, the Commission was designated by the U.S. Department of Commerce, Economic Development Administration (the “EDA”) as the grantee of certain awards to capitalize a revolving loan fund to make favorable financing available to local businesses, industries and governments within Planning District 13;

WHEREAS, the Commission designated the Corporation with the institutional and legal capacity to make and administer the revolving loan fund on behalf of the Commission;

WHEREAS, the revolving loan fund has been capitalized from various sources but principally by EDA award funds;

WHEREAS, at the Commission’s request and pursuant to the Agreement to Release the EDA Federal Interest in a Revolving Fund Award (the “Defederalization Agreement”) entered into between the EDA and the Commission in August of 2021, the EDA agreed to release certain federal interests in the above-described EDA award funds provided that the Commission continue to use such funds for activities that carry out the economic development purposes of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3121 et seq.) (the “PWEDA”);

WHEREAS, the Defederalization Agreement provides that the EDA may require the return of any misspent portion of the award funds;

WHEREAS, the Commission and the Corporation maintain separate boards of directors and identities, but the Corporation is administered by Commission staff;

WHEREAS, Commission staff and the Member Localities have found it increasingly difficult to identify board members for the Corporation and to obtain quorums for Corporation board and loan committee meetings;

WHEREAS, in recent years the administrative expenses of the Corporation, including for an audit and the preparation of the IRS Form 990, have far exceeded the income from the revolving loan fund;

WHEREAS, at its meeting on July 24, 2025, the Commission authorized the Executive Director of the Commission to consult Commission counsel regarding the possible dissolution and termination of the Corporation and to seek the approval of the Executive Committee of the Commission to proceed with such dissolution and termination if counsel provided positive feedback;

WHEREAS, Commission counsel has noted that, among other things, the current form of Section 15.2-4205 of the Act authorizes the Commission, without the need for the Corporation or any other intervening entity, to apply for and accept, disburse and administer, for itself or for Member Localities so requesting, loans and grants of money or materials or property at any time from any private or charitable source or the United States of America or the Commonwealth of Virginia, or any agency or instrumentality thereof and Section 15.2-4218 authorizes any of the Member Localities in Planning District 13 to appropriate funds directly to the Commission for such purposes;

WHEREAS, Commission staff, following consultation with Commission counsel, has determined that the Commission currently has the institutional and legal capability to operate a revolving loan fund program and otherwise undertake the functions of the Corporation in accordance with the PWEDA and other applicable federal and Virginia laws and has recommended that the Corporation be dissolved and terminated, the Joint Powers Agreement be terminated and the assets and liabilities of the Corporation be transferred to the Commission;

WHEREAS, both the Corporation's articles of incorporation and the Joint Powers Agreement provide that in the event of the dissolution of the Corporation, the assets of the Corporation shall be distributed under the direction of the directors of the Corporation only to certain recipients, which include the Member Localities for use exclusively for public purposes; and

WHEREAS, the Executive Committee of the Commission at its meeting on September 15, 2025, adopted a resolution to request the governing bodies of the Member Localities to dissolve and terminate the Corporation, terminate the Joint Powers Agreement and cause the transfer of the assets and liabilities of the Corporation to the Commission for continued use as a revolving loan fund or for other purposes in accordance with the PWEDA and other applicable federal and Virginia laws;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF SOUTH HILL, VIRGINIA, THAT:

1. It is hereby found and determined that the dissolution and termination of the Corporation, the termination of the Joint Powers Agreement and the transfer of the assets and liabilities of the Corporation to the Commission for continued use as a revolving loan fund or for other purposes in accordance with the PWEDA and other applicable federal and Virginia laws will promote the public health, safety, convenience and welfare of the Town of South Hill, Virginia, and the rest of Planning District 13.

2. Hereby approved are the dissolution and termination of the Corporation, the termination of the Joint Powers Agreement and the transfer of the assets and liabilities from the Corporation to the Commission for continued use as a revolving loan fund or for other purposes in accordance with the PWEDA and other applicable federal and Virginia laws.

3. If this Concurrent Resolution is adopted by the governing bodies of the other Member Localities, the Board of Directors and officers of the Corporation are authorized and directed to take such actions and to execute and deliver all certificates and other documents and instruments as may be considered necessary or desirable to effect the dissolution and termination of the Corporation, the termination of the Joint Powers Agreement and the transfer of the assets and liabilities of the Corporation to the Commission to be used for above-described purposes.

4. This Concurrent Resolution shall take effect immediately upon adoption by the governing bodies of all of the Member Localities.

ADOPTED at a regular meeting of Council this 14th day of October, 2025, the roll call vote being as follows:

	VOTING AYE	VOTING NAY	ABSENT
Randy Crocker	_____	_____	_____
Lillie Feggins Boone	_____	_____	_____
Jenifer Freeman-Hite	_____	_____	_____
Ashley C. Hardee	_____	_____	_____
Gavin Honeycutt	_____	_____	_____
Delores Luster	_____	_____	_____
Carl L. Sasser, Jr.	_____	_____	_____
Michael Smith	_____	_____	_____

The undersigned hereby certifies that the foregoing is an accurate account of the vote taken at a duly convened meeting of Town Council for the Town of South Hill, Virginia, on the 14th day of October, 2025, at which a quorum was present at the time the meeting was convened and at the time said vote was taken.

By: _____
W. M. "Mike" Moody, Mayor

ATTEST:

Leanne Feather, Town Clerk

Agenda Item A

To: Mayor and Town Council
From: Director of Municipal Services
Date: October 14, 2025
Re: Sycamore-Howerton Sewer & Water Extension

On October 1, 2025, the Town received sealed bids for the Sycamore-Howerton Sewer & Water Extension. J Harman Saunders Construction submitted the low bid for providing the labor and materials for the Sycamore-Howerton Sewer & Water Extension per advertised Invitation for Bid. Bids are quantity priced to cover labor and materials, and installation of the new water lines.

The Bid received were as follows:

The Total Base Bid by J Harmon Saunders Construction was \$ 1,700,000.00

Recommended Motion:
I move to award the Sycamore-Howerton Sewer & Water Extension to J Harman Saunders Construction as submitted by sealed bids on October 1, 2025, in the amount of \$1,700,000.00, and to authorize the Town Manager or her designee to sign all of the necessary paperwork to complete this project.



October 2, 2025

Mr. C. J. Dean, Director of Municipal Services
Town of South Hill
211 S. Mecklenburg Avenue
South Hill, Virginia 23970

RE: Sycamore-Howerton Sewer & Water Extension
Town of South Hill, Virginia

Dear C. J.:

One bid on the above referenced project was received and tabulated by this office. The bidder was J. Harman Saunders Construction, Inc, 2514 Houghton Avenue, South Boston, Virginia 24592.

Based on our evaluations concerning Harman Saunder Construction's ability to perform the work, we see no valid reason why the award should not be made. We, therefore, recommend that award be made to Harman Saunders Construction based on the Total Base Bid of \$1,700,000.00. The sewer portion of the project bid amount was \$986,890.00 and the water portion of \$713,110.00, which totals the \$1,700,000.00 We will be happy to discuss this award with you in detail if you so desire.

Enclosed are documents for you to formally award the above contract to Harman Saunders Construction upon approval from the Town. The Notice of Award should be signed, and one copy sent along with three sets of the Form of Agreement, Performance Bond and Payment Bonds to Harman Saunders Construction. Please keep one copy of the signed Notice of Award for the Town's records and send one copy back to B & B for our records. **Do NOT sign the Form of Agreement.** Once the executed agreement, bonds and insurance are received from Harman Saunders Construction and it is deemed that everything is in order, then the Town will execute the agreement and issue a Notice to Proceed. Please feel free to give us a call if you have any questions.

Please feel free to give us a call if you have any questions.

Respectfully,

B & B CONSULTANTS, INC.

Freeman R. Jones, Jr., P.E.
Civil Engineer

FRJjr/lm

Enclosures

Reports to Accept as Presented

South Hill Town Council Meeting
October 14, 2025

1. Police Report
2. Fire Department Report
3. Municipal Services Report
4. Parks, Facilities, and Grounds Report
 - a. Facilities Reservation Calendar
5. Code Compliance Report
 - a. Monthly Report
 - b. Dilapidated Properties
6. Business Development Report
7. Human Resources Report



South Hill Police Department

103 S. Brunswick Avenue
South Hill, Virginia 23970



Greg Geist, Chief of Police

Police Report September 2025

Activity:

	Sep 25	Sep 24	Aug 25
• Traffic Stops	196	142	231
• Traffic Summons Issued	83	107	120
• DUI Arrests	7	4	5
• Reportable/Non-Reportable Vehicle Crashes	26	22	28

Criminal Reports:

○ Larcenies Reported	14	21	10
○ Larcenies Cleared	7	12	7
○ Assaults Reported	3	7	7
○ Assaults Cleared	3	7	6
○ Murders	0	0	0
○ Clear	0	0	0
○ Break Ins Reported	0	2	0
○ Break Ins Cleared	0	1	0
○ Rapes Reported	1	0	1
○ Rapes Cleared	0	0	0
○ Robberies (Attempts) Reported	0	0	0
○ Robberies Cleared	0	0	0
○ Arsons Reported	0	0	0
○ Arsons Cleared	0	0	0



434-447-3104

Service

Honor



Pride



434-955-2101

Dedication

○ All Other Reportable Offenses	32	37	32
○ All Other Reportable Offenses Cleared	21	39	29

