

**Town of Bluefield  
Town Council  
Minutes  
December 11, 2018**

The Bluefield, Virginia Town Council held a regularly scheduled Town Council Meeting on Tuesday, December 11, 2018 at 7:30 p.m. in the Council Chambers of the Town Hall located at 112 Huffard Drive, Bluefield, Virginia.

**PRESENT**

Don Harris, Mayor  
Jimmy Jones, Councilmember  
Chuck Presley, Councilmember  
Anglis Trigg Jr., Councilmember  
Ron Holt, Councilmember  
Lee Riffe, Vice-Mayor  
Jarrod Bailey, Councilmember Elect

**ALSO PRESENT**

Mike Watson, Town Manager  
Lesley Catron, Town Clerk  
Billie Roberts, Comm. Dev. Coordinator  
Matt Freedman, Town Attorney  
7 Members of Public

**ABSENT**

Shane Gunter, Police Chief

**CALL TO ORDER**

Mayor Harris called the meeting to order at 7:32 p.m.

**INVOCATION AND PLEDGE**

Councilmember Jones led the Invocation. Mayor Harris led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Councilmember Holt made a motion to approve the agenda. Councilmember Presley seconded the motion. The motion passed unanimously by voice vote.

**CONSENT AGENDA**

Councilmember Trigg made a motion to approve the consent agenda. Councilmember Presley seconded the motion. The motion passed unanimously by voice vote.

## CITIZEN REQUESTS & SPECIAL PRESENTATIONS

### *Special Presentation: Audit Report – Robinson, Farmer, Cox & Associates*

Scott Wickham went over the audit. He started with the thicker audit.

Pgs. 2-4-unmodified opinion which was the best opinion you could receive  
Pg. 5-15- James Hampton wrote which was a good summary of the audit  
Pg. 16-balance sheet for the whole Town. \$8 million net worth but \$5.3 is tied up and cannot be used, Water Fund shows a negative (we are decreasing in our water fund)  
Pg. 18-balance sheet for governmental funds/short term unassigned funds of \$3.9 million  
Pg. 22-detailed balance sheet of water fund.

Mr. Watson asked if that included what was spent on the CIP engineer.

Mr. Wickham stated yes.

Mr. Watson asked when we were reimbursed would that decrease the number.

Mr. Wickham stated yes.

Mr. Watson stated that \$80k-\$90k was used for the CIP and that we usually did transfers before July 1<sup>st</sup> but this time it was August which threw the accounting off.

Pg. 79-impact of OPEB Standard and upcoming pronouncements.  
Pgs. 109&110-GAS summary by the auditors

Scott Wickham went over the smaller summary handed out:

Pg. 2-1.8% revenue growth, taxes showing level throughout the time period  
Pg. 3-calculation of operating reserve. \$3.9 million in Fund Balance with about 50% expenditure in cash.  
Pgs. 5-10-year debt summary  
Pg. 6-local tax increases  
Pg. 8-increase in cash  
Pg. 9-net position has decreased over time  
Pg. 11-net pension liability estimate based on market making 7%  
Pg. 12-OPEB Liability split between general fund and water fund  
Pgs. 13&14-testing of online VRS System  
Pgs. 15&16-management recommendations. Credit Card purchases-Sam's Card being used at other vendors need to make sure to have a detailed receipt, Highway Maintenance-find a good way to mark where they are working to get it better.

Mr. Watson stated that they had re-evaluated the urban maintenance rates.

Mr. Wickham stated that the audit went great. He stated that he was a little worried about the water fund but the general fund looked good. He stated that staff worked well with them and that audits were getting more and more detailed.

Mr. Holt asked how many occurrences with the credit card.

Mr. Wickham stated that they had a difficult time with the credit cards and there were a few things posted without a receipt.

Mayor Harris asked if it was a significant amount.

Mr. Watson stated no.

Mr. Wickham stated that it was not fun for accounting.

Mr. Riffe stated with the significant amount in the general fund how much debt could be used from the general fund.

Mr. Wickham stated that if the Town fell below 25% that was where he would start monitoring.

### **COMMITTEE REPORTS**

None.

