TOWN OF BOWLING GREEN

TOWN COUNCIL MEETING

MINUTES

June 7, 2018

MEMBERS PRESENT: Mayor Jason Satterwhite, Vice-Mayor Glenn McDearmon, Otis Wright, Mark Gaines, Martin Hauser, Mary Frances Coleman, Jean Davis, and Tyler Gibson.

MEMBERS ABSENT: None.

OTHERS PRESENT: Town Attorney Andrea Erard, Town Manager Reese Peck, Deputy Clerk/Treasurer Tracy Wright, Accounts Clerk Judy Beazley, Police Chief David Lipscomb, and Public Works and Utilities Director Billy Deavers.

**I.** **CALL TO ORDER AND QUORUM ESTABLISHED:**

The Mayor called the meeting to order at 7:00 P.M. and noted a quorum was present.

**II. PUBLIC HEARINGS:**

**A.**  ZP-2018-003 - SUP – Gaines 115 E Broaddus Ave – AT 7:04 P.M. the Mayor opened the Public Hearing for ZP-2018-003 – An Application by Mrs. Tammie Gaines for a Special Use Permit at 115 E. Broaddus Ave to allow minor events at her Bed and Breakfast. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter. Eleven letters were received prior to the meeting by the Town Manager regarding the Public Hearing (attached to these minutes).

Councilman Gaines excused himself from the meeting.

**1.** Tammie Gaines, 115 E. Broaddus Ave – Mrs. Gaines, applicant, stated she desired to hold small intimate weddings at her Bed and Breakfast. She noted there are 24 off site parking spaces to accommodate guests.

**2.** Sam Frye, 121 Gill St. – Mr. Frye stated that he and his wife were in favor of approving the Special Use Permit to allow minor events at 115 E. Broaddus Ave.

**3.** Mark Gaines, 115 E Broaddus Ave – Mr. Gaines read excerpts from the letters submitted prior to the meeting in support of allowing minor events at Mrs. Gaines’ Bed and Breakfast.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:21 P.M.

Councilman Gaines rejoined the meeting.

**B.** O-2018-004 – Tax and Utility Rates - At 7:22 P.M. the Mayor opened the Public Hearing for O-2018-004 – an ordinance to set tax and utility rates for Fiscal Year FY19. A 10% rate increase was proposed for utility rates. No increase was proposed for tax rates. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter.

**1.** Bonnie Cannon, 123 S. Main St – Mrs. Cannon stated that she was not in favor of the proposed increased utility rates because the rates had been raised last year.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:24 P.M.

**C.** O-2018-005 – Vehicle License Tax - At 7:25 P.M. the Mayor opened the Public Hearing for O-2018-005 – an ordinance to increase the Vehicle License Tax. The purpose of the proposed increase is to align the Town’s Vehicle License Tax with that of Caroline County. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter.

**1.** Barbara Allen, 201 Travis St. – Mrs. Allen stated that she was not in favor of the proposed Vehicle License Tax increase because she disagreed with the Town Manager’s rationale that the Town should charge the same amount for its Vehicle License Tax as Caroline County.

The mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:27 P.M.

**D.** O-2018-006 – Employee Bonuses - At 7:27 P.M. the Mayor opened the Public Hearing for O-2018-006 – an ordinance to allow Town Council to provide monetary bonuses to Town employees. The purpose of the proposed increase is to align the Town’s Vehicle License Tax with that of Caroline County. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter.

**1.** Barbara Allen, 201 Travis St. – Mrs. Allen stated that she was not in favor of allowing Town employee to receive bonuses.

The Mayor reminded the public that the Ordinance was not automatically awarding bonuses to employees but amending Town Code to allow Council to provide bonuses in the future if they so choose. He stated that the bonuses would be listed as an item in the proposed budget and given to employees based on merit.

**2.** Bonnie Cannon, 123 S. Main St – Mrs. Cannon asked the amount that was allocated for bonuses in the FY19 budget.

The Mayor stated that a total of $2,200 had been budgeted, which equated to $200 per employee.

The Mayor called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:32 P.M

**E.** O-2018-007 – Sign Ordinance - At 7:32 P.M. the Mayor opened the Public Hearing for O-2018-007 – an ordinance to amend the Town’s Sign Ordinance to come into compliance with recent State Code changes. The Mayor noted an ad for Public Hearing had been run in the Free Lance Star newspaper on May 22 and May 29, 2018. He invited the public to speak on this matter. He called a second and third time for public comment. Hearing none, he closed the Public Hearing at 7:33 P.M

**On Motion** by Mr. Gibson, seconded by Ms. Coleman, Council voted to approve ZP-2018-003 – A Special Use Permit to allow minor events (weddings) at a Bed and Breakfast located at 115 E. Broaddus Ave, an application made by Ms. Tammie Gaines.

**Voting Aye**: McDearmon, Hauser, Coleman, and Gibson.

**Voting Nay**: Wright and Davis

**Abstaining**:Gaines – due to a conflict of interest

**Motion passed.**

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to adopted O-2018-004 an ordinance to set Utility and Tax rates for the Fiscal Year July 1, 2018-June 30, 2019.

**Voting Aye**: McDearmon, Gaines, Hauser, Coleman, Davis, and Gibson.

**Voting Nay**: Wright

**Motion passed.**

**On Motion** by Mr. Hauser, seconded by Ms. Coleman, Council voted to adopt O-2018-005 – an ordinance to increase Vehicle License Tax from $25 to $30 for cars and trucks and from $18 to $25 for motorcycles.