	Sep 25	Sep 24	Aug 25
• Alarms	32	22	24
• Animal Complaints	9	15	9
• Disturbance Calls	25	21	33
• Police Escorts Business/Funeral	10	22	11
• 911 Hang Up Calls/Open Lines	26	39	32
• Vehicle Unlockings	31	57	34
• Vandalisms	5	4	2
• All Other Calls for Service	570	1107	568
• Total Calls for Service	732	1287	713
• Property Reported Stolen	\$10239	\$21893	\$3124
• Property Recovered	\$9179	\$5692	\$3124

Miscellaneous:

• Court	12	26	30
• Training Hours	77	64	134
• Warrants Issued/Served	43	59	62
• Inoperative Vehicles Tagged	7	4	24
• Inoperative vehicles Tagged YTD	64	14	58

Administrative News

The following completed various trainings:

- Sgt. Paul Jones – Cops and Cars: Managing Risk through Basic Supervision – online
- Cp. Ricky Spence – General Instructor Certification – Training Academy
- Officer Heather McCall, Sgt. Ryan Mills, Officer Cameron Waters, Officer Mike Watters – VCIN Recertification and Security and Privacy General - online



South Hill Volunteer Fire Department
114 N. Brunswick Ave, South Hill, Virginia 23970
(434) 447-8227



★ Service ★ Honor ★ Valor ★ Fortitude ★ Dedication ★

First Quarter 25-26 Fire Report

Activity	July-September	YTD
• Total Alarms	218	218
• In Town	129	129
• County District	86	86
• Out of County	3	3
• Mutual Aid Given	21	21
• Automatic Aid Received	39	39
• Calls Responded to on I -85	37	37
• Current Volunteer Roster	43	43
• Average Member Per Call Response	14	14
• Calls Involving Fire (Structures, Vehicles, Brush, etc.)	20	20
• Assisting EMS	3	3
• MVC's	86	86
• Haz-Mat	15	15
• Rescue Unlocking	4	4
• Severe Weather	22	22
• Other (good intent, wrong location, smoke scares etc.)	31	31
• False Alarms	37	37

Training

Category	Hours	Personnel	Volunteer Hours
• Vehicle Extrication	4	12	48
• Apparatus	16	12	192
• Haz-Mat	4	16	64
• Recruit	24	9	216

Fundraising

- We held our annual Bucket Drive on August 30th.
- New Ladder 7 T-Shirts are currently being sold.
- Working on a fall raffle.
- Brunswick Stew November 1st.

Administrative News

- **Engine 71 (2026):** New – Update. Truck is still scheduled for delivery late September 2026.
- We have experienced several break downs related to DEF and regen systems on apparatus. The Municipal shop and FD staff did a phenomenal job making repairs in house. We cannot thank them enough.
- We have met with contractors and have awarded a bid to Howerton Construction to repair the outdoor grill area, roof, ceiling and add new lighting.
- We received all new 5” supply line replacing our dated hose on all apparatus. This has been placed into service and will be a great asset to our operational foot print.
- We currently have on order 7 new sets of Structural PPE and Tech Rescue Gear. A special thanks to the Rotary Club for assisting with a grant on this project.
- Grants- We are excited to share we received two local grants for fire prevention, a Federal FEMA grant for Prevention and public Education and a pipeline grant to assist with responses.
- We placed into service a new Deputy Chief emergency response vehicle in September of 2025.
- Members, have a full schedule ahead with Fire Prevention Month, Fire Instructor Classes, Emergency Medical Technician Classes, Haz-Mat and Hybrid Vehicle Training.
- **A Message from South Hill Volunteer Fire Department:** As we kick off another demanding year, our volunteers have truly been tested—and they’ve excelled every single time. From countless calls with our Heavy Rescue and Aerial Trucks to a substantial rise in Technical Rescue responses, the dedication of our team shines brighter than ever. The addition of Rescue 7 has been a game-changer, allowing us to meet these growing demands head-on.

Our commitment to excellence and to serving you—the South Hill community—will never waver. We are deeply grateful for your continued support, which fuels everything we do. Because of YOU, we’ve accomplished incredible things this year.

Call volumes are steadily increasing. Training, fundraising, and community events stretch our volunteers to their limits. Yet, they continue to show up, give their all, and say thank you. Their gratitude is real—and so is ours.

We know that to sustain our agency and protect our town, changes must come. We’re ready to work together—with you—to ensure the highest levels of service and safety. Your support is not just appreciated; it’s essential.

From all of us at SHVFD: thank you. We cannot do this without you.

Thank You!

South Hill Volunteer Fire Department Annual Budget

2025-2026 Actual								Remaining
Account Number	EXPENSES	July	Q1	Q2	Q3	Q4	TOTALS	
	Department	\$ 1,265,495.00	-\$ 618,160.00	\$ -	\$ -	\$ -	\$ 647,335.00	51%
10-1-0122-1000	Salaries & Wages FT (3)	\$ 204,317.00	-\$ 51,995.00	\$ -	\$ -	\$ -	\$ 152,322.00	75%
10-1-0122-1004	Salaries & Wages PT (2)	\$ 107,000.00	-\$ 25,160.00	\$ -	\$ -	\$ -	\$ 81,840.00	76%
10-1-0122-1002	Salaries Overtime	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	100%
10-1-0122-1005	Holiday Incentive	\$ 5,400.00	\$ -	\$ -	\$ -	\$ -	\$ 5,400.00	100%
10-1-0122-2001	FICA	\$ 27,304.00	-\$ 6,430.00	\$ -	\$ -	\$ -	\$ 20,874.00	76%
10-1-0122-2003	Retirement	\$ 41,397.00	-\$ 9,542.50	\$ -	\$ -	\$ -	\$ 31,854.50	77%
10-1-0122-2005	Medical Plans	\$ 32,460.00	-\$ 7,940.40	\$ -	\$ -	\$ -	\$ 24,519.60	76%
10-1-0122-2006	Group Life Insurance	\$ 3,700.00	-\$ 3,480.00	\$ -	\$ -	\$ -	\$ 220.00	6%
10-1-0122-2007	Disability Insurance	\$ 2,000.00	-\$ 1,886.58	\$ -	\$ -	\$ -	\$ 113.42	6%
10-1-0122-2009	Unemployment Insurance	\$ 1,020.00	-\$ 250.00	\$ -	\$ -	\$ -	\$ 770.00	75%
10-1-0122-2010	Workers Compensation	\$ 23,000.00	-\$ 21,878.40	\$ -	\$ -	\$ -	\$ 1,121.60	5%
10-1-0122-2011	Cell Phone Allowance	\$ 1,500.00	\$ 370.00	\$ -	\$ -	\$ -	\$ 1,130.00	75%
10-1-0122-2012	Uniforms	\$ 7,000.00	-\$ 5,426.93	\$ -	\$ -	\$ -	\$ 1,573.07	22%
10-1-0122-3004	Repairs/Maintenance Station	\$ 35,000.00	-\$ 4,177.63	\$ -	\$ -	\$ -	\$ 30,822.37	88%
10-1-0122-7005	Vending Expense	\$ 1,800.00	-\$ 344.78	\$ -	\$ -	\$ -	\$ 1,455.22	81%
10-1-0122-7000	Volunteer Supplies	\$ 2,250.00	-\$ 463.86	\$ -	\$ -	\$ -	\$ 1,786.14	79%
10-1-0122-2014	Gym Repairs/Maintenance	\$ 2,250.00	-\$ 504.11	\$ -	\$ -	\$ -	\$ 1,745.89	78%
10-1-0122-3006	Office Equipment/Maintenance	\$ 12,000.00	-\$ 5,874.76	\$ -	\$ -	\$ -	\$ 6,125.24	51%
10-1-0122-7047	Personal Protective Equipment	\$ 47,840.00	-\$ 1,385.35	\$ -	\$ -	\$ -	\$ 46,454.65	97%
10-1-0122-5505	PPE Testing	\$ 5,000.00	-\$ 284.53	\$ -	\$ -	\$ -	\$ 4,715.47	94%
10-1-0122-5506	Medical Supplies	\$ 2,500.00	-\$ 347.97	\$ -	\$ -	\$ -	\$ 2,152.03	86%
10-1-0122-4010	Profesional Services	\$ 12,000.00	-\$ 2,576.49	\$ -	\$ -	\$ -	\$ 9,423.51	79%
10-1-0122-3012	Legal	\$ 1,500.00	-\$ 360.00	\$ -	\$ -	\$ -	\$ 1,140.00	76%
10-1-0122-2014	Bank Fees	\$ 1,500.00	-\$ 320.00	\$ -	\$ -	\$ -	\$ 1,180.00	79%
10-1-0122-5100	Electrical Service	\$ 24,000.00	-\$ 5,291.06	\$ -	\$ -	\$ -	\$ 18,708.94	78%
10-1-0122-5102	Heating/Cooking	\$ 3,900.00	-\$ 362.64	\$ -	\$ -	\$ -	\$ 3,537.36	91%
10-1-0122-5203	Telecommunications	\$ 4,500.00	-\$ 1,662.64	\$ -	\$ -	\$ -	\$ 2,837.36	63%
10-1-0122-5309	Property Insurance	\$ 51,430.00	-\$ 48,680.00	\$ -	\$ -	\$ -	\$ 2,750.00	5%
10-1-0122-5310	Accident & Sickness	\$ 10,947.00	-\$ 9,800.00	\$ -	\$ -	\$ -	\$ 1,147.00	10%
10-1-0122-5405	Cleaning/Janitorial Supplies	\$ 4,200.00	-\$ 800.25	\$ -	\$ -	\$ -	\$ 3,399.75	81%
10-1-0122-5408	Vehicle & Equipment Maintenance	\$ 100,000.00	-\$ 43,249.44	\$ -	\$ -	\$ -	\$ 56,750.56	57%
10-1-0122-7007	Shop Tools/Equipment	\$ 3,000.00	-\$ 1,140.98	\$ -	\$ -	\$ -	\$ 1,859.02	62%
10-1-0122-7010	Haz-Mat Supplies	\$ 5,000.00	-\$ 1,584.60	\$ -	\$ -	\$ -	\$ 3,415.40	68%
10-1-0122-5411	Fuel Expense	\$ 30,000.00	-\$ 5,938.58	\$ -	\$ -	\$ -	\$ 24,061.42	80%
10-1-0122-5504	Travel/Meetings & Education	\$ 5,000.00	-\$ 304.16	\$ -	\$ -	\$ -	\$ 4,695.84	94%
10-1-0122-5807	J.E. Crowder Scholarship	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	0%
10-1-0122-5604	Contribution Fire Calls	\$ 145,000.00	-\$ 105,875.00	\$ -	\$ -	\$ -	\$ 39,125.00	27%
10-1-0122-5803	Annual Physicals/Testing	\$ 8,500.00	-\$ 100.00	\$ -	\$ -	\$ -	\$ 8,400.00	99%
10-1-0122-5804	Departmental Supplies/Mailing	\$ 2,000.00	-\$ 277.86	\$ -	\$ -	\$ -	\$ 1,722.14	86%
10-1-0122-5201	Office Supplies	\$ 2,500.00	-\$ 317.70	\$ -	\$ -	\$ -	\$ 2,182.30	87%

