



**TOWN OF BLUEFIELD  
TOWN COUNCIL MEETING  
August 23, 2016  
AGENDA**

7:30 p.m. **Call to Order**

7:31 p.m. **Invocation and Pledge of Allegiance**

- Pastor Jim Drake, Parkview Baptist Church

7:33 p.m. **Approval of Agenda**

7:34 p.m. **Consent Agenda**

- [August 9, 2016 Council Meeting Minutes](#)

7:36 p.m. **Citizen Requests & Special Presentations**

- [Citizen Request: Graham Middle School Soccer](#) – Joe Dales

7:37 p.m. **Committee Reports**

7:39 p.m. **Unfinished Business & Reports**

- Recognition of Officers at Graham / Beaver Game Discussion – Billie Roberts

7:46 p.m. **New Business and Reports**

- [House Bill 2: Cumberland Road Extension](#) – Billie Roberts
- Garden Club Location of Sign, **VOTE** – Mike Watson

7:53 p.m. **Town Manager's Report**

- [Asset Management Plan](#)
- Water Source Update
- Planning Commission Vacancy
- Red Cross Blood Drive – Tuesday, August 30<sup>th</sup> @ 1 -6 pm, Council Chambers of Town Hall
- Two Virginias 5k Challenge – Saturday, August 27<sup>th</sup> @ 9 am, begins at Clock Tower, Bluefield, WV
- Town Offices Closed Monday, Sept. 5<sup>th</sup> for Labor Day, Monday's trash picked up Friday, Sept. 2<sup>nd</sup>

- Autumn Jamboree 5k Zombie Fun Run – Friday, Sept. 9<sup>th</sup> @ 7 pm, Graham Rec. Park
- Autumn Jamboree – Saturday, Sept. 10th, starts @ 9:30 am, Downtown Blfd, VA
- Flu Shots for Town Employees & Families – Wednesday, Sept. 28<sup>th</sup> @ 2 pm, Council Chambers

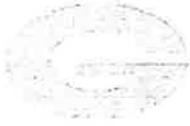
8:06 p.m.     **Citizen Comments**

8:11 p.m.     **Council Comments**

8:23 p.m.     **Attorney Report**

8:24 p.m.     **Executive Session:** Section 2.2-3711-A-1.7

8:54 p.m.     **Adjourn**



## *Graham Middle Youth Soccer*

*Dear Friend,*

*Are you looking for a way to support kids in the Bluefield community? If so, please consider becoming a Graham Middle Soccer Sponsor. In order to have a quality soccer program, we need to rely completely on the kindness of family, friends, and local businesses to help support our program and our boys and girls.*

*Our players will be given the opportunity to work hard on and off the field. They will be encouraged to maintain good grades and participate in community service. Our goal is to support and mentor our players so they can continue to play soccer and give them the chance to succeed and excel as a representative of their team, their school, and their community.*

*As an all-volunteer organization, we need your support to help Graham Middle Soccer reach our 2015 fall season goals. Contributions are tax deductible and will go directly to our program to purchase uniforms, equipment, fielding, officials, and most importantly, help offer scholarships so every player can participate regardless of financial circumstances.*

