



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday November 12th, 2019
Meeting called by **Mayor Ruby Ogden Clark**

1. Call to Order – called by Mayor Ruby Ogden Clark for Regular Called Meeting at 7:00 PM.
2. Public Hearing
 - A. N/A
3. Presentations
 - A. N/A
4. Review of Minutes
 - A. Regular Council Meeting October 8th, 2019 | pages 6-12
 - B. Special Council Meeting October 17th, 2019 | pages 13-14

Reports and Updates

5. Committee/ Commission/ Staff Reports
 - A. Police Report
 - B. Parks and Recreation Committee
 - C. Treasurer Report
 - i. Bills over \$500
 - ii. Council Contingency Report | page 15
 - D. Town Manager Report
 - i. Top Priorities to Wrap-Up Year | page 16
 - E. Planning Commission
 - i. Draft October Minutes | pages 17-18
 - ii. Capital Improvement Plan Process | pages 19-21
6. Old Business Updates
 - A. QS1 Tax Bills
7. Public Comment Period. Comments limited to no longer than 3 minutes per person up to 30 minutes total for the period.

All Speakers are asked to identify themselves for the record prior to speaking, and are asked to address their comments to Council. This portion of the meeting is for the public to make comments, raise concerns, or address items to Council about specific items on the agenda for Council consideration. Council uses this time to hear from the public, but typically will not respond, but rather take the matter under advisement for later in the meeting, or future meetings.



AGENDA

Glasgow Virginia Town Council Meeting



7:00pm Tuesday November 12th, 2019
Meeting called by **Mayor Ruby Ogden Clark**

Actions Items

8. Old Business
 - A. Permission to Change Alcohol Sunday Sales

9. New Business
 - A. Virginia Main Street Program - Commercial District Affiliate Resolution | page 22
 - B. Bouncy House Rental Policy | pages 23-24

10. Adjournment



TOWN OF GLASGOW VIRGINIA



Public Comment Guidelines

How and What -A sign-in sheet will be placed near the Council Room door for citizens who wish to speak during Public Comment. Comments may only be on items specifically on the agenda. Other issues or concerns should be addressed with the appropriate Town Staff during Town Hall business hours. Citizens should list their name, address, and topic to be addressed. After all speakers who signed up have spoken, anyone else interested in speaking will be given the opportunity to speak on items specifically on the agenda before ending the public comment period.

Amount of Time -Speakers are limited to three minutes and a maximum of two (2) items and or topics. The second topic must be addressed after all other speakers have finished. There is a maximum time limit of 30 minutes allocated to Public Comment in any one meeting. If the number of individuals on the sign-up sheet would exceed the allotted 30-minute time-frame, the Mayor or Town Manager has the latitude to place a shorter limit on individuals. The Mayor or Town Manager has the latitude to ask Council to extend the public comment period another 15 minutes by roll call vote. This can be done up to a maximum of two (2) times, capping the public comment period to one (1) hour.

Conduct -Speakers shall be recognized by the Mayor and or Town Manager and shall direct all comments and or questions to the Council as a whole (not individual members or employees of the Council). In maintaining decorum, debate and dialogue with the Council, Mayor, and or Town Manager is not allowed during public comment. Members in the audience who speak out of turn or are acting in a disruptive manor in the meeting shall receive one (1) warning before being asked (escorted) to leave. If necessary the Mayor, Council, or Town Manager, may bring formal charges for disruption of a public meeting and or the like.

Language -Profane or vulgar language, partisan political statements, or comments related to the conduct or performance of Council members or staff are not appropriate in this setting. Members in the audience who speak in this manor shall receive one (1) warning before being asked (escorted) to leave. If necessary the Mayor, Council, or Town Manager, may bring formal charges for disruption of a public meeting and or the like.

Council -Members are not expected to respond to questions or comments unless the Mayor or Town Manager deems such response appropriate. Council members may seek clarification or additional information from speakers through the Mayor or Town Manager.

Record -Speakers are to provide a copy of remarks to the Administrative Assistant (Deputy Clerk), if in writing.

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Minutes of Town Council Meeting
October 9, 2019
Glasgow Public Library

Council Members Present: Sonny Williams, Andy Ryan, Andrea Bradley, Barrett McFaddin

Also Present: Mayor Ruby Clark, Town Manager Eric Pollitt, Sr. Admin. Asst. Jane Higginbotham, Town Attorney Tom Simons, Chief Angel Poole

Absent: Councilors Aaron Britton, Greg Hartbarger

Guests Present: Roger Funkhouser; Shane Watts; Reese McClanahan; Katie Doar with the News-Gazette; Lynda Miller

The Pledge of Allegiance and a brief prayer were led by Mayor Ruby Clark.