10-1-0122-5805	Safety	\$ 2,500.00	-\$ 111.52	\$ -	\$ -	\$ -	\$ 2,388.48	96%
10-1-0122-6504	Training	\$ 6,000.00	-\$ 240.68	\$ -	\$ -	\$ -	\$ 5,759.32	96%
10-1-0122-1010	Prevention/Public Education	\$ 8,000.00	-\$ 6,003.60	\$ -	\$ -	\$ -	\$ 1,996.40	25%
10-1-0122-5808	Communications Equipment	\$ 10,000.00	-\$ 1,171.08	\$ -	\$ -	\$ -	\$ 8,828.92	88%
10-1-0122-7008	Apparatus Payments	\$ 180,000.00	-\$ 180,000.00	\$ -	\$ -	\$ -	\$ -	0%
10-1-0122-7009	Capital Outlay	\$ 54,780.00	-\$ 51,643.60	\$ -	\$ -	\$ -	\$ 3,136.40	6%
10-1-0122-6803	DirecTV	\$ 2,500.00	-\$ 566.04	\$ -	\$ -	\$ -	\$ 1,933.96	77%
10-1-0122-5801	Dues/Subscriptions	\$ 1,500.00	-\$ 148.88	\$ -	\$ -	\$ -	\$ 1,351.12	90%
10-1-0122-6807	Ladies Auxiliary	\$ 1,000.00	-\$ 180.00	\$ -	\$ -	\$ -	\$ 820.00	82%
10-1-0122-6809	Childrens Party/Events	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00	100%
10-1-0122-6811	Christmas/Awards/Banquet	\$ 12,000.00	-\$ 100.00	\$ -	\$ -	\$ -	\$ 11,900.00	99%
10-1-0122-5407	Billing Services Haz-Mat	\$ 2,200.00	-\$ 110.40	\$ -	\$ -	\$ -	\$ 2,089.60	95%

Agenda Item A

To: Mayor and Town Council
From: Director of Municipal Services
Date: October 14, 2025
Re: Municipal Services Projects

The public works crews have been busy installing new water services to recently installed water lines. The crews have almost completed the installations on Forest Hil Drive. The next water services are Forest Lane, followed by Goodes Ferry. The conversion to the new waterline takes time, as other maintenance/emergencies override planned activities.

Several utility projects are under construction and will be for the next thirty days:

- Benton Street stormwater project, project is progressing on schedule
- Northeast Waterline- Thompson Street/Alpine Lane to North Mecklenburg Avenue, Construction to begin December 1.
- Whittle's Mill powerhouse removal, project slated to begin October
- Circle Drive waterline, project is progressing and should be complete mid-November.

Continuing to acquire easements for projects:

- Alpine Thompson waterline Project- in the attorney's office
- Raleigh Avenue sewer extension- One of two signed, awaiting second easement
- Plank Road sewer extension- in the attorney's office

This item is for Council information only. No action is required.

Agenda Item A

To: Mayor and Town Council
From: Parks/Facilities
Date: October 14, 2025
Re: Monthly Update

- New cameras have been installed at Parker Park and Centennial to cover the Playground and Dog Park areas. We will also be getting two cameras installed on the light poles at the Basketball Court once the lights are installed. Underground conduit had to be installed to properly run camera wire to each site. We also installed extra for possible future cameras if we ever chose to expand. This wasn't done previously and is a safety and longevity concern. In the future, if repairs are needed or if more cameras are added, this makes the process much easier.
- The new basketball courts lighting project at Parker Park is scheduled to begin with delivery of equipment on October 27th. We have very detailed plans for the project, and we are moving forward. There will be two light poles on either side of the court with fixtures, like the baseball complex.
- Southern Air has completed the installation of the new HVAC system in Town Hall. The next step is to renovate the IT wiring throughout the building. We are waiting on VC3 to schedule the project; this should be completed before the bid process begins. Again, thank you to Leanne Feather who has handled the IT part of this project. We are also having VSC Fire come in to check the current sprinkler system, install a simple monitored alarm system (similar to the Exchange), and repair the backflow preventer and pump. This will also be done before the bid process begins.
- B&B has all the information from Moseley and Killian and is in the process of having the complete bid ready for advertisement as soon as possible. This will be one complete bid that covers all interior and exterior issues. Although it has been a slow process, it keeps the entire Town Hall renovation under one umbrella. This should cut down on change orders and confusion throughout the process.
- The temporary shed at the softball field side has had electricity run to the interior. It includes three outlets and hanging lights. This can accommodate the refrigerator and the golf cart charging station. This will also provide them with enough space to hold meetings and store equipment until we decide on a more permanent replacement for the trailer. A big thank you to the Dixie Girls softball organization who have been very cooperative and easy to satisfy after losing space.
- The Police Station interior has been completed by our Facilities crew in-house. This includes block wall patching, painting, and new flooring throughout the affected areas. This was slower process but did save the Town quiet a bit of money. Thank you to everyone at the PD for their help and patience.

This item is for Council information only. No action is required.

South Hill Facilities Reservation Record 2025

<u>DATE</u>	<u>GROUP</u>	<u>PURPOSE</u>	<u>ATTENDANCE</u>	<u>TIME</u>	<u>VENUE</u>
9/27/2025	DANCE IT OUT	CHILDREN'S ART FESTIVAL	75	10AM	CENTENNIAL PAVILION
10/4/2025	ALANA TUCKER	FAMILY GATHERING	50	8AM	CENTENNIAL PAVILION
10/10/2025	ANNETTE RICHARDSON	BIRTHDAY	50	2PM-9PM	CENTENNIAL PAVILION
10/11/2025	LAURA VAN ANDEN	BIRTHDAY PARTY	30-45	2PM-4PM	CENTENNIAL PAVILION
10/18/2025	SOUTH HILL CHAMBER OF COMMERCE	JARED STOUT BAND - SUMMER CONCERT			CENTENNIAL AMPHITHEATER & SOUTH HILL EXCHANGE
10/24/2025	SOUTH HILL POLICE DEPARTMENT	DOMESTIC VIOLENCE VIGIL		5PM-8PM	CENTENNIAL PAVILION
10/25/2025	TOWN OF SOUTH HILL & SOUTH HILL REVITALIZATION	FALL FESTIVAL			CENTENNIAL PARK
11/1/2025	Betty Baskerville	Birthday Party	50	1pm	CENTENNIAL PAVILION
11/2/2025	Lak Gaston Soccer Association	Team Soccer Party		ALL DAY	CENTENNIAL PAVILION
11/6/2025	SOUTH HILL CHAMBER OF COMMERCE	JOB FAIR			SOUTH HILL EXCHANGE
11/13/2025	R.T. ARNOLD LIBRARY	HOLIDAZY BAZAAR	???	ALL DAY	SOUTH HILL EXCHANGE
11/14/2025	R.T. ARNOLD LIBRARY	HOLIDAY BAZAAR	???	ALL DAY	SOUTH HILL EXCHANGE
11/15/2025	R.T. ARNOLD LIBRARY	HOLIDAY BAZAAR	???	ALL DAY	SOUTH HILL EXCHANGE
11/19/2025	SOUTH HILL CHAMBER OF COMMERCE	SEAFOOD FESTIVAL			SOUTH HILL EXCHANGE
12/5/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		ALL DAY	SOUTH HILL EXCHANGE
12/6/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		ALL DAY	SOUTH HILL EXCHANGE
2/6/2026	CMH FOUNDATION - MAKAYLA BARNES	OYSTER FUNDRAISER SETUP		ALL DAY	SOUTH HILL EXCHANGE
2/7/2026	CMH FOUNDATION - MAKAYLA BARNES	OYSTER FUNDRAISER		2PM-6PM	SOUTH HILL EXCHANGE
2/21/2026	SOUTH HILL CHAMBER OF COMMERCE	TEAZE CONCERT		1PM-??	SOUTH HILL EXCHANGE
7/18/2023	NORTH VIEW BAPTIST CHURCH	FAMILY & FRIENDS DAY	150	ALL DAY	CENTENNIAL PAVILION