*Any and all donations are greatly appreciated. We thank you for your support!*

*Sincerely,*

*Graham Middle Youth Soccer*

~~*Please make checks out to Graham Youth Sports and put GMS Soccer in memo.*~~



## **VDH – SMALL PROJECT ENGINEERING SERVICES**

### **WATERWORKS ASSET MANAGEMENT PLAN**

#### **SCOPE OF WORK:**

1. Engineer will prepare an Asset Management Plan in accordance with the requirements included in the Drinking Water State Revolving Fund Program Design Manual.
2. Engineer will complete an inventory of all waterworks related infrastructure including, but not limited to, raw water sources, pumps, tanks, treatment units, buildings, equipment, treatment facilities, pipes, valves, meters, trucks, excavation equipment, tools, computers, and any other assets considered “material” to the waterworks. A material asset will be defined as any appurtenance with an “off the shelf” value of \$1,000 or greater.
3. Engineer will organize the inventory into categories that best suit the needs of the Asset Management Plan after compiling the inventory of the entire waterworks.
4. Specific information pertaining to each asset identified will be provided such as, manufacturer, model, year installed, age, estimated remaining useful life, current condition, criticality to the waterworks operations, quantity, etc.
5. Engineer will meet on-site with waterworks administration staff and field crews to gather plans, operation and maintenance manuals, audits, maintenance records, resident complaint logs, opinions pertaining to the waterworks, etc.
6. Engineer will develop a preventative/routine maintenance standard operating procedure for the assets identified.
7. Engineer will organize a table to identify the assets that need to be replaced in the next five years. The cost to replace each asset will be provided along with a total cost of all assets to be replaced for each year. Ranking of the assets to be replaced will be based on the assets most likely to fail and whose failure will result in significant downtime and loss/interruption of service.

#### **OWNER’S RESPONSIBILITY:**

1. Provide plans of all projects completed.
2. Provide the previous five years of audits.
3. Provide manufacturers/models of existing waterworks infrastructure.

4. Participate in requested meetings to identify/discuss existing assets.
5. Provide Engineer copies of any regulatory agency's recent inspections and findings of the various systems or facilities.
6. Provide to Engineer copies of last 12 months of maintenance logs on the various systems or facilities.

**ASSUMPTIONS:**

1. Existing waterworks infrastructure will be accounted for based on available mapping and information provided by the waterworks (i.e., a survey of existing assets is not included in this scope-of-work).
2. The waterworks will provide requested information in a timely fashion.
3. Engineer will complete the above scope of services within 180 days of issuance of a notice to proceed.

# *Project & Activity Sheets*

*goodbye July, hello*  
**AUGUST**

**2016**

# ***BUILDING, ZONING & PROPERTY MAINTENANCE***

## BUILDING DEPT:

Building Permits Issued: 3

### BUILDING PERMITS ISSUED FOR JULY:

Total # of building permits issued for month:	3
Total amount of permit fees paid for month:	\$ 132.60
Estimated cost of construction for month:	\$ <u>11,922.66</u>

Total #of building permits issued (fiscal year to date):	3
Estimated cost of construction (fiscal year to date):	\$ 11,922.66

### Open construction permits:

Townhouse - Bullet Bill Drive Owner: DCI Shires Contractor: DCI Shires

Single Family -Pleasant View Dr. Owner: M. David & Teresa Andrews Contractor: Christian Construction

## ZONING DEPT:

Zoning Permits Issued: 3

Zoning letters: -

### ZONING PERMITS ISSUED FOR JULY:

Total # of zoning permits issued for month:	3
Total amount of permit fees paid for month:	\$ <u>60.00</u>
Total amount of fees paid to the town for month:	\$ 60.00

## PROPERTY MAINTENANCE DEPT:

Property Maintenance Violations: (grass, vehicles, trash, etc.): 8

Property Maintenance Letters/Invoices: 13

Work Orders Issued: 8

## LAND DISTURBING:

Land Disturbing Permits issued: -

Land Disturbing Letters: 1

OPEN and Inactive Permit issued to Bluefield College (Athletic Complex)

OPEN and Inactive Permit issued To Rajeev Chopra (Brierwood)

OPEN and Inactive Permit issued to Fincastle Farms, LLC.

OPEN and Inactive Permit issued to Tazewell County Habitat for Humanity (Lot 17 Rollins St.)

OPEN and Active Permit issued to Lambert Construction

OPEN and Active Permit issued to Greenwood Development LLC.

OPEN and Active Permit issued to Christian Construction (Pleasant View Dr.)

