Virginia: **At the regular meeting of the Council of the Town of Chilhowie held at the Municipal Building, April 13, 2023, at 7:00 p.m.**

Present: **Honorable Gary L. Heninger, Mayor presiding; Councilors Bill Clear, Shannon Donnelly, Brent Foster, Bob Jeter, and P.J. Wolfe.**

Absent: **Julie Sturgill**

Also Present: **Mr. John E.B. Clark, Jr., Town Manager; Mrs. Marlene Henderson, MMC, Clerk-Treasurer; Messrs. Paul Cassell, Town Attorney; Jay Keen, Director of Public Works; Jeff Smarr, Recreation/Special Events Coordinator; Andrew Moss, Police Chief; and David Haynes, Fire/EMS Chief.**

Mayor Heninger called the meeting to order. Rev. Bobby Dunn gave the Invocation. The Pledge of Allegiance was recited.

Approval of Minutes:

Motion by Brent Foster, second by Bill Clear Council adopts the regular March 9, 2023, meeting minutes. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Special Presentation:

- Friends of Southwest Virginia and Smyth County Tourism – Ms. Kim Davis, Executive Director of the Friends of Southwest Virginia, appeared before Council to present the 2022 Regional Impact and Annual Report for the Friends of Southwest Virginia, Round the Mountain, The Crooked Road and Southwest Virginia Cultural Heritage Foundation. Friends of Southwest Virginia serves as the Community Development, Regional Tourism and leaders that focus on creative economy for the region. Natural and heritage resources are used to create economic development. The region consists of nineteen Counties, four Cities and fifty-three Towns. The business is located off of Exit 14, the Heartwood Building at the Southwest Virginia Cultural Center. The Center hosts about two-hundred and fifty artisans, sale goods and host numerous events. The Crooked Road is also housed within this facility.

  Mrs. Olivia Bailey, Director of Marketing, appeared before Council to discuss creative economy, planning projects and branding. Friends of Southwest Virginia also assists with Community Development with several projects in the works. The marketing division promotes Southwest Virginia and offers Localities photography and videography which is

important to bring tourism to Southwest Virginia. The Town of Chilhowie's main focus area is Mount Rogers.

Ms. Carrie Beck, Executive Director of the Crooked Road, appeared before Council. The Crooked Road was established in 2004 and focuses on music and operates within the same service region as Friends of Southwest Virginia. Ultimately the Crooked Road tries to bring people to the region to experience the heritage music and for a positive impact on the economies. The Board is formed from leaders around the region and they have developed a strategic plan. Advertising is mostly conducted via social media such as Facebook and a quarterly magazine is published each quarter.

Ms. Amanda Livingston, Executive Director of Smyth County Tourism, appeared before Council to discuss how she is involved with the Friends of Southwest Virginia. Ms. Livingston provides advertisement and support for existing events held in Smyth County. Ms. Livingston also introduced herself to the newly elected Council members.

Citizens Times:

Ms. Rose Likins, Smyth County Library, appeared before Council to report the Library Board will be meeting in Chilhowie, Thursday, April 20, 2023 at 5:30 p.m. Ms. Likins also expressed her gratitude for the new lights in the gym at the Old High School where the Chilhowie Library is housed. April is Science month and the Chilhowie Library is incubating eggs whereas Marion and Saltville Libraries are leaning about reptiles. All Libraries are preparing for the Summer Reading programs and working with the local food banks to supply a lunch to those that attend.

Ms. Susie Fields, Smyth County Animal Rescue and Humane Society, appeared before Council and reported Smyth County Animal Rescue saved 957 animals during 2022. Ms. Fields also participated in a pet food pantry that supplied 32,000 pounds of pet food during 2022. The Smyth County Animal Rescue is building a large facility off of Exit 47 to house dog and cats. With the larger facility the Smyth County Animal Rescue and Humane Society will be able to house more rescued animals. Ms. Fields also participates in planning of local Dog Parks.

Old Business:

- Submission of Request for Proposal for Engineering Services for Lead Service Line Inventory – A Request for Proposal for Engineering Services for the collection of data for the lead service line inventory was advertised in the Smyth County News on March 18, 2023 and March 25, 2023, which met legal requirements. The Request for Proposal was also submitted to Minority Business Enterprises and Women Business Enterprises. The Request for Proposals are due Thursday, April 20, 2023 by 4:00 p.m.

- Submission of Pay Request Number 2 Mill Creek Regional Water Treatment Plant Project and Project Update – The project is going smoothly with the first tank demolished and currently being reconstructed. The second tank is scheduled to be demolished May 2023 with the project completion date in July 2023. The first pay request is a request from Rural Development in the amount of $93,399.88. The second pay request is for construction cost is in the amount of $112,161.74.

