

**MINUTES**  
**REGULAR COUNCIL MEETING**  
**MONDAY, MAY 15, 2017**  
**TOWN HALL – 6:00 P.M.**

**Council Members:**

Kyle Fletcher-Mayor  
Kenneth Holbrook  
Greg Bailey  
Tim Boardwine  
Jason Kilgore  
Harry Kelly-Absent  
Monty Salyer

**Others Present:**

Debora Baca – Clerk/Treasurer  
Julie Hensley – Town Attorney  
Jonathan Johnson – Police Chief  
Earl Carter – Public Works Director  
Glenda Lane – Deputy Clerk  
Kathy Stewart – Main Street  
Bob Harrison – IDA Chairman  
Lou Wallace – St. Paul Tomorrow  
Randy Beckner – Mattern & Craig  
Jason Snapp – Mattern & Craig  
Josh Sawyers – Planning Commission  
Bill Wallace – Special Project Manager  
Rebecca Keen & Members, of Troop 189  
Mike & Margo Long

The meeting was called to order by Mayor Fletcher at 6:07 p.m.

Councilman Holbrook asked to add a citizen's request regarding a "Street Light" to the agenda. A motion was made by Councilman Holbrook, seconded by Councilman Boardwine, to approve the agenda as amended. The motion passed by unanimous roll call vote.

Under public requests and presentations, Glenda Lane spoke on behalf of Girl Scout Troop 189. She presented a proposal from the scouts to install a "free library" at the A. R. Matthews Park. The idea is to place a decorative box on a post where people can leave a book or take a book. As part of a group project, all of the supplies will be furnished by the scouts and they will decorate and install the book exchange box. They also asked for permission to place a cigarette receptacle at the park to help with litter control. The girls will do a fundraiser to pay for the "free library" post. Several councilman offered positive comments and Mayor Fletcher suggested including magazines in the box exchange. Ms. Keen said the girls have already planted flowers at the park and these projects will help them to earn badges. Councilman Kilgore asked about the cost to build it and Mayor Fletcher advised that the request will be addressed under new business.

Margo Long discussed a proposal to purchase property owned by the Town of St. Paul that is adjacent to property she and her husband recently purchased in South St. Paul. Their plans include building a home and establishing a business, however, their property is located in the flood zone. Councilman Salyer asked if they have had the property surveyed or can identify exactly what property they are interested in buying. Mayor Fletcher added that they need to get a map and make sure the property they want is owned by the town and a site is available for building that is not in the flood zone. Ms. Long said if they could purchase the property, the

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Town could still use a portion of it for brush. Earl Carter pointed out that most of this property is located outside of the town limits in Russell County and they should have a map to determine the exact boundaries of the property. Mayor Fletcher said the Town could get information on the map and discuss the matter again.

Lou Wallace talked about the bus tours that will take place throughout the year. Last year, the Town of St. Paul contributed \$250 and Main Street is requesting that stipend be paid again this year. She advised that the Town of Haysi will be contributing to the tour and the Breaks Interstate Park is offering the use of their vehicle. She reviewed the schedule of the planned tours, the first being the weekend of the Clinch River Festival. Ms. Wallace said the end goal is to get these tours throughout Southwest Virginia going, and hopefully, replace the volunteers with someone who can turn it into an economic driver. Council asked Ms. Baca to place this request on next month's agenda.

Main Street Manager Kathy Stewart reported that the winner of the Business Challenge will be announced on June 1<sup>st</sup> at the Railroad Museum and she thanked the town for their commitment to that project. She also reported that the Lyric Project was turned down again by DHCD for the Industrial Revitalization Grant. Ms. Stewart reviewed some of the reasons why the town has been turned down again. The concerns are primarily funding and end use; other than owning the building, there has been no local investment or matching funds. She reviewed the items that gives the grant application extra points and the ones that are a disadvantage. Debbie Baca is working on getting an Enterprise Zone designation which would provide more local incentives. Ms. Stewart talked about a six point program discussed by the keynote speaker at the Economic Summit that rural communities need to implement in order to participate in economic development and improve healthy living. One of the points talked about was the quality of life, providing opportunities for residents as well as visitors. She said it is important to provide things for people who want to live and work here. Another point the speaker made was the importance of investing into your own community.

Glenda Lane informed Council that her plans are to purchase the same fireworks package as last year. Ms. Baca advised that the funds for fireworks are already allocated in the budget.

Mayor Fletcher made the following announcements:

- 1) Mayor Fletcher complimented St. Paul Tomorrow and Ms. Stewart for their efforts with the bus tour and trying to expand opportunities for the town.
- 2) Clinch River Days Festival will take place on June 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>.
- 3) There will be a big car show on June 10<sup>th</sup>.
- 4) The town has selected bond counsel for the Downtown/West Hills project. Once the bond attorney gets the preliminary documents, we will be able to get approval from Rural Development to advertise for bids on the West Hills Sewer Project.