### LAND DISTURBING PERMITS ISSUED FOR JULY:

Total # of Land Disturbing Permits issued for month:	0
Total amount of permit fees paid for month:	\$ <u>00.00</u>
Total amount of fees paid to the town for month:	\$ 00.00

Conducting E&S and Stormwater inspections as required by Virginia State Code

## COORDINATE STREET LIGHTS & OUTAGES

Citizens continue to advise us of light outages AND new street light requests.

# ***POLICE DEPARTMENT***

- July 6<sup>th</sup> Det. McCroskey and Sgt. McCulley taught a training class about Meth Lab Management and Demolition to the members of the Bluefield Virginia Fire Department.
- July 12<sup>th</sup> Sgt. McCulley and SRO Horn attended Active Shooter Training at Russell County Sheriff's Office.
- July 14<sup>th</sup> Bluefield Virginia Police Department provided security at the Downtown Bluefield VA Field Fest.
- July 15<sup>th</sup> All members of the Bluefield VA Police Department were on duty during the Black Lives Matter March. Chief Gunter coordinated with Bluefield WV Police Department, VA State Police, Tazewell County Sheriff's Office, Richlands Police Department, and Tazewell Police Department to arrange extra manpower in the case of emergency. All agencies provided resources and manpower. It was a great example of cooperation between all of the law enforcement agencies in Tazewell County as well as WV Authorities.
- July 18<sup>th</sup> Chief Gunter attended the Small Agency Symposium for Chiefs of Police in Galax, Virginia.
- July 18<sup>th</sup> Sgt. McCulley attended Crisis Negotiations Training at Southwest Virginia Criminal Justice Training Academy.
- July 26<sup>th</sup> Officer Channing Mooney began Basic Law Enforcement training at Southwest VA Criminal Justice Training Academy.

Our Officers were busy in July attending classes both in person and on-line. In addition to continuing education, they are answering calls as needed for our citizens and businesses keeping the Town of Bluefield, Virginia safe and secure. Total calls responded to for the month of July – 489 as compared to June with 472.

<u>July Statistics</u>	<u>June Statistics</u>
• <u>NO SEAT BELT</u>	<u>01</u>
• <u>ASSAULT</u>	<u>05</u>
• <u>NO VIRGINIA INSP STICKER</u>	<u>02</u>
• <u>DUI/DUID</u>	<u>00</u>
• <u>SPEEDING</u>	<u>13</u>
• <u>CHILD SAFETY SEAT</u>	<u>05</u>
• <u>RECKLESS</u>	<u>00</u>
• <u>DRUGS</u>	<u>31</u>
• <u>IIP</u>	<u>13</u>
• <u>DRIVING NO OL</u>	<u>15</u>
• <u>SHOPLIFTING</u>	<u>24</u>
• <u>OTHER</u>	<u>105</u>
• <u>TOTAL CITATIONS</u>	<u>75</u>
• <u>TOTAL ARRESTS</u>	<u>39</u>

## *PUBLIC WORKS*

- Guys are working hard on the new building downtown. Hope to have it finished by the end of September.
- Been working on the drains around Town to make them run better.
- Have lights up at the duck pond and the benches are in, will be putting them up in the next few days.
- Fixing some back yards around Town where they have been dug up to fix water leaks and where we have replaced drain pipes.
- Hope to start replacing some water lines before winter.
- Next week the guys will be replacing the sidewalk from South College up to the parking area on Spring St.

## *WATER DEPT*

- Quarterly samples completed.
- Worked with Anderson & Associates to get PER submitted to VDH.
- Still feeding Falls Mills 3 days per week due to Pocahontas WTP reduction in staff.
- Water production steady at about 925,000 gallons per day.
- Continuing work on our cross connection and backflow program.
- Routine cleaning, maintenance, water production, mowing, and weekly field sampling.

