

TOWN COUNCIL MEETING MINUTES

February 15, 2022

The Clarksville Town Council met in regular session on Tuesday, February 15th, 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, 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 January 18th, 2021 meeting were approved with no additions, deletions, or corrections with a motion by Council member Hite, seconded by Council member Pittard, and approved by all.

Presentation of List of Vendors Paid

The list of vendors paid for January 2022 was presented to Council. Vice-Mayor Woerner motioned to approve the list of vendors paid for January 2022, seconded by Council member Dennis, and approved by all.

Presentation of Financial Statements

The financial statements for January 2022 were presented to Council. Council member Pittard motioned to approve the financial statements for January 2022, seconded by Vice-Mayor Woerner, 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 Manager Jones stated that the SCADA upgrade hardware and software is completed and installed except for some issues at the VLCP tank. He stated that they are waiting on parts and there is an additional charge of \$4,100. He stated that the leaf pickup will end March 2nd and if any leaves exist after that, they will need to be bagged and put out with the garbage. Town Manager Jones stated that the Town dock main T has been constructed and renovated. He stated that the fingers will be done at another time. Town Manager Jones informed the Council about a program called VA WARN. He stated that the Town can become a member of this program and have the ability to share equipment and services with other utility groups. He stated that Town Operations Director Richard Elliott feels the Town should become a member. He stated that there is a mutual aid agreement and an event agreement to sign to become a part of it. Council member Pittard motioned for the town staff to proceed with becoming a member of the VA WARN program, seconded by Council member Hite, and approved by all.

Town Manager Jones informed the Council and the public that beginning March 21st, the crew will be doing the spring cleanup in the cemetery. He stated that if anyone has anything not on a headstone, these items need to be picked up so they won't get thrown away.

Town Manager Jones stated that some of the streetlights are not working and the crew is working on them. He stated that the wires deteriorated and need to be replaced.

Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Police Chief Wilkinson informed the Council that the Department of Criminal Justice is increasing the number of hours required to train new officers. He stated that the DCJS proposes 600-800 hours of classroom training and 240 field training hours. He stated that this will make the training time for a new officer much longer. He stated that Clay Wootton is working to get the radios and the striping off of the older vehicles so they can be placed on Gov Deals to sell. Chief Wilkinson stated that several of the officers have received awards and he wants to recognize them. He stated that Patrolman Cameron Waters and Patrolman First Class Brent Inscore tied for the VA ASAP award based on the number of arrests made during the year. Chief Wilkinson also presented the officers with pins in recognition of completing training. Patrolman First Class Brent Inscore is now a field training officer. He stated that Officer Inscore is also a general instructor and a driving instructor. Chief Wilkinson presented pins to Officer Drew Jenkins for Field Training Officer, General Instructor and Firearms Instructor training.

Chief Wilkinson introduced Officer Drew Jenkins to discuss his upcoming project. Officer Drew Jenkins stated that he is working to plan an Egg-Cellant Adventure to have something in Town for the kids. He stated that he would like to use the Robbins Ballpark to hold the event to spread out the age groups. Officer Jenkins stated that he is talking to the public to get sponsors to help with the cost of the event as well as getting help from the Clarksville Volunteer Fire Department to cook and serve food. He stated that he has a bunny suit for someone to dress up. Officer Jenkins would like to hold the event on the weekend after the Wine Festival. He stated that he would like to have music playing in the background and Vice-Mayor Woerner stated that he could help with a sound system. Vice-Mayor Woerner motioned to allow the Egg – Cellant Adventure to be held at Robbins Ballpark, seconded by Council member Mulchi, and approved by all.

UNFINISHED BUSINESS

Town Charter Changes

Town Manager Jones stated that the proposed changes to the Town of Clarksville charter have been submitted to the General Assembly and referred to committee.

Sewer Plant Improvement Project Update

Town Manager Jones stated that the engineering has been redesigned, the electrical and structural and it is 95% complete. He stated that the staff hopes to go out to bid in late spring to early summer. He stated that Dewberry revised the easements since the E-1 pumps are no longer part of the project. Town Manager Jones stated that the KCC pump station will be moved up the hill.

Update Search Grant – Water Plant Expansion

Town Manager Jones stated that Dewberry completed a draft of the preliminary engineering report (PER) and the environmental report for the Water Plant expansion project and this has been shared with the utility committee, the County Administrator Wayne Carter, and representatives of Microsoft. He stated that the other agencies are still reviewing the project and have questions for Dewberry on some issues. He stated that from the feedback from the groups, once the PER is finalized, the utility committee will review it and bring a recommendation to Council. He stated this project is a major upgrade.

Planters Warehouse Update

Town Manager Jones stated that the weather has not been cooperative to start the project. He stated that the developer hopes to break ground in the next couple of weeks. He stated that the time frame for construction is 9-12 months, which is better than the previous plan.

Fire Truck Loan Resolution

Town Manager Jones stated that once the Town is closer to closing on the loan, the Town will hold a public hearing and there will be another resolution for the loan.

American Rescue Plan Act (ARPA)

Town Manager Jones stated that he is still finalizing the plan for the funds to use them in the best places.

Financial Software Implementation Update

Town Manager Jones stated that the staff started the process to change from RT Software Service to Edmunds GovTech. He stated that this week the training started and more training is planned for this week. He stated that the staff has enjoyed the training so far. He stated that the staff is working in Phase I with finance and payroll and hopes to go live at the end of February. Town Manager Jones stated that the first set of financials may be presented in March. 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.

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 Community Players will hold their first show "Unnecessary Farce" February 24th through the 26th and a Sunday showing on the 27th. He stated that he has not gotten the final approval on the road closures yet, but VDOT has all of the information and approval should be coming.

Marina Sub-lease Extension

Town Manager Jones stated that he spoke with the Corps of Engineers about extending the sub-lease another year since all of the workings with the new building are happening. He stated that he spoke with the Health Department last week and they are reviewing the design.

NEW BUSINESS

2022-2023 Budget Schedule

Town Manager Jones presented the initial 2022-2023 Budget schedule. He stated that on March 15th a public input session will be held to hear any requests or questions from the citizens for the upcoming 2022-2023 Budget. He stated that the first draft will be presented May 17th, 2022. Town Manager Jones stated that the Council will hold the public hearing on the budget June 2nd, 2022 and the final budget approval is scheduled for June 21, 2022.

2022 Burn Law

Town Manager Jones stated that he included in the packet a notice that the burn law for 2022 took effect today and will continue until April 30th. He stated that it says that there is no open air burning until after 4 p.m.

Other Issues

Council member Mulchi questioned the status of the Economic Development person. Town Manager Jones stated that he recently got information to finalize the job description and plans to advertise for the position this week. Council member Mulchi asked if he would share the finalized job description with Council.

Council member Pittard asked the Chief what was on the side of a building on 5th Street. Chief Wilkinson stated that they took pictures of the side of the building and sent them to the gang unit to review.

Town Manager Jones stated that he's been approached about some individuals interested in painting murals on the side of some of the buildings. He stated that the County has some ARPA funds that may be used for this.

Adjournment

With no further business, the meeting was adjourned.

Kevin Allgood, Mayor

Tara Murphy, Treasurer/Clerk