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- 5) Mayor Fletcher thanked the town crew for their efforts in cleaning out the sewer blockage and a letter has been written to Russell County regarding some of the expenses and a meeting is scheduled regarding this matter.

Councilman Salyer thanked the office staff and town crew for their extra efforts to get the pool ready for the St. Paul Elementary students. Mayor Fletcher advised that the swimming pool will be open to the public on June 5<sup>th</sup>. Glenda Lane added that the town crew worked day and night to get all of the tiles laid and finish the pool in time for the elementary students. Councilman Boardwine added that he was amazed the repairs were completed in time for the school.

A motion was made by Councilman Salyer, seconded by Councilman Kilgore, to approve the April 17, 2017 and May 4, 2017 minutes as presented. The motion was approved by unanimous roll call vote.

Under the Consent Agenda, Chief Johnson invited everyone to the upcoming Fishing Tournament at Oxbow Lake. Councilman Kilgore inquired about the basketball goal being damaged. Chief Johnson said he had notice it was bent, but he has not watched the video yet. He also said it has not yet been fixed.

Councilman Holbrook moved to approve the Consent Agenda. The motion was seconded by Councilman Boardwine. Councilman Bailey said a sewer smell is still coming from the corner of 5<sup>th</sup> Avenue and Broad Street. He said it is gray water that is coming from a dishwasher or washing machine. Councilman Salyer asked if this same problem behind Estonoa was ever corrected. There was a brief discussion about letters sent and the need to follow up with both of the property owners about this matter. Councilman Salyer asked Mayor Fletcher to report back to Council at the next meeting if these problems have been fixed. Councilman Bailey asked that Council be provided a copy of the letter to the residents.

Randy Beckner advised that the Virginia Department of Health (VDH) is going to require an updated hydraulic model. There will be additional costs from Mattern & Craig, and April Helbert has indicated that she will go back to her boss to see if additional funds can be allocated to help pay for the updated model.

Mayor Fletcher called for a vote to approve the Consent Agenda and the motion passed unanimously.

**Old Business:**

Councilman Holbrook reported that the Planning Commission met prior to this council meeting to consider the Comprehensive Plan. He reminded everyone that this was previously tabled after hearing comments on the plan. In order to comply with the five year deadline, the Planning

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Commission voted to recommend Council approve the Comprehensive Plan as written. They also agreed that the Planning Commission Chairman should appoint a committee to look at some of this issues raised about the Comprehensive Plan. Chairman Wallace appointed Kathy Stewart from Main Street, Josh Sawyers from the Planning Commission, and Monty Salyer from the Town Council. A motion to accept the Planning Commission's recommendation to approve the Comprehensive Plan was made by Councilman Holbrook, seconded by Councilman Kilgore, and a roll call vote was taken: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion carried 5-0.

Since Councilman Kelly was getting quotes on the sidewalk repairs and he is absent, Councilman Kilgore moved to table the Sidewalk Repairs until the June meeting. The motion was seconded by Councilman Holbrook and carried unanimously.

Earl Carter reported that the plan to get seasonal workers from Camp 18 has fallen through because the state has moved a number of people from Camp 18 to elsewhere in the state. With the need to get caught up on mowing, Mr. Carter asked Council for approval to hire seasonal workers as smoothly and quickly as possible. Councilman Holbrook offered a motion to authorize Earl Carter and John Hicks to review the applications and select the workers following proper advertisement. The motion was seconded by Councilman Kilgore and a roll call vote was taken: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion carried 5-0.

**New Business:**

Bill Wallace, Special Projects Manager, discussed signage approval from VDOT. They now require a Land Use Permit for ATV's and golf cart signage. Mr. Wallace prepared a map and other documents that must be sent to VDOT for their review and approval. He reviewed the documents and asked for Council approval to send the permit application to VDOT. The town will be responsible for the purchase of these signs and their placement according to VDOT regulations. He provided a quote for the signs and hardware of \$4200. Mr. Wallace also talked about interstate type signage for Highway 58. There is a \$250 application fee per sign to get approval from VDOT, but VDOT does not do the signs. The signs are done by Virginia Logos and cost between \$1,000 and \$4,000 per sign, depending on the location, speed limit, lettering, colors, etc. This price includes placement of the signs, but the town would be responsible for the maintenance. Following further discussion, a motion was made by Councilman Boardwine, seconded by Councilman Salyer to authorize Bill Wallace to send the Land Use Permit Application to VDOT to get approval for the ATV/Golf Cart signs. Mr. Wallace said the cost of the ATV signage was just an estimate, and all he needed right now was approval to send in the permit application. Once reviewed by VDOT, Mr. Wallace can provide a more accurate quote. Mayor Fletcher called for a roll call vote: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Absent. The motion passed 5-0. Mr. Wallace said he has been working with Jeff Sams from the Wise office on the required signage. He also asked Council to consider if they want any of the other signs and he will come back to them on that.

