

**Virginia:** At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, January 11, 2018 at 7:00 p.m.

**Present:** Honorable Gary L. Heninger, Mayor Presiding; Councilors Donna S. Blevins, Billy L. Clear, Alan W. Counts, Charles E. Doane, Emily B. Dungan and F. Brent Foster.

**Absent:** None.

**Also Present:** Mr. John E. B. Clark, Jr., Town Manager; Mrs. Marlene Henderson, Clerk-Treasurer, MMC; Messrs. Paul Cassell, Town Attorney; Stephen Price, Police Chief; Jay Keen, Public Works Director; David Haynes, Fire Chief and Randy Sturgill, Building Official.

Mayor Heninger called the meeting to order. Randy Sturgill gave the Invocation. The Pledge of Allegiance was recited.

**Approval of Minutes:**

Motion by Donna Blevins, second by Bill Clear Council adopts the regular January 11, 2018 meeting minutes as written. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

**Citizens Time:**

Todd Doane appeared before Council and read the following statement:

Ladies and Gentlemen of the Council, thank you for the opportunity to speak. I am here today as a parent of children who participate in Little League, as well as a volunteer with Little League on their behalf. As you know, for several years the Little League field which is property of the Town of Chilhowie has fallen into disrepair and has been mired by severe drainage problems, sometimes rendering it un-useable for days at a time. Recently, myself and Jason Barnes in conjunction with Chilhowie Little League sought out a potential fix for this issue. With the assistance of Richard Davenport of D&D Contractors as well as Jay Keen, Director of Public Works, we have devised a plan to alleviate these issues.

Mr. Davenport and Mr. Keen agree that this plan should eliminate any drainage problems on the fields and parking lots. The quote is in the amount of \$25,000, including materials and labor. I am here today to request the Town's assistance in making this process a reality. As it currently stands, the poor quality of the fields we believe is costing both the League and the Town a good amount of revenues.

With quality fields and facilities, we believe that would enable Chilhowie to secure commitments from District 1 Little League to sanction and host many additional tournaments during the season and All-Star tournaments as well. With playable, well-draining fields, Little League should be

able to operate both fields up to and usually five days per week with both practices and games. This activity will not only benefit the children of our Town, but the Town itself with families spending their evening in spring and summer right here in Town.

It is my belief that the Town of Chilhowie stands to gain mightily should this come to fruition. Our estimates indicate that on any given weekend when a tournament is hosted, there will be upwards of 120+ ball players, as well as their parents, grandparents, siblings, coaches and other supporters, which could produce in excess of 500 people per day to our Town, allowing our business to reap the rewards of the influx of visitors as well as our own residents who will patronize our businesses for food, drinks, gasoline, etc.

I believe the investment made by the Town will be re-couped over a short period of time. The Little League has applied for a grant that would assist them in gaining funds to repair things such as fencing and dugout repairs, and I believe through sponsorship from local businesses who stand to gain greatly from the success of Chilhowie Little League would gladly assist with other needed repairs to things such as the press box and scoreboard with their sponsorship dollars.

Our season is rapidly approaching and our work needs to begin as soon as permissible by the weather, as the project is estimated to take three to four weeks and we are scheduled to open the season on or about April 14, 2018. So, as a parent, as a volunteer, as a kid who grew up playing Little League in this Town, I humbly ask this Council to vote to invest in this project and invest in the children of this Town, because an investment in our youth, is an investment in our future.

Mr. Doane stated that any great program, such as Churches thrive on youth programs. Those without strong youth programs their numbers are dwindling and funds are lowering and will eventually close their doors. Youth is our future. There is a huge problem in this Country for obesity and the NFL has a big promotion called Play 360 where they recommend a lot of exercise for a healthy life style. A lot of kids are being lost to travel ball teams, which nothing against travel ball, it is still sports and exercise which is great, but travel ball is expensive. They pay fees weekly for tournaments as well as uniforms and equipment. Little League offers opportunities for everyone to play. Mr. Doane requested the Town to consider investing in this program.

Councilman Charlie Doane stated there are issues with child obesity due to kids being couch potatoes with game boys and play stations, but if we can get them off the couch and onto a playing field it is the benefit for the kids. Councilman Doane inquired if Little League has looked into fund raising and soliciting sponsors through local businesses to help supply the League with the much needed funds.

Mr. Doane stated each year Little League does fund raising such as raffles and does approach some local businesses. Kids involved in activities helps them develop social skills as well as exercise, but helps develop the sense of responsibility and team work. There are fund raisers in place and there will be an attempt to expand those sponsorships to the local businesses.

Councilman Doane inquired if the grant is awarded and when it is awarded would it basically fix the problem. Mr. Doane stated that the grant has been applied for numerous things such as

fences, dugouts, press box and the major issues which are the field drainage. D&D Contractors have shot the elevations and the Town's drainage system and they believe that is the long term solution.