**Voting Aye**: Hauser, Coleman, Davis, and Gibson.

**Voting Nay**: McDearmon, Wright, and Gaines.

**Motion passed.**

**On Motion** by Mr. Gibson, seconded by Mr. Hauser, Council voted to adopt O-2018-006 – an ordinance to permit Council to provide monetary bonuses to Town Employees.

**Voting Aye**: Hauser, Coleman, and Gibson.

**Voting Nay**: McDearmon, Wright, Gaines, and Davis.

**Motion did not pass.**

**On Motion** by Mr. Gibson, seconded by Mr. Gaines, Council voted to defer the vote to adopt O-2018-007 – an ordinance to amend the Town’s Sign Ordinance to come into compliance with recent State Code changes until its July 5, 2018 meeting.

**Voting Aye**: McDearmon, Hauser, Coleman, Davis, and Gibson.

**Voting Nay**: Wright

**Motion passed.**

**III. DELEGATIONS:**

There were no Delegations.

# **IV. PUBLIC COMMENTS:**

1. Barbara Allen, 201 Travis St. – Mrs. Allen thanked to Council for their support in allowing the Veterans of Foreign Wars to a hold their Memorial Day service at Town Hall.

**V. STAFF REPORTS:**

The following staff reports were noted:

**A**. Public Works and Utilities Report – May 2018

**B**. Police Chief’s Report – May2018

## C. Events Coordinator’s Report – May 2018

## D. Clerk/ Treasurer’s Report – May 2018

## E. Town Manager’s Report – May 2018

# **VI.** **CONSENT AGENDA:**

## A. Bills – May 2018 (attached to these minutes.)

**B.** Minutes – May 3, 2018 Town Council Meeting

**C**. Minutes – May 17, 2018 Town Council Special Meeting

**D.** R-2018-002– FY19 Depository Designation

**E.** Full-time Police Chief Job Description

**F.** Year End Transfers

**G.** Set Date for Supplemental Appropriation Public Hearing

**H.** Application for USDA Grant for Public Works Equipment

**On Motion** by Mr. Gaines, seconded by Mr. McDearmon, Council voted to approve the consent agenda items A, B, C, D, and F.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

**VII. UNFINISHED BUSINESS:**

**A.** Consent Agenda Item E. Full-time Police Chief Job Description

**On Motion** by Mr. Gaines, seconded by Mr. Gibson, Council voted to approve Consent Agenda Item E. Full-time Police Chief Job Description.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

**B.** Consent Agenda Item G**.** Set Date for Supplemental Appropriation Public Hearing

**On Motion** by Mr. McDearmon, seconded by Mr. Gibson, Council voted to set July 5, 2018 at 7:00 P.M. as the date and time for a Public Hearing on the requested Date for Supplemental Appropriation.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

**C.** Consent Agenda Item H. Application for USDA Grant for Public Works Equipment

**On Motion** by Mr. McDearmon, seconded by Mr. Gaines, Council voted to approve Consent Agenda Item H. Application for USDA Grant for Public Works Equipment authorizing the Town Manager to sign and submit and application to USDA Rural Development for a grant to fund 60% of the purchase of a new skid steer loader for the Public Works Department.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

# **VIII. NEW BUSINESS:**

**A.** R-2018-003– Adoption of FY19 Budget –

**On Motion** by Mr. Hauser, seconded by Mr. Gibson, Council voted to adopt the Budget for Fiscal Year July 1, 2018 – June 30, 2019 as presented.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

**B.**  R-2018-004 – Appropriation of Adopted FY19 Budget –

**On Motion** by Mr. Hauser, seconded by Mr. Gains, Council voted to Appropriate the Budget for Fiscal Year July 1, 2018 – June 30, 2019 as adopted.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

**C.** Set Public Hearing for Ordinance doing away with issuance and display of vehicle decal -

**On Motion** by Mr. Gibson, seconded by Mr. Gaines, Council voted to set July 5, 2018 at 7:00 P.M. as the date and time for a Public Hearing on an Ordinance doing away with issuance and display of vehicle decal.

**Voting Aye**: McDearmon, Wright, Hauser, Gaines, Coleman, Davis, and Gibson.

**Voting Nay**: none.

**Motion passed.**

**D.** EDA Appointment - The Mayor asked that Council consider possible candidates to fill the seat left vacant by Rea Williams whose term expired on November 3, 2017 and did not wish to be re-appointed and to bring their suggestion to Council at the July 5, 2018 meeting.

# **IX. REPORT OF COUNCIL COMMITTEES/MEMBER COMMENTS:**

**A**. Glenn McDearmon – Mr. McDearmon noted that the Facilities Committee met with a vendor about the cost of water meter replacement.

**B**. Otis Wright – had no comments.

**C.** Mark Gaines – had no comments.

**D**. Martin Hauser – Mr. Hauser stated that the Public Works and Utilities Director is exploring the cost of repair to the sewer line in the area of Heritage Pines because the area has experienced habitual clogging of the lines due to non-flushable items being flushed down the toilet.

**E**. Mary Frances Coleman – had no comments.

**F**. Jean Davis – Ms. Davis stated that Council was still waiting on a resolution to a request made by a business owner to make an exception to Town Code Section 5-169 (c) requiring separate bills per location regardless of shared meter. The Town Manager stated that a financial study would be done to assess the impact of the request.

**G**. Tyler Gibson – had no comments

**H**. Jason Satterwhite, Mayor – had no comments.

# **X. INFORMATIONAL ITEMS:**

1. The Mayor noted an invitation from Fort A.P. Hill to the Chang of Command Ceremony.

**IX. ADJOURNMENT:**

**On motion** byMr. Gaines, seconded by Mr. Gibson, at 9:14 P.M. Council unanimously voted to adjourn the meeting.