South Hill Facilities Reservation Record 2025

<u>DATE</u>	<u>GROUP</u>	<u>PURPOSE</u>	<u>TIME</u>	<u>VENUE</u>
9/6/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/8/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
9/12/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE
9/13/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/15/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
9/20/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/22/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
9/26/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE
9/27/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
9/29/2025	BEER FED BEEF	DINNER	5PM-7:30PM	MARKET SQUARE
10/4/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/10/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE
10/11/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/18/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/24/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE
10/25/2025	FARMER'S MARKET		8AM-12PM	MARKET SQUARE
10/28/2025	SOUTH HILL CHAMBER OF COMMERCE	CANDY CRAWL		MARKET SQUARE
11/7/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE
11/21/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE
12/5/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		MARKET SQUARE/PARKING LOT
12/6/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		MARKET SQUARE/PARKING LOT
12/7/2025	SOUTH HILL CHAMBER OF COMMERCE	HOMETOWN CHRISTMAS		MARKET SQUARE/PARKING LOT
12/19/2025	DESTINATION THERAPY	MASSAGES	9AM-5PM	MARKET SQUARE

PERMIT AND INSPECTION REPORT FOR : September 2025

	INSPECTIONS	PERMITS	FEES
BUILDING	41	12	\$595.68
MECHANICAL	5	4	\$106.34
PLUMBING	11	6	\$155.55
ELECTRICAL	21	12	\$1,428.61
FIRE PROT	5	0	\$0.00
SIGN	3	1	\$40.80
LAND DIST	1	3	\$91.80
TOTALS	87	38	\$2,418.78

RECAP OF EXEMPT PERMITS:

TYPE OF PERMIT	\$ THIS MONTH	\$ YTD
UEZ	\$0.00	\$0.00
REHAB	\$330.99	\$825.87
GENERAL	\$1,061.82	\$2,814.11
WORK VALUE	\$682,213.43	\$206,127,223.48

FYTD	Fees	\$475,734.05	Work Value	\$93,803,719.93
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NEW BUSINESSES IN TOWN OF SOUTH HILL

9/1/2025 –9/30/2025

Rewind on the Flipside – 229 W. Atlantic St. – Retail

Waxologie, LLC – 305 E Main St – Waxing Salon

Dollar General Store #31024 – 1100 W. Atlantic St. – Retail

October 2, 2025
11:22 AM

TOWN OF SOUTH HILL
Permit Fee Report by Permit No

Page No: 2

Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume		BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional	Cost	FIRE	LAND DISTURB	MECHANICAL
Description of Work							PLUMBING	SIGN	
25-00231	09/03/25	078A23-01-007	1013 SYCAMORE STREET	2,000.00	0	WAIVED:	0.00	25.50	25.50
09/03/25	SIMMONS REBECCA T		INTERIOR REPAIR			0.00	0.00	0.00	0.00
Electrical for rehab							0.00	0.00	
25-00232	09/03/25	078A23-01-007	1013 SYCAMORE STREET	10,000.00	0	WAIVED:	0.00	0.00	51.00
09/03/25	SIMMONS REBECCA T		HVAC SYSTEM			0.00	0.00	0.00	51.00
Mechanical for rehab							0.00	0.00	
25-00233	09/03/25	078A07-12-028	215 FOREST LANE	2,000.00	0	PAID:	0.00	0.00	25.50
09/03/25	WESSON KENNETH W JR & MARY K W					0.00	0.00	0.00	0.00
Replacing sewer line from house to street							25.50	0.00	
25-00234	09/09/25	078A12-28-F-001A	402 WEST HIGH STREET	1,493.00	0	PAID:	0.00	25.50	25.50
09/04/25	WALKER, JEREMY ALAN		WIRING	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Installation of 1 GFCI outlet to support dehumidifier							0.00	0.00	
25-00235	09/08/25	097000-A-023F	106 BETTY LANE	500.00	0	PAID:	0.00	25.50	25.50
09/04/25	WINSTEAD KRISTAL V		WIRING	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Adding receptacle to crawlspace							0.00	0.00	
25-00236	09/08/25	078A06-19-010	201 PEACH STREET	350.00	0	PAID:	0.00	25.50	25.50
09/04/25	TAYLOR REVOCABLE TRUST		WIRING	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Adding receptacle to crawlspace							0.00	0.00	
25-00237	09/16/25	078A18-23-C-009	733 HOLMES STREET	19,675.01	0	PAID:	120.75	0.00	120.75
09/04/25	ZINCON G SCOTT & ASHLEIGH H		INTELLIJACKS	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Install 12 Intellibraces and 2 carbon fiber straps							0.00	0.00	
25-00238	09/04/25	078A12-10-A	154 BUENA VISTA CIRCLE	2,500.00	0	PAID:	40.80	0.00	40.80
09/04/25	MELLENKAMP MEGAN LEIGH		TANK-FOAM FILL			0.00	0.00	0.00	0.00
Close in place underground petroleum storage tank. Filling with foam.							0.00	0.00	
25-00239	09/05/25	078A17-23-P-002A	705 ROBERTSON ST	500.00	0	PAID:	0.00	0.00	25.50
09/04/25	ALLEN SAMUEL H JR		WATSEW LATERALS	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Install sewer line from the street to the house.							25.50	0.00	
25-00240	09/08/25	078A17-23-H-007	605 SOUTH HILL AVENUE	2,500.00	0	PAID:	0.00	25.50	25.50
09/08/25	HICKS GEORGE H					0.00	0.00	0.00	0.00

October 2, 2025
11:22 AM

TOWN OF SOUTH HILL
Permit Fee Report by Permit No

Page No: 3

Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume		BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional	Cost	FIRE	LAND DISTURB	MECHANICAL
Description of Work							PLUMBING	SIGN	
Update electrical service to 200 amp							0.00	0.00	
25-00241	09/08/25	078A11-A-005	2000 HALIFAX ST	175,599.42	0	WAIVED:	0.00	895.56	895.56
09/08/25	TOWN OF SOUTH HILL					0.00	0.00	0.00	0.00
New pad and transfer switch to accomodate new generator includes 1300Meadowbrook Lane							0.00	0.00	
25-00242	09/08/25	078A18-02-085	405 WINDSOR STREET	500.00	0	PAID:	30.60	0.00	30.60
09/08/25	JEFFREYS KATHY L		ADDITION	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Adding half bath to master bedroom							0.00	0.00	
25-00243	09/08/25	078A18-02-085	405 WINDSOR STREET	500.00	0	PAID:	0.00	25.50	25.50
09/08/25	JEFFREYS KATHY L		WIRING	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
wiring for half bath							0.00	0.00	
25-00244	09/08/25	078A18-02-085	405 WINDSOR STREET	1,000.00	0	PAID:	0.00	0.00	25.50
09/08/25	JEFFREYS KATHY L		PLUMBING REMOD	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Plumbing for half bath							25.50	0.00	
25-00245	09/15/25	078A08-06-A1	204 TUNSTALL ROAD	35,500.00	0	PAID:	0.00	181.05	181.05
09/09/25	TOWN OF SOUTH HILL		WIRING	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	0.00
Power installation for Mid Atlantic Broadband.							0.00	0.00	
25-00246	09/10/25	078A12-A-166B	306 NORTH MECKLENBURG AVENU	2,500.00	0	PAID:	0.00	0.00	25.50
09/10/25	HONEYCUTT GAVIN LEE		WATSEW LATERALS B	Business		0.00	0.00	0.00	0.00
Installing sewer line from house to street							25.50	0.00	
25-00247	09/10/25	078A17-19-002	612 GOODES FERRY ROAD	8,000.00	0	PAID:	61.20	0.00	61.20
09/10/25	WINIARSKI TAYLOR D & ENDICOTT BRIAN					0.00	0.00	0.00	0.00
Roofing replacement w/ resheathing							0.00	0.00	
25-00248	09/16/25	078A23-03-016A	1018 NICKS LANE	4,500.00	0	PAID:	43.35	0.00	43.35
09/16/25	URIBE JUAN C & MARIA E		EXTERIOR REPAIR	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
Construct a porch with roof							0.00	0.00	
25-00249	09/17/25	078A15-05-001	1114 PLANK ROAD	1,800.00	0	PAID:	0.00	25.50	25.50
09/17/25	WATSON JOHN JR		WIRING	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	0.00
wiring shed							0.00	0.00	