### **UNFINISHED BUSINESS & REPORTS**

#### ***PIC Award Discussion, POSSIBLE VOTE – Lesley Catron***

Mrs. Catron stated that a few months ago council had mentioned a few names of individuals who they would like to see receive a PIC Award. She asked if they had anyone else in mind.

Mr. Riffe stated that he had mentioned Melroy Brown on North College

Mr. Presley stated that he had mentioned Matty and Randy Carter and also Coach Woodward.

Mr. Holt stated that he had mentioned John O'Neal after he had retired.

Mr. Riffe made a motion to approve a PIC Award for Melroy Brown. Mr. Presley second the motion. The motion passed unanimously by voice vote.

## **NEW BUSINESS & REPORTS**

### ***IDA Member Appointment, VOTE – Billie Roberts***

Mrs. Roberts stated that there was one member needed to make a full 7 member board for the IDA. She stated that David Skidmore, Mountain Lane recently retired was willing to serve on the IDA Board. She stated that his term would end in 2022 and he would be sworn in at the January 3, 2019 meeting. She stated that there was a typo on the 2<sup>nd</sup> page of the original resolution but had been corrected.

Mr. Presley made a motion to approve David Skidmore to the IDA Board. Mr. Jones seconded the motion. The motion passed unanimously by voice vote.

## **CITIZENS COMMENTS**

Donnie Linkous stated that this was Mr. Riffe's last night and that he had done a great job. He stated that he appreciated the years he worked with him on council.

## **TOWN MANAGER'S REPORT**

### ***Federal Grant - Brownsfield***

Mr. Watson stated that staff was in the process of working with the State of WV and VA along with the City and Town to apply for a federal grant to do Phase I/Phase II which was an environmental assessment of properties. He stated that it was a compatible grant that had to have at least 3 partners to apply and was a 0% matching grant. He stated if local businesses wanted to perform a Phase I/Phase II then they would likely get 100% but the Town would be the one taking the lead on it. He stated that the 3 partners would be the City, Town and our IDA and that you did not have to be in the Town limits. He stated that this would allow the person to know what was wrong so that it could be fixed. He stated that a Phase I was around \$4-5k and Phase II was around \$50k. He stated that it was a \$500k 0% grant which would allow for 10-12 businesses to be cleaned up.

### ***State Grant - Brownsfield***

Mr. Watson stated that he was working with a local engineering firm to do a Phase II Grant which was a 50/50 match. He stated that the grant would be in kind and they were hoping to acquire a piece of property by the end of the year to do this Phase II on. He stated that it was a State Revolving Grant.

### ***Sole Source Procurement (VDH #WSL 001-18) Resolution, VOTE***

Mr. Watson stated that council should have received a copy of the resolution with the changes in yellow. He stated that this was part of our Capital Improvement Project.

He stated that there was certain equipment that you did not want to randomly buy. He stated that if you already had meters in the ground then you did not want to use someone else's. He stated that we currently had Sensus Transmitters and we were comfortable with them and how they matched with our equipment and we wanted to continue to use this brand. He stated the same thing with the American Darling Fire Hydrants. He stated that it would be his recommendation to approve the Resolution.

Mr. Holt made a motion to approve the Sole Source Procurement Resolution. Mr. Presley seconded the motion. The motion passed unanimously by voice vote.

### ***Fire Truck RFP Negotiations, VOTE***

Mr. Watson stated that staff opened bids yesterday from 3 companies for a 3,000 gallon pumper tanker. He stated that 2 were able to provide the vehicle and asked for council's approval for staff to begin the process of competitive negotiations. He stated that the Fire Department would get with these 2 firms to get the best price.

Mr. Trigg made a motion to approve the Fire Truck RFP Negotiations. Mr. Holt seconded the motion. The motion passed unanimously by voice vote.

### ***Reschedule Jan 8<sup>th</sup> Council Meeting to Jan 3<sup>rd</sup>, POSSIBLE VOTE***

Mr. Watson asked for a motion to reschedule the January 8<sup>th</sup> Council Meeting to January 3<sup>rd</sup>.

Mr. Holt made a motion to approve rescheduling the January 8<sup>th</sup> Council Meeting to January 3<sup>rd</sup>. Mr. Presley seconded the motion. The motion passed unanimously by voice vote.