Motion by Brent Foster, second by P.J. Wolfe Council accepts the Pay Request Number 1 for the Mill Creek Regional Water Treatment Plant Project in the amount of $93,399.88. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Motion by P.J. Wolfe, second by Brent Foster Council accepts the Pay Request Number 2 for the Mill Creek Regional Water Treatment Plant Project in the amount of $112,161.74. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Report on Bids for Splash Pad Complex – Mr. Nathaniel Brown, Barrington Landscape Architecture, appeared before Council to report bids were advertised for the Splash Pad. Two bids were received with the lowest bid for the Splash Pad from National Pools of Roanoke, Inc. for the amount of $168,000. National Pools of Roanoke, Inc. did not submit a bid for the shade structure or playground equipment. A bid was received from Carolina Recreation and Design for the shade structure and playground equipment but it is non-applicable. Mr. Cassell is looking into rebidding the shade structure and playground equipment.

  Mr. Brown made the recommendation to Council to accept the low bid for the Splash Pad submitted by National Pools of Roanoke, Inc. in the amount of $168,000 and requested Mr. Cassell to review the contract. Ms. Linda Helton, Smyth County Foundation, stated she is excited to partner with the Town and community on the Splash Pad. The Smyth County Foundation promotes health, wellness and education.

Motion by Brent Foster, second by P.J. Wolfe Council accepts the bid from National Pools of Roanoke, Inc. in the amount of $168,000. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Motion by Brent Foster, second by Shannon Donnelly Council authorizes the Town Manager to execute documents once approved by the Town Attorney. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Report on the Sale of Property on River Road – The sale of the property on River Road is currently in process. The Town should be contacted within the near future to finalize closing documents.

- Report on Placement of Lien on Property at 291 Sulphur Springs Road – The Town cleaned the property and boarded the windows and doors. A lien has been placed on the property and is in effect.

- Update on East Lee Highway II Project and Submitted Change Order – Construction has begun and is currently ongoing in front of the Municipality Building. Two Change Orders have been submitted. Change Order 1 is concerning the ditch line in front of the Municipality Building. The original design had the west side of the ditch line covered and the east side of the ditch line would remain open with a hand rail along both sides of the sidewalk. Change Order 1 proposes both sides of the Municipality Building to have closed ditches and to look the same. The change to the east side of the ditch line is at the cost of $52,875.

  Change Order 2 is concerning the area in front of the Fire Department. The original design included several different grades for the sidewalk and there was not enough clearance for the ladder truck to safely enter the Fire Department. The Change Order lengthens the grade with a one percent consistent slope to the finished floor inside the Fire Department. This grade will allow the ladder truck to enter the building. Change Order 2 is in the amount of $46,600.

  Both Change Orders will be funded by the Town. It was suggested funds for the Change Orders would come from Town reserves.

Motion by Brent Foster, second by Bob Jeter Council authorizes Change Orders 1 and 2 and utilize funds from Town reserves. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Report on Dog Park Construction and Signage – The Dog Park is almost complete; they are waiting for the weather to improve to finish concrete work and complete the driveway. The shady structure has been ordered. Once the concrete work and driveway are completed Public Works will install the water supply line.

  Signage for the Dog Park has been received. Signage will be installed in the grassy island at the Exxon and behind the H.L. Bonham Tourism Center directing visitors to the Dog Park location. The bollards will be moved to the bridge area to prevent anyone driving under the bridge.

New Business:

- Report on Little League Opening Day Ceremonies – Little League opening day included a pancake breakfast hosted by Project Graduation and an Easter Egg Hunt hosted by the Town of Chilhowie. Little League volunteers worked hard drying the fields due to a rain storm the previous night. Pastor Cody Sturgill blessed the events. The events were well attended and very successful. Mr. Smarr expressed his gratitude to the Police Department and Fire and EMS Department for their support at the Easter Egg Hunt.

- Report on Installation of New Little League Light Fixtures – Sixty-four light bulbs are needed for the two Little League fields and the baseball field at the Recreation Park. Appalachian Power can purchase the lights at half cost but submitted a quote for the light bulbs and labor in the amount of $30,000. The Town can purchase the light bulbs from Lighthouse Supply and obtain a lift and replace the bulbs for less expense.

- Report on April Planning Commission Meeting – Planning Commission met Tuesday, April 4, 2023 at 5:30 p.m. The Commission reviewed a division of the Pathway Park property. The Smyth County Economic Development Authority transferred 68.92 acres to the Pathway Regional Industrial Facilities Authority but kept .34 acres that contains a well that is rated several hundred gallons a minute. The water can be used for nonpotable purposes and makes the site more marketable.

  Planning Commission also changed the Quarterly meeting dates to the second Tuesday of the first month of each quarter beginning July 11, 2023 due to conflicting schedules of a Planning Commissioner.

  Revision of the Comprehensive Plan with assistance from Mount Rogers Planning District Commission will begin Fall 2023.

- Report on Situation with Biosolids Insurance Coverage – A Notice of Non-Renewal of Insurance from CHUBBS, a company the covered the Town's sludge application, was

received. CHUBBS will not renew the insurance coverage due to the possible fluorinated compound exposures. The fluorinated compound is a forever chemical. Coverage has been applied for through the Virginia Risk Sharing Association. Ascot Specialty Insurance Company responded and will provide coverage at the cost of $7,446.08.

- Report on $152,000 Grant Award from Department of Criminal Justice Services and Recommended Allocation of Funds – The Department of Criminal Justice Services received American Rescue Plan Act funds and has offered Police Departments grant funds. The Chilhowie Police Department is to receive $152,000. Chief Moss reviewed the equipment and supplies the Police Department requested.