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Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume		BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional Cost		FIRE	LAND DISTURB	MECHANICAL
Description of Work							PLUMBING	SIGN	
25-00250	09/17/25	078A15-05-001	1114 PLANK ROAD	500.00	0	PAID:	0.00	0.00	25.50
09/17/25	WATSON JOHN JR		HVAC SYSTEM	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	25.50
Install mini split in shed							0.00	0.00	
25-00251	09/18/25	096000-12-002	1844 PLANK ROAD	39,500.00	0	PAID:	70.50	0.00	70.50
09/18/25	WEMPLE PAUL & WEMPLE ROBYN		DETACHED GARAGE	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	0.00
Construct a 24 x 24 detached garage							0.00	0.00	
25-00252	09/18/25	096000-12-002	1844 PLANK ROAD	900.00	0	PAID:	0.00	25.50	25.50
09/18/25	WEMPLE PAUL & WEMPLE ROBYN		WIRING	U	Util & Misc; Acc & Misc Buildi	0.00	0.00	0.00	0.00
Electrical for detached garage							0.00	0.00	
25-00253	09/18/25	078A17-A-148	114 NORTH BRUNSWICK AVENUE	28,600.00	0	WAIVED:	166.26	0.00	166.26
09/18/25	TOWN OF SOUTH HILL		INTERIOR REPAIR UNKNOWN			0.00	0.00	0.00	0.00
Cooking Canopy area renovations 15' x 15'							0.00	0.00	
25-00254	09/24/25	078A11-26-001	435 RALEGH AVE	11,709.00	0	PAID:	0.00	0.00	30.60
09/23/25	ROCK RIVER INC		LAND DISTURBING R-5	Res; 1 & 2 Family	0.00	0.00	0.00	30.60	0.00
Clearing SFR building site and drivewaapron install							0.00	0.00	
25-00255	09/24/25	078A11-26-002	439 RALEIGH AVE	11,709.00	0	PAID:	0.00	0.00	30.60
09/23/25	ROCK RIVER INC		LAND DISTURBING R-5	Res; 1 & 2 Family	0.00	0.00	0.00	30.60	0.00
Clearing SFR building site and drivewaapron install							0.00	0.00	
25-00256	09/24/25	078A11-26-003	443 RALEIGH AVE	11,709.00	0	PAID:	0.00	0.00	30.60
09/23/25	ROCK RIVER INC		LAND DISTURBING R-5	Res; 1 & 2 Family	0.00	0.00	0.00	30.60	0.00
Clearing SFR building site and drivewaapron install							0.00	0.00	
25-00257	09/26/25	078A18-23-D-010A	733 MARROW STREET	1,000.00	0	PAID:	30.60	0.00	30.60
09/26/25	GRIFFIN DERRETT		DEMOLITION	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
DEMOLISH CAR PORT							0.00	0.00	
25-00258	09/26/25	078A17-18-001	504 GOODES FERRY ROAD	2,000.00	0	PAID:	30.60	0.00	30.60
09/26/25	SHAFFER JOEL T & MINDY S		DEMOLITION	R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00
DEMOLISH DETACHED GARAGE							0.00	0.00	
25-00259	09/29/25	078A18-22-016A	821 EAST NORTHINGTON STREET	4,500.00	0	PAID:	0.00	0.00	25.50
09/29/25	COX MILDRED P LIFE EST & LOCKHART D		WATSEW LATERALS R-5	Res; 1 & 2 Family	0.00	0.00	0.00	0.00	0.00

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TOWN OF SOUTH HILL
Permit Fee Report by Permit No

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Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume	BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type	Use Type	Additional Cost	FIRE	LAND DISTURB	MECHANICAL
Description of Work						PLUMBING	SIGN	
Install sewer line from house to stree						25.50	0.00	

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TOWN OF SOUTH HILL
Permit Fee Report by Permit No

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Permit No	Issue Date	Insrt/Dc-Blk/Lot	Property Location	Alteration Cost	New Volume	BUILDING	ELECTRICAL	TOTAL
App Date	Owner Name		Work Type		Additional Cost	FIRE	LAND DISTURB	MECHANICAL
Description of Work			Use Type			PLUMBING	SIGN	
Grand Totals:				682,213.43	0	PAID:	595.68	2,418.78
						0.00	0.00	106.34
						155.55	40.80	
						WAIVED:	420.75	1,392.81
							0.00	51.00
							0.00	
						PERMIT COUNT:	12	38
							0	4
							6	

*NOTE: This report contains only PAID & WAIVED fees.

Range: First to Last		Range of Building Codes: First to Last	
Activity Date Range: 09/01/25 to 09/30/25		Activity Type Range: First to Last	
Application Id	Insrt/Dc-Blk/Lot	Property Location	Owner Name
Building Code	Activity Type	Inspector	Date
Start Time	End Time	Actual Time	Status
Phone	Permit No		
5365	078A08-07-002	210 TUNSTALL DR	MICROSOFT CORPORATION
BUILDING	FOOTING INS	09/08/25	PASS
BUILDING	REBAR AVC02- COLO 2 D & E LINE	2.03-2.08, B LINE ADMIN STEM WALL	PASS
BUILDING	FOUNDATION INS	09/10/25	PASS
BUILDING	ADMIN 01 FOUNDATION WALL C.5G, C .02-1.01 SPREAD FOOTERS, C 1.11-2.09 SPREAD FOOTERS, F 002 PIER	09/11/25	PASS
BUILDING	FOUNDATION INS	09/12/25	PASS
BUILDING	C .02-.03 SPREAD FOOTERS, C 1.11-2.09 SPREAD FOOTERS	09/12/25	PASS
BUILDING	FOUNDATION INS	09/15/25	PASS
BUILDING	C 2.10-3.02 SPREAD, D 2.10-3.02 SPREAD FOOTERS, E 2.10-3.02 SPREAD FOOTERS, F 2.10-3.02 SPREAD FOOTERS	09/15/25	PASS
BUILDING	FOUNDATION INS	09/15/25	PASS
BUILDING	B 2.10-3.10 CONTINUOUS FOOTING, C 0.02-1.01 PIERS, F 0.03-1.01 PIERS	09/16/25	PASS
BUILDING	FOUNDATION INS	09/19/25	PASS
BUILDING	G 0.01-1.04 FOUNDATION WALL	09/22/25	PASS
BUILDING	FOUNDATION INS	09/22/25	PASS
BUILDING	B 3.05-3.10 CONTINUOUS FOOTING, G 2.11-3.06 CONTINUOUS FOOTING	09/22/25	PASS
BUILDING	FOUNDATION INS	09/23/25	PASS
BUILDING	B 3.05-3.10 CONTINUOUS FOOTER, G 2.11-3.06 CONTINUOUS FOOTER	09/23/25	PASS
BUILDING	FOUNDATION INS	09/23/25	PASS
BUILDING	G Line 2.11 - 3.06 continuous footing	09/24/25	PASS
BUILDING	FOUNDATION INS	09/24/25	PASS
BUILDING	REBAR G 2.11-3.06 CONTINUOUS FOOTER	09/24/25	PASS
BUILDING	FOUNDATION INS	09/24/25	PASS
BUILDING	REBAR D 3.03-3.11 SPREAD, E 3.03-3.11 SPREAD, G 1.04-2.01 STEM WALL- PIERS AND ANCHOR BOLTS	09/24/25	PASS
5510	078A24-03-B	911 EAST ATLANTIC STREET	SOUTH HILL HOTEL LLC
ELECTRICAL	ELEC FINAL	09/03/25	PASS
			23-00028

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
5634 PLUMBING	078A24-03-B PLB FINAL		911 EAST ATLANTIC STREET 09/03/25			SOUTH HILL HOTEL LLC PASS			23-00151
5899 LAND DISTURB	078A21-A-007 FINAL INSPECTIO		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K AND KAC INVESTMENTS L PASS			24-00068
5922 BUILDING	097000-13-001 FOUNDATION INS		260 BUTTS STREET 09/03/25			MICROSOFT CORPORATION PASS			24-00091
BUILDING	Gen Pad- UMP-LBP Colo5- Cell 2 FOUNDATION INS		09/08/25			PASS			
BUILDING	Gen Pad- rebar UMP-LBP COLO5 CELL4 FOUNDATION INS		09/11/25			PASS			
BUILDING	EQ PADS COLO 5 CELL 1, GENERATOR & LBP FOUNDATION INS		09/19/25			PASS			
BUILDING	EQ Pads colo5 cell 3 3-00-13, 3-30-13, GEN, LBP, LBT FOUNDATION INS		09/23/25			PASS			
5997 PLUMBING	078A24-03-B PLB FINAL		911 EAST ATLANTIC STREET 09/03/25			SOUTH HILL HOTEL LLC PASS			24-00169
6178 SIGN	078A21-A-007 FINAL INSPECTIO		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K & KAC INVESTMENTS LL PASS			24-00350
6189 BUILDING	078A20-01-008 FINAL INSPECTIO Phase I & II		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC PASS			24-00361
6208 ELECTRICAL	078A20-01-008 FINAL INSPECTIO Phase I & Phase II		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC PASS			25-00011
6210 ELECTRICAL	078A17-A-025 ELEC FINAL		104 NORTH LUNENBURG AVENUE 09/18/25			HASH CEBERT J II PASS			25-00013

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
Dominion Virginia emailed 9/18/25 for 104 & 104A									
6223 BUILDING	078A21-A-007 FINAL INSPECTIO		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K & PASS	KAC INVESTMENTS LL		25-00026
6227 MECHANICAL	078A20-01-008 FINAL INSPECTIO Phase I & Phase II		1556 MONTGOMERY STREET 09/17/25			COKER & ASSOCIATES OF SOUTH CAROLIN PASS			25-00030
6258 ELECTRICAL	078A21-A-007 ELEC FINAL		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K & PASS	KAC INVESTMENTS LL		25-00060
6270 MECHANICAL	078A21-A-007 FINAL INSPECTIO		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K & PASS	KAC INVESTMENTS LL		25-00072
6275 BUILDING	098000-A-005B INSULATION INS		860 COUNTRY LN. 09/23/25			FREEMAN COMPANIES, LLC PASS			25-00077
6278 BUILDING	078A25-01-A FOOTING INS rebar/pads		1145 EAST ATLANTIC STREET 09/26/25			30AIP SOUTH HILL, LLC PASS			25-00080
6279 ELECTRICAL	078A20-01-008 FINAL INSPECTIO		1556 MONTGOMERY STREET 09/17/25			COKER & ASSOCIATES OF SOUTH CAROLIN PASS			25-00081
6280 PLUMBING	078A21-A-007 PLB FINAL		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K & PASS	KAC INVESTMENTS LL		25-00082
6285 ELECTRICAL	078A20-01-008 FINAL INSPECTIO		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC PASS			25-00087
6301	078A18-22-027		726 EAST NORTHINGTON STREET			TRUNG HIEU TRAN & NGUYET THI AHN DU			25-00103

