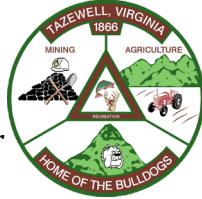


Michael F. Hoops, Mayor
Glenn L. Catron, Councilmember
Emily C. Davis, Councilmember
David H. Fox, Councilmember
Joe R. Beasley, Councilmember
Jonathan E. Hankins, Councilmember
Zachary T. Cline, Councilmember



AGENDA

TOWN OF TAZEWELL, VIRGINIA
Special Called Town Council Meeting
Thursday, August 22, 2024 6:00 p.m.
Town of Tazewell Council Chambers

❖ EXECUTIVE SESSION (6:00 p.m.)

1. Enter Executive Session (*VOTE*) (Mayor)

- [A] Specific Legal Matters Requiring the Advice of Counsel [Section 2.2-3711 (A)(8)]
(Tazewell Today Contract Renewal)
- [B] Real Property [Section 2.2-3711 (A)(3)]
(Ramey Lot Discussion)
- [C] Real Property [Section 2.2-3711 (A)(3)]
(Recreational Ball Fields Discussion)

2. Certification of Executive Session (*VOTE*) (Mayor)

❖ SPECIAL CALLED TOWN COUNCIL MEETING – WORK SESSION (6:30 p.m.)

1. Call to Order (Mayor)

2. Work Session Business

- [A] Lincolnshire Park Ball Fields *
(Manager Regon)
- [B] Review Procurement and Set Public Hearing for Amendment to Procurement Ordinance *
(Manager Regon)
- [C] Tazewell Today Contract Renewal and DIG Grant *
(Manager Regon)
- [D] Rt. 460 Water Line Project
(Manager Regon)
- [E] North Tazewell Business District Revitalization
(Manager Regon)
- [F] I/EDA, Board of Building Code of Appeals, and Board of Zoning Appeals Vacancies
(Manager Regon)
- [G] VML Conference *
(Manager Regon)

* INDICATES AN ITEM ON THE AGENDA HAS ADDITIONAL INFORMATION IN THE TOWN COUNCIL PACKET



AGENDA

TOWN OF TAZEWELL, VIRGINIA
Special Called Town Council Meeting

[H] Strategic Plan
(Manager Regon)

[I] Miscellaneous

3. Miscellaneous Public Comment

Those planning to make public comments should sign in at the beginning of the regular meeting when possible. When speaking, please state your name, address, limiting your comments to three (3) minutes.

4. Adjournment

2 WORK SESSION BUSINESS

[A] LINCOLNSHIRE PARK BALL FIELDS



www.baselineLLC.com

3600 Henson Road, Knoxville, TN 37921
tel: (865) 588-4320 • fax: (865) 588-4111
e-mail: info@baselineLLC.com
www.baselinellc.com

PROPOSAL

TO: Donny Pruitt
Town of Tazewell
211 Center Avenue
Tazewell, VA 24651
Email: tazpw@taztown.org
JOB: Lincolnshire Park fields
LOCATION: Tazewell
PHONE: 276 385-0692
DATE: July 25, 2024

We hereby submit specifications and estimates for:

Renovation of baseball infield - 2 Fields Approximately 39,000 sq ft - \$66,300.00
Scope of work to include the following:

- Demo - Excavate and remove contaminated infield material, scraping grass and roots from the area adjacent to the dugouts and backstop. Also reset infield/outfield intersection by scribing a new arc.
• Grading - Cut the perimeter of the infield to establish a consistent edge between infield and outfield. The infield will be regraded to a more consistent slope adding clay as necessary to raise low areas; paying close attention to the halo at and behind home plate and the pitcher's mound. Add sod as necessary back to infield/outfield edge.
• Drainage - Install French drain system - 3 runs across each infield and provide outlet to connect to existing drainage or for connection by others. French drain shall be 2' x 2' with 4" perforated pipe and geotextile liner.
• Infield Clay - add up to two inches of infield mix clay to provide new compacted surface. Provide new home plate and pitching rubber as necessary.
• Field Conditioner - apply a layer of field conditioner to the graded infield to provide playing surface.

Work not included: any work associated with storm drainage away from the field or the outfield grass.

WE PROPOSE TO PERFORM THE ABOVE NAMED WORK FOR THE SUM OF: see above

All material and workmanship are guaranteed for one (1) year after completion unless otherwise specified. Payment in full to be made upon completion of the described work; 1 1/2% interest per month will be applicable to any unpaid balance ten days after the invoice date.

Valid Through: 30 days

Submitted: Will Ferguson

Will Ferguson

Acceptance of Proposal- The above prices, specifications, and conditions are satisfactory and are hereby accepted. Baseline Sports Construction, LLC is authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE: SIGNATURE:



2 WORK SESSION BUSINESS

[B] REVIEW PROCUREMENT AND SET PUBLIC HEARING FOR
AMENDMENT TO PROCUREMENT ORDINANCE

PROPOSED AMENDED ORDINANCE

Chapter 19 PURCHASING; SURPLUS PROPERTY

Sec. 19-49. Entry into contracts or the procurement of goods or services for which the town's obligation or cost does not exceed two hundred thousand dollars (\$200,000.00).

BE IT ORDAINED by the Council of the Town of Tazewell, Virginia pursuant to Virginia Code §2-2-4303, and Town Charter Sec. 3-8, that it hereby enacts the following amendment to Town Code Sec. 19-49 regarding a proposed adjustment to the limits restricting the Town's authority to entry into contracts or the procurement of goods or services requiring solicitation of competitive sealed bids or engaging in competitive negotiation:

Section 19-49. Entry into contracts or the procurement of goods or services for which the Town's obligation or cost does not exceed two hundred thousand dollars (\$200,000.00).

- 1) The Town shall not be required to solicit competitive sealed bids or competitive negotiation for single or terms contracts for:
 - a) Goods or services other than professional services and non-transportation-related construction if the aggregate or the sum of all phases is not expected to exceed \$200,000.00; and
 - b) Transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000.00.

Small purchase procedures shall provide for competition wherever practicable.

- 2) The Town shall not be required to solicit competitive sealed bids or competitive negotiation for single or terms contracts for professional services provided the aggregate or sum of all phases is not expected to exceed \$80,000.00.
- 3) Prior to entering into any contract or procuring any goods or services for which the Town's obligation or cost exceeds \$25,000.00, but is less than \$200,000.00, the purchasing agent shall obtain at least three (3) quotes or bids from responsible offerors. The name, address and telephone number of the responsible offerors

supplying the quotes or bids and the amount of each shall be recorded by the purchasing agent. The purchasing agent shall also record the responsible offeror selected and the reason for its selection if the quote or bid was not the lowest received. If the number of responsible offerors is limited to less than three (3), the purchasing agent shall so record this fact and be free to select a single offeror from those available.

See Virginia Code §2.2-4300, et seq. (Repl. Vol. 2017)

(Ord. of ___ - ___-24)

First Reading:

Second Reading:

VOTE:	Beasley	_____
	Catron	_____
	Cline	_____
	Davis	_____
	Fox	_____
	Hankins	_____

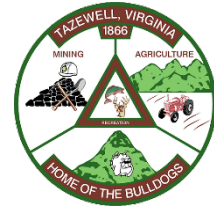
Mayor

Clerk

This Ordinance shall become effective thirty (30) days after its passage

Effective Date: _____

TOWN OF TAZEVELL SUMMARY OF PURCHASING PROCEDURES Revised July 3, 2024



ANTICIPATED COST	PROCESS
Informal Procurement Procedures Authorized (“Small Purchase Procedures”)	
<p>\$200,000 OR LESS (Goods and non-professional services)</p> <p>\$80,000 or less (Professional services)</p>	Local public bodies are free to specify their own dollar limits and process for obtaining quotes and making purchases.
	SAMPLE SMALL PURCHASE GUIDELINES:
	\$5,000 or less: no quotes or competition is required; purchase exempt from all purchasing procedures.
	\$5,000.01 to \$20,000: solicit at least 2 telephone, catalog, electronic or written quotes; post notice on Town of Tazewell website.
	\$20,000.01 to \$60,000: solicit at least 3 electronic or written quotes; written solicitation encouraged; post notice on Town of Tazewell website.
	\$60,000.01 to \$200,000: solicit, in writing, 4 written quotes; post notice on Town of Tazewell website.
Alternative Procurement Procedures Authorized	
Cooperative Procurement	<p>Purchase off existing State Contract; Purchase off another public body’s existing contract. RFP or ITB for the “source” contract must expressly specify that pricing/terms will be extended to other public bodies. Not authorized for architect, engineering, or other professional services, or for certain construction services.</p> <p>Purchase off existing U.S. General Services Administration (GSA) contract, if authorized</p>
Sole Source/Emergency	Requires advance written determination of the basis for finding that a particular vendor is the “sole source practicably available,” or of an emergency
Formal Competition Required (ITB or RFP)	
<p>\$80,000.01 or more (Professional services)</p> <p>\$200,000.01 or more (Goods and non-professional services)</p>	Formal competitive sealed bidding (ITB) is REQUIRED, per Va. Code §2.2-4303(C). RFP may be used for certain other contracts, following a written determination that an ITB is not practicable or fiscally advantageous.
	Formal competitive negotiation (RFP) process is REQUIRED for professional services, per Va. Code §2.2-4303(B)
	COMPONENTS OF FORMAL SOLICITATION DOCUMENTS
	Written determination that ITB is not practicable or not fiscally advantageous (<i>except RFPS for professional services</i>)
	Public Notice: post notice on Town of Tazewell website and in newspaper once a week for two (2) weeks. Public notice must be given a minimum of 10 business days, per Va. Code. Posting to eVA is encouraged.
	List of Vendors Contacted Directly (including state MBE businesses, if required)
	Written ITB or RFP
	Detailed specifications and requirements for goods and services
	Qualifications required of bidders/offerors; description of prequalification process (if applicable)
	Factors Considered in Evaluating Bids or Proposals
	Bid Form (ITBs)
	Instructions to Bidders/Offerors
	Special Terms and Conditions (unique contract requirements); Specifications
	General Terms and Conditions (general requirements for all contracts)
Public Notice of Intent to Award, or Notice to Award	

2 WORK SESSION BUSINESS

[C] TAZEWELL TODAY CONTRACT RENEWAL AND DIG GRANT



July 10, 2024

Dear Town Council Members,

Thank you for your ongoing support of Tazewell Today, Inc. Without your financial and physical support, none of the progress over the last decade in Tazewell would be possible. We hope this work will continue in both the near and far future, and we see our town grow even more successful.

I am writing this letter asking for your assistance. In the fall of 2023, Tazewell Today applied for and received a Downtown Improvement Grant (DIG) through the Department of Housing and Community Development (DHCD). The scope of this planning grant is a focus on the property commonly referred to as “The Cox Property” on Main Street, and will also include the mini-park at the corner of Marion Avenue. Goals with this grant include working with engineers to assess the feasibility of turning the empty lot into a natural amphitheater for future use as an event space. One of the goals of this is a desire to Main Street to traffic less often, as we have discussed and Town Council has asked as well.

At the time of our application for this grant, there was a verbal agreement in place between former Town Manager Todd Day and former Tazewell Today Executive Director Vanessa Rebentisch. Mr. Day agreed since the property is owned by the I/EDA, the town would cover the \$15,000 matching fund required. However, no formal agreement was signed by either party, and as you know, both the Town Manager and Tazewell Today Executive Director roles are now held by others. Please note: Tazewell Today has controls in place requiring written and signed agreements as we move forward, but that does not help resolve the issue of \$15,000.

With that in mind, we are asking the Town Council to consider meeting that \$15,000 match. I understand some will resist this move, and I understand that mentality. However, this will benefit not just the town but also property on Main Street which is a hub in our continuing development and revitalization.

Tazewell Today believes this DIG project fits the current Town Master Plan. In addition, I’m sure you are aware we recently received a Small Area Planning Grant (SmARP) which will coordinate projects and enhance the overall Master Plan for the downtown area. There are ongoing discussions with the DHCD regarding these two grants and how they may even complement the ongoing work in North Tazewell. This would require an edit to the current DIG paperwork but is possible.

I thank you for your consideration of this request. If needed, I will make myself available for further discussion and negotiation.

One final note: I must apologize this letter only arrives in mid-July. It was our intent to submit this by June 30, 2024. It was an oversight on my part alone.

Please do not hesitate to contact me at any time.

Sincerely,

**Nathan Thomas
President, Tazewell Today**

2 WORK SESSION BUSINESS

[G] VML CONFERENCE

PRELIMINARY AGENDA

Pre-Conference - Marriott Oceanfront

Saturday, October 12

5:00 - 8:30 PM VML Board of Directors Activities

Virginia Mayors Institute - Embassy Suites Oceanfront

Sunday, October 13

8:30 AM Registration Opens
8:30 - 9:00 AM Breakfast
9:00 AM - Noon Facilitated discussion on shared challenges, responsibilities and opportunities
Noon - 1:00 PM Lunch
1:00 - 4:00 PM Facilitated discussion on innovating approaches to community leadership



**Virginia
Mayors
Institute**

October 13, 2024 • Virginia Beach

VML Annual Conference - Marriott Oceanfront

Sunday, October 13

10:00 AM Registration Opens
1:15 - 2:45 PM General Session
2:45 - 3:00 PM Break
3:00 - 4:30 PM General Session
4:30 - 5:00 PM Young Electeds "Pre-Game" Reception (40 & Younger)
5:00 - 6:00 PM Welcome Reception
6:00 - 8:00 PM Awards Banquet
8:00 - 10:00 PM Live Entertainment by Soul Expressions Band



**VML ANNUAL
CONFERENCE**
MARRIOTT VIRGINIA BEACH OCEANFRONT
OCT. 13-15

Monday, October 14

6:00 AM Recreation Activity
7:30 - 8:30 AM Breakfast
8:30 - 10:00 AM Urban Section Meeting
8:30 - 10:00 AM Town Section Meeting
8:30 - 10:00 AM City Section Meeting
10:15 - 11:15 AM Breakout Sessions
11:30 AM - 12:30 PM Breakout Sessions
12:30 - 1:30 PM Lunch
Noon - 1:30 PM Guest/Spouse Lunch & Learn
1:00 - 3:00 PM Roundtables
1:45 - 2:45 PM Breakout Sessions
3:00 - 4:30 PM Annual Business Meeting
5:00 - 6:30 PM VML Reception
Evening Dinner on your own

Tuesday, October 15

6:00 AM Recreation Activity
7:30 - 8:45 AM Breakfast and Raffles
9:00 - 10:45 AM General Session:
Futurecast Leadership
Exercise with Matt Lehrman



BETTER COMMUNITIES THROUGH
SOUND GOVERNMENT