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Police Chief Johnson asked for authorization to submit an Application for an SRO grant. If awarded, this grant would provide for a full time school resource officer. The cost to the town, if approved, is \$12,609. The total we are asking for in grant is \$34,633. Upon inquiry by Councilman Boardwine, Chief Johnson said this is a four year grant but you have to reapply each year. Councilman Boardwine asked Chief Johnson to provide a copy of the grant application to council members when it is completed. Councilman Kilgore made a motion to authorize Chief Johnson to apply for the SRO grant. The motion was seconded by Councilman Boardwine and a roll call vote was taken: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion passed 5-0.

Councilman Kilgore made a motion to donate \$200 to the Girl Scouts for the “free library” post and further moved that the post be placed in a location with good camera coverage. The motion was seconded by Councilman Boardwine. Councilman Salyer commended the girl scouts for what they are trying to do and for being good examples. Councilman Bailey advised the scout leaders to contact the Wise County Litter Control about the possibility of them assisting with a cigarette receptacle. Mayor Fletcher called for the vote and the motion passed unanimously.

Earl Carter reported that the Street Department employees are spending more time working on the bucket truck than using it. Many of the safety features on the truck are inoperable and parts are difficult to find due to the age of the vehicle. He proposed to replace it with a fork lift that has an extended boom that can have a bucket attachment. It would be very versatile and used more than just a bucket truck. There is an upcoming auction of equipment owned by Scottie White which includes this type of fork lift, thus the reason it is an issue now instead of waiting until the money is allocated in the new budget. John Hicks talked to the Treasurer about bidding on the equipment. Ms. Baca said Council had funds allocated in the proposed 2017-18 budget, but could move the funds in the current year from Contingency to Street Department Equipment if we got the bid. Following a brief discussion about the condition of the current bucket truck and the particulars of the equipment available at the auction, a motion was made by Councilman Holbrook to authorize Earl Carter and John Hicks to advertise to dispose of the old bucket truck and further authorize them to spend up to \$25,000 on the piece of equipment in the auction. The motion was seconded by Councilman Boardwine. Councilman Bailey asked that the motion be amended to include the buyer’s fee or any other fees in the \$25,000 cap. Councilman Holbrook agreed to include that language in the motion. Mayor Fletcher called for the vote and the motion carried unanimously.

Randy Beckner introduced Jason Snapp, a licensed engineer that has been with Mattern & Craig for about 11 years and will be the main engineer on the downtown project. Mr. Beckner discussed the Grit Building Generator Project. The project was initially set up to fund a generator capable of sending water to the plant. In order to get a generator large enough to handle the raw water pumping, it would cost an extra \$40,000. Mattern & Craig does not recommend spending the amount for a larger generator. A meeting was previously held with Dominion regarding the need for a generator at the grit building. Mr. Carter said that even in the planning stages of the grit chamber, VCHEC was not interested in paying for a generator. In a

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later meeting, they advised that they could use one of their generators if the need arose. They sent their engineers to look at the plant to consider installing the wiring so their generator could be hooked up if needed. The town has not heard from them since that time. Mayor Fletcher suggested that he contact the new station director to see if they have an interest in paying for a larger generator to service Dominion in case of an outage. Ms. Baca asked if Dominion would still have the option for wiring the plant for a temporary generator they would provide. Mr. Beckner said if they wanted wiring in place for a temporary generator, it would need to be considered in the plans for this project. Following further discussion, a motion was made by Councilman Salyer to authorize Randy Beckner to talk with Dominion regarding this matter. The motion was seconded by Councilman Boardwine and passed unanimously.

Councilman Salyer discussed the Rally Challenge meetings to determine how to use the \$3,000 grant from the Virginia Tourism Corporation to promote the town. The St. Paul group decided to attach fish on the fencing located through the cut on Wise Street. They felt this was a unique way to inspire people to fish in the Clinch River. He has contacted VDOT and met with Earl and Hooter to talk about how it can be done. The Committee will also be purchasing a promotional video to be done by a Dickenson County producer. Councilman Salyer moved to authorize him to continue working with the Rally Challenge group and with VDOT on a Land Use Permit to get the artwork designed, painted, and placed onto the fence on Wise Street. Councilman Boardwine seconded the motion and it was unanimously approved.

Next, a motion was made by Councilman Boardwine, seconded by Councilman Holbrook, to donate \$500 to the Dante Rescue Squad. The motion passed unanimously.

Regarding a request from the Russell County Fair Association for a donation, Councilman Salyer moved to table the matter pending further information about how much they are requesting and the cost of sponsorship. The motion was seconded by Councilman Holbrook and passed unanimously. Ms. Baca said she would contact the Fair Association to get more information regarding the costs.

Ms. Baca advised that there were two respondents to the RFP for Bond Counsel. A committee appointed by Mayor Fletcher scored the two and ranked the firm of Spillman, Thomas & Battle as the top ranked response. The engagement letter from this firm's attorney Webster Day is being submitted to Council for approval. The letter states that the fee will not exceed \$8,500.00. If council does not wish to accept these terms, then negotiations would begin with the second ranked respondent. Ms. Baca discussed the scope of work and costs as compared to other recent bond counsel fees. This engagement is for the Rural Development bond on the Downtown/West Hills Project. There will be another bond from the Virginia Department of Health which will require another engagement letter. A motion was made by Councilman Salyer, seconded by Councilman Boardwine, to approve the engagement letter to hire Webster Day. A roll call vote was taken: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Absent. The motion passed 5-0.

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The budget adjustment was reviewed and recommended by the Treasurer. Ms. Baca explained that the adjustments would reflect increased revenue in real estate taxes and utility taxes, offset by a decrease in three revenue accounts, with a net increase in the budget of \$50,000. The expenses were increased the same amount by increasing the budget in line items where expenses have been greater than expected. A public hearing was not required this year because the adjustment amount is less than 1% of the overall budget. After making all the adjustments to the expense line items, the Contingency expense was actually increased \$3,850, leaving a balance of \$859,850 in Contingency. A motion was made by Councilman Boardwine, seconded by Councilman Kilgore, to approve the budget adjustment as presented. A roll call vote was taken: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Absent. The motion passed 5-0. Ms. Baca pointed out that the \$18,000 spent in engineering included the costs of the engineering services used for assessment of the proposed rock quarry site. She reviewed several other expense line items that were adjusted as a result of Council approved expenses throughout the year that were not originally budgeted.

The Wise County Emergency Management Department asked Council to consider a resolution to be sent to our representatives to support full funding of Emergency Management grants. Councilman Salyer moved to adopt the Resolution to Support Full Funding of Emergency Management Performance Grant Program Funds. The motion was seconded by Councilman Boardwine and passed unanimously.

Councilman Holbrook was approached by a citizen regarding a street light near old Scott Street, according to the map. If you go to 2<sup>nd</sup> Avenue behind the transformers where the fence comes down behind Old Dominion property, there is a street light located back there that lights up the back of those houses. One of the residents have been paying for this light and they want to keep it, but have asked the Town to consider paying for it. Following discussion about how street lights are billed and whether the pole is placed on private property or public property, the Town Attorney said the question that needs to be answered is who had the light erected. Councilman Salyer suggested asking ODP to find a public spot to place a street light that would provide lighting to the area. Councilman Holbrook moved to explore that idea by asking ODP to set a light on public property, then allowing the property owner to remove theirs. Councilman Boardwine seconded the motion and it passed unanimously.

A motion was made by Councilman Holbrook to go into Closed Session to discuss Personnel under VA Code Section 2.2-3711(A)(1), Legal under VA Code Section 2.2-3711(A)(7), and Contracts under VA Code Section 2.2-3711(A)(30). The motion was seconded by Councilman Kilgore and a roll call vote was taken: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Absent. The motion passed by a vote of 5-0 with one absent.

Councilman Holbrook moved that the Town Council return to open session. The motion was seconded by Councilman Boardwine and passed unanimously.

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A motion was made by Councilman Holbrook to certify that the only matters discussed in closed session were Personnel under VA Code Section 2.2-3711(A)(1), Legal under VA Code Section 2.2-3711(A)(7), and Contracts under VA Code Section 2.2-3711(A)(30). The motion was seconded by Councilman Boardwine and a roll call vote was taken: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion passed by a vote of 5-0 with one absent.

Councilman Boardwine moved to hire all eleven lifeguards as listed by Councilman Kilgore. The motion was seconded by Councilman Kilgore. The motion was passed by unanimous roll call vote with one absence: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye.

Councilman Boardwine moved to hire George Robinson as the Pool Manager. The motion was seconded by Councilman Kilgore and passed by unanimous roll call vote with one absence: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye.

Councilman Boardwine moved to hire Sue Blevins at the Concessions Manager. The motion was seconded by Councilman Kilgore and passed by unanimous roll call vote with one absence: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye.

Councilman Boardwine moved to hire Madison Ray as the Concessions Assistant. The motion was seconded by Councilman Kilgore and passed by unanimous roll call vote with one absence: Kelly-Absent; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye.

A motion to adjourn was made by Councilman Salyer, seconded by Councilman Boardwine and passed unanimously. Mayor Fletcher adjourned the meeting.

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Mayor

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Clerk