

**Narrows Town Council Meeting  
March 13, 2023**

Mayor Tom Spangler called the meeting to order. Council Members present were Bobby Lucas, Sara Bowles, George Conley, John Mills, and Joe Goorskey

Staff members present were Lindsey Caudill, John Davis, Cindy Laws, Terry Nicholson, Benji Ratcliffe, and Debbie Thomas.

Attorney present was Mike Bedsaul.

Councilman Bobby Lucas gave the invocation.

Council and audience recited the Pledge of Allegiance.

**Approval of February 13<sup>th</sup> Meeting Minutes**

Mayor Spangler said council is being asked to approve the February 13<sup>th</sup> meeting minutes.

**Councilman Mills made a motion to approve the February 13<sup>th</sup> meeting minutes.**

**Councilman Goorskey seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

Mayor Spangler introduced Chris McKlarney and Skippy Vaughn to present the Regional Communication Upgrade.

Chris McKlarney said about a week ago they found out about a DCJS (Department of Criminal Justice Services) ARPA grant from the state. The funding can be utilized to purchase equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers. Equipment purchased and projects should seek to decrease violent crime within their communities. The county has spoken with DCJS regarding this and they would like to use the funds for a radio system upgrade which is used by all of the towns. The money has already been allocated to the county in the amount of \$525,000, of which Narrows has been allocated \$152,000. The Town of Pearisburg has been allocated \$93,000, Giles County \$260,000, and the Towns of Glen Lyn, Pembroke, and Rich Creek have each been allocated \$10,000. The contributing factors that determined what each entity would receive were financial stress, law enforcement need, arrest response need, and total population. They would like to request that the Town of Narrows allow Giles County to apply for the funds and the town to utilize the funds to upgrade the backbone of the county's radio system. The current system is around 12 years old and needs to be replaced.

Skippy Vaughn said this is a no-match grant and the only downside is there is a deadline of March 24<sup>th</sup> to apply for the funds. The county has been looking at upgrading the radio system for quite some time because the current system is around 12 years old. It was new technology when it was installed and it's still not a bad system but some parts of it are becoming obsolete. If they were to try and replace some of the parts themselves they would have to look on eBay for them. None of the current equipment is under warranty. The Town of Narrows has the worst reception in the county because of the geography. Council has a map of the system as it is right now and they want to add an additional site that is now used as a back-up site. The Town of Narrows has/had a repeater system on one of their water tanks. That may or may not be needed: it depends on if the Butt Mountain tower will cover these areas. The school system has 2 towers now and if these funds are utilized the county would absorb their communications into the county's simulcast system so they would end up with 4 towers. If this project is completed, they will still have dead spots as far as radio communication but that is because of the geography. They want to open up additional channel capacity if it's needed.

Councilman Mills said they have been trying for years to get school bus coverage on the western end of the county so he is glad this is happening.

Skippy Vaughn said the only thing the Town of Narrows would have to do to move forward with this is sign a memorandum of understanding.

Councilman Conley said on the memorandum of understanding they have all of the agencies listed but there are 4 that are missing. He doesn't see ABC enforcement, DMV enforcement, railroad enforcement, or national forest enforcement.

Skippy Vaughn said those entities don't utilize this system. They have their own system.

Councilman Conley said they used them in Tazewell a lot.

Skippy Vaughn said in 17 years he's never known them to be on the county's channels.

Chris McKlarney said the memorandum of understanding came from DCJS.

**Councilman Mills made a motion to approve the memorandum of understanding between Giles County and the Town of Narrows regarding ARPA Law Enforcement Equipment Grant Formula Allocation and also approve Town Manager Terry Nicholson to sign the MOU. Councilman Goorskey seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

### **Consent Agenda**

#### *Library Report*

Councilman Mills told Cindy Laws he saw in her report where she is going to be attending training.

Cindy Laws said she is going to attend a workshop titled 'Crucial Conversations'. This is concerning posting items to social media.