### ***COI Forms***

Mr. Watson stated that the COI Forms could be submitted no earlier than January 1, 2019 and no later than February 1, 2019.

### ***Newly Elected Officials Conference***

Mr. Watson stated that the newly elected official's conference would be held in Richmond, VA on January 8<sup>th</sup>.

***Blfd, VA Christmas Parade***

Mr. Watson stated that the Bluefield, VA Christmas Parade would be on Saturday, December 15<sup>th</sup> at 11 a.m.

***Volunteer Christmas Dinner***

Mr. Watson stated that the Volunteer Christmas Dinner would be held on Thursday, December 14<sup>th</sup> at 6:30 p.m. at Bluefield College.

***Employee Christmas Dinner***

Mr. Watson stated that the Employee Christmas Dinner would be held on Monday, December 17<sup>th</sup> at 6:30 p.m. at Bluefield College. He stated that there would also be a luncheon at La Fiesta at noon for those who could not attend the evening dinner.

***Council Meeting Cancelled***

Mr. Watson stated that the December 25<sup>th</sup> Council Meeting had been cancelled.

***Town Offices Closed***

Mr. Watson stated that the Town Offices would be closed on Monday, December 24<sup>th</sup> through Wednesday, December 26<sup>th</sup> for Christmas. He thanked council for the days off.

**ATTORNEY REPORT**

None.

**COUNCIL COMMENTS**

Mr. Trigg thanked the Town Crew and stated that they had done a great job cleaning up after the snow storm. He asked if there was another place they could put the snow instead of down near the Fire Station.

Mr. Watson stated that they could not put it into the creek but would look around.

Mr. Trigg saluted the Graham G-Men.

Mr. Presley stated that he would miss Mr. Riffe and gave a shout out to the Fire Department, Police and Public Works. He stated that he had a lot to say in the New Year.

Mr. Holt stated that it had been a pleasure serving with Mr. Riffe. He stated that they did not always agree but that Mr. Riffe was good for the Town and a lot of people thought highly of him. He thanked him for his service.

Mr. Jones asked if the COI Forms would be provided for them.

Mayor Harris stated that they were included in their packets.

Mr. Riffe stated that it had been a great learning curve and he hated to see it come to an end. He stated that he would see what happened in the next 2 years and that he would still be around to help the Town. He thanked Mr. Watson and the Town Employees for an excellent job. He stated that he also enjoyed being on the Planning Commission. He thanked Donnie Linkous for helping him in the beginning and teaching him, etc.

Mayor Harris stated that he has had to talk to Mr. Riffe's ear several times and he enjoyed having him on council.

### **EXECUTIVE SESSION**

Mayor Harris stated that Charlie Stacy, Jarrod Bailey and Billie Roberts would all be entering into Executive Session with Council.

Councilmember Holt made a motion to enter into Executive Session pursuant to *Code of Virginia Section 2.2-3711-A-1.3 and 2.2-3711-A-1.7* and Mrs. Catron read:

Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Councilmember Presley seconded the motion. The motion passed unanimously by voice vote.

Council entered into Executive Session 8:26 p.m.

Councilmember Presley made a motion to enter out of Executive Session. Councilmember Jones seconded the motion. The motion passed unanimously by voice vote.

Councilmember Holt made a motion to adopt the following resolution certifying the Executive Session and Mrs. Catron read:

WHEREAS, the Town Council of Bluefield, Virginia has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712-D of The Code of Virginia requires a certification by the Town Council of Bluefield, Virginia that such session was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Bluefield, Virginia hereby certifies that, to the best of each members knowledge, (I) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Town Council.

Adopted this 11<sup>th</sup> day of December.

Councilmember Trigg seconded the motion.

**ROLL CALL VOTE**

Councilmember Trigg:	Yes
Councilmember Presley:	Yes
Councilmember Holt:	Yes
Mayor Harris:	Yes
Councilmember Jones:	Yes
Vice-Mayor Riffe:	Yes

The motion passed unanimously by Roll Call Vote.

**ADJOURN**

Mr. Holt made a motion to adjourn the meeting at 10:17 p.m. Mr. Trigg seconded the motion. The motion passed unanimously by voice vote.

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Don Harris, Mayor

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Lesley Catron, Town Clerk