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
PLUMBING	FINAL INSPECTIO		09/15/25				PASS		
6303 BUILDING	078A06-18-020 FRAMING INS		828 BELMONT STREET 09/02/25			TANNER STEVEN K & MICHELLE G PASS			25-00105
BUILDING	INSULATION INS		09/10/25				PASS		
6311 BUILDING	078A06-19-008 ANCHOR BOLTS		123 HOLLYDALE LANE 09/05/25			GASKINS ANTHONY AND EMELITA GASKINS PASS			25-00113
BUILDING	SLAB INS		09/12/25				PASS		
6318 BUILDING	078A08-07-002 FOOTING INS		210 TUNSTALL ROAD 09/08/25			MICROSOFT CORPORATION PASS			25-00119
	COLO 2- B LINE 2.02-2.10 FOOTINGS, COLO 2- C.5 LINE 2.06-2.07 FOOTINGS, COLO 2- D LINE 2.08-2.09 FOOTINGS, COLO 2- E LINE 2.08-2.09 FOOTINGS								
6323 FIRE	078A20-01-008 FINAL INSPECTIO		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC PASS			25-00124
6333 ELECTRICAL	098000-A-005B ELE ROUGH IN		860 COUNTRY LN. 09/08/25			FREEMAN COMPANIES, LLC PASS			25-00134
6336 PLUMBING	098000-A-005B PLB ROUGH IN		860 COUNTRY LN. 09/08/25			FREEMAN COMPANIES, LLC PASS			25-00137
6338 MECHANICAL	098000-A-005B MECH ROUGH IN		860 COUNTRY LN. 09/08/25			FREEMAN COMPANIES, LLC PASS			25-00139
6339 BUILDING	078A18-22-027 FINAL INSPECTIO		726 EAST NORTHINGTON STREET 09/15/25			TRAN, TRUNG HIEU & NGUYET THI ANH PASS			25-00140

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
6340 ELECTRICAL	078A18-22-027 FINAL INSPECTIO		726 EAST NORTINGTON STREET 09/15/25			TRUNG, HIEU TRAN & NGUYET, THI ANH PASS			25-00141
6347 ELECTRICAL	078A17-23-H-007 ELEC FINAL		605 SOUTH HILL AVENUE 09/03/25			HICKS GEORGE H PASS			25-00148
6348 PLUMBING	078A17-23-H-007 PLB FINAL		605 SOUTH HILL AVENUE 09/03/25			HICKS GEORGE H PASS			25-00149
6354 PLUMBING	078A06-18-020 PLB ROUGH IN		828 BELMONT STREET 09/03/25			TANNER STEVEN K & MICHELLE G PASS			25-00155
6359 BUILDING	078A15-05-001 FINAL INSPECTIO		1114 PLANK ROAD 09/22/25			WATSON JOHN JR PASS			25-00160
6360 ELECTRICAL	078A15-05-001 ELEC FINAL		1114 PLANK ROAD 09/22/25			WATSON JOHN JR PASS			25-00161
6369 MECHANICAL	078A21-A-007 FINAL INSPECTIO		1321 WEST DANVILLE STREET 09/22/25			BIGGS DAVID K & KAC INVESTMENTS LL PASS			25-00170
6381 BUILDING	078A08-06-A1 SLAB INS		204 TUNSTALL ROAD 09/04/25			TOWN OF SOUTH HILL PASS			25-00184
6382 BUILDING	078A17-67-002 FINAL INSPECTIO		506 ROBERTSON STREET 09/30/25			HODGES RICARDO PASS			25-00182
6383 ELECTRICAL	078A17-67-002 FINAL INSPECTIO		506 ROBERTSON STREET 09/30/25			HODGES RICARDO PASS			25-00183

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
6384 FIRE	078A20-01-008 FIRE SPINKLER		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC	PASS		25-00185
FIRE	FINAL INSPECTIO		09/17/25				PASS		
6385 FIRE	078A20-01-008 FINAL INSPECTIO		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC	PASS		25-00186
6391 FIRE	078A20-01-008 FINAL INSPECTIO		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC	PASS		25-00192
6392 SIGN	078A13-A-034B FINAL INSPECTIO		140 EAST FERRELL STREET 09/03/25			COMMUNITY MEMORIAL HEALTHCENTER	OPEN		25-00193
6395 BUILDING	078A15-05-2 FOOTING INS		1122 PLANK RD 09/04/25			SOUTHSIDE OUTREACH GROUP, INC	PASS		25-00196
BUILDING	ANCHOR BOLTS		09/25/25				PASS		
6398 BUILDING	097000-A-023F FINAL INSPECTIO		106 BETTY LANE 09/15/25			WINSTEAD KRISTAL V	PASS		25-00199
6399 BUILDING	078A06-19-010 FINAL INSPECTIO		201 PEACH STREET 09/15/25			TAYLOR REVOCABLE TRUST	PASS		25-00200
6401 ELECTRICAL	078A12-A-085 ELE-METER BASE		410 NORTH THOMAS STREET 09/03/25			DELBOSQUE, JIMMY & ANNETTE	PASS		25-00202
6403	078A20-01-008		1556 MONTGOMERY STREET			SHALAG US INC			25-00204

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
ELECTRICAL	FINAL INSPECTIO		09/17/25				PASS		
6406 SIGN	078A20-01-008 FINAL INSPECTIO		1556 MONTGOMERY STREET 09/17/25			SHALAG US INC	PASS		25-00207
6407 BUILDING	078A17-02-004 FRAMING INS		410 WEST ATLANTIC STREET 09/15/25			GUEVARA, JIMMY	PASS		25-00208
6420 ELECTRICAL	078A17-42-004-013 ELEC FINAL		103 SOUTH BRUNSWICK AVENUE 09/03/25			TOWN OF SOUTH HILL	PASS		25-00221
6421 PLUMBING	078A13-04-007A PLB ROUGH IN		216 WEST FERRELL STREET 09/30/25			WOODY TIFFANY	PASS		25-00222
6422 ELECTRICAL	078A06-18-020 ELE ROUGH IN		828 BELMONT STREET 09/02/25			TANNER STEVEN K & MICHELLE G	PASS		25-00223
6426 MECHANICAL	078A06-18-020 MECH ROUGH IN		828 BELMONT STREET 09/02/25			TANNER STEVEN K & MICHELLE G	PASS		25-00227
6427 BUILDING	078A12-28-F-001A FINAL INSPECTIO		402 WEST HIGH STREET 09/29/25			WALKER, JEREMY ALAN	PASS		25-00228
6432 PLUMBING	078A07-12-028 PLB FINAL		215 FOREST LANE 09/05/25			WESSON KENNETH W JR & MARY K W	PASS		25-00233
6433 ELECTRICAL	078A12-28-F-001A ELEC FINAL		402 WEST HIGH STREET 09/29/25			WALKER, JEREMY ALAN	PASS		25-00234

Application Id Building Code	Insrt/Dc-Blk/Lot Activity Type	Inspector	Property Location Date	Start Time	End Time	Owner Name Actual Time	Status	Phone	Permit No
6434 ELECTRICAL	097000-A-023F FINAL INSPECTIO		106 BETTY LANE 09/15/25			WINSTEAD KRISTAL V PASS			25-00235
6435 ELECTRICAL	078A06-19-010 FINAL INSPECTIO		201 PEACH STREET 09/15/25			TAYLOR REVOCABLE TRUST PASS			25-00236
6436 BUILDING	078A18-23-C-009 FOOTING INS		733 HOLMES STREET 09/30/25			ZINCONE G SCOTT & ASHLEIGH H PASS			25-00237
6437 BUILDING	078A12-10-A TANK-FOAM FILLE		154 BUENA VISTA CIRCLE 09/11/25			MELLENKAMP MEGAN LEIGH PASS			25-00238
6438 PLUMBING	078A17-23-P-002A PLB FINAL		705 ROBERTSON ST 09/22/25			ALLEN SAMUEL H JR PASS		(804)211-7934	25-00239
6439 ELECTRICAL	078A17-23-H-007 ELEC FINAL emailed Dominion Power 9/8/25		605 SOUTH HILL AVENUE 09/08/25			HICKS GEORGE H PASS			25-00240
6440 ELECTRICAL	078A11-A-005 FOUNDATION INS Generator pad and trenching		2000 HALIFAX ST 09/09/25			TOWN OF SOUTH HILL PASS			25-00241
6444 ELECTRICAL	078A08-06-A1 ELE METER BASE Dominion Va Power emailed 9/23/25		204 TUNSTALL ROAD 09/22/25			TOWN OF SOUTH HILL PASS			25-00245
6445 PLUMBING	078A12-A-166B PLB FINAL tracer wire in place		306 NORTH MECKLENBURG AVENU 09/11/25			HONEYCUTT GAVIN LEE PASS			25-00246
6451 BUILDING	096000-12-002 FOOTING INS		1844 PLANK ROAD 09/30/25			WEMPLE PAUL & WEMPLE ROBYN PASS			25-00251

TOWN OF SOUTH HILL
Permit Activity Report by Application Id[illegible]

Application Id	Insrt/Dc-Blk/Lot	Inspector	Property Location	Owner Name	Phone	Permit No
Building Code	Activity Type	Date	Start Time	End Time	Actual Time	Status

Activity Type Totals:

ANCHOR BOLTS:	2	ELE METER BASE:	1	ELE ROUGH IN:	2	ELE-METER BASE:	1	ELEC FINAL:	8
FINAL INSPECTIO:	28	FIRE SPINKLER:	1	FOOTING INS:	6	FOUNDATION INS:	19	FRAMING INS:	2
INSULATION INS:	2	MECH ROUGH IN:	2	PLB FINAL:	7	PLB ROUGH IN:	3	SLAB INS:	2
TANK-FOAM FILL:	1								