Mayor Ruby Clark called the meeting to order at 7:00 PM.

Public Hearing:

Pursuant to Section 15.2-2006 of the Code of Virginia, 1950, as amended, notice is hereby given of a public hearing with the Glasgow Town Council on October 8, 2019 at 7:00 p.m. at the Glasgow library for the purpose of taking public comment on the vacation of the 20' alley between lots 2, 4, 6 and 8 and lost 1, 3, 5 and 7 of block 98.

Town Attorney Tom Simons stated this has been advertised twice as required by law, and Council has a copy of the platt. Town Attorney Simons stated Council can do a conditional vacation of the alley based on the property owners doing certain things and then when these are done, the vacation would become permanent.

There was no public comment.

Review of Minutes:

Motion by Andy Ryan and **Seconded** by Barrett McFaddin to approve minutes for September 10, 2019 Council Meeting.

Carried unanimous voice vote.

Reports and Updates:

A. Committee/Commission/Staff Reports

- A. Police Report. Chief Angel Poole stated thirty-one (31) calls for service; 487 miles; thirty-three (33) citizen assists; five (5) parking tickets; four (4) warnings; ten (10) business checks. Chief Poole stated the last Movie in the Park on September 21st had about 35 people in attendance and went well. Chief Poole stated she is still working on the buzzards who are not primarily in north Glasgow. Chief Poole stated there is a lot a trash being left out, as well as cat and dog food, which attracts the buzzards. Councilor Sonny Williams asked Chief

Poole if she had had any comments from anyone since the last Council meeting when DGIF was there. Chief Poole stated she had had several people ask if was okay to go to the boat landing and eat their lunch in their car. Chief Poole stated she told them that legally you are only allowed there if you are fishing or hunting, but she did not believe DGIF would bother anyone if they were just sitting in their car eating their lunch and not breaking any laws. Chief Poole stated she had given out eight (8) inoperable vehicle notices on McCulloch Street, Blue Ridge Road, and Rt. 130/Rockbridge Road.

- B. Parks and Recreation Committee. Town Manager Eric Pollitt stated Parks and Recreation Committee met last night. Town Manager Pollitt stated they discussed the successful Music in the Park and also what they could do different next year to make the event even better. Town Manager Pollitt stated they also discussed Trunk or Treat and a haunted hay ride for Halloween, and Toys for Tots, a Christmas tree lighting ceremony and the Christmas parade.
- C. Treasurers Report:
- i. None.
- D. Town Manager Report:
- i. SERCAP Private Lateral Project Wrap-Up. Town Manager Eric Pollitt stated Robert Humphreys, Jr completed 24 out of 25 properties (one property owner opted out) totaling \$36,666 in expenses as of Monday, September 30th. Town Manager Pollitt stated Council has a copy of the budget in their packet. Mayor Ruby Clark asked Town Manager Pollitt if he had spoken to Mr. Gary Shafer regarding being reimbursed for a new sewer line he put in before the sewer rehab project began. Town Manager Pollitt stated he had spoken with SERCAP and this did not come under the scope of the grant. Town Manager Pollitt stated he had also spoken with Doug Hudgins with CHA and Mr. Hudgins stated Mr. Shafer's property was not identified as being eligible for this project as his lateral entered a manhole and this was not part of the sewer rehab project.
 - ii. NFWF Storm Water Project Wrap-Up. Town Manager Eric Pollitt stated the retention pond on Sallings Mountain at the water tank has been completed. Town Manager Pollitt stated the plants were put in on Monday and Tuesday, September 30th and October 1st. Town Manager Pollitt stated he is waiting for an invoice from Harbor Dredge and Dock for the project for the Town to reimburse. Town Manager Pollitt stated the project totaled roughly \$198,000.
 - iii. QS/1 Tax Software Launch Date. Town Manager Eric Pollitt stated a date to go 'live' with the software has not been provided yet.
 - iv. Website Launch Date. Town Manager Eric Pollitt stated even though the website launched earlier than expected due to no fault of the Town, the content is 99% completed and updated. Town Manager Pollitt stated new features are being added all the time and he is open to suggestions from Council and residents. Town Manager Pollitt stated some of the features so far are recent and up-to-date Council meeting agendas, minutes and packets; citizen comment box with a community calendar; Planning Commission minutes and future capital improvement plans; current and

future budgets; subscription to weekly Town Manager's reports; pages about the Farmers Market, canoe launch, and hiker shelter; an updated photo and video gallery along with information about our local businesses.