Motion by Brent Foster, second by Bob Jeter Council accepts the Department of Criminal Justice Service grant funds and approves the equipment and supplies presented. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Submission of Chamber of Commerce Board Minutes of January 26, 2023 – Mrs. Sturgill was absent from the Council meeting, no report was given.

- Update on Revamping Town Website - The first draft of the revised website was reviewed by Ms. Sarah Gillespie, Chamber of Commerce of Smyth County, and Mrs. Felicia Eller, Town of Chilhowie, numerous changes were made. The Town is currently awaiting the resubmittal of the proposed redesign.

  Updated pictures of Department Heads and Council are required for the new website. Ms. Gillespie has a small photo booth at the Chamber of Commerce of Smyth County Welcome Center. Council members have an appointment Monday, April 17, 2023 at 4:00 p.m. The contract deadline for the new website is April 30, 2023.

- Situation with Mowing and Tree Maintenance on Town and Virginia Department of Transportation Properties – The Town has not been able to obtain inmates for the past three years. The Public Works Department does not have enough man power to keep all of the Town's properties mowed. Lundy's Landscape Services submitted a quote in the amount of $6,600 for two mowing's during the month of March, four mowing during the month of April and re-mulching and maintaining weed control of the beds around the trees along Highway 11. Lundy's Landscape Services is mowing the Little League fields as a donation to Little League.

- Notice of Package of $3,500,000 Grant/Loan on Water Project to Seven Mile Ford and System Meter Replacement – The Virginia Department of Health is phase funding the project. The funding package consists of $2,345,000 as principal forgiveness or grant and $1,155,000 as a loan with a choice of terms, either a twenty year or thirty-year term. The interest rate for the twenty-year loan will be set at 1.0% below the twenty-year market rate in the month before loan closing. The interest rate shall not be less than 1.0%. The funding package is 67% grant and 33% loan. The project area is from Chilhowie High School to Smyth Career and Technology Center in Seven Mile Ford.

Motion by Brent Foster, second by Bill Clear Council accepts the offer of funding from the Virginia Department of Health in the amount of $3,500,000. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

- Report on Spring Opening of Farmers Market – The Annual Organization meeting was held Monday, April 3, 2023 with six Farmer's Market vendors attending. The Town is able to accept the Supplemental Nutrition Assistance Program or EBT cards at Farmer's Market. The Farmer's Market will open Thursday, May 4, 2023 at 4:00 p.m.

- Report on 2023-2024 Budget Preparation and Selection of Date for Budget Continued Meeting – The proposed 2023-2024 Budget is balanced and has been submitted to Council. The Budget Workshop is scheduled for Tuesday, April 25, 2023 at 5:30 p.m.

- Hazardous Waste Collection Day – The Household Hazardous Waste Collection Day is scheduled for April 29, 2023 8:00 a.m. until 1:00 p.m. Citizens can expose of household hazardous waste at the Smyth Career and Technology Center free of charge.

- 2023 Impact Awards – United Way of Southwest Virginia is hosting the 2023 Impact Awards on Tuesday, May 9, 2023 at the Southwest Virginia Higher Education Center in Abingdon, Virginia. The reception begins at 5:00 p.m. and the program begins at 6:00 p.m. Representatives from the Town of Chilhowie are invited to attend.

Department Reports:

Mr. Clark stated there are several projects within the near future for the Town and it is possible he may require additional assistance. Mr. Clark will discuss this matter further at a later time.

Chief Haynes reported the repairs to the station's exhaust system is complete. The sprinkler system being installed in the Fire Department is 70% complete. Chief Haynes presented Council with the 2022 Annual Fire and EMS Report and stated he will review the report with Council during the regular scheduled May 11, 2023 Council meeting.

Mr. Keen presented Council with two quotes for the flower bed redesigns at Town Hall. One quote submitted was from Lundy's Landscaping in the amount of $4,850, the second quote was from Hayne's Greenhouse in the amount of $4.750. Mr. Foster inquired if the Town employees are able to remove the existing mulch and install rock.

Motion by Brent Foster, second by Bob Jeter Council directs the Building and Grounds crew to install rock in the flower beds at Town Hall. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

Mr. Smarr announced James Meadows will be preforming at the Old High School Saturday, April 15, 2023 at 7:00 p.m. Project Graduation will be providing concessions.

Any Other Council Business:

Mr. Foster stated the installation of a sprinkler system in the Fire Department is great. He commended the Fire Department for such a quick response to the house fire off of Sulphur Springs. The Department's response time is excellent.

Continuation Meeting:

Motion by Bill Clear, second by Brent Foster Council continues this meeting until Tuesday, April 25, 2023 at 5:30 p.m. The motion was approved with following recorded vote:

Bill Clear	Aye	Shannon Donnelly	Aye
Brent Foster	Aye	Bob Jeter	Aye
Julie Sturgill	Absent	P.J. Wolfe	Aye

_____Mayor
Gary L. Heninger

_____Clerk
Marlene L. Henderson, MMC