## *TRANSIT DEPARTMENT*

- Filed monthly grant expense reports.
- We have received the new bus to replace the 2012 Chevy bus.
- From January 1, 2015 through December 31, 2015 we have had 45,473 passengers!! Compared to 41,156 for calendar year 2014.
- Was elected Treasurer for the Community Transportation Association of Virginia on January 22, 2009 and will serve as the boards Treasurer.
- Will be attending a CTAV Board meeting in Virginia Beach, VA. on September 12-13
- Applying for fiscal year 2017 operating grant and new diagnostic computer and air compressor for the garage.

## *TREASURER'S DEPARTMENT*

- 83 taxpayers are taking advantage of our 2016 Real Estate tax payment plan.
- We are now offering online payments for water bills and taxes on the Town's website. You will be able to pay by Visa, Master card, Discover, American Express, Pay pal, and now E-check.
- Continually doing audits of the cigarette tax stamps. Will be doing quarterly unannounced audits to ensure compliance.
- Working on getting the new software live. It may be a couple more months before we go live with the new tax and utility billing and collection software.

# *RECREATION DEPARTMENT*

## General Information

- The recreation facebook page is up to 3239 “likes”.
- All pool info, movie info, and special event info for the rec. dept. is posted here

## Pool

- Last day was 8/17 – Tazewell County Schools start 8/18
- Will begin end of season closing procedures 8/18

## Sunset @ The Square

- Held last movie on 8/13
- Last movie event had a carnival theme with games and prizes for the games that included funnel cakes made by the “Funnel Tunnel”, fish donated by “The Aquarium”, as well as candy apples.
- The Kiwanis set up and gave out free hot dogs and the Bluefield College volleyball team helped out running games.

## Recreation Park

- Shelters – in process of cleaning shelters and painting poles and table bottoms as well as replacing broken lights
- Getting ready to repaint bathroom floors
- Painting parking lot poles

## Farmers’ Market

- The corn roast was a huge success we were able to purchase corn from one of the vendors to hand out.

## Community Garden

- All 20 garden spots were filled.
- Working with Donna Meade to file all paperwork to receive grant monies.
- Working with the Rotary Club to purchase tables for a seating area at the garden. We have been awarded \$3500 for improvements.
- Have sent measurements to Lawrence Brothers for table estimates. Still waiting for a reply.

## Fun In The Sun Program

- Program last day was 8/16.
- Averaged 20 kids a day.

## *TOWN MANAGER*

- BJ attended the monthly Chamber Meeting on August 18<sup>th</sup>
- Lesley is scheduled to meet with Josh Cline with the City of Bluefield to discuss recognition of Town of Bluefield and the City of Bluefield Police Officers at the Graham-Beaver Game
- 2 Virginias 5k Challenge will be held on August 27<sup>th</sup> at 9 a.m.
- Autumn Jamboree 5k Fun Run will be held on September 9<sup>th</sup> at 7 p.m.
- Autumn Jamboree is scheduled for Saturday, September 10<sup>th</sup> with Opening Ceremonies beginning at 9:30 a.m. in downtown Bluefield, VA
- Flu Shots for Town employees and their families will be on Wednesday, September 28<sup>th</sup> at 2 p.m. in the Council Chambers
- Mike and the Mayor attended the Rescue Squad Board Meeting on Tuesday, August 16<sup>th</sup> in the Town Hall Conference Meeting Room
- Town Offices closed Monday, September 5<sup>th</sup> for Labor Day. Mondays garbage will be picked up on Friday, September 2<sup>nd</sup>
- Comcast pre-wired the poles at the cemetery and Monday, September 29<sup>th</sup>
- Red Cross Blood Drive will be set up again in the Council Chambers on Tuesday, August 30<sup>th</sup>
- Mike, Steve Danko and the Mayor attended the Sanitary Board Meeting at Town Hall in the Conference Room on Thursday, August 18<sup>th</sup>
- BJ & Kim met with Charles and the City of Bluefield on Wednesday, August 17<sup>th</sup> to finalize up everything for the 5K Challenge