Building Code Totals:

BUILDING:	41	ELECTRICAL:	21	FIRE:	5	LAND DISTURB:	1	MECHANICAL:	5
PLUMBING:	11	SIGN:	3						

Total Activities: 87 Total Permits: 66

Inspector Totals:

None: 87

DILAPIDATED PROPERTY LISTING

ADDRESS	OWNER	DESCRIPTION	LAST CONTACT	FOLLOW UP	VACANT (Y/N)	RENTER OR OWNER OCCUPIED
416 North Mecklenburg Avenue	House/Smith	rot, peeling paint, damaged rain gutters	08/2025	10/2025	NO	OWNER OCCUPIED
1287 West Danville Street	R. Thomas	roof, chimney, rotting woodwork, foundation masonry	07/2025	10/2025	YES	IN COURT
202 Windsor Street	D. Helms	fascia, porch ceiling, porch columns	07/2025	10/2025	NO	OWNER OCCUPIED
416 Fairview Avenue	R. & A. Soyars	overgrowth, carport, trash/debris	07/2025	10/2025	NO	RENTAL
701 Virginia Street	Revis	rot in fascia and windows	09/2025	10/2025	YES	DECEASED OWNER NO WILL
104 East Virginia Street	S. & M. Townes	rot in fascia and windows, broken windows, fallen gutters	08/2025	10/2025	YES	RENTAL
326 West Atlantic Street	W. Hines; SOLD	collapsed roof, siding, fascia, rake boards, door & window woodwork	06/2025	10/2025	YES	FOR SALE
904 West Main Street	A. Harris & Others	rot in porch, fascia and windows. Roof issues.	08/2025	10/2025	YES	RENTAL
228 Clay Street	C. Purcell	rot in porch, fascia and windows, broken windows, missing siding	07/2025	10/2025	YES	RENTAL
211 East Atlantic Street	P. Duffer	painting windows/scraping paint	08/2025	10/2025	YES	RENTAL
400 Goodes Ferry Road	P. Duffer	rot in fascia and windows, peeling paint	08/2025	10/2025	NO	OWNER OCCUPIED
402 Goodes Ferry Road	P. Duffer	rot in fascia and windows, peeling paint	08/2025	10/2025	YES	RENTAL
315 West Danville Street	P. Duffer	building posted as unsafe	08/2025	10/2025	YES	RENTAL
1214 Plank Road	P. Duffer/Lake Gaston Soccer Association, Inc.	rot, front porch foundation, roof, unstable structure	08/2025	10/2025	YES	RENTAL
901 Goodes Ferry Road	W. Rook	siding and paint, roof, fascia, rake board, chimney	05/2025	10/2025	YES	RENTAL
510 Moseley Lane	B. Ashworth; sold	over grown lot, peeling paint, broken windows, wood rot	06/2025	10/2025	NO	OWNER OCCUPIED
110 North Mecklenburg Avenue	Brown's Home Rentals LLC	peeling paint, damaged awning covers	07/2025	10/2025	YES	FOR SALE
704 Robertson Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	NO	RENTAL
706 Robertson Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	NO	RENTAL
103 West Third Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	NO	RENTAL
101 West Third Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	NO	RENTAL
110 East Third Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	YES	RENTAL
108/110 East Second Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	NO	RENTAL
106 East Second Street	S. Allen	peeling paint, rot in fascia and windows	08/2025	10/2025	NO	RENTAL
456 Old Hwy 58	W. Thomas	roof, rot and paint, overgrowth	08/2025	10/2025	YES	MULTIPLE HEIR
212 Windsor Street	B. Jeffries	overgrowth, trash and debris, porsh, trim and shutters	08/2025	10/2025	YES	RENTAL
509 Pleasant Street	M. Schooler; foreclosure	tarp on roof, rot in fascia and windows, peeling paint	08/2025	10/2025	YES	RENTAL
1225 Plank Road	P. Duffer	broken windows, wood rot, porch damage, roof issues, peeling paint	08/2025	10/2025	YES	RENTAL
1217 Plank Road	P. Duffer	broken windows, peeling paint	08/2025	10/2025	YES	RENTAL
1003 Plank Road	Plank Property, LLC	peeling paint	07/2025	10/2025	NO	NEWMART BUILDERS
703 North Mecklenburg Avenue	Rainey	peeling paint	07/2025	10/2025	NO	OWNER OCCUPIED
909 Plank Road	Windy Hills Property; J. Hayes	peeling paint	07/2025	10/2025	YES	RENTAL WAREHOUSE
210 Park Lane	Taylor	Peeling paint, rotten wood, damaged chimneys	04/2025	10/2025	NO	VACANT
800 Goodes Ferry	S&S Mecklenburg	rusty water tanks, collapsed roof on out buildings	07/2025	10/2025	NO	OLD BGF BUILDING
509 North Mecklenburg	Hope Estates	Damaged block foundation, peeling paint, rust/corrosion	08/2025	10/2025	NO	RENTAL
103 North West Street	ELDAGBEAR LLC	tarp on roof, rot in fascia and windows, peeling paint	06/2025	10/2025	NO	RENTAL
209 East Atlantic	J. Stanley	Rotten wood, peeling paint	08/2025	10/2025	NO	RENTAL
1524 West Danville	J. Stanley	Rotten wood, peeling paint, broken windows	08/2025	10/2025	YES	COMMERCIAL BUILDING
804 Plank Road	AMN Rentals	Broken windows, peeling paint, rotten wood	06/2025	10/2025	NO	RENTAL
914 West Main	W. Tisdale	Peeling paint, rotten wood	09/2025	10/2025	NO	OWNER OCCUPIED
808A West Main	R. Walker	Peeling paint, rotten wood	09/2025	10/2025	NO	OWNER OCCUPIED
817 West Danville	Intrepid Ventures LLC	Peeling paint, rotten wood	07/2025	10/2025	NO	PATIENT TRANSPORT
881 Powell Drive	Cig 48 Pinewood LLC	Stairs collapsing, paint, missing fascia	07/2025	10/2025	NO	RENTAL
625 West Danville	M. Luddy	Paint, open brick	07/2025	10/2025	NO	OWNER OCCUPIED

DILAPIDATED PROPERTY LISTING

ADDRESS	OWNER	DESCRIPTION	LAST CONTACT	FOLLOW UP	VACANT (Y/N)	RENTER OR OWNER OCCUPIED
As of September 2025						
SECTION 106 UNSAFE STRUCTURES OR STRUCTURES UNFIT FOR HUMAN OCCUPANCY						
106.3.1 Vacating unsafe structure. If the code official determines there is actual and immediate danger to the occupants or public, or when life is endangered by the occupancy of an unsafe structure, the code official shall be authorized to order the occupants to immediately vacate the unsafe structure.						
106.8 Emergency repairs and demolition.						

Completed Dilapidated Properties

Program Start Date: 4-16-2016

<i>Address</i>	<i>Owner</i>	<i>Notes</i>
412 South Hill Avenue	Twanda Feggins Walker	House removed/Lot cleared
207 North Mecklenburg Avenue	Debra Jeffries	House removed/Lot cleared
304 North Lunenburg Avenue	Charles Crowder/Joanne Bacon	Singlewide removed/Lot cleared
115 Coleman Lane	Stanley T Baskerville	House removed/Lot cleared
215 Dortch Lane	Roger & Patsy Poythress	House painted
1109 Halifax Street	Ola M Holmes Life Est	House removed/Lot cleared
1108 Halifax Street	Earnestine Hart	House removed/Lot cleared
209 East Atlantic Street	Judith Stanley	House painted
106 North Matthews Street	W O Hines	House removed/Lot cleared
635 West Virginia Street	G Rowley & Mary E Ferguson	House removed/Lot cleared
510 Ridgewood Avenue	Allen Lambert & Others	House repaired/Lot cleaned
103 East Third Street	Sam Allen	House repaired
802 West Atlantic Street	William Wills	House repaired
505 East Atlantic Street	Virginia Triplette	Lot cleaned
205 East Atlantic Street	Judith Stanley	House painted
209 East Atlantic Street	Judith Stanley	House repaired/ painted
132 Bedford Street	Jose Martinez	House removed
1106 Goodes Ferry Road	David Williams	Lot cleaned
1228 Halifax Street	Ronald Valentine	Singlewide removed
111 South Mecklenburg Avenue	Gwendolyn Williams	Work completed
307 Moseley Lane	Jeremiah Perry	Lot cleaned

Completed Dilapidated Properties

Program Start Date: 4-16-2016

513 North Mecklenburg Avenue	Melvin Crutchfield	House painted
110 South Main Street	George Brown	Building removed
114 North Matthews Street	Herbert Newman	Building removed
515 Meadow Street	Timothy Cooke	Work complete
305 Windsor Street	Herman Connell	House removed
1200 Halifax Street	Dorothy Talley	House removed
103 West Third Street	Sam Allen	House repaired
101 West Third Street	Sam Allen	House repaired
128 South Mecklenburg Avenue	Jimmy Martin	Building repaired
132 Bedford Street	Jose Martinez	Garage repaired
122 Clay Street	GTC Properties	Lot cleaned and cut
302 West High Street	Elleana Fielding	Lot cleaned and cut
935 West Atlantic Street	Shirley Williams	Property cleaned
115 Clay Street	Walter McClenney	Property cleaned
660 Lombardy Street	Joe Cappaert	Singlewide removed
117 Clay Street	Larry Cook	Lot cleaned
507 Moseley Lane	Leroy Cook	Lot cleaned
923 West Atlantic Street	Tammy Ochodnick	House repaired
510 Moseley Lane	Barry Ashworth	Lot cleaned
609 West Danville Street	Charles Lynn	Building painted
227 Circle Drive	Circle Drive LLC	House removed