#### *Parks & Recreation Report*

Councilman Goorskey said he sees revenue in the report but no expenses.

Lindsey Caudill said she will make a note to include that in future reports.

#### *Police Report*

Councilman Conley said he would like to thank Officer Reynolds for his drug arrest.

#### *Financial Report/Treasurer's Report*

No comments.

#### *Town Manager's Report*

Councilman Goorskey asked if there had been participation in the 'Low Income Household Water Assistance Program'.

Terry Nicholson said yes. The town doesn't interact with the customer but the company that is administrating it does. At the time he did his report the town had received around \$300 in revenue and this past Friday the town received another amount around \$260.

Councilmember Bowles asked when the deadline was for the façade grant.

Terry Nicholson said if all of it is not used it can be allocated to other things. Jason Tickle is still interested and is actively pursuing his. Burman Clark has done his but Linda Hollie isn't going to do hers.

Councilman Conley said he can tell Terry Nicholson is making improvements in property maintenance.

Terry Nicholson said they have been contacting people and persistence has paid off. Police Chief Ratcliffe has helped post some properties and that has gotten some response.

Councilman Mills asked Terry Nicholson if he felt he had the tools he needed to take care of property maintenance.

Terry Nicholson said he did but he doesn't have a lot of time right now because the budget is taking up a lot of his time. There was an animal control officer that wanted him to condemn a house but he doesn't have the authority to do that with the way the property maintenance code is written. They wanted it condemned for the cat urine that was inside the building. The property maintenance code was really weakened between the 2015 edition and the 2018 edition. They took a lot of sections out of it and really made it about the structure. The things he can enforce are things like if the structure is in danger of collapsing. The only thing sanitation-wise they left in is if there is not an operating toilet or running water then something can be done.

Councilman Mills said the county had an unsafe structure ordinance and the way it was written it encompassed more than structural defects. The town needs a tool so that staff can go after those situations.

Terry Nicholson said the county ordinance states there can be no more than 6 cats in a dwelling so in the situation he spoke about earlier the animal control officer removed all but 6 of the cats.

Mayor Spangler asked if this house was still occupied.

Terry Nicholson said yes.

Mike Bedsaul said he will look at the Giles County Code and see what ordinance Councilman Mills is referring to and see what enabling statute there is in the state code to see if that's an option for the town.

Councilman Goorskey said there used to be a definition for 'unsafe structure' and for 'unfit structure'. Has that changed?

Terry Nicholson said they removed all of the sanitation definitions.

Councilman Goorskey asked Terry Nicholson what he thought about the HVAC installation at the community center.

Terry Nicholson said he believes they need to look at that as a longer-term project. The proposal came in at around \$500,000 to get HVAC in the building. They need to look at the building as a whole and figure out what else they need to do. He would like council to put together a five-year capital plan. They need to address capital purchases and prioritize those.

#### *Public Works Director's Report*

Councilman Goorskey said he was thrilled to see the water loss at 4%.

John Davis said they have looked at the numbers several times and they don't believe they can install new water meters and have a 4% water loss. They spoke with the PSA director and he ran his numbers because the water the town purchased this month is less than what was purchased last month. He does believe the leak loss is a lot better but it's not 4%.

Councilman Goorskey said they can definitely say they are under 40% leak loss for the third month in a row and that is a testament to John Davis's work and the collaboration with the county. The citizens are reaping a benefit between the town and PSA working together: it is very much appreciated.

John Davis said the bypass meter has been fixed and is ready to be utilized. They have a lot of projects going on right now so they haven't had a chance to use it yet.

**Councilman Mills made a motion to approve the consent agenda. Councilman Goorskey seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

### **Communications, Concerns and Requests from the Public**

Mayor Spangler said Audre Roberts would like to speak about the two-hour parking signs on Main Street.