Mayor Heninger stated that quotation is \$8,000 for materials and \$17,000 for Labor and inquired as to why the Town's crew could not complete the task cheaper. The Town has the equipment as well as man power.

Mr. Doane stated normally the Town does help such as sharing the expense of brick dust to dust the fields which is normally \$100.00 per ton. Mr. Doane has secured a quote to use creek bed sand for \$5.00 per ton attempting to cut cost. Mr. Doane stated he is not an equipment expert but he does not know if the Town would be able to complete the task cheaper than the quote obtained from D&D Contractors. The plan is to crown the field, install drain lines and upkeep would be simple maintenance.

Councilman Doane inquired if a Contractor is used would a warranty be included. Mr. Keen, Public Works Director, stated he assumed there would be a one year warranty. Mr. Keen stated the issue with the Town completing the project is the time constraint; if there was an issue to occur elsewhere the Town crew would have to pull off and address the other issue.

Councilman Brent Foster inquired if this project would have to be bid out since it is so expensive. Mr. Cassell stated if the Town was doing the work it would have to be bid out, but if donated to a nonprofit and they are conducting the work the project would not have to be bid out. Any project over \$5,000 requires a competitive bidding process.

Councilman Clear inquired as to how many tournaments would be hosted. Mr. Doane reported they would have to opportunity to host District 1 and All-Star Tournaments. Last season there were four tournaments scheduled for the Chilhowie field, three were played and one was moved to Glade due to the fields being flooded out and useable which costed the Little League \$3,200 in losses. Mr. Doane thanked the Council for the opportunity to speak.

Lynn Pease, 752 Skyview Drive, appeared before Council to give the Library report. Mr. Pease reported the Library is going great and thanked the Town for the Resolution supporting the Library Board of Trustees. The Library Board of Trustees will continue as it has in the past. The efforts put forth to keep the Library Board of Trustees was amazing.

Mayor Heninger welcomed Ms. Emily Dungan, the newest member to Chilhowie Town Council.

**Old Business:**

- Update on Mill Creek Regional Water Treatment Plant Project and Pay Request Number 12 – Jeff Spickard, The Lane Group, reported the Contractor has installed all necessary piping to get one skid up and running. The piping connections are almost complete. The exterior piping has been installed to allow water to get into the membrane. The Contractor is completing the final wiring connections to be able to start the first skid up which is scheduled for February 20, 2018.

The Contractor will soon begin the demolition of the old break tank. At this time there is a plastic tank that is temporarily serving as the break tank. The Contractor will begin construction on a new break tank as soon as possible and with weather permitting. The Contractor has been notified via letter concerning the delay in completing the project. April 6, 2018 is the substantial completion date, but it is apparent the Contractor will not be able to meet this date. The Contractor has replied to the letter with the explanations of why the completion date will not be met and requesting a time extension. The Lane Group is currently reviewing the letter.

The Lane Group is also reviewing substantial Change Orders to be able to expend the final grant funds that are remaining in the project. The Contractor's Pay Request is \$113,260.91 and The Lane Group's invoices for the past month are \$7,755.90 for a total Pay Request of \$121,015.91.

Motion by Brent Foster, second by Alan Counts Council approves Pay Request Number 12 in the amount of \$121,015.91. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

- Update on East Lee Highway Project – Mr. Clark expressed his disappointment with the Project Engineer. The bid schedule is as follows: Advertise in April and receive bids in May, award the bid in June with a notice to proceed and expect 90 days for substantial completion and allow 120 days for final completion. The total project cost is expected to be \$400,000 with the Town budgeting for 20% of the total cost.
- Update on Downtown Revitalization Project – Mr. Clark reported the Lowe Building owner had initially declined to participate in the Downtown Revitalization but has since expressed interest in participating which means 100% of the buildings in the Downtown area will be participating in the Revitalization. Mr. Clark reviewed the project budget which is estimated to be a total cost of \$1,339,989.00. The funding sources include DHCD CDBG for \$999,989.00, Town of Chilhowie for \$150,000.00, Property Owners for \$140,000.00 and the DEQ Brownfields Grant for \$50,000.00.
- Presentation of Bid Results on Surplus Vehicles – Police Chief Price reported bids were received for all four vehicles advertised. The 2000 Subaru Impreza highest bid is \$1,401.00. The 1996 Dodge 1500 Pickup highest bid is \$375.00. The 2009 Dodge Charger highest bid is \$2,075.00. The 2011 Chevrolet Impala highest bid is \$3,275.00. Once approved the highest bidder will be contacted for each vehicle and allow ten days to pay and remove.