- v. Centennial Park Work Day Postponed. Town Manager Eric Pollitt stated after talking with Elaine Massie and Doris Wright with the Glasgow Garden Club, and Councilor Andy Ryan, the Garden Club felt it was best to postpone the work day until spring. Town Manager Pollitt stated this will give the Garden Club enough time to come up with a design to be approved by Council and recruit volunteers.

E. Planning Commission: Town Manager Eric Pollitt told Council they have a copy of the draft minutes for the September 18, 2019 meeting in their packet.

- i. Comparison Community List. Town Manager Eric Pollitt stated Amherst, Buchanan, Cape Charles, and Damascus will be our comparison communities for updating ordinances.
- ii. CIP FY 21-25. Town Manager Eric Pollitt stated he wants to target 7% (\$35,000) of the general operating budget as a starting point and the baseline dollar amount will be \$3,500 minimum for capital items.
- iii. Virginia Main Street Program Commercial District Affiliate (DCA): Town Manager Eric Pollitt stated the Planning Commission recommends to Council to adopt a Resolution to become a Virginia Main Street CDA and submit a CDA application. Town Manager Pollitt stated he is working Rockbridge County to come up with a historic district map.

6. Old Business Updates.

None.

7. Public Comment Period.

- a) Lynda Miller. Mrs. Miller stated she wanted to get a clarification regarding community organizations using the park, other town facilities. Mrs. Miller stated the Ruritans have always used the park once a year for their annual picnic and were told this year they would have to fill out an application and pay a fee. Mrs. Miller stated she is asking Council to waive these fees in the future. Mrs. Miller stated there are also people who want to use the Farmers Market occasionally but do not have the money to pay a fee each time. Town Manager Eric Pollitt stated he was just going by the policy that Council adopted in June 2019 for park and facility fees. Town Manager Pollitt stated he was not aware that Council had waived these fees for community organizations in the past. Town Manager Pollitt stated that the fees for the Farmers Market is a one-time fee of \$10 for all vendors for the year. Mrs. Miller stated the Ruritans and other organizations should not have to come to Council every time they want to use the facilities to ask that fees be waived.
- b) Reese McClanahan. Mrs. McClanahan stated she thought her appointment on the Planning Commission was not up for several more years but found out her term expires 12/31/2019. Town Manager Eric Pollitt stated Council adopted reorganized the Planning Commission back in June of 2019 as well as the terms, because nothing in the minutes stated who was to serve and the terms of those serving on the Planning Commission. Town

Manager Pollitt stated there will be new appointments made at the January 2020 Council meeting and she could be reappointed if Council chooses to do so.

Action Items

8. Old Business:

A. Glasgow Public Facility Reservation Fees. Mayor Clark brought up the reservation fees for the Ruitans club to address Mrs. Miller's concerns. Councilor Sonny Williams stated these fees were adopted by Town Council in June 2019; however, Councilor Williams stated that anyone in Town who is a member of the Ruritans, fire and rescue, a council member, do it for the Town's benefit. Councilor Williams stated fees for these community organizations should be waived. Town Council concurred.

Motion by Councilman Williams Seconded by Andrea Bradley to waive the fees for the Glasgow Ruitan Club, Fire Department, and Rescue Squad, when reserving any public facilities in perpetuity, as long as the organization has an active club in Town limits.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton – Absent
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Yes

Carried unanimous voice vote.

9. New Business.

A. Permission to Seek Banking Services. Town Manager Eric Pollitt stated Council has a copy of a memo outlining the current charges for services at BB&T. Town Manager Pollitt stated the Town is being charged about \$200 a month banking with them. Town Manager Pollitt stated it is good business to seek banking services roughly every 3-5 years, just to see what is out there, even if you do not switch. Town Manager Pollitt stated the Finance Committee unanimously recommends to Council to seek banking services, with the goals of obtaining lower fees, higher interest, and easier access to daily services.

Motion by Andy Ryan and **Seconded** by Barrett McFaddin to authorize the Town Manager to draft and publish a RFP for banking services.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton – Absent
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Yes

Carried unanimous voice vote.

B. 2020 Council Retreat. Town Manager Eric Pollitt stated there are funds to have a retreat/orientation for new council members and/or new mayor to go over policies,

budgeting, the Council-Manager government, the Town Charter and recent Ordinances; address questions for new members, and a tour of public facilities. Town Manager Pollitt stated he is asking for \$1,000 to bring in a retired and long-time manager. Town Manager Pollitt stated this would be a one-day session not open to the public. Town Manager Pollitt stated even though it is called a retreat it could be hosted in Town.

Motion by Sonny Williams and **Seconded** by Andy Ryan to approve \$1,000 out of Council Contingency for the purpose of a Council Retreat in January 2020.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton – Absent
A. Bradley – Yes G. Hartbarger – Absent B. McFaddin – No

Motion Carried with three (3) affirmative votes and one (1) negative vote.

