

# TOWN COUNCIL MEETING MINUTES

May 5, 2020

## Call to Order

The Clarksville Town Council met electronically via Zoom and You Tube in special session on May 5<sup>th</sup>, 2020 at 6:30 p.m. Mayor Kevin Allgood called the meeting to order and provided the invocation. Council members present electronically were Mayor Kevin Allgood, Vice-Mayor Mike Sizemore, Chris Clarke, Loretta Harris, Carolyn Hite, Danny Pittard and Bruce Woerner. Staff members present electronically were Town Manager Jeff Jones and Treasurer/Clerk Tara Murphy.

## Emergency Ordinance

Town Manager Jones stated that the ordinance reiterates that there is a state of emergency and this allows the Town Council to meet electronically and to also allow the Council to conduct a regular meeting and not just discuss emergency situations. He stated that the ordinance is in effect for 60 days.

Council member Woerner motioned to adopt the emergency ordinance, seconded by Vice-Mayor Sizemore. The motion carried with a roll call votes as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

## Approval of Minutes

The minutes of the February 18<sup>th</sup>, 2020 meeting were approved with no additions, deletions, or corrections with a motion by Vice-Mayor Sizemore, seconded by Council member Clarke. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

## Presentation of List of Vendors Paid

The list of vendors paid for February 2020 was presented to Council. Council member Hite questioned if anything further had happened as far as the discounted accounts and Town Manager Jones stated that nothing had been done as of today.

Vice-Mayor Sizemore motioned to approve the list of vendors paid for February 2020, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

The list of vendors paid for March 2020 was presented to Council. Council member Clarke motioned to approve the list of vendors paid for March 2020, seconded by Vice-Mayor Sizemore. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

## Presentation of Financial Statements

The financial statements for February 2020 were presented to Council. Council member Woerner motioned to approve the financial statements for February 2020, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

The financial statements for March 2020 were presented to Council. Vice-Mayor Sizemore motioned to approve the financial statements for March 2020, seconded by Council member Clarke. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

## 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 Southern Corrosion finished painting the VLCP Water Tank with the new logo as part of the Town's maintenance agreement for the water tanks. He informed Council that there was a water main break on Burlington Drive and a boil water notice was necessary after this incident. Town Manager Jones stated that the boil water notices were delivered to the affected residents by Officer Inscore and also put on the Town website and the Police Department Facebook page. He stated that the repair was made and the water was tested and the boil water notice was lifted the next day. Town Manager Jones stated that the Town employees have been considered essential employees and employees have been divided into teams to adhere to the social distancing.

## Presentation of the Police Activity Report

The Police Activity Report was presented to Council.

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## UNFINISHED BUSINESS

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### Planning Commission Appointment

Town Manager Jones stated that the Planning Commission recommends appointing Leslie Wood to fill the unexpired term of Steve Herman that will expire 01/21/2023. Council member Woerner motioned to appoint Leslie Wood to fill the vacant seat of Steve Herman, seconded by Council member Hite. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

Town Manager Jones stated that the previous joint public hearing will have to be rescheduled as well as re-advertised for the special use permit request as well as the zoning ordinance amendments.

### Roofing Projects – Police & Chamber

Town Manager Jones stated that the Police Department and Chamber of Commerce roof replacements are well underway. He stated that the Chamber of Commerce roof is about 70% complete. He stated that the Police Department roof is about 75 to 80% complete. He stated that with the changes on the Police Department building, they decided to paint the entire building for a cost of \$3,000 instead of just the new parts. He stated that the Chamber building has taken more time because Dominion has to move the electrical line.

### Upcoming Events

Town Manager Jones presented the list of the upcoming events for 2020. He stated that the Farm Fresh Marketplace will be held at the pocket park area. He stated that the Wine Festival has postponed until August 29, 2020 and the May Lake Life Live has been changed to October 17, 2020. He stated that the May and June Cruise In events have been postponed. He stated that the Clarksville Players Children's Theater and the Youth Theater workshops have been cancelled.

## Spill Response Plan

Town Manager Jones stated that the team received the final draft from CHA Consulting, reviewed it and approved it. He stated that the final draft is presented for Council's review and approval at the next meeting.

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## NEW BUSINESS

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### Fine Arts Center – HVAC Funding Assistance

Town Manager Jones stated that the Clarksville Community Players have raised and invested nearly 1 million dollars for the renovations to the Fine Arts Center. He stated that the HVAC units are over 30 years old and need replacing. He stated that the Players have requested if the Town of Clarksville could contribute towards the cost of the new HVAC units. He stated that if it pleases Council, he recommended appropriating \$42,500 from General Fund contingency. Council member Hite stated that she would like to see the information regarding the bids for the HVAC system. Council member Woerner stated that the Town is responsible for all of the outside maintenance of the Fine Arts Center according to the agreement.

Vice-Mayor Sizemore motioned to appropriate \$42,500 from General Fund contingency to help with the cost of the HVAC units for the Fine Arts Center, seconded by Council member Woerner. Council member Hite reiterated that she would like information on the Fine Arts Center HVAC bids. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

### Matching Gift Card Incentive

Town Manager Jones stated that the Chambers in Action group have developed a Gift Card Match Program to assist the local businesses during this difficult time. He stated that this is a way to generate much needed cash for small businesses. Town Manager Jones stated that Clarksville's portion to contribute to this is \$5,000 and these funds will come from the Tourism line item. Council member Hite motioned to approve contributing \$5,000 from the Tourism line item for the matching gift card program, seconded by Council member Harris. The motion carried with a roll call vote as follows

Council member Clarke	Aye
Council member Harris	Aye
Council member Hite	Aye
Vice-Mayor Sizemore	Aye
Council member Woerner	Aye
Council member Pittard	Aye

## Budget 2020-2021 Calendar

Town Manager Jones presented the proposed 2020-2021 Budget calendar. He stated that he proposed to have the 1<sup>st</sup> draft presented to Council for review and publication on May 26<sup>th</sup> at 6:30, the public hearing held on June 4<sup>th</sup>, 2020 at 6:30 and the final approval of the budget at the June 16, 2020 regular meeting. He stated that the challenge has been trying to determine how the COVID 19 may affect the Town's budget.

## Local Elections

Town Manager Jones stated that the Town of Clarksville local elections are to be held on May 19, 2020. He stated that the public has been encouraged to vote absentee, but the precincts will be ready on the 19<sup>th</sup>. He stated that citizens can register for an absentee ballot at [www.vote.elections.virginia.gov](http://www.vote.elections.virginia.gov). He stated that the last day to request an absentee ballot is May 12<sup>th</sup> at 5 p.m. He stated that last day to vote absentee in person is May 16<sup>th</sup> by 4 p.m. Town Manager Jones stated that all absentee ballots must be received at the registrar's office on the 19<sup>th</sup> by 7 p.m.

## Adjournment

With no further business, the meeting was adjourned.

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Kevin Allgood, Mayor

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Tara Murphy, Treasurer/Clerk