Motion by Donna Blevins, second by Brent Foster Council accepts the highest bid for each vehicle. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

Chief Price reported an Officer has left the Academy due to injury. The Academy has rules and regulations that will not allow the Officer to continue all phases of training. The Officer has stress fractures in both ankles therefore cannot continue with the physical activity. The Academy will not allow him to continue with the class room training until he is 100% on aspects of training. An extension is being requested and plans to return to the Academy in July 2018.

**New Business:**

- Fire Chief Report on New Ambulance Procurement – Fire Chief David Haynes reported during the January 2018 Council meeting he reported the Department had received the RSAI Grant to replace the Ambulance that has been out of service since March 2017. Chief Haynes is currently working with three different manufactures to design an ambulance that works for the Department. During the March 2018 Council meeting Chief Haynes will make a presentation.
- Fire Chief Report on Procurement of Capital Items in 2017-2018 Budget – Over the year several needs have developed. Due to the amount of money requested Chief Haynes suggests securing a loan for seven years with payments of \$8,200 to \$8,600. Quotes for two items have been received but they are still attempting to obtain a quote for the third item. Chief Haynes will provide a complete report during the March 2018 Council meeting.
- Appointment of Councilwoman Dungan to Committees – Newly elected Councilwoman Emily Dungan has been appointed to the Public Works Committee and Wellness and Parks Committee.

Motion by Alan Counts, second by Donna Blevins Council accepts the Committee assignments to Councilwoman Emily Dungan. The motion was approved with following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

- Submittal of Application for Insurance on Sludge Application – Mr. Clark has submitted a letter to Ms. Karen Nuckols of Virginia Municipal League Insurance Services. The insurance has been applied for and it is a requirement in order to move and apply the sludge.
- Report on Joint E-911 Meeting on January 22, 2018 – Mr. Clark reported the E-911 Committee has three representatives from the County, one for the Sherriff and three for each Town. The by-laws call for meetings at least twice a year. Several budgetary issues were discussed by the Committee for planning for the

next fiscal year. New digital technologies were discussed as were the implementation of the Reverse 911 System. The cost of providing Fire/EMS services to the Town and surrounding area is \$600,000 which is 13% of the total budget which runs about \$150,000 deficit.

The Department is answering 77% of its calls outside the corporate limits. Mr. Clark requested Smyth County funding to be increased over several fiscal years during the meeting. Town of Marion Town Manager, Mr. Bill Rush requested the same and requested the County to develop a ten year plan supporting the Fire/EMS Services. Concerns with the Saltville Rescue Squad and services provided to Saltville residents by the Chilhowie Fire/EMS were also discussed. Chief Haynes stated that the meeting was productive and action is taking place with the Board of Supervisors.

### **Department Reports:**

Mr. Clark reported that the minutes from the Tourism Association and Smyth County Chamber of Commerce will start to be included in the Council's agenda packet.

Fire Chief David Haynes reported the Mutual Aid Agreement is an effort to put enough Fire Fighters on scene in a timely manner. The Department is building into the County CADS system that will send automatic response for structure fires. Chilhowie is the testing case and all data has been entered into the system. On future Fire reports the mutual aid will increase for Fire Fighting.

Randy Sturgill, Building Inspector, reported a new Pizza Place is coming into the old CJ's Pizza location. They will be completing some remodeling. Also a manufacturing agency has contacted the Building Inspection Office inquiring about enlarging their current building.

Police Chief Steve Price mentioned the Inoperable Vehicle Ordinance. Town Attorney, Mr. Paul Cassell reported he has contacted the Smyth County Commonwealth Attorney's Office because they will be enforcing the Civil Penalty associated with the Inoperable Vehicle Ordinance. They are working together to be able to begin enforcing the Ordinance.

### **Any Other Council Business:**

Councilman Bill Clear inquired as to how the Law Officers keep in touch with one another and know at all times where they are located. Chief Price stated that most of the time the Officers are called over the radio by dispatch given an address and everyone knows where they are going. But there are times calls for service is called into Town Hall but the Officer contacts dispatch to inform them as well as all Officers on duty as to where they are going. The main communication for Officers is the 911 system. The portable radios are also equipped with a button if an Officer gets into trouble and pushes the button it sends a County wide alert.

Fire Chief Haynes reported the new digital radios have GPS in the radios and it is expected in the future for dispatch to be able to see where all Officers are at any given time.

Councilwoman Donna Blevins thanked the Fire/EMS Department for the invitation to the Fire/EMS awards dinner.

Motion by Donna Blevins, second by Bill Clear Council adjourns the meeting at 8:15 p.m. The motion was approved with the following recorded vote:

Donna Blevins	Aye	Bill Clear	Aye
Alan Counts	Aye	Charlie Doane	Aye
Emily Dungan	Aye	Brent Foster	Aye

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Gary L. Heninger Mayor

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Marlene L. Henderson, MMC Clerk