

TOWN COUNCIL MEETING MINUTES

January 18, 2022

The Clarksville Town Council met in regular session on Tuesday, January 18th, 2022 at 6:30 p.m. Council members present were Mayor Kevin Allgood, Vice-Mayor Bruce Woerner, Carolyn Hite, Tammy Mulchi, Danny Pittard, and Robert Dennis. Council member Chris Clarke was absent. Staff Members present were Town Manager Jeff Jones, Treasurer/Clerk Tara Murphy, Town Operations Director Richard Elliott, and Police Chief Ricky Wilkinson.

Call to Order

Mayor Kevin Allgood called the meeting to order and provided the invocation.

Approval of Minutes

The minutes of the December 18th, 2021 meeting were approved with no additions, deletions, or corrections with a motion by Vice-Mayor Woerner, seconded by Council member Mulchi, and approved by all.

Presentation of List of Vendors Paid

The list of vendors paid for December 2021 was presented to Council. Vice-Mayor Woerner motioned to approve the list of vendors paid for December 2021, seconded by Council member Pittard, and approved by all.

Presentation of Financial Statements

The financial statements for December 2021 were presented to Council. Council member Mulchi motioned to approve the financial statements for December 2021, seconded by Council member Hite, and approved by all.

Public Comment

There was no public comment.

Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Town Operations Director Richard Elliott stated that most of the work on the Water Plant Scada has been done and they are just waiting of a few parts. He stated that the contractor hopes to perform the final installation on January 27th. He stated that the crew has gotten all of the large piles of leaves up and they will finish up once the snow dries out. Director Elliott stated that the Town Dock work began and Mike plans to have the dock up and running by spring. Director Elliott stated that the crew did well on the snow removal and there was also a sewer issue that same day.

Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Police Chief Wilkinson stated that the officers continue with the training to have that completed. He stated that the department will have two certified instructors.

Chief Wilkinson stated that Officer Inscore has training the end of March and also the first week of April and Officer Jenkins will work on his apprenticeship and certification this spring, and he just has to select the dates from what is available. Chief Wilkinson stated that the State continues to add steps to the Community Policing Collection program with requiring more data to make sure of unbiased policing.

Vice-Mayor Woerner questioned what the plans for the extra cars are. Chief Wilkinson stated that once Clay takes the markings off and the radios out, the cars will be ready to sell.

UNFINISHED BUSINESS

Town Charter Changes

Town Manager Jones stated that the proposed changes to the Town of Clarksville charter are on the General Assembly docket to be heard.

Special Election Ordinance

Town Manager Jones stated that last month the Town Council approved the Writ to change the date of the Town election. He stated that the Writ was approved by the Circuit Court to move the Town election to November 8th and a copy is included for your review

Election Filing Open

Town Manager Jones stated that for the Mayor and Town Council members that are up for re-election this year, the staff received the information regarding the election. He stated that the last date to file for the election this year is June 21, 2022 at 7 p.m.

Sewer Plant Improvement Project Update

Town Manager Jones stated that the property owners in the Kinderton area did not agree with the E-1 Pump option of the project. He stated that Dewberry did more research to determine another solution. He stated that the additional research suggests to remove the E-1 pumps and instead replace the sewer collection system in that area to eliminate the infiltration. He stated that they also suggest moving the pump station up the hill to reduce the chance of flooding. Town Manager Jones stated that the project would still require easements. Town Manager Jones stated that with the financing, the letter of conditions requires a rate confirmation ordinance that is attached. He stated that the rates are the current rates, but the ordinance confirms the Town's commitment to the loan.

Council member Hite motioned to approve the rate ordinance, seconded by Council member Mulchi, and approved by all.

Update Search Grant – Water Plant Expansion

Town Manager Jones stated that Dewberry completed a rough draft of the preliminary engineering report (PER) and the environmental report for the Water Plant expansion project. He stated that the engineers have provided an initial draft to review the potential options with the Utility Committee. He stated that the draft and the environmental report are being reviewed by the Mecklenburg County Administrator for any feedback and also for feedback from the data center client for Lakeside Commerce Park. He stated that when the staff met with Dewberry, they presented three options: 1. Gravity filtration option at the existing plant; 2. Membrane filtration option at the existing plant; and 3. Building a new plant at a different location.

Town Manager Jones stated that at this time, the gravity filtration option will be the recommended option, but that will be decided once Dewberry finalizes the PER and the environmental report. He stated that the recommendation from the Utility Committee will be presented to the Town Council for final action.

Planters Warehouse Update

Town Manager Jones stated that the project closed on 12/27/21. He stated that the project will now be referred to as the Royster Project. He stated that Dave McCormick has obtained the needed permits from the Town and the County to begin construction by the end of January weather permitting. Town Manager Jones stated that the first work will be breaking ground and grading to dig the foundation and the footers, but a formal ceremony will occur at a later date once COVID calms down and the contractor has an idea of the impacts of the supply chain on the project. Council member Mulchi questioned the status of the other apartments to be built in Town as there is a major need for rentals. Town Manager Jones stated that he just received a new detailed design from the developer and he is moving forward, but did not give a time line.

Fire Truck Loan Resolution

Town Manager Jones presented the USDA Rural Development loan letter of conditions for the purchase of the fire truck and related equipment. He stated that the loan is for 10 years at 2.125%. Town Manager Jones stated that in order to move forward with reserving the funds, the Town Council needs to approve a resolution authorizing the Town Manager to execute the related documents for the loan.

Council member Mulchi motioned to approve the loan resolution authorizing Town Manager Jeff Jones to execute the related documents with the USDA Rural Development loan, seconded by Vice-Mayor Woerner, and approved by all.

Financial Software Implementation Update

Town Manager Jones stated that the staff started the process to change from RT Software Service to Edmunds GovTech last fall. He stated that the transition will be done in four phases. He stated that Phase 1 involves finance and payroll. Town Manager Jones stated that training is planned in February with hopes to go live at the end of February. He stated that Phase 2 for permits and Accounts Receivable is to begin mid-July, Phase 3 for Utility Billing is planned to go live by the end of August and Phase 4 for taxes has not been determined at this time. He stated that the staff has been working with Edmunds GovTech in the process of data discovery and conversion of the historical data into the new software. Town Manager Jones stated that department heads will also receive training in house for the purchase order requisitions once processes and procedures are established. He stated that the staff worked on form selection and ordered forms and check stock. Town Manager Jones thanked Lori Humphries for leading the project.

Upcoming Events & Proposed Road Closure Schedule

Town Manager Jones presented the 2022 events schedule and also the road closure schedule for the events. He stated that the calendar for the Wine Fest, Cruise Ins, Lake Life Lives and all of the other events has been planned. He stated that the Chamber has planned a new event set for January 29th in relation to Ground Hog Day. It's a scavenger hunt to help ClarksPhil find It's Shadow.

COVID Update

Town Manager Jones presented a press release to let the public know that the Clarksville Town Offices will be closed to the public due to the continuing increase in COVID cases. He stated that the staff will be in, but the office will be closed until further notice. He stated that payments can be made by mail, on the website or by telephone. He reminded everyone that there is also a drop box outside of the front entrance. He stated that the Southside Health Department will hold another testing at the Community Center on January 20th from 3 to 5 p.m.

NEW BUSINESS

Planning Commission Reappointment

Town Manager Jones stated that Larry Chapman's term on the Planning Commission will expire soon and he has agreed to serve another four-year term. He stated that the staff requests that Mr. Larry Chapman be reappointed to the Planning Commission for an additional term from February 1, 2022 to January 31, 2026.

Council member Hite motioned to reappoint Larry Chapman to the Planning Commission for an additional term from February 1, 2022 to January 31, 2026, seconded by Council member Pittard, and approved by all.

Projects & Plans for 2022

Town Manager Jones stated that there are several items to discuss as part of the New Year. He stated that plans are in place to hire an Economic Development person this year, to build the Marina building, to bid out the marina lease, to improve lake access strategies, to work on the Pocket Part Project, and to compile the elements for the ARPA funds.

He stated that as part of the comprehensive plan, the direction was to hire a business development and tourism person. He stated that this position would be a contract position. He presented a proposed job description. Town Manager Jones stated that this person would consult and advise, be a strategist, and facilitate and coordinate with the other agencies to update and implement the Town's economic development strategy as well as update and implement the Town's tourism strategy. He stated that his person would work to update the incentive programs and also help Clarksville work to become a part of the Virginia Main Street Community. Council member Mulchi asked the time frame to begin this process and Town Manager Jones stated that his plan was to advertise and get something going in the next 30 days.

Town Manager Jones stated that in the coming year he would like to finalize the proposed plans for the Marina building with the Corps of Engineers and the Health Department. He stated that the COE is not as concerned with the project since the building is now going to be on Town property. He stated that actual construction plans need to be reviewed with the building inspector and also any land disturbance permit needs. Town Manager Jones stated that after all the permitting needs are determined, the project will go out for bid and the staff will work out the financing to build the facility.

Town Manager Jones stated that this year the staff will continue to work on the marina lease and make sure the lease includes the new structure as the office for the marina operators. He stated that the staff will finalize the request for proposal document and the bid process will take between 45 to 60 days to give the potential bidders plenty of time on their proposals. Town Manager Jones stated that he will be coming before the Council to request extending the sub-lease for 1 year to insure a smooth transition if the marina operators were to change. He stated that staff would have to develop an evaluation committee to review the proposals and make a recommendation to the Town Council.

Town Manager Jones stated that he's received a lot of feedback from merchants and residents about trying to improve the lake access to bring people into Town. He stated that he feels the Town needs an advisory committee like the Clarksville Lake Interest Committee to work on a lake access strategy. He stated that one item of lake interest is the Cove Project, which he feels would have to be phased in over time. He stated that there is a lot of interest to improve the access from the lake to downtown. Town Manager Jones stated that another item of interest is the 5th Street Park. He stated that there has been interest of putting a fishing pier as part of the park. He stated that there have been a lot of requests for bathroom facilities for persons coming off the lake. He stated that there has been a suggestion about Uber carts and increased signage to help the people coming off the lake be able to get to the merchants. Town Manager Jones stated there is a lot of interest in this area.

Town Manager Jones stated that the Economic Development Authority owns the Pocket Park at the corner of Virginia Avenue and 4th Street. He stated that the EDA developed a plan for the pocket park that included rock scape and other landscaping and there's a need to provide public bathrooms.

Town Manager Jones stated that lastly the staff has to determine what elements will be improved with the ARPA funds. He stated that the staff is looking at upgrading the water infrastructure and sewer infrastructure as well as upgrades to the Town equipment and vehicles and bringing broadband into unserved areas. Council member Mulchi asked if there is a map showing what locations have broadband. Town Manager Jones stated that he has a map showing what provider services which area. Council member Mulchi stated that there is a lot of interest in the golf carts and being able to drive them around Town in more areas. Town Manager Jones stated that the staff would have to work with VDOT on studies to reduce the speed limits in areas.

Adjournment

With no further business, the meeting was adjourned.

Kevin Allgood, Mayor

Tara Murphy, Treasurer/Clerk