

**MINUTES  
REGULAR COUNCIL MEETING  
MONDAY, OCTOBER 19, 2015  
TOWN HALL – 6:00 P.M.**

**Council Members:**

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

Allen Gregory-CVTimes

**Others Present:**

Debora Baca – Clerk/Treasurer  
Julie Hensley – Town Attorney  
Earl Carter – Public Works Director  
Jonathan Johnson – Police Captain  
Cody McElroy – Mattern & Craig  
Kathy Stewart – Main Street Director  
Jennifer Bailey  
Vearl Hileman (Late)  
Kristie Lee (Late)

The meeting was called to order by Mayor Fletcher at 6:00 p.m.

Councilman Salyer moved to approve the agenda as presented. Councilman Kelly seconded the motion, asking that the date be corrected to reflect Monday, October 19, 2015. Ms. Baca said she would correct the date on the official agenda. The motion carried unanimously.

Vearl Hileman and Kristy Lee had asked to be placed on the agenda for public request. They were not present to speak at this time.

Jennifer Bailey updated the Council on the progress of their new business. Their building permit has been approved and the contractors are scheduled to begin work next week. It is anticipated that the contractor will be working through December, and they are hoping to open by mid-March. Terry Watkins has agreed to be the general manager, and they are currently working on the required state and federal licenses. Ms. Bailey encouraged Council to leave public parking open in the downtown business area. There are approximately 247 parking spaces in downtown, so people visiting our downtown may have to walk a little, but should not have a problem with a place to park. She reported that St. Paul has two businesses competing in the entrepreneur challenge, Sugar Hill Brewery and Clinch River Adventures. They will be presenting to the judges at the Higher Education Center.

Mayor Fletcher made the following announcements:

- 1) Mayor Fletcher said there is ongoing discussion about the possibility of a settling basin at the grit chamber.
- 2) There have been recent concerns about the use of drones and there is not much regulation regarding drones. Mayor Fletcher believes it is a security threat and encourages everyone to take drone use seriously.
- 3) The VML Conference was successful. The town representatives made some good contacts and received raving comments on our promotional booth. Mayor Fletcher attended the workshop on transportation, expressing the need for rail service to far

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- 4) Southwest Virginia. Those attending all participated in multiple workshops that offered valuable information. Councilman Kelly said he would like to see us compete for another VML award next year with either the Regional Wastewater Treatment Plant or the Willis Building Project.

A motion was offered by Councilman Kelly to approve the minutes as presented. The motion was seconded by Councilman Boardwine and unanimously approved.

As part of the Treasurer's Report, Ms. Baca advised that due to cash flow issues in October and November, \$150,000 was transferred from Carter Bank savings to the general checking account. This transfer is within the same fund, and the money will be transferred back to savings once the tax collection period ends on December 5<sup>th</sup>. Ms. Baca also reported that she attended a two day class offered by VRS and has received a certificate to be a VRS Benefit Coordinator. Councilman Holbrook moved to approve the consent agenda. The motion was seconded by Councilman Kelly and passed unanimously.

**Old Business:**

Earl Carter presented a second draft of the application, rules, and regulations for dumping sewage into the wastewater plant. The regulations will require that each vehicle coming on site to dump is state licensed and has passed state inspection. He has also added the question about what type of sewage is being dumped, to insure that household sewage is what they are dumping, and not any industrial waste. As requested by Council, Mr. Carter has added language requiring proof of insurance with the town being listed as an additional insured on their liability policy. Mr. Carter said he did not add a minimum amount of required coverage. Councilman Salyer suggested one million dollars, and Ms. Baca said that is the town's basic liability coverage. Mr. Carter will add that requirement. The town attorney recommended reformatting the language regarding what type of sewage is allowed to be dumped. She suggested stating, "The following wastes are not accepted:", and use the list as identified throughout the document, such as "hazardous waste", "industrial waste", etc., as defined by the EPA. Ms. Hensley further suggested adding language that would say "without approval, these types of waste are strictly forbidden", and in those situations where there is a violation, they "guarantee to indemnify the town." Mr. Carter said he would make the additional changes. Following some additional questions, Councilman Salyer moved to accept the application form for sewage dumping with the insurance requirements and the language as recommended by the town attorney. Mr. Carter asked who would approve the application. Councilman Salyer added to his motion that the application be approved by the Public Works Director or Wastewater Plant Supervisor. Councilman Kelly asked that dumping be allowed only during business hours. The motion made by Councilman Salyer was seconded by Councilman Boardwine. Ms. Hensley asked how often the application would need to be renewed. Following further discussion about application renewal, schedule of fees and other matters to be determined, Councilman Holbrook called for the question, and a roll call vote was taken: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Aye. The motion carried 6-0.