C. 138 Catawba Vacate Alley Way. Town Manager Eric Pollitt stated vacating the alley is the last step needed to getting access to tear the house down. Town Attorney Tom Simons stated he would suggest voting on a conditional vacation depending on the owners tearing the abandoned house down, cleaning the site on lots 4, 6, and 8, block 98, then the vacation would be permanent. Town Attorney Simons stated Council can add any conditions they want to such as giving a set time for this to be done, replacing the old bridge, etc. Town Manager Pollitt stated there is also the question of the owners hooking up to the town's sewer system as there is a septic tank there now. Town Attorney Simons stated after all conditions were met he would prepare an ordinance to be voted on. Councilor Sonny Williams stated the Town needs to have some questions answered before they go any further and told Town Manager Pollitt to talk to them and find out everything from them e.g. how long it will take to tear the house down, etc., including the sewer hook-up. Councilor Barret McFaddin stated he was in favor of a conditional vacation and he thought 120 days to get everything done was reasonable. Council agreed this item should be tabled until the November 12, 2019 Council meeting.

Tabled until the November 12, 2019 Council Meeting.

Mayor Ruby Clark dismissed the Public at 7:50 PM for Town Council to go into Executive Session.

Motion by Andy Ryan and **Seconded** by Andrea Bradley for Glasgow Town Council to convene in executive session under the Virginia Freedom of Information Act, Sec. 2.2-3711 (A) (1) in order to discuss personnel matters.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton – Absent
A. Bradley – Yes G. Hartbarger – Absent B. McFaddin – Yes

Carried unanimous voice vote.

Motion by Andy Ryan and **Seconded** by Andrea Bradley for the Glasgow Town Council to reconvene in open session at 8:00 PM.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton – Absent
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Yes

Carried unanimous voice vote.

*Whereas, the Town of Glasgow Town Council has convened an executive meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act;
and*

Whereas Section 2.2-3711 of the Code of Virginia requires a certification by the Town of Glasgow Town Council that such executive meeting was conducted in conformity with Virginia law;

Now, therefore be it resolved that the Town of Glasgow Town Council hereby certifies that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirement by Virginia were discussed in the executive meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the executive meeting were heard, discussed, or considered by the Town of Glasgow Town Council.

Motion by Barrett McFaddin and **Seconded** by Sonny Williams that to the best of my knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 (A) of the Code of Virginia, 1950, as amended, 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.

Voice Vote as follows:

S. Williams – Yes	A. Ryan – Yes	A. Britton – Absent
A. Bradley – Yes	G. Hartbarger – Absent	B. McFaddin – Yes

Carried unanimous voice vote.

Motion by Barrett McFaddin and **Seconded** by Andrea Bradley for Council to have a \$50/day food per diem policy for Town employees for overnight training/conferences.

Voice Vote as follows:

S. Williams – Yes A. Ryan – Yes A. Britton – Absent
A. Bradley – Yes G. Hartbarger – Absent B. McFaddin – Yes
Carried unanimous voice vote.

Motion by Barrett McFaddin and **Seconded** by Sonny Williams to adjourn the meeting.
Carried unanimous voice vote.

With no further business, Mayor Ruby Clark adjourned the meeting at 8:05 PM.

Mayor

Clerk

DRAFT



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM SPECIAL COUNCIL MEETING MINUTES

Ruby Ogden Clark
Mayor

Date: October 18th, 2019

From: Eric Pollitt – Town Manager

To: Mayor & Council

Subject: October 17th, Special Council Meeting Minutes

CC: Tom Simons, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the October 17th, Special Council Meeting Minutes:

1. Call to Order – called by Mayor Ruby Clark at 6:00 PM.

Actions Items

2. Old Business

A. 138 Catawba Request for Vacating of Public Alley

Tom Simons the Town Attorney addressed the Council and property owner about why we are meeting tonight. Council can grant a conditional vacation of the alley upon certain conditions. Council members had questions for the property owner Mrs. Kerr before granting the vacation of the alley. Tom opened the floor to Council.

