

Council Meeting Minutes

January 12, 2016

The Tazewell Town Council met in a work session at 6:00 p.m. in the Town Hall Council Chambers.

Present:

Mayor A. D. Buchanan Jr

Vice-Mayor Terry Mullins

Councilmember Chris Brown

Councilmember Glenn Catron

Councilmember Jack Murray

Councilmember Jerry McReynolds

Absent:

Councilmember David Fox

Staff present were: Town Attorney Brad Pyott; Town Manager, Todd Day; Treasurer, Sharon Davis; Rescue Squad Administrator, Syndee Saleem; Executive Assistant, Robin Brewster; Town Clerk, LeeAnne Billings.

INCENTIVES

Manager Day stated that in order to bring in new business we need to make Tazewell more attractive. He believes offering tax incentives is a way to help in this process. Consultant Ted Figura, worked with Tazewell County and prepared the incentives for the enterprise zone. He would like to have Mr. Figura prepare incentives for the Town of Tazewell to offer. Also, he informed everyone that we have been sending out packets to restaurants encouraging them to bring their business to Tazewell and that we will be starting to send packets to retail stores also. Some incentive possibilities could be: water, sewer, real estate tax, business license tax. He stated we need to have a standard scale for us to follow and so far no other locality has done this and we should advertise it in the VML magazine and all over the state. We have currently adopted four incentives that we can offer in the enterprise zone however, he would like to be able to offer incentives town wide.

TROY & BANKS CONTRACT

Manager Day stated that Troy & Banks is a firm that looks at accounting practices and bills and tries to find areas that are incorrect. Their fee is calculated as such: 24% x 12. (24% of the correction amount collected x 12). They don't get paid unless we get paid. Tazewell County

used them and had a good experience. This firm will review our accounts payable and if they find a questionable area they will make the phone calls and talk to the billers directly to correct our bills. Their service would not cost us anything but time.

RESCUE SQUAD BILLING

Manager Day discussed the affordable health care act and it states that anyone that has 29 hours or less a week is considered part time. However, anyone over 29 hours a week would be considered full time and we must offer them health insurance but we do not have to offer them benefits such as paid time off.

The discussion then turned to the billing issues that we are having with the current third party biller, Keith Waycaster. Manager Day stated that Treasurer, Sharon Davis and Rescue Squad Administrator, Syndee Saleem met with him to discuss our issues. We have found out that Richlands also uses this billing service and are not happy with their results and Bluefield uses the same service but are not looking to change at the moment. Councilmember Brown asked if we write off balances? Manager Day stated that we have looked and cannot find minutes stating a vote to write off balances. Councilmember Murray stated that when the Town took over the rescue squad, it was self-sustaining and only running calls in the town. Now due to the county rescue squad being un-operational, our rescue squad now services the county as well. Although we are now servicing the county, the Town is taking the entire financial burden and he would like see the County help with that. He also would like to know if we can have our town attorney write and ask Mr. Waycaster to supply his records to us. Manager Day stated we can and we have.

At this time Treasurer, Sharon Davis and Rescue Squad Administrator, Syndee Saleem discussed their meeting with Mr. Waycaster and their recommendations. Rescue Squad Administrator, Syndee Saleem feels that it would be in our best interest to switch billing services. She has contacted other companies that offer rescue squad billing services and they are willing to come and make a presentation and answer any questions we would have. She also agrees that we should ask the County for funding because of the call volume outside town limits. Manager Day stated that Richlands has approached the County in the past to ask for support and they did not get funding from the County. However, he did say that he is on the agenda at the Board of Supervisors February meeting. Treasurer, Sharon Davis, stated that she has researched billing software that we could use. She has contacted 15 municipalities to see how they handle their billings. She has found that most have an outside collection agency that collects what the insurance does not pay. She has narrowed it down to three companies and they are willing to come and discuss this matter. Also, with the company we are currently working with, they receive a seven percent commission. She believes that we could go with another company and get that down to two-four percent. It is believed that we could go with a new company and be up and running within 30 days. Another issue we are having with Keith Waycaster is that he will not change the mailing address so all checks come to the Town instead of to him directly.