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The sand problem at the grit chamber was again addressed by Earl Carter and Cody McElroy. Mr. Carter said they just cleaned out the raw water tank and there is nowhere near the amount of sand and sediment that has previously been in the bottom of the tank. The one factor that isn't tracked is the amount of rainfall since the last cleaning. Mr. McElroy commented on the recent rainfall and the smaller amount of sediment. He said this is an indication that the current screens are working better. The new raw water intake project is pending additional information from the town to provide Dominion prior to a decision about any financial assistance they may be able to provide toward a new water intake. Depending on the cost, if the current system continues to experience problems, we may have to look at a basin as a less expensive alternative. It may come down to a financial choice. Mayor Fletcher recommended we continue to explore both options. Councilman Salyer suggested that New Business Item #2 and #3 be addressed so Mr. McElroy could leave.

The general engineering agreement with Mattern & Craig allowed for two one year extensions, and November will begin the final year. He asked Council to approve extension of the contract. A motion was made by Councilman Salyer to extend the general engineering contract with Mattern & Craig for another year. The motion was seconded by Councilman Boardwine and a roll call vote was taken: Kelly-Aye; Kilgore-Aye; Boardwine-Aye; Holbrook-Aye; Bailey-Aye; Salyer-Aye. The motion passed 6-0.

Mattern & Craig was asked by the Treasurer to provide a cost estimate to design a master plan for wayfinding signs. Mr. McElroy said the fee for a wayfinding sign master plan would be \$4,000. The first step is to determine the points of interest and where the signs need to be located. Ms. Baca said she brought this up as a result of several emails from different people about the need for signage. Working with VDOT and designing VDOT approved signs seems to be a complicated process. This is just an attempt to bring everyone together to determine where wayfinding signs will be most effective. There was a brief discussion about the sign samples from Arnett Muldrow and the process required by VDOT for approval of signs. Following several questions about the cost and the process, a motion was made by Councilman Holbrook to table the matter. The motion was seconded by Councilman Kilgore and carried unanimously.

As requested, Mr. McElroy reported that Mattern & Craig has looked at what it would take to use the sewer plant lagoon as a site for an amphitheater. The first concern is a place for parking for that size venue. The next issue would be the cost for removing the sludge. This lagoon doesn't have quite as much sludge as the first, estimating the removal cost to be about \$600,000. Mr. McElroy said they may be able to pump out some of the sludge, but the minimum cost to start with would be more than \$500,000. The other problem they foresee is access from the park. The current plan for the lagoon is to pump out as much as possible and then stabilize and cap it. There was a brief exchange of comments between Councilman Kelly and Councilman Bailey. Councilman Kelly said he doesn't believe it would be a good site next to the sewer plant and lake, and we have a theater project in downtown that we should be supporting first. Councilman Bailey said he thought, with the lake in the background, it would be an ideal space for an amphitheater.

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Moving back to old business, Councilman Salyer asked Earl Carter to give an update on the status of getting lights for the pool building. Mr. Carter said he has met with ODP and there is a work order to get the lighting for the parking lot area. As far as lighting on the building, Mr. Carter and Councilman Kilgore met with a vendor at the VML Conference that provides LED lighting, and their prices are better than anyone in our area. Councilman Salyer said a light is needed on the end of the building near the pool parking lot and there isn't currently any lighting on the side of the building nearest the elementary school. He would still like to see the directional lighting from ODP, but right now we also need lighting directly in front of the building. Following further discussion about the hazards of inadequate lighting, especially in the front and east end of the building, Mr. Carter said he would take care of the lighting prior to November 7<sup>th</sup>.