Eric Pollitt

Town Manager

epollitt@glasgowvirginia.org

Jane Higginbotham

Sr. Administrative Assistant

jhigginbotham@glasgowvirginia.org

Thomas Simons

Town Attorney

Angel Poole

Chief of Police

apoole@glasgowvirginia.org

Jeff Rankin

Wastewater Operations

jrankin@glasgowvirginia.org

Chris Flint

Public Works

cflint@glasgowvirginia.org

- Mr. Britton. – What time frame are we looking at to get this torn down?
- Mrs. Kerr – Once we get the vacation of the alley then we can bring this to the mortgage company and begin the process of tearing the house down. The underwriter can't move to take the house down until the conditional vacation of the alley.
- Mr. Britton – Would 9 months be sufficient time for you all?
- Mrs. Kerr – That would be sufficient.
- Mr. Britton – The house needs to be torn down by the end of July 2020.
- Council – We agree.
- Mr. Williams – What about the bridge there and water and sewer? Could we make the vacation conditional if the bridge is rebuilt exclusively on lot 1?
- Mrs. Kerr – We can build the bridge just on that lot (1) and the house being centered on lot 6 to clear up any potential confusion. We plan on hooking up to the Town's system for water and sewer. Mrs. Kerr – The bridge would be included in construction.



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- Mr. Simons – Council, to be clear you are not marking water and sewer hookup a requirement for the vacation, is that correct? Who is paying for the hookup?
- Mrs. Kerr - The Town will be paying for the water and sewer hookup.
- Council – That is correct, we are not making it a requirement to hookup to our system and the Town has agreed to pay for the install.
- Mr. Britton. – **I motion we the Council conditionally vacate the alley permanently upon the house being torn down and removed from the premise by the end of July 2020, the new bridge being built exclusively on lot 1, and the house being centered on lot 6 per the survey provided, as of October 17th, 2019.**
- Mrs. Bradley – **Second**

Vote was unanimous 3-0.

Mr. Simons – Mr. Pollitt, we now need you to type up on letter head a letter to Mrs. Kerr providing notice of Council's decision to conditionally vacate the alley as of today. This will be used by the property owner as proof to Clayton Homes and the underwriter for them to move forward. I'll review the letter before delivering to the property owner. We will have this to you (Mrs. Kerr) by no later than next Wednesday.

Mr. Britton – **Motion to adjourn the meeting.**
Mrs. Bradley – **Second.**

Votes was unanimous 3-0.



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM COUNCIL CONTINGENCY

Ruby Ogden Clark
Mayor

Date: November 12th, 2019

From: Eric Pollitt – Town Manager

To: Mayor & Council,

Subject: Council Contingency

CC: Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the year-to-date expenses out of your Council Contingency line item for Fiscal Year 2020.

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

Thomas Simons
Town Attorney

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Chris Flint
Public Works
cflint@glasgowvirginia.org

Starting Balance	\$26,744
Council 6.11.2019 - Mosquito Authority	\$5,000
Council 9.10.2019 - Lowe's Trailer	\$2,120
Council 9.10.2019 - Town Manager One-Time Moving Expenses	\$640
Council 10.8.2019 - Council Retreat	\$1,000
Remaining Balance	\$17,984

Year End Council Directives and Tasks 11.12.2019

Job (Contact)	Tasks	Frequency/ Deadline	Partners	Level
FY21 CIP				1
Eric Planning Comm	Create Asset Sheet / List Send out request lists Develop ranking and scoring criteria Presentations to Plann Comm Plann Comm recomends to Council based off scoring criteria and memo	Draft by end of December		
FY 19 Audit				1
Eric / Jane / Heather	Provide Mary with Materials in November Hopefully wrap up by end of February			
Financial Policies				1
Eric / Heather Finance Committee	Identify comparison communities financial policies Identify key policies and common themes Draft policies tailored for our community Finance Committee Reviews & Recommends Counci Adopts	Finance Recommends 12/3/2019 Council Adopts 12/10/2019		
Banking Services RFP				1
Eric Finance Comm	Publish RFP Receive proposals and conduct finalist interviews	Proposals Due 11/27/2019 Council Adopts 12/10/2019		
Planning Grant Business District Revitalization				1
Eric	Send follow-up materials to the state (DHCD) Business owners letters of support	11/11/2019	Business Owners Planning Comm Council	
Financial Policies				1
Eric / Heather Finance Committee	Identify comparison communities financial policies Identify key policies and common themes Draft policies tailored for our community Finance Committee Reviews & Recommends Counci Adopts	Finance Recommends 12/3/2019 Council Adopts 12/10/2019		
High Grass and Nusiance Ordinance				1
Eric	Draft ready Need Council Work Session for discussion before sending to Tom's office			
2020 Council Retreat				1
Eric Council	Work with new Mayor on preparing materials for Council retreat Council interviews with Bob for background and goal information	January 2020 TBD	Bob Stripling	



TOWN OF GLASGOW, VIRGINIA



MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark
Mayor

Date: October 30th, 2019

From: Eric Pollitt – Town Manager

To: Planning Commission

Subject: October 30th, 2019 Planning Commission Committee Minutes

CC: Mayor, Council, Jane Higginbotham

Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

Below is a summary of the August Planning Commission Committee:

1. Call to Order – called by Chairman Bob Hinkle at 6:00 PM.
2. September 25th, 2019 Minutes

Mr. Britton motioned to adopt the September 25 Meeting Minutes as presented, and Mr. Camden seconded.

