

TOWN COUNCIL MEETING MINUTES

November 15, 2022

The Clarksville Town Council attempted to meet in regular session on Tuesday, November 15th, 2022 at 6:30 p.m., but did not have a quorum. Council members present were Vice-Mayor Bruce Woerner, Carolyn Hite, Robert Dennis, and Danny Pittard. Mayor Kevin Allgood, Chris Clarke, and Tammy Mulchi were absent. Staff Members present were Town Manager Jeff Jones, Treasurer/Clerk Tara Murphy, Town Operations Director Richard Elliott, and Police Chief Ricky Wilkinson. The Council did review information in the packet at the meeting with no formal action taking place.

Call to Order

Vice-Mayor Bruce Woerner state that the meeting cannot be called to order due to the lack of a quorum. He stated that the members present will discuss the packet information, but no action can be taken and there is no public for comment.

Presentation of Town Operation Reports

The Town Operations report was presented to Council.

Director Richard Elliott stated that Carolyn Hite and some other ladies helped the crew with the new Christmas decorations. He stated that he's heard compliments on the banners. Treasurer Murphy stated that she'd heard compliments on the wreaths as well. Director Elliott stated that he feels the new wreaths, lights, and banners are a good addition to the Town. Director Elliott stated that the crew is working on the leaves and brush as much as possible. He stated that he plans to have them caught up by Christmas. He informed the Council that he traveled to Lynchburg to pick up the new 2008 Sterling Dump truck for \$18,800 with the snow plow and sand spreader. He stated that the truck is in good shape and will need little maintenance.

Council member Hite asked if there had been any bids on the old Christmas lights. Director Elliott stated that the wreaths/lights are listed on Govdeals and one bid of \$600 has been placed so far. Council member Hite felt that bid should be accepted if no other bids come are made.

Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

Chief Wilkinson informed Council that Officer Andy Elliott attended recertification class on clandestine labs and Carol Newcomb attended IBR training level 6. He stated that the Officers assisted with the Trunk or Treat at Clarksville Elementary School. He stated that the Trick or Treat on the Avenue was well attended, but there were a few masks.

Town Manager Jones expressed his thanks to the Police Department and the Town Crew for the help with the events and preparations.

UNFINISHED BUSINESS

Main Street Update & Applications

Town Manager Jones stated that he and Tara Tuck met with Zachary Whitlow, the local representative for the DHCD Main Street program. He stated that Zachary recommended the Town apply for the Tier Two: Mobilizing Main Street program that is due November 18th. Town Manager Jones stated that this program is a competitive application and is a two-year program that provides resources, methodology, and funding under the Main Street program.

Sewer Plant Improvement Project Update

Town Manager Jones stated that the staff, Dewberry and Southside Planning District Commission are waiting for Rural Development to approve the revised plans and specifications. He stated that it may be February before the Town will be allowed to go out to bid and the bidding process will be split up into the different items relating to the project.

Update Search Grant – Water Plant Expansion

Town Manager Jones stated that Dewberry submitted the final revised plans to Rural Development for approval. He stated that the approval is needed to file for reimbursement of the Search Grant. He stated that the conditional assessment for Microsoft is complete and he just received a copy of the draft version. Town Manager Jones stated that he would schedule a meeting with the Utility committee to review the draft. He informed the Council that VDH did not award the Town any grant/loan funds for the 2022 cycle and the staff is evaluating other options. He stated if the Town applies for the 2023 cycle, it will be April before anything is submitted.

Financial Software Implementation Update

Town Manager Jones stated that the staff had a final data pull for the tax module. He stated that Edmunds partially installed the tax module and the payment portal on the website. He stated that next Edmunds will hold a business process review for the Utility billing. Town Manager Jones also stated that the Treasurer is still having to work in both systems for the financial statements. Treasurer Murphy stated that they have discovered some issues with the taxes balancing, but Edmunds is working with us on the issues.

Planters Warehouse Update

Town Manager Jones stated that the contractors are making progress laying block, cement slabs and the retaining walls. He stated that the contractor was able to work out some of the issues with the VDOT right of way. Town Manager Jones stated that the contractors want to move the storm drain away from the front of the ABC store.

Upcoming Events

Town Manager Jones presented the 2022 events schedule and also the road closure schedule for the events. He stated that the Holiday Open House is scheduled for November 20th. He stated that the Grand Illumination will be November 30th at 5:30 and the Christmas parade is December 2nd for the final events of this year. He stated that the Chamber of Commerce Christmas Social is December 8th and the Town luncheon is December 14th. Please let the office know to RSVP if you wish to attend either event.

Smart Scale Project Update

Town Manager Jones stated that the staff will not hear from VDOT until probably December if the project will be funded.

Property Maintenance

Town Manager Jones informed Council that the staff sent out 64 notices and 49 have been addressed and 15 still need to be addressed. He stated that they will continue to monitor this regularly.

Marina Lease

Town Manager Jones stated that the RFP has been posted and a pre-bid meeting was held today. He stated that the bids are due 12/15/2022. He stated that the review committee will evaluate the bids based on the criteria set forth in the RFP. Town Manager Jones stated that the agreement for the Marina building is also a lease with the Town in addition to the sub-lease with the Corps of Engineers and they will be tied together. He stated that once a proposed sub-lease is determined, it will have to be publicized and the Town hold a public hearing to see who will satisfy the best needs. for the marina lease and it is under legal review.

Holiday Ornament Replacement

Town Manager Jones thanked Carolyn Hite for her work to get the new bows on the new wreaths so they would be ready to go up on the poles. He also thanked the merchants and town crew for the work to get the lights on the buildings on Virginia Avenue.

NEW BUSINESS

2022 – Upcoming Holiday Invitations

Town Manager Jones presented the holiday invitations.

2023- Holiday Calendar

Town Manager Jones presented the holiday closing schedule for upcoming 2023.

Adjournment

With no further business, the meeting was adjourned.

Kevin Allgood, Mayor

Tara Murphy, Treasurer/Clerk