**New Business:**

Funds for employee Christmas bonuses were allocated in the 2015-16 budget. Ms. Baca asked for Council approval to issue those bonuses in November. A motion was made by Councilman Holbrook, seconded by Councilman Salyer, to authorize the Treasurer to issue the Christmas bonus checks. The motion passed unanimously.

Councilman Kilgore said he has already talked about the company he and Mr. Carter spoke with at the VML Conference. He has asked them for a quote on LED lighting for the park, but doesn't have any firm number yet. Councilman Kilgore will bring it back when he has a more definite cost.

Councilman Salyer asked that Item #5 be addressed following closed session. All agreed.

Last month, Andrea Hicks of Spearhead Trailblazers approached the Council for support of the Oxbow Ultra Run on November 28<sup>th</sup>. Ms. Baca said they are in need of restrooms, tents, and heaters. They would also like to get some entertainment, and Ms. Baca is going to ask Suzy Harrison if she could help them with that. Ms. Hicks said they are in need of volunteers to help work the event. The park restrooms will be closed and water will be drained, so she suggested getting portable restrooms. Councilman Salyer moved to support the event and supply restrooms, tents, and heaters. The motion was seconded by Councilman Boardwine. Kathy Stewart said there are no overnight accommodations available for Friday night before the run. SPES Principal Jody Evans agreed to allow the participants to camp in the high school building or on the football field on that Friday. Mayor Fletcher called for the vote and the motion passed unanimously.

Vearl Hileman and Kristy Lee arrived at the meeting. Since they were on the agenda under public requests, Mayor Fletcher allowed them to address the Council. Vearl Hileman asked the Council to designate one handicap parking space in front of the Cornerstone building. He said the town has not been supportive of providing parking for the businesses in his building and he would like his new tenant to speak about how important parking is. Ms. Lee introduced herself as the owner of the new business "Miss Krissy's Mountaintop Primitives" located in the building

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owned by Vearl Hileman. Ms. Lee said that the renters in Bailey apartments are taking up all of the spaces in front of her business 90 percent of the time. She discussed the quality of her business and how difficult it was trying to move her stuff into the building. When they asked if Bailey's renters could move, she was informed that there was no ordinance and it was public parking. Ms. Lee asked Council to designate parking for her business in front of her store so if she has customers that are older or handicapped, they don't have to walk so far to her store. She specifically asked for one handicap spot. Ms. Lee said that Ms. Kelly and Ms. Stewart visited her shop and Main Street is going to help her with a grand opening. Mayor Fletcher asked if she has obtained a business license, and Ms. Lee said she is just now getting established and she will be in tomorrow to get her license. Mayor Fletcher recommended this matter be placed on the agenda next month. Councilman Bailey said he thought every corner in town should be designated as handicapped. After commenting on several circumstances that make parking an issue in that area, Councilman Kilgore said the Street Committee could take a look at the request. Councilman Holbrook moved to refer this matter to the Street Committee, and table it pending their recommendation to Council. The motion was seconded by Councilman Boardwine and unanimously approved.

A motion was made by Councilman Holbrook, seconded by Councilman Boardwine, to enter into Closed Session to discuss Personnel under VA Code Section 2.2-3711(A)(1) and Acquisition & Disposition of Property under VA Code Section 2.2-3711(A)(3), and Legal under VA Code Section 2.2-3711(A)(7). A roll call vote was taken: Salyer-Aye; Bailey-Aye; Holbrook-Aye; Boardwine-Aye; Kilgore-Aye; Kelly-Aye. The motion passed 6-0.

Councilman Holbrook moved to enter back into Open Session, certifying that the only matters discussed were Personnel under VA Code Section 2.2-3711(A)(1), Acquisition & Disposition of Property under VA Code Section 2.2-3711(A)(3), and Legal under VA Code Section 2.2-3711(A)(7). 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-Aye. The motion passed 6-0.

Councilman Bailey moved to adopt the Resolution to authorize Mayor Fletcher to make an offer to purchase the Ezra Dye property (as described during the public hearing). He said this is a one of a kind property that will enhance the Willis Building Project. 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-Aye. The motion passed 6-0.

A motion was made by Councilman Salyer to adjourn. The motion was seconded by Councilman Kilgore and carried unanimously. Mayor Fletcher adjourned the meeting.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk