

The Richlands Town Council held a regular monthly meeting in the Richlands Council Chambers on September 10, 2019 at 7:30pm with the following present:

Mayor: Paul Crawford
Town Manager: Tim Taylor
Town Clerk: Adrienne Cordle filling in for Connie Allen
Council Members: Richard Brown, Vickie England, Rod Cury, Mary Ann Strong,
Rick Wood
Council Members Absent: Doug Ratliff
Town Attorney : John Keene filling in for Shannon Cooke

Mayor Crawford opened the meeting.

Zack Collier gave the invocation and led the Pledge of Allegiance.

Mayor Crawford – Do we have any additions/deletions/corrections to the agenda?

Mayor Crawford - "Scheduled Public Comments" – Please remove Linda Branham, she will not be attending tonight. "Unscheduled Public Comments" – Add Mark Gillespie and Ernest Edgell.

Mayor Crawford – Do we have a motion to approve the agenda as amended? Mary Ann made the motion to approve the agenda as amended, Rick seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford – We have one (1) set of minutes, Regular Council Meeting, August 13, are there any corrections, additions or deletions to the minutes?

Mayor Crawford - Do I have a motion to approve the minutes as presented?

Rick - I make a motion to approve the minutes as presented, Mary Ann seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford – At this time I need a motion for the Mayor and Members of Council convene in executive closed session for the purpose of discussion of 2.2-3711(A)(7) Pending Litigation.

Richard - I make the motion to go into executive session, Rick seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - I now entertain a motion that the Members of Council reconvene in open session and accept the CERTIFICATE OF EXECUTIVE SESSION certifying that the matters discussed while in executive session were those both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened.

Rod- I make the motion for Council to return from "Closed Session", Vickie seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion?

Mayor Crawford – Attest to only speaking about Pending Litigation 2.2-3711(A) (7) - Roll Call Vote - Vickie-Yes, Rick-Yes, Mary Ann-Yes, Richard-Yes, and Rod-Yes - Motion carries - 5/0.

Mayor Crawford – “Scheduled Public Comments” – No Scheduled Public Comments

Mayor Crawford – “Unscheduled Public Comments” – Mark Gillespie

Mark Gillespie – Representing Little League – He distributed copies of agreement when the fields would be released back to Town from the Little League. The agreement is proposed by the Little League.

Mayor Crawford - Do you need Council action on this?

Mark - I just need to submit to you for filing purposes, the document is for your information.

Mary Ann - I think the best way is to start with the Rec Commission and then bring back to the Council.

Mayor Crawford - I will assign to the Rec Commission.

Mark - I would happy to attend the Rec Commission meeting.

Mary Ann - We will meet next Monday at 7:30pm at the Rec Park.

Mayor Crawford - “Unscheduled Public Comments” – Ernest Edgell

Ernest – 206 Terry Drive - I am here to represent Gethsemane Baptist Church on the corner of Second Street and Hull Street. When it rains a lot, water comes from Lakeview so fast it's not being caught in the culvert/drain and it is flooding the parsonage.

Rick - Where is Hull Street?

Ernest – Where RC Roberts lives.

Rick - When the water comes down there is no way to turn it. I will come and look at it again, I have been there before.

Tim - We had issues before, it may be stopped up again.

Mayor Crawford – Rick Chitwood - Thompson & Litton – Proposed Capital Improvement Projects

Rick - Summary of the Capital Improvement Projects: (Handed out binder with information for each project covered) 1. Overall System Summary 2. WWTP Rehabilitation 3. WTP Overall System Summary 4. WTP Distribution System Upgrades 5. Medium Household Income 6. Debt Payment Increase 7. WTP Fluoride System 8: Walking Trail Project. Will be working on various grant funding to support some of the projects.

Richard – What about the medium household income? What is the difference between Tazewell and Richlands?

Rick Chitwood - It is substantial; I think Tazewell is \$40,000 plus, that is why they qualify for some of the block grant funds.

Rick Chitwood - You have some projects that you are going to have to do. You have done a good job in keeping maintenance up on the building; you have a good group of people.

Rick Chitwood – I would do the Walking Trail Project in three (3) phases. The first phase should be a “WOW” factor. The Walking Trail should be something the community will be proud of. You may be able to get financing for the first phase of the walking trail.

Tim - The plan includes everything, we can pick and choose what we want with the walking trail.

Mayor Crawford – Downtown Events- October 5- Town Wide Yard Sale, Oct 12 – Fall Fest- Wizard of Oz Theme. We were awarded the CProp grant for \$126,000 for the greenway beside of the Richlands Post Office and remodeling of the CART building.

Mayor Crawford – “Council Member Reports” – Rod Cury

Rod - We are having a Gospel Singing this weekend at the Section House. We have been advertising on the ACCESS Channel. We will be having free dinner on the lawn from 4:00pm to 6:00pm, Saturday, September 14. The Planning Commission meet on September 3, we reviewed Jerry Dunford's reapplication for re-zoning property on Birmingham from an R-2 zone to A-1 zone. Everything that he has requested is in the application and is in the A-1 zone, we don't have to amend the zoning ordinances. We discussed with Mr. Dunford. The Planning Commission and Mr. Dunford agree. We need to have a joint public hearing at the October 8th Council meeting for re-zoning purposes. All documentation needs to be addressed by our attorney when he returns. Date is contingent on being advertised correctly.

Rod - I make the motion to have a joint public hearing on October 8th at 7:00 pm, with the Planning Commission and Council for the rezoning purposes of Mr. Dunford's property. Rick seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Rod - The next Planning Commission meeting is October 1st. The documents should be final for the joint public hearing and hopefully Thompson and Litton will be there for another review more than the 40%, looking forward to the details.

Tim - I think we have enough time to have the public hearing on October 8 at 7:00pm.

Rod - I have already talked to Tim about some issues with streets & roads, he has already taken care of. Thank you very much.

Mayor Crawford – “Council Member Reports” – Vickie England

Vickie - I had a citizen contact me regarding a 4-wheeler in Town driving a small child at dusk, no lights and no helmet and a golf cart riding on Fairfax and Tazewell Avenue.

Rick - That is my golf cart. It is legal; the golf cart is legal.

Mayor Crawford – “Council Member Reports” – Rick Wood

Rick - I am very excited tonight, on October 19 at 10:00am, 18 months from the time we started we will be opening the Jeep / ATV side by side trail. It will be open to the public. Everyone is welcome to come; it is a free ride day. After that, Tazewell County residents have to pay \$30. Everybody with a Jeep must have a pass, need for insurance purposes.

Mayor Crawford – “Council Member Reports” – Richard Brown

Richard – I would like to Thank Mr. Taylor and George for the concrete work in front of Tazewell County Mercantile and rip/rap fixing the slide at Elizabeth Manor. Do we have information on the public safety committee meeting with Eric Young?

Tim - You will need to give me some dates so I can request.

Richard - Will we meet with Eric Young?

Tim - I think it will be the Board of Supervisor Representatives; I am not sure who else. If you will give me some dates I can send in a request.

Richard - What is the status on the Fire Truck purchase?

Tim - I will give you update in my report.

Mayor Crawford – “Council Member Reports” – Mary Ann Strong

Mary Ann - The Rec Commission met on August 19 and we did elect a new president, Jeff Hurst. Craig Earls will continue as our Secretary. Our next meeting will be September 16th at 7:30pm upstairs in the conference room at the Rec Park, everyone is welcome. I would like to congratulate Connie and Tim on receiving the grant money from CProp. This is big news. A lot of good things will happen at the greenway beside the Richlands Post Office. Last month we did recognize the Softball Team as Champions, we had a nice banquet. I would like to thank Chief Gilbert for allowing us to have the banquet at the community room. I would also like to thank Rusty Hess for coming after the Craft and Vendor Show and cleaning for us. The girls had a great time. WVVA came down to the banquet. Everyone at the Craft and Vendor show was very complementary; I think it will grow in time.

Mack Ratliff - On Church Avenue and North Street, some asphalt has broken off, and water is running under the road. They said they would fix it, but they have not fixed it yet. If I break my axle, I am going to sue Richlands, I pay my taxes too. I don't understand what some of the taxes are, I ask the girls but still not clear.

Mayor - You are not on the agenda and we did take comments earlier on. Tim, do you know what he is talking about?

Tim - George did you look at it? Do you know what it needs?

Mack Ratliff - Will you do something about it, if not I will be back.

Tim - We will look into it.

Mayor Crawford - If you need to come back be sure to get on the agenda.

Mayor Crawford - “Mayor’s Comments”

Mayor Crawford - I visited the Sergeants near Tadano Mfg. Plant, they have a street sweeper they use, and it is causing a lot of dust. The dust is going onto the neighbors. Tim, can you get with them and let them know that it is causing a problem.

Mayor Crawford – Adrienne, you talked about on-line payments, are you going to report on that later?

Adrienne - Yes

Mayor Crawford - I have been asked about that, and I am excited about doing the payments on-line.

Mayor Crawford – “Attorney’s Comments” - John Keene

John - No comments.

Mayor Crawford – Manager’s Report – Tim Taylor

Tim - You have two (2) check registers. The auditors thought it would be a good idea to show the checks that need to be paid but include the bills that we already had to pay. One of the reports is items paid

from 8/14 to 9/9, items that have to be paid out during the normal business month. If we write a check it is on this list. We have supporting documentation for all the checks that are written. Check No. 60768 for \$19,000 body shields for the Police Department. Check No. 60557- National Meter & Automation for \$39,257.00 – for water meters.

Kevin - That will finish us up on the residential meters.

Tim - We have had a tremendous cost on most of our equipment, it is due to age. Check No. 60800 Triad Freightliner – repairs on Line Truck. \$11, 526.41. Check 60814 – Xbyte Technologies -electronic switches that will handle the telephone system \$12, 519. 22.

Mary Ann - On the paid checks report, there are three (3) checks to El Mariachi Mexican Restaurant, what is that for?

Tim - The utility deposits given back to them.

Adrienne - Those are all utility deposit refunds.

Richard – What is the issue with some of the reimbursements to the employees?

Tim – I have seen a lot of misery with credit cards, but we may need to look at considering due to being more frequent.

Richard - Check No. 60659, what is that for?

Adrienne - That is a garnishment, some of the information is sensitive.

Richard - If we are going to be transparent need to know more information.

Adrienne - We must be careful with people's personal information.

Mayor Crawford - Do I have a motion to allow Mr. Taylor to pay the bills?

Rod - I make a motion to allow Mr. Taylor to pay the bills, Richard seconded the motion.

Mayor Crawford- We has a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Rick - On the budget sheet under donations, we budgeted \$10,000, already spent \$9,600 and the balance is \$400, what is that for?

Adrienne - We budgeted \$10,000 for Cart. They give us \$4500; they applied for a \$5000 grant. Council voted to a \$5000 match which would be a total of \$10,000. Last year they cut the grant money to \$4500 and we may have given someone \$100 I will have to check but that is where the \$9600 comes from.

Tim - Monthly Power Cost Report of July 2019 - \$11.82 below projected cost, we purchased more and sold more, and we paid less. The report shows where we purchased our power from. This was a good month for the Town.

Tim - Report to Council- Income Statement (Profit/Loss) - Each of you should have a copy of the draft that Adrienne passed out.

Adrienne – Income Statement as of 6/30/2019. Our final audit is not until October 8, still need to make accrual and adjusting entries.

Tim - Finance Office we went over 3% of our projected budget that was a shared resource. Non-departmental Fringe Benefits 665% will have adjusting entries.

Adrienne – This is our workmen’s comp insurance, at the end of each quarter we allocate based on the wages.

Tim -Rescue went over 102.37%, we don’t have any control over that, we don’t know what people are going to pay within the year. Sanitation is 102.83%, contributes to break down of trucks. We have spent a lot of money repairing trucks. We have a new one coming in November which will help with the problem.

Rick - What kind of truck is it?

Tim – Kenworth, should last for approximately 5-7 years.

Tim - Rec Park went over the budget, but I will take the blame for that one. That has to do with the entire cleanup that we did at the Rec Park, most of the cleanup was contracted out.

Tim - The rest are in line with the budget, bottom line it has not been a bad year for us.

Tim - Financial Policies Draft – Adrienne has finished the draft and we have reviewed. This is an important document; we know we have challenges in front of us. We have needs to be met and still have to maintain the level and we have the challenge to implement it. This will help on how you vote.

Tim - The Town provides a wide variety of essential and desirable services and facilities to its residents, visitors, businesses, and institutions. The Richlands Town Council and Staff are responsible for managing municipal finances wisely, ensuring adequate funding to meet current and future needs, appropriately accounting for all revenues and expenditures, and complying with all applicable regulations. To satisfy these obligations, the Council and staff are committed to developing a sound financial plan for municipal operations maintenance, and capital improvements. To achieve this the Town Council, (1) Establishes financial policies, (2) Sets policy guidance for preparation of operating and capital improvement budgets (3) Adopts budgets for all funds based on adopted policies and in accordance with the Town Charter and State laws; and oversees the administration of finances and budgets undertaken by the Town Manager. This gives us guidelines in borrowing money and how much reserves that we need to have. Guidelines to transfer between departments and how much debt we should safety try to do and how to operate utility versus our general fund/governmental fund. If you buy a fire truck at \$500,000, we don’t have a budget to meet that, we have to adjust somewhere. Adjustments can mean different things. We would like for you to review. This helps with our ratings when we try to borrow money and sign contracts. It is a tool we have needed for a long time. We send you a copy by email.