Councilmember Catron asked if we would be submitting the first claim or if a third party billing company would handle it all. Treasurer, Sharon Davis stated that we would do the initial claim

and submit to a third party billing company and they would collect the rest. Councilmember Brown stated that he would be glad to have Susan Childress, who works with Medicare at his office, come and try to help us understand what we have and what we need to do. Councilmember Catron also stated that he would be glad to have his employee Kitty Murray go over medical billing with us also and Councilmember Murray stated that he would be glad to help us as well. Mayor Buchanan asked if we would be billing for the months of November thru January with the current company. Treasurer Sharon Davis stated not as of yet, we will hold off until we are more stabilized.

Manager Day stated that we all need to congratulate Rescue Squad Administrator Syndee Saleem, because she has secured a grant for a new rescue squad and she will be trying for another grant in the near future.

GRASS CUTTING

Manager Day discussed the previous year's grass cutting. He has recommended that we stay with Jones Lawn Care. It is estimated that if the Town did the grass cutting ourselves it would cost \$228,000.00. He also agrees that at times their performance was sluggish but will see to it that they are more aggressive this year. This is the last year that the Town can renew their contract before having to rebid.

COUNCIL EMAIL ADDRESSES

Executive Assistant Robin Brewster stated that the council laptops are setup and the email is on there however, we are switching our domain provider from Time Warner to GoDaddy. The Town's email has been down for a number of days. Time Warner has said that our domain name was blocked because it had been reported as spam and they have not been helpful to resolve this issue.

RECORDING OF MEETINGS

Manager Day stated that our council meetings will now be recorded and placed on our website.

FIREWORKS

Manager Day stated that last year when we held the event it was not on the actual holiday and we had a lot of negative feedback because of that. Executive Assistant Robin Brewster, has prepared a cost summary of options that we have going forward with this year's celebration. We have found out that the length of the show doesn't make much difference however the number of fireworks does. Council then reviewed the cost summary. Councilmember McReynolds stated he thinks we should go with a bigger show since this would be in conjunction with the 150th anniversary of the Town. Then discussion was held regarding what day to hold the event and what company to use.

The Tazewell Town Council met in regular session at 7:30 p.m. in the Town Hall Council Chambers.

Present:

Mayor A. D. Buchanan Jr

Vice-Mayor Terry Mullins

Councilmember Chris Brown

Councilmember Glenn Catron

Councilmember Jack Murray

Councilmember Jerry McReynolds

Absent:

Councilmember David Fox

Staff present were: Town Attorney Brad Pyott; Town Manager, Todd Day; Treasurer, Sharon Davis; Police Chief, DeWitt Cooper; Fire Chief, Josh Roberts; Rescue Squad Administrator, Syndee Saleem; Executive Assistant, Robin Brewster; Zoning, Building, Property Official, Chris Hurley; Town Clerk, LeeAnne Billings; Public Work Director, Donny Pruitt.

CALL TO ORDER

Mayor Buchanan called the meeting to order and opened with the pledge of allegiance and invocation given by Town Manager Todd Day.

RESOLUTION FOR THS ONE ACT TEAM

Mayor Buchanan stated that the THS One Act Team was unable to make it to this meeting however, they will be on the agenda for the February meeting.

CRVI UPDATE (DAVID WOODARD)

Mayor Buchanan stated that David Woodard was unable to make it to this meeting however, he will be on the agenda for February.

YEAR IN REVIEW

Mayor Buchanan discussed projects etc. from 2015 such as: finishing the Dry Town project, receiving a \$300,000.00 grant for renovations on the Depot, Rt 61 bid, the water meter replacement project, the upgrade of the water system-providing water to the Town of Pocahontas, new police cruisers, the Town of Tazewell sign, remodel the kitchen in the Legion Building, establishing an IDA for the Town, over \$1,000,000.00 in grant money, spring expo, Movies on Main, Cruise In, Back of the Dragon, Veterans Parade, Trunk or Treat, Christmas Parade, etc. There were also several grand openings in 2015 such as: Simmons Equipment, Veterans Benefit Office, relocation of Between Friends. Also celebrated was the 150th year anniversary of Clinch

Valley Community Action. Upcoming events in 2016 will include Irma Mitchell's restaurant Front Porch on Main, Larry Davidson's Back of the Dragon restaurant on Main Street, beginning to work on the Depot, and the 150th year anniversary of the Town of Tazewell.

PUBLIC COMMENT

IRMA MITCHELL of 214 East Pine Street Tazewell, Virginia came before council to thank the Town for giving Tazewell Today the opportunity to do the Christmas Parade. Mayor Buchanan thanked them for their hard work.

BRIAN PHELPS of 520 Dogwood Road Tazewell, Virginia came before council to introduce himself and let everyone know about the new assisted living facility that will be opening in town. Dogwood Crossing Assisted Living will be hosting a meet and greet on January 21st from 11:30am-2:00pm and invited everyone to come.

APPROVAL OF MINUTES

Motion was made by Councilmember Brown, seconded by Councilmember Catron to approve the minutes of December 8, 2015. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

APPROVAL OF FINANCIAL STATEMENTS

Motion was made by Councilmember Murray, seconded by Councilmember McReynolds, to approve the financial statements for December 2015. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

APPROVAL OF PROJECT REPORTS

Motion was made by, Councilmember Catron, seconded by Vice-Mayor Mullins to approve the project reports for December 2015. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

ROUTE 61 UPDATE

Manager Day stated in the next 30 days the project would begin construction.

LINCOLNSHIRE DAM

Manager Day stated there is no change.

ROUTE 61 BRIDGE

Manager Day stated that there has been no activity on this project and it is targeted for 2017.

METER REPLACEMENT PROJECT

Manager Day stated we have 850 meters in and can be read in about an hour. The rest, for right now, are being hand read and this project is moving along well.

NORTH TAZEWELL UPDATE

Manager Day stated he has spoken with Reverend Blaire and things are moving forward.

PLANNING COMMISSION COMMITTEE

Councilmember Murray gave an update. He stated that the committee is still reviewing the Comprehensive Plan and hopes to present it in another month. They also discussed other homes and the condition of such.

TRAIN DEPOT COMMITTEE

Vice-Mayor Mullins gave an update for the Train Depot Committee. He stated that the architect will be here to meet with them on January 18th at 5:30pm at the Tazewell County Historical Society. Then on February 2nd they will meet at 6:30pm to discuss fund raising.

AIRPORT AUTHORITY

Councilmember McReynolds gave an update on the airport. He stated that the airport has several business clients and all 12 hangers at the airport are full. They are working on several projects such as the west end drainage project, widening of turn around to handle larger aircraft, and an environmental assessment project. The airport welcomes all to visit.

TOWN OF TAZEWELL EMS PAYMENT UPDATE

This matter was discussed in the work session.

SET FIREWORKS DATE AND CHOOSE PROGRAM

Executive Assistant Robin Brewster stated that in the work session they discussed firework options. It was determined that we would hold the event on July 4th and use the company American Fireworks.

IDA NOMINATION –KEVIN CRISP

A recommendation was made to nominate Kevin Crisp for the IDA. Councilmember McReynolds made a motion to accept the recommendation of Kevin Crisp for the IDA. Motion was seconded by Councilmember Brown. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

BOARD OF ZONING APPEALS NOMINATION-ANTHONY BREWSTER

A recommendation was made to nominate Anthony Brewster for the Board of Zoning Appeals. Vice-Mayor Mullins made a motion to accept the recommendation of Anthony Brewster for the Board of Zoning Appeals. Motion was seconded by Councilmember Brown. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

ENTERPRISE ZONE-PROPOSED ORDINANCE

Town Attorney Brad Pyott stated that in order for the Town to offer tax incentives we must adopt an Enterprise Zone Ordinance. He has prepared a proposed ordinance to work hand in hand with the ordinance the County has adopted. Councilmember Murray made a motion to dispense the reading of the ordinance. Councilmember Catron seconded the motion. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

Attorney Pyott stated that we will need to pass this as an emergency ordinance. Councilmember Murray made a motion to adopt the ordinance and pass it as an emergency ordinance. Motion was seconded by Councilmember Catron. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

ENTERPRISE ZONE FUNDING AGREEMENT

Town Attorney Brad Pyott stated that we must work with a funding agency to make the Enterprise Zone Ordinance work. It was discussed that the Town will work with our IDA as the funding agency. Councilmember Murray made a motion to dispense the reading of the agreement. Motion was seconded by Councilmember McReynolds. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