Audre Roberts said there are 3 two-hour parking signs on Main Street plus the handicap spot. She had another customer come to her and say they received another parking ticket. Police Chief Ratcliffe told Audre Roberts if one of her customers receives a parking ticket for parking too long in the two-hour parking spot to bring the ticket to him and he will take care of it. There are 2 cars that park on Main Street that are associated with the apartments at 204 Main Street and some at 208 Main Street. Is it really appropriate to have the two-hour parking limit on Main Street since it's ignored in most cases? The customer that received the parking ticket was a little upset with the interaction that took place. She would like for the two-hour parking signs done away with.

Mayor Spangler said he understood her concern but at this point he believes Terry Nicholson and Police Chief Ratcliffe need to discuss this and come up with a course of action and deal with it at the next council meeting.

Councilman Goorskey said he knows there are several apartments in this area so if there isn't a limit on parking and several apartment residents park there and leave their vehicles there for a month how would that affect the businesses here.

Police Chief Ratcliffe said he spoke with Terry Nicholson about this and they have had issues with parking on Main Street in the past. When someone moves in one of the apartments they are told to park in the back but they don't always do it. He doesn't know what the answer is, and he does feel for Miss Audre, but if one of her customers receives a ticket he can take care of it. He's afraid if they take the signs down several people that live in the apartments will start parking on Main Street. He will discuss this with Terry Nicholson.

Councilman Goorskey said he understands where Miss Audre is coming from but the police have no way of knowing if the vehicle parked in the spot is one of her patrons or someone that lives in the apartments.

Mayor Spangler said Brittany Cook is next to speak about a sewer problem. (Brittany Cook was not present)

Terry Nicholson said the Cook family had reported there was a leak on the street that was sewer. John Davis and his crew went out several times to check it and could only see what looked like water running from a corrugated pipe. They spoke with the homeowner and they said it was a sump pump pumping water through the corrugated pipe onto the street. It turned out that one of the houses adjacent to the Cook's had a broken sewer line and their yard was acting as a cesspool. The town didn't find that out until the last week or so and worked with the homeowner to get it fixed. The Cooks were upset because they were smelling it.

### **Communications from Mayor and Council**

Councilman Mills said the PSA is looking at purchasing a new front-loader garbage truck and the numbers are astronomical. They had a spirited public hearing concerning past-due garbage bills and received some really good feedback. They came up with some solutions but nothing will be voted on until all PSA members can be at the meeting.

Terry Nicholson said the town received a \$50,000 grant from the Industrial Revitalization Fund to study the bank building and the Wheeler building. Matt Bowles was interested in purchasing the building adjacent to the Wheeler building so they will contact the owner

of that building and see if he is interested in participating in this grant as well. The purpose of this grant is for a feasibility study structurally and to look for lead and asbestos and decide if any abatement needs to be done. They can receive funding to get that done if it needs to be done so they can have clean buildings that are marketable. The town put out an RFP for general engineering services and the interviews for those will be done tomorrow. They will then have a general engineer on board for the town so they can begin this project very quickly. The bank building could become part of a larger tract if the fire department does move to a new site. He is really excited in being able to pursue this. Council needs to authorize him to sign an agreement for accepting conditions for the grant.

**Councilman Mills made a motion to authorize Town Manager Terry Nicholson to sign the agreement accepting conditions for the IRF Planning Grant. Councilman Lucas seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

Terry Nicholson said the town hired Davenport & Company to help with a financial analysis of the town's position right now. The specific intent was to look at the borrowing capacity and that is one of the things Kyle Laux will focus on tonight. He has also spoken to Kyle concerning long-term goals for the town's financial plan and he will discuss that tonight as well.

Kyle Laux said he is present tonight to discuss the Comprehensive Financial Review that Davenport & Company has prepared for the Town of Narrows (attached at the end of minutes). Davenport & Company works with a large portion of the state and region in terms of cities, counties, towns, etc. concerning finances. They have worked with the Town of Narrows in the past and are in attendance tonight as an advisor. They have also worked with Chris McKlarney for a number of years. They have been working closely with Terry Nicholson and have looked at audit information and gathering financial information to put together this presentation. The town as a whole has a general fund and water and sewer enterprise funds. These need to be thought of separately but are all contained within this financial review. Davenport & Company worked with the town about 10 years ago to refinance and has worked closely with Giles County. The town has a number of capital projects being looked at so they need to know how the town looks financially. This gives their company a good knowledge of the capacity of the town and where its strengths and weaknesses are. Davenport & Company is going to review and recommend additions/enhancements to the town's financial policies. Looking at trends helps to determine where there are strengths but also where there are challenges. There are some peer comparatives contained in the financial review, as well as preliminary debt capacity and affordability analysis. As far as the current financial status of the town, it compares favorably to other peer Virginia towns and rated national medians with respect to key demographic and economic indicators. Lenders tend to look at that data. The town's general fund revenues are reliant on property taxes, which is common for local governments in Virginia. Based on the past five years of audited financial statements, the town has had solid operating cash-flow in the general fund. During the past five years the town has cash funded its general fund capital projects to a large extent, which has drawn down the town's fund balance. The town's unassigned fund balance is critical for a variety of reasons including (but not limited to) providing an ample buffer against potential revenue volatility in a downturn and helping the town to maximize its capital funding potential while minimizing the associated need for recurring revenues. The unassigned fund balance was roughly 4.7% in 2022 and can be made stronger. It should be bumped up to 15-16%. The town has minimal outstanding tax-support debt following FY2023. It is recommended that the town put in place a fund-balance policy and adding additional financial policy guidelines related to debt, including debt service vs. governmental expenditures and debt vs. assessed value. It is also recommended that the town put in place financial policy guidelines related to the water and sewer enterprise fund concerning operating reserves and debt service coverage. Davenport & Company chose 8 entities to be in the Town of Narrows peer group, as well as showing the town's metrics compared to Moody's National 'A' rated cities/towns. Peer comparative population shows that Narrows has far less population than its peer entities. Median family income compares favorably to the peer group. The assessed value per capita takes the total size of the tax base and divides it by the population. Narrows assessed value is

around \$57,000. Historically assessed values, going back about 10 years, has been favorable but has shrunk some. Real estate tax rates have historically incrementally increased. The peer comparative tax rate shows the town at .49¢. Narrows' meals tax is 5% and can be increased in the future. With this information the town can begin contemplating a capital budget. Without the ARPA monies, general fund revenues have been growing at +1.54% per year vs. expenditures at +4.14% from FY 2018 through FY 2022. One of Davenport's recommendations is to take a large portion of those ARPA dollars and use that to put in the town's reserves to make sure they are in good shape.

Councilman Conley asked if the ARPA guidelines would allow the town to place those funds in the general fund.

Kyle Laux said last year the IRS came out with guidance that contained a 'revenue replacement bucket' which basically said if you received \$10 million or less of ARPA dollars you could put all of it in the revenue replacement bucket. It's saying the town is repaying itself for lost revenue during the pandemic.

Councilman Mills said he thought that was taboo.

Councilman Conley said he did too.

Councilman Mills asked if there was a time limit to spend the money once it was transferred to the general fund.

Kyle Laux said they would be allocating the dollars to prior years showing they made up for lost revenue during the pandemic time period.

Mayor Spangler asked if they had to show documentation to support what they did?

Kyle Laux said there is a reporting system to go through in order to do that.

Councilman Conley said he wants to be crystal clear. The town can take the ARPA money they have now, deposit it in the general fund, and use it as the town sees fit.

Kyle Laux said as long as it's for a governmental purpose and they are qualifying it as 'revenue replacement'.

Terry Nicholson said if they look at page 29 of the report they can see the funds management balance has been going down over a period of time. That is the revenue they will be replacing.

Councilman Goorskey said this is probably what they need to do to begin funding capital projects so they look better for borrowing money.

Terry Nicholson said the figures he and Kyle Laux have been talking about is about ½ of what they have unencumbered. This is a good move.

Kyle Laux said there are periodic ARPA filings and the revenue replacement concept has to be elected. That is the only paperwork he is aware of.

Councilman Goorskey said the New River Valley Regional Commission should be able to help with this.

Kyle Laux said this move will strengthen the general fund in advance of thinking of capital projects. Historical financials show that the general fund has produced a surplus in each of the prior five fiscal years when comparing operating revenues to operating expenditures and debt service. However, cash funded capital has resulted in a declining fund balance in three of the past five fiscal years. The large injection of ARPA monies in FY 2022 has provided the town with a large surplus.

Councilman Conley said he noticed on the historical financial graph the ARPA funds were injected in FY 2022. Is that why the net income increased around \$500,000?

Kyle Laux said that is more than likely the reason for the increase. The town needs to have a cash flow but some reserves saved for future purchases. The town needs to think about recurring revenues. Property taxes have had a little bit of growth but sales tax and meals tax have had solid growth. The other area in terms of revenue growth is in investment earnings.

Councilman Mills asked if they could take federal dollars and earn interest on them.

Kyle Laux said what needs to happen is first to pay yourself back for the revenue replacement and then once it's in the general fund you can earn more dollars on that money. There has been nice growth in sales tax and overall growth was 4%, which is strong. The general fund expenditures over the past 5 years has averaged 4.14%. The unassigned fund balance has bounced around the last few years but that really needs to increase and that can be done with the increase from ARPA dollars.

Councilman Conley asked how much money they could gain by holding money in the unassigned fund balance as far as loan value.

Kyle Laux said it's not an exact measurement but it will make the town much more attractive to lenders. The unassigned fund balance is \$91,261 and that needs to be around \$300,000.

Mayor Spangler said if they were able to increase the fund balance to 16% is the money still usable or is it tied up.

Kyle Laux said it's usable in the sense that the fund balance is measured every year on June 30<sup>th</sup> by the auditors. Just because there is an unassigned fund balance of \$91,261 on June 30<sup>th</sup> the reality is that the town still has money coming in and money going out so the money is still available. The town needs more cash flow.

Councilman Mills said their eyes have really been opened tonight by finding out they can move ARPA money to the general fund.

Mayor Spangler asked if a lender wouldn't hold it against them if their fund balance went below 16% during the year as long as it was around 16% on June 30<sup>th</sup>.

Kyle Laux said that is correct. It would be better to have a 4% cushion on top of the 16%. Narrows has a lower unassigned fund balance compared to their peers in the financial review. An important part of debt management is monitoring indicators of borrowing capacity and affordability. While there are several different ratios/metrics that can be tracked to evaluate a government's debt profile, two are generally regarded industry wide as key debt ratios. There will need to be more revenue if the town is going to be taking on capital projects. As of right now, for every dollar in the general fund budget 2.6 pennies is going toward debt service. That is a pretty low level. The capital funding analysis assesses the town's ability to take on additional debt by evaluating the impact borrowings may have on key financial metrics as well as any required additional revenues (over budget). There are 3 scenarios:

- Scenario 1: \$2.6 million - (Fire Station, \$2 million) + (Gallimore Property, \$600k)
- Scenario 2: \$3.6 million - (Fire Station, \$3 million) + (Gallimore Property, \$600k)
- Scenario 3: \$4.6 million - (Fire Station, \$4 million) + (Gallimore Property, \$600k)

For each case described, the following borrowing options have been analyzed to better understand the town's ability to afford new debt:

- A – 20-year term at 5.0%; and
- B – 40-year term at 4.5%.

In order to quantify revenues required over and above the budget needed to finance the borrowings – the impact/value associated with an increase of 1 cent real estate tax rate (\$8,979) will be used. Real estate tax is not the only revenue source; there is also meals tax and personal property tax. A USDA loan has very attractive interest rates and would fit the projects the town would be borrowing for. There are state-funded programs such as the Virginia Resource Authority.

Councilmember Conley said grants would make a big difference as far as borrowing money.

Kyle Laux said that is correct. The water and sewer fund is separate from the general fund. Given historical performance (i.e., through FY 2022), the water and sewer fund has solid cash reserve levels, but annual cash flow does not appear to be sufficient to take on additional capital projects (i.e., based on FY 2018 through FY 2022). Examples of policies the town may consider include, but are not limited to:

1. Operating Reserves: Maintaining a minimum target level of operating reserves as a proportion of the operating budget, as follows: at least 200 days operating cash on hand or \$500,000 operating cash, whichever is greater.
2. Debt Service Coverage: Maintaining at least a 1.15x Debt Service Coverage Ratio.

The days of cash on hand for FY 2022 was 217 and they would recommend it not go lower than that. The total operating revenues have been increasing at around 1.3%. Revenues need to match expenditures. There has been no real decline in the water and sewer debt but no real increase either. The borrowing overview shows a 20-year term at 5% (borrowing from a bank) and a 40-year term at 4.5% (borrowing from an entity such as USDA Rural Development). For every million dollars that might be borrowed for water and sewer there would need to be an increase to the real estate tax rate of 10% (5% interest rate) or 7% (4.5% interest rate). Davenport wanted to give the town an initial sense of the capacity they have on the water and sewer side. He asked if there were any questions.

Councilman Goorskey said he wanted to understand the water and sewer side of this. The rate of growth on water and sewer has been around 1-2% at a time. He doesn't know how far \$1 million is going to go in the town's system but to get there they need to somehow get a 10% increase either without increasing expenses and still climbing by 1-2% or by making a big jump.

Kyle Laux said as a base-line assumption, and looking at the increases in chemicals and utilities, the town needs to decide how to increase revenue over and above what they have.

Councilman Goorskey said it seems that repairs and maintenance costs have increased because of the water and sewer system getting older. Why wasn't depreciation included in this review.

Kyle Laux said depreciation by virtue of it being a non-cash expense is an accounting convention. Davenport tries to see what the real cash flow is. To look at depreciation they need to look at the operations and maintenance budgets.

Councilman Mills said an increase of 2% over several years is better than 10% in one year. The town can't do that.

Terry Nicholson told mayor and council they would be hearing more about Kyle Laux and Davenport as the town proceeds with the planning for their capital budget.

Councilman Goorskey said he would like to see ways to raise property values vs. raising property taxes and raising meals tax revenue not from a tax increase but from doing something such as building an amphitheater for the town to help draw people to Narrows. There was a concept to make the portion of Wolf Creek that is in Narrows a kayak run.

Kyle Laux said there are grant dollars that could help with those things.

Mayor and Council thanked Kyle Laux for his presentation.

### **New Business**



Mayor Spangler said the next item on the agenda is the Federal Awards Administration Policy.

Terry Nicholson said in the town's last audit, the auditor asked the town to put a conflicts-of-interest policy and a grants management policy in place. The auditors gave the town a template and he and Mike Bedsaul changed it to fit the town.

Mike Bedsaul said these are policies for the administration of federal grant funds. There is a corresponding conflicts-of-interest policy and it is similar to what the town complies with the Virginia Conflicts-of-Interest Act. These were recommendations from the auditors at the town's last audit.

**Councilman Mills made a motion to adopt the Federal Awards Administration Policy and the Conflicts-of-Interest Policy. Councilman Conley seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

Audre Roberts said she received a letter from Taylor Hollow saying she had to sign a new lease or move out by May 31<sup>st</sup>. She spoke to the lady that does commercial leases and reminded her they were not under a lease they were under a month-to-month agreement. They have some major things coming up this summer including one at the end of July so she is trying to get in contact with Joe Fortier to see if he will extend the date to the end of August or the beginning of September. She is not medically or physically able to sign another long-term lease. She wanted the town to know this.

Councilman Mills asked if Joe Fortier was doing this to her.

Audre Roberts said yes.

Mayor Spangler asked if she had been told why this was being done.

Audre Roberts said because the lease was expiring but the original lease expired last year and she has an original copy of a document stating she could lease on a month-to-month basis.

Mayor Spangler asked if the town could do anything to help in a discussion concerning this.

Councilman Mills asked Audre Roberts if she wanted to stay.

Audre Roberts said yes because she felt she had a responsibility to the customer. She sent a newsletter out last week letting people know what's going on but she can't sign a long-term lease.

Mayor Spangler asked if they had asked her to sign a long-term lease.

Audre Roberts said yes.

Mike Bedsaul asked Audre Roberts how long the long-term lease was for.

Audre Roberts said one year but in the past it has been five years.

Councilman Mills asked if it was all right for Terry Nicholson to be the liaison between Joe Fortier and Audre Roberts. He doesn't want to lose a good business.

Councilman Conley said he doesn't feel that it would be improper for Terry Nicholson to contact Joe Fortier.

Terry Nicholson said he only knows Joe Fortier as an acquaintance but would contact him.

Audre Roberts said someone in Pearisburg started a petition to keep her business in Narrows.

Councilman Conley said he noticed boy scouts in the back of the room and wanted to know if they wanted to speak.

William Fenne told Mayor Spangler they are there to earn a merit badge and one of the things they have to do is attend a council meeting. Mayor and/or council may be approached by them to answer questions.

### **Unfinished Business**

Mayor Spangler said a committee needs to be appointed to discuss the murals that Samantha Dougherty spoke of at the last council meeting.

Terry Nicholson said he gave council a copy of the document Samantha Dougherty emailed him last night. She proposed \$15,000 worth of murals around Narrows and he would like to establish a committee and prioritize which ones they would like to do.

The committee will be comprised of Terry Nicholson, Sara Bowles, and Bobby Lucas.

### **Matters for Consideration by Council**

Mayor Spangler said council is being asked to consider a donation to the Giles-Narrows After Prom 2023.

**Councilman Conley made a motion to donate \$300 to the Giles-Narrows After Prom 2023. Councilman Lucas seconded the motion.**

Councilman Goorskey said he volunteered at the after-prom party last year and he had a blast.

Councilman Mills asked if they could donate \$500.

**Councilman Conley amended his motion to donate \$500 to the Giles-Narrows After Prom 2023. Councilman Lucas seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

Mayor Spangler said council is being asked to consider scheduling a FY24 budget work session.

Terry Nicholson said, in the past, the first budget work session was held in late March. He would like to schedule that for March 27<sup>th</sup> at 6:00 p.m.

Mayor Spangler said council is being asked to consider approving Casey Clark to serve on the planning commission.

**Councilman Goorskey made a motion to appoint Casey Clark to serve on the planning commission. Councilman Mills seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

Mayor Spangler said council is being asked to go into executive session to discuss real property.

**Councilman Conley made a motion to go into executive session to discuss real property concerning the discussion of a real estate purchase (Sec. 2.2-3711.A.3). Councilman Lucas seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

**Councilman Conley made a motion to return to open session. Councilman Lucas seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

### **Certification**

**WHEREAS**, the Town of Narrows, has convened an executive meeting on this date pursuant to an affirmative-recorded vote and in accordance with the provision of the Virginia Freedom of Information Act: and

**WHEREAS**, Section 2.2-3712 of the Code of Virginia requires a certification of the Town Council that such executive meeting was conducted in conformity with Virginia Law:

**NOW, THEREFORE, BE IT RESOLVED THAT THE** Town of Narrows hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the executive meeting to which this certification resolution applies: and (2) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed or considered by the Town Council.

**ATTEST:** \_\_\_\_\_

**Councilman Goorskey made a motion to accept the certification. Councilman Mills seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

**Councilman Mills made a motion to adjourn. Councilman Lucas seconded the motion.**

**Ayes: Lucas, Bowles, Conley, Mills, and Goorskey**

**Nays: None**

**Motion Carried 5-0**

\_\_\_\_\_  
Clerk, Debbie Thomas

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Mayor, Tom Spangler