Tim – I talked to Keith today on the fire trucks. We have talked to local banks about financing.

Richard – Any cost up front on the fire truck?

Tim – It depends on how you finance it.

Tim – In October we will be able to get a loan, we are going talk to them about police cars too. I don’t think there are any grants out there for this type of truck. We will review one more time.

Richard - Do you need direction on the Fire Truck from Council?

Tim - Will need direction from Council within the next 60 days

Richard – After talking to Keith, we can work on the specs later.

Rod - You said you wanted some input, what do you need?

Tim - If you want the particular truck you are looking at and we can make the down payment based on monies available we will have to finance about \$644,000 and get a 3% loan for 10 years. How are we going to pay the loan back that is what I want to know? In five (5) to seven (7) years you will have to buy another truck, not as expensive as this one. This is a governmental function, but utilities will have some cost with it too. If Council thinks we can pay for the truck I am ready to go.

Richard - Can we look at doing a short-term financing?

Tim - If we find out we can apply for a grant we will do that. I know we can get a loan within the 3%.

Richard - I make a motion to go ahead with the purchase of the Fire Truck, Mary Ann/Rick seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mary Ann - I would like to thank Keith for his patience.

Tim - Capital Improvement Plan (CIP) – Resource Planning Guide - This is a document that we used years ago. It is a document that we look at 5 years back and 5 years ahead. This is what we are going to use during the budgetary process, gives you information of what we have already done and where we are currently. Paving is expensive; we have paved a lot of streets in the last two (2) years. We are running behind on concrete work.

Tim – Donation Request Form - You have a form that Connie sent to you by email and you have a copy in your packet. If you are comfortable with the form, we can get approved and it will become an official document. We will establish in our policies and procedures.

Rick - I make a motion to adopt the form as presented, Rod seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Tim - Front Street sidewalk replacement at Tazewell County Mercantile has been completed.

Tim - River Access Steps at McDonalds - George and I met with Aaron McGlothlin and he presented a good plan for steps at McDonalds. We are going to contact the Railroad and then we should be able to knock that out in a day after we start.

Tim – River Access on River Street – Should be complete within in a week.

Tim - Brown Street – Issue with ditch - Already talked to Council on the issue and I think you are satisfied with that.

Tim – Section House Project – We have made several pours on that should be finished with the concrete quickly. We need to complete storage building and bathroom. Once complete we can get certificate of occupancy and complete grant.

Rod - Once the project has its certificate of occupancy, then we can sign off, correct?

Tim – We can get VDOT to sign off on the grant and close it out, and then we will be eligible for other monies.

Rod - I want to thank you for being there every step of the way and being part of it. I appreciate everyone who purchased bricks. Once we close the grant, opens to other opportunities for other transportation enhancement grants.

Tim - West Fork Sewer Line - Approximately 60% complete, we hit rock and it slowed us down.

Tim - We have until September 30th to get the Planning Grant finished.

Mary Ann - Has IDA met?

Tim - No we have not set a date yet.

Mayor Crawford - At this time I need a motion for the Mayor and Members of Council convene in executive closed session for the purpose of discussion of 2.2-3711(A) (3) Boundary Adjustment Issues and Acquisition.

Mary Ann - I make the motion to go into executive session, Rick seconded the motion.

Mayor Crawford- We has a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - I now entertain a motion that the Members of Council reconvene in open session and accept the CERTIFICATE OF EXECUTIVE SESSION certifying that the matters discussed while in executive session were those both lawfully exempted from the open meeting requirements and identified in the motion by which the closed session was convened.

Rod - I make the motion for Council to return from "Closed Session", Rick seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion?

Mayor Crawford - Roll Call Vote - Vickie-Yes, Rick-Yes, Mary Ann-Yes, Richard-Yes, and Rod-Yes - Motion carries - 5/0.

Richard - Request for donation from Richlands Wrestling Club. I make a motion to donate \$250.00 to Richlands Wrestling Club, Rick seconded the motion.

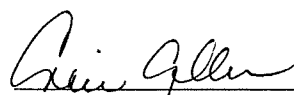
Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford- Do I have a motion to adjourn?

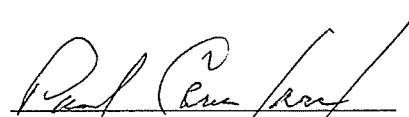
Rod- I make the motion to adjourn, Vickie seconded the motion.

Mayor Crawford- We have a motion and a second, any further discussion? All those in favor of the motion say yes. All those that oppose say no. Motion carries - 5/0.

Mayor Crawford - Adjourned



Connie Allen, Town Clerk



Paul Crawford, Mayor