Completed Dilapidated Properties

Program Start Date: 4-16-2016

154 Buena Vista Circle	Daniel Hightower	House repaired
422 East Atlantic Street	Kenneth Evans	Overgrowth removed
806 West Virginia Street	Kuy Kelly	House removed
210 Park Lane	Jon Taylor	House painted
112 Center Lane	Alex Graham	Building painted
418 Old Highway Fifty-eight	Willie Smith	House removed
911 East Atlantic Street	Bobby Shah	Lot cleaned
930 West Danville Street	Delores Taylor	House removed
932 West Danville Street	Barbara Jefferson	House removed
906 Plank Road	Ivory Joyner	House painted
118 South Lunenburg Avenue	Loretta Avent	Building repaired and painted
208 Pennington Street	Brent Richey	Repairs complete
114 C Clay Street	Michael Robinson	Trailer removed
1179 Country Lane	Alfred Bracey	House removed
201 East Atlantic Street	Francis Clark	House painted
112 East Atlantic Street	William Robbins	House removed
403 North Mecklenburg Avenue	William Wills	House painted
109 East Third Street	Sam Allen	House repaired
101 East Third Street	Sam Allen	House repaired and painted
706 Brooke Avenue	Sam Allen	House repaired and painted
103 East Third Street	Sam Allen	House repaired and painted

Completed Dilapidated Properties

Program Start Date: 4-16-2016

506 Moseley Lane	F. Holden	House removed
609 Grazier Street	M. Shearin	House removed
117 Clay Street	L. Cooke	Repairs complete
302 W. High Street	Stepping Stones Properties, LLC	Repairs complete
704 Brook Avenue	S. Allen	Repairs Complete
202 North Brunswick	Oscar Cruz	trash removed
101 West Second Street	S. Soyars	Repairs Complete
419 East Atlantic	T. Stanley	Repairs Complete
Corner of Dortch & Main	Butts	Repairs Complete
704 Brooke	S. Allen	Repairs Complete
505 North Mecklenburg	L. Ogburn	Repairs Complete
617 North Mecklenburg	Kumar	Repairs Complete
103 South Mecklenburg	Jenkins	Repairs Complete
108 East 1st Street	Windy Hills	Repairs Complete
110 East 1st Street	Windy Hills	Repairs Complete
112 East 1st Street	Windy Hills	Repairs complete
112 Raleigh Ave	B. Pearce	Repairs Complete
500 West Danville	B&P Enterprises LLC.	Repairs Complete
501 West Danville	Crop Production Services LLC	Repairs Complete
639 West Virginia Avenue	Dortch/Rudolph	Repairs Complete
502 North Mecklenburg	Moore	Repairs complete
212 North Mecklenburg	Crowder	Repairs Complete
101 West 2nd	Soyars	Repairs Complete

Completed Dilapidated Properties

Program Start Date: 4-16-2016

609 West Atlantic	Bellewood LLC	Repairs complete
514 Pleasant Street	KC&J Properties	Repairs complete
603 Franklin Street	Exit Reality	Repairs complete
1248 West Danville	Thomas	Repairs complete
605 Franklin Street	Exit Realty	Repairs complete
728 North Mecklenburg	Janson	Repairs complete
702 North Mecklenburg	Taylor	Repairs complete
410 East Ferrell	Taylor	House demolished
508 Brook Avenue	Brown	Repairs complete
642 Northington	Jones	Repairs complete
125 Clay Street	Maddux	Repairs complete
509 Franklin	Exit Reality	Repairs complete
Fox Run Apartments	South Hill Associates LLC	Repairs complete
810 West Main	Rose Walker	Repairs complete
505 Franklin	Hayes	Repairs complete
113 East Pine	Windy Hills	To be demolished
115 East Pine	Windy Hills	To be demolished
119 East Pine	Windy Hills	To be demolished
915 West Danville	Maitland	Repairs complete
402 South Hill Ave	Windy Hills	Repairs complete
800 Goodes Ferry	S & S Mecklenburg LLC	Repair Complete
516 East Atlantic	Windy Hills	Repair Complete
518 East Atlantic	Windy Hills	Repair complete

Completed Dilapidated Properties

Program Start Date: 4-16-2016

410 West Atlantic	Powell	Repair complete
621 Northington	Conner	Repair complete
410 Circle Drive	Newmart	Repairs Complete
702 Brook Ave	Allen	Repairs Complete
704 Brook Ave	Allen	Repairs Complete
703 Robertson	Allen	Repairs Complete
705 Robertson	Allen	Repairs Complete
109 East 3rd	Allen	Repairs Complete
107 East 3rd	Allen	Repairs Complete
112 Windsor Street	Windy Hills	Repairs Complete
617 West Danville	Luddy	Repairs Complete
225 Circle Drive	Circle Drive LLC	Repairs Complete
110 Windsor Street	Windy Hill	Repairs Complete
107 NORTH WEST	ELDAGBEAR LLC	Repairs Complete
719 East Ferrell	South Hill Partners LLC	Repairs Complete
409 South Hill Ave	Feggins Funeral Home Inc.	Repairs Complete
120 A/B Matthews	AAR Investments	Repairs Complete
607 Franklin	B. Champlain	Repairs Complete
704 Goodes Ferry	K. Bugg	Repairs Complete
607 Franklin	B. Champlain	Repairs Complete
<i>106 East Virginia</i>	<i>S & M Townes</i>	<i>Repairs Complete</i>
<i>808 Virginia Ave</i>	<i>K. Kelly</i>	<i>Repairs Complete</i>

Completed Dilapidated Properties

Program Start Date: 4-16-2016

<i>507 North Mecklenburg</i>	<i>Crutchfield</i>	<i>Repairs Complete</i>
<i>911 East Atlantic</i>	<i>South Hill Hotel LLC</i>	<i>Repairs Complete</i>
<i>701 Forest Lane</i>	<i>Duffer</i>	<i>Repairs Complete</i>
<i>911 East Atlantic</i>	<i>South Hill Hotel LLC</i>	<i>Repairs Complete</i>
<i>513 North Mecklenburg</i>	<i>Crutchfield</i>	<i>Repairs Complete</i>
<i>103 North West</i>	<i>Eldagbear LLC</i>	<i>Repairs Complete</i>

Agenda Item A

To: Mayor and Town Council
From: Business Development Manager
Date: October 14, 2025
Re: Monthly Update

- We have been working with existing property owners who are utilizing the new incentives approved by the town. We are processing 6 applications currently.
- The Town Manager and I met with a development group out of Maryland looking for opportunities to invest in commercial development here in South Hill.
- In addition to the new website going live, we went live with our new automated forms platform. I am continuing to work with departments on the build out and form updates.
- I am working with a broker and prospective buyer for a property downtown that would be a new restaurant. At this time, all the incentives have been provided and we are waiting to hear if the offer has been accepted.
- The grant window has opened for VBAF – the \$500,000 grant we are working on for the back parking lot behind the Town office. We are in the process of completing the required documentation.
- Attended the Regional Industrial Facilities Authority's (RIFA) first board meeting where the officers were appointed and updated on the 67-acre industrial park site purchased earlier this year. The due diligence process is underway to get this property marketable.
- We continue to work with and provide information to several perspective businesses looking at South Hill. We will share more details with Council as we are able to.

This item is for Council information only. No action is required.

Agenda Item A

To: Mayor and Town Council
From: Human Resources Manager
Date: September 24, 2025
Re: HR Report for October

HR UPDATES:

Our current benefits portal system, EASE, will be phased out over the next few weeks. By early October, Town employees will be introduced to Employee Navigator as our new online platform for employee benefits enrollment and updates. While Employee Navigator is not new to the market, it is widely used by hundreds of insurance brokers and thousands of employers. Its user-friendly system and strong integration capabilities will allow us to manage benefits more efficiently and improve the overall employee experience.

Once implemented, employees will receive user access and training. Although our regular timeline for annual benefits enrollment will remain the same, Employee Navigator will be available right away to handle change of events (e.g., marriage, birth, etc.), address changes, and other updates requiring portal access. We anticipate this transition to be completed by early November.

Last month, the Town hosted an Employee Appreciation Ice Cream Social to provide staff with an opportunity to take a break, enjoy fellowship, and share a cold treat together. The event was a simple but meaningful way to show our appreciation for employees' hard work while also encouraging camaraderie across departments. It was well received and served as a reminder of the value of pausing during a busy season to connect and recharge as a team.

EMPLOYMENT NEWS:



New Employee!!

We are pleased to welcome Tracy Cannon to the Town of South Hill effective September 22, 2025, as the Accreditation Manager for the Police Department. Congratulations and welcome to Tracy!

Position Openings:

The Town is currently recruiting for the following positions:

Maintenance Operator, Parks & Recreation
Wastewater Treatment Plant Trainee, WWTP

Appointments

South Hill Town Council Meeting
October 14, 2025

A. Regional Industrial Facilities Authority: Alternate

AGENDA ITEM A

To: South Hill Town Council

From: Mayor Mike Moody

Date: October 14, 2025

Re: A. Regional Industrial Facilities Authority: Alternate

To fulfill the recommended requirements for the newly formed Route 58 Activation Regional Industrial Facilities Authority (RIFA) board with Mecklenburg County, Mayor Moody recommends appointing Town Manager Keli Reekes to serve as an alternate member of the board.

Recommended Motions:

I move to appoint Town Manager Keli Reekes as an alternate member to the Regional Industrial Facilities Authority (RIFA) board.