Councilmember Catron made a motion to pass the Enterprise Zone Funding Agreement. Motion was seconded by Councilmember Murray. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

MEALS TAX DISCUSSION

Treasurer Sharon Davis, stated that she had been reviewing the meals tax procedure and would like to discuss the discount that we offer businesses for paying on time. The incentive to pay on time should be the penalty we charge not a discount to pay on time. Councilmember Murray made a motion to remove the .5% discount that we offer for paying on time. Motion was seconded by Councilmember Brown. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

SAVINGS CONTRACT

Manager Day discussed the Savings Contract. This contract would allow the Town to work with Ted Figura and prepare tax incentives that we could offer businesses for operating in the Town of Tazewell. Councilmember Catron made a motion that we approve this contract and work with Ted Figura on tax incentives. Motion was seconded by Vice-mayor Mullins. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

APPROVE USDA PUBLIC HEARING

Manager Day stated that in order for the Town to receive government funds we must hold a public hearing. Councilmember McReynolds made a motion to hold a public hearing so the Town can accept USDA funding. Motion was seconded by Councilmember Murray. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye. A public hearing will be held at the February council meeting at 7:15pm.

CHAMBER ANNUAL MEMBERSHIP BANQUET

Manager Day stated that the Chamber of Commerce would be holding their annual membership banquet Friday, January 15th, if anyone would like to go let him know so he can reserve a table.

TOWN COUNCIL EMAIL ADDRESSES

Manager Day stated that we now have email addresses for our town council members. He feels this will let the public better communicate with their elected officials. We have it set up and it should be active in the next few days.

MOWING SERVICES

Manager Day stated that three years ago we bid out mowing the town. This was done because it seems to be more beneficial financially to the Town. We have used Jones Lawn Care the past two years and have the option to renew the contract for three years. This is the last year we can renew the contract without rebidding. Councilmember McReynolds made a motion to renew the contract for Jones Lawn Care for mowing services this year. Motion was seconded by Councilmember Murray. Motion was seconded by Councilmember Murray. On vote, Vice-

Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

JEWEL OF THE CLINCH

Councilmember Murray stated that he has had several compliments on the Welcome to Tazewell sign at Crab Orchard. He stated that the Welcome to Tazewell signs around town (such as at Pop Shop) look very deteriorated. These are the Jewel of the Clinch signs. He would like to see them removed or repaired. Also, if they are repaired he would like the sign in the Dial Rock area to be placed further out as you are going out of town and could we use something other than Jewel of the Clinch on the signs? Manager Day stated that there are three of those signs in town and yes they are very weathered. We have already had the signs professionally made to replace those however when they went to replace them the framing is in very bad shape and needs to be repaired. We will be replacing them soon.

MISCELLANEOUS

RESOLUTION FOR CAVITTS CREEK

Mayor Buchanan read a resolution trying to get Cavitts Creek recognized as a state park. Vice-Mayor Mullins stated that George C Peery helped get the first state parks in Virginia. Motion was made to pass the resolution and amend it to include reference to George C Perry by Councilmember Murray. Motion was seconded by Vice-Mayor Mullins. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

RESCUE SQUAD

Manager Day congratulated Syndee Saleem for getting approved for a grant to purchase a new rescue squad and thanked her for her hard work.

WHITE CHRISTMAS

Councilmember Murray stated that he went to the White Christmas give away and they did a great job giving out presents and keeping the road clear. He stated that he doesn't see why they can't do the same when they have their food hand out and suggested that maybe we should work with them to assist in this area.

SHOP WITH A COP

Vice-Mayor Mullins stated that Shop with a Cop was a great event and the police department did a great job.

LEGISLATIVE DAY

Mayor Buchanan stated that Manager Day would be traveling to attend Legislative Day.

ADJOURNMENT

Motion was made by Councilmember Murray to adjourn the meeting. Motion was seconded by Councilmember Catron. On vote, Vice-Mayor Mullins, aye; Councilmember Brown, aye; Councilmember Catron, aye; Councilmember Murray, aye; Councilmember McReynolds, aye.

Mayor Buchanan adjourned the meeting at 8:16 pm.