Vote was unanimous 5-0.

Eric Pollitt
Town Manager
epollitt@glasgowvirginia.org

Reports and Updates

Jane Higginbotham
Sr. Administrative Assistant
jhigginbotham@glasgowvirginia.org

3. Workshop Discussion

A. 138 Catawba Update

Thomas Simons
Town Attorney

Mr. Pollitt provided an update to the Planning Commission on the 138 Catawba property's request for vacation of the public alley. Council hosted a special meeting with the property owner who was unable to attend the public hearing. Council conditionally granted the vacation of the public alley under terms that the current house and bridge be torn down and removed by the end of July 2020.

Angel Poole
Chief of Police
apoole@glasgowvirginia.org

B. Comprehensive Capital Asset List (CCAL) First Draft

Jeff Rankin
Wastewater Operations
jrankin@glasgowvirginia.org

Mr. Pollitt presented the first draft of the CCAL indicating Jeff Rankin has provided a list for the Water Fund, but was unable to convert the format to this sheet presented. Mrs. Diamond mentioned the metal playground set as something that presented safety concerns with the steps up to the top. Chairman Hinkle discussed the height being a concern. Mrs. McClanahan said this item

Chris Flint
Public Works
cflint@glasgowvirginia.org

Aaron Britton - 2021
Council Representative

Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident



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stuck out as something the Town should prioritize sooner rather than later due to safety. Another item discussed was the walking track and its use in the community. Mrs. McClanahan stated the need to extend the useful life of the track as long as we can since it is a great asset. Mrs. Diamond suggested a walking tour of these items and facilities. Mr. Pollitt asked if they would be interested in taking a tour of the wells and waste water plant as well? There was group consensus to tour these facilities before the next meeting. Mr. Pollitt stated he would arrange for the group to meet with appropriate staff to answer questions.

Actions Items

4. New Business

A. CIP Ranking System

Chairman Hinkle lead the discussion about the 2 ranking methods presented. Mr. Hinkle preferred the 1 page (System B) ranking system where all the scores were not of equal weight and it being all on one page. He would like to incorporate a couple of sections from the 2 page (System A) system. Mrs. McClanahan stated she like System A better. There were discussions on which had better descriptions and scoring methods. The Chairman and Vice Chair Camden stated they could always tweak one of the 2 and get to something that everyone likes. Mr. Hinkle suggested to use System A and incorporate a ‘seasonal use’ scoring section like in System B. The group agreed, then **Chairman Hinkle motioned** to use System A and incorporate a ‘seasonal use’ scoring section like in System B. **Mrs. McClanahan seconded.**

Vote was unanimous 5-0.

The Town Manager suggested to walk through an example before leaving so everyone gets a feel for how it works. Mr. Pollitt “submitted” 2 requests: Top priority to replace the fence around the playground for \$7K and 2nd priority to replace the metal play set for \$5K, with \$2,500 “in donations”. Mr. Hinkle lead the ranking discussion with the group in a consensus building manner, with the Commission scoring the fence at 14 points and metal playground at 18 points. The Commission walked away feeling confident with the scoring system and ability to rank staff CIP requests.

Next Meeting: November 20th, 2019 6pm at Town Hall

Aaron Britton - 2021
Council Representative

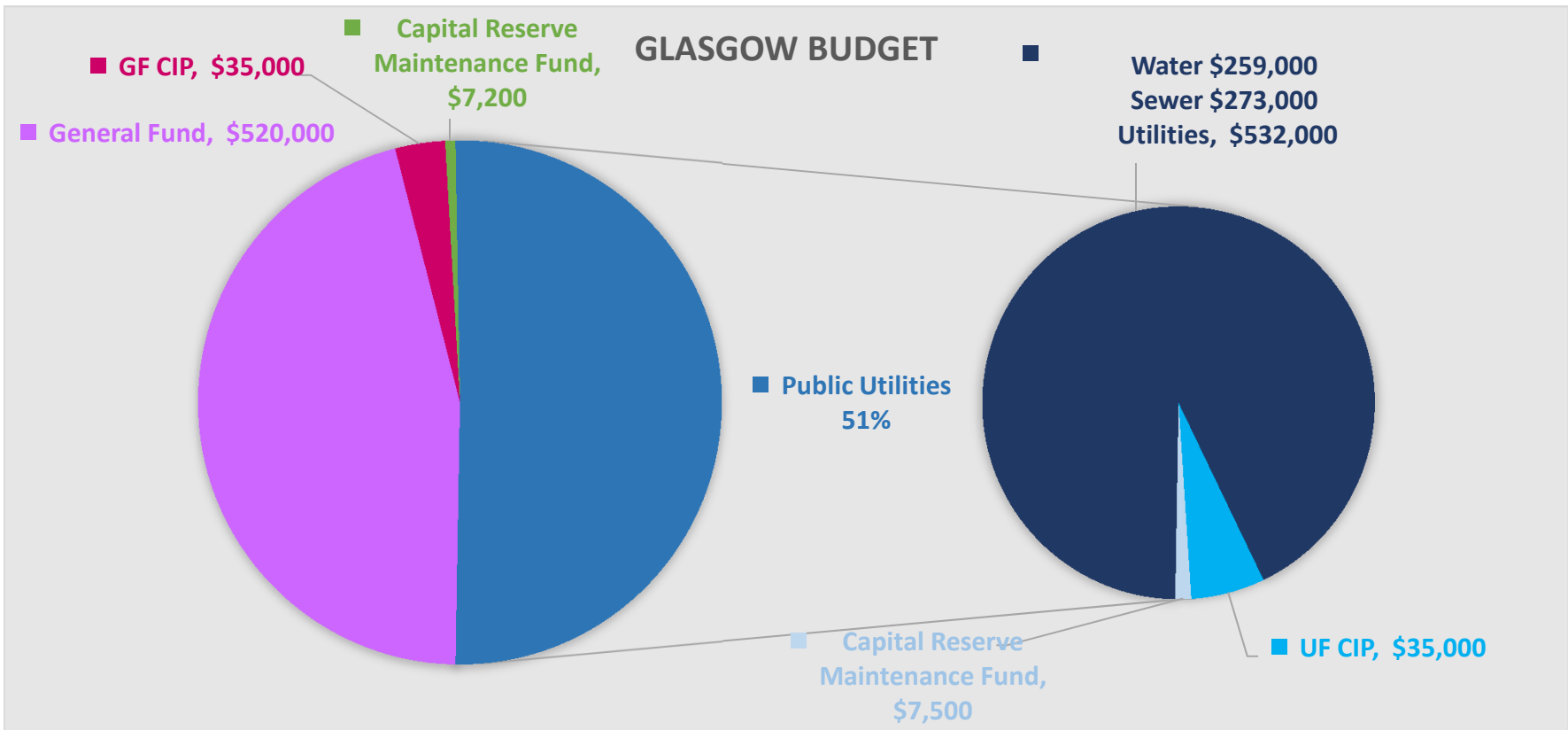
Bob Hinkle - 2023
Chairman

Tom Camden -2022
Vice Chairman

Eric Pollitt
Town Manager | Committee Clerk

Marty Diamond - 2020
Resident

Reese McClanahan - 2019
Resident



Capital Request**Department****Cost****Master Plan****Score**

1	3	5
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted

Regulation**Score**

1	3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue

Infrastructure / Public Safety**Score**

1	3	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined

Seasonal Use**Score**

1	3	5
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

Quality of Life / Health & Wellness**Score**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

Impact on Operational Budget**Score**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

External Funding**Score**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

Timing**Score**

1	3	5
The project does not have a critical timing/location component		The project does have a critical timing/location component

Max Score 40**Total Score**

Town of Glasgow

P.O. BOX 326 - GLASGOW, VA 24555

Phone - (540) 258-2246 e-mail: town@glasgowvirginia.org

Web-site: www.glasgowvirginia.org

MAYOR
Ruby Ogden-Clark

TOWN MANAGER
Eric S. Pollitt

TOWN ATTORNEY
Tom Simons

A RESOLUTION AUTHORIZING PARTICIPATION IN THE VIRGINIA MAIN STREET PROGRAM BY THE TOWN OF GLASGOW AS A DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT COMMERCIAL DISTRICT AFFILIATE

WHEREAS, the Virginia Main Street Program has been established in the Virginia Department of Housing and Community Development (DHCD) to assist localities in developing public/private efforts to revitalize their downtown commercial areas, and whereas, smaller localities may elect to participate in the Program as a DHCD Commercial District Affiliate.

WHEREAS, the Town of Glasgow, Virginia (located in Rockbridge County) desires to participate in the Program as a DHCD Commercial District Affiliate, as part of its efforts to undertake a downtown revitalization project through the Virginia Department of Housing and Community Development.

NOW THEREFORE BE IT RESOLVED that the Glasgow Town Council hereby supports an application to the Virginia Main Street Program to become a DHCD Commercial District Affiliate and agrees to undertake the following activities as required by the Program:

- 1) Employ the Main Street Approach in its efforts to revitalize the downtown area.
- 2) Keep community contact information current with the Virginia Main Street Program.
- 3) Attend at least one (1) Virginia Main Street training per year.
- 4) Maintain membership of the National Main Street Center Network (\$125 for 2 years).

BE IT RECOGNIZED that downtown revitalization requires an on-going commitment, continuous attention, and a full public-private partnership. The Main Street Program is considered one of many economic and community development tools used by a locality.

BE IT FURTHER RESOLVED that the Glasgow Town Council authorizes the Mayor to sign and submit an application for the Town to become a DHCD Commercial District Affiliate.

ADOPTED ON _____

Signed

Attest

Mayor

Town Clerk



Glasgow Town Hall
Inflatable Equipment Agreement
110 Blue Ridge Road
Glasgow, VA 24455
540-258-2246

Renter/Organization

Name:	_____	Date:	_____
Address:	_____	Drop Off Time:	_____
City, State, Zip:	_____	Pick Up Time:	_____
Phone:	_____	Email:	_____

Rental Agreement and Liability Waiver

It is the responsibility of the person or organization renting the inflatable equipment to ensure that all possible precautions are taken to avoid injury to people or damage to the inflatable.

Please ensure that the following Safety Instructions are followed:

- 1 No food or drinks on or around the inflatable. This will help to keep the inflatable clean and avoid any choking risk.
- 2 Jewelry, glasses, and shoes MUST be removed before entering the inflatable. This is to avoid injury to other people as well as damage to the inflatable.
- 3 Please ensure users' pockets are emptied to avoid injury to others and the inflatable.
- 4 No smoking on or around the inflatable.
- 5 No barbeques, open flames, or any type of heat source on or around the inflatable.
- 6 Sitting, hanging, and climbing on the walls of the inflatable is dangerous and will not be allowed.
- 7 Prevent users from fighting, pushing, colliding, or using any mis-behaving manner. These behaviors can cause distress and injure to others as well as the inflatable.
- 8 No somersaults or flips on, around, or off of the inflatable.
- 9 Always make sure the inflatable is not overcrowded. Limit the number of children on the inflatable at one time.
- 10 No toys, sharp objects, or pets are allowed on the inflatable at any time.
- 11 Do not allow anyone on the inflatable equipment during inflation or deflation.
- 12 A responsible Adult must supervise the inflatable at all times.
- 13 In the event that the blower stops working, please make sure that all users get off of the inflatable immediately. Check to see that the blower is properly installed, connected and clear of anything obstructing the blower. Make sure there is power to the blower. If the blower is still not working, contact us immediately.
- 14 Do not let any users on the inflatable without Adult supervision. Adult supervision is necessary to enforce all rules for safe operations on the inflatable.
- 15 By signing below, you agree with the rules of the rental agreement.

Signature of Renter:

Date:



Glasgow Town Hall
Inflatable Equipment Liability Disclaimer
110 Blue Ridge Road
Glasgow, VA 24455
540-258-2246

Liability Disclaimer

- 1 The rental equipment has been received in good condition and will return in the same condition. (Ordinary wear and tear accepted).
- 2 Renter assumes all responsibility for injuries to persons or damage to property, and agrees to release and hold Glasgow Town Hall or anyone affiliated with the Town of Glasgow, VA., harmless for any and all claims, of whatever nature arising out of use of the rental equipment while in his/her custody. Renters agree that they CANNOT hold Glasgow Town Hall or anyone affiliated with the Town of Glasgow, VA responsible for any damage, injury, or claims obtained by the use of the inflatable equipment.
- 3 Renter agrees to company right to enter premises of customer at any time to repossess said equipment.
- 4 Customer agrees to reimburse Glasgow Town Hall for all attorney fees, court cost, and expenses incurred by Glasgow Town Hall to enforce collection or enforce rights under this contact.
- 5 Customer agrees not to loan and sublet equipment or use it at any other location then agreed upon.
- 6 Customer agrees to pay in full the replacement cost, including labor, for all damages to the rental equipment. This includes if the inflatable is lost, stolen, or damaged beyond repair while in the renters' custody.

The person or organization renting the inflatable equipment from Glasgow Town Hall will be held responsible and liable for any and all damage or injury occurring for any reason as above. I am aware that while in my care I am fully responsible for the inflatable and will pay for any loss or damages that may occur.

Equipment Rented:

Bouncy House Inflatable

Bouncy House Blower

Name: _____ Driver's License #: _____

Signature: _____ Payment in Full: _____

Date: _____ Paid With: _____