

August 25, 2015

A regular meeting of the Council of the Town of Bedford, Virginia, was held in the Council Hall of the Municipal Building at 7:00 p.m., August 25, 2015.

Members present: Mayor Robert T Wandrei; Councilman Tim Black; Councilman Robert D. Carson; Councilman Stacey L. Hailey; Vice Mayor Steve C. Rush; Councilman Beckham A. Stanley; and Councilman James A. Vest

Members absent: None

Staff present: Town Manager Charles P. Kolakowski; Town Attorney W. W. Berry, IV; and Clerk of the Council Teresa W. Hatcher

Mayor Wandrei opened the meeting and led all present in saying the Pledge of Allegiance to the Flag.

Mayor Wandrei declared that the minutes of a regular Council meeting held on August 11, 2015, were approved as distributed.

Town Manager Kolakowski reported on the following:

- The large crane being used in the Court House renovation will be removed on August 26.
- There will be a Bedford County Fair this weekend in Huddleston.

Councilman Hailey thanked D.W. Lawhorne for getting a sign back up on Route 221 and for the distribution of the new trash cans.

Councilman Black said that he, Vice Mayor Rush, Town Manager Kolakowski, Jim Messier from Bedford Main Street, and possibly a couple other Main Street Board members are going to Marion, Virginia, to see what has been done in their revitalization efforts. The trip will be September 9 and a report will be made to Council.

Councilman Vest stated that he would not be at the September 8th Council meeting.

Vice Mayor Rush stated the Community Development Committee met on August 24 for a general discussion about the CDBG Grants, public spaces improvements, and economic development incentives.

Councilman Vest, Chairman of the Finance Committee, said the committee met and reviewed the Procurement Ordinance. Councilman Vest stated the committee approved the ordinance that Council had received.

The Mayor added the following items to the agenda: Resolution – Water Authority; and Dog Park.

Town Manager Kolakowski reported that Bedford Main Street, Inc. is requesting that Council authorize blocking the following streets for “Centerfest” 2015 on Friday,

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October 9th. from 5:00 p.m. to 10:00 p.m. and Saturday, October 10th from 5:00 a.m. until 6:15 p.m. and that Center Street be closed from 6:00 p.m. until 10:00 p.m. on Friday evening:

- East Main Street from Otey Street to Bridge Street
- West Main Street from Bridge Street to Ballard Street
- South Street from Main Street to Washington Street
- Court Street from Main to Plunkett Street
- South Bridge Street from Main to Washington
- North Bridge Street from Main to the Town lot south of Railroad Bridge
- West Depot Street from North Bridge Street to Ballard Street, Market Square (all)
- East Depot Street to Court Street

On motion by Councilman Hailey, seconded by Councilman Black, voted upon and carried unanimously by a roll call vote, Council approved the request of Bedford Main Street to block the streets for “Centerfest” 2015. Roll call vote follows:

Councilman Black	aye
Councilman Carson	aye
Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	aye
Councilman Vest	aye
Mayor Wandrei	aye

The Town Manager said the Wharton Society is requesting that Council authorize closing North Bridge Street from Lee Street to Bedford Avenue (leaving both of those intersections open for traffic) on Sunday, September 13, 2015, from 3:00 p.m. until 9:00 p.m. for their 2nd Annual Bedford’s Finest Fare.

On motion by Councilman Hailey, seconded by Councilman Carson, voted upon and carried unanimously by a roll call vote, Council approved the request of the Wharton Society to block North Bridge Street from Lee Street to Bedford Avenue for their 2nd Annual Bedford’s Finest Fare on September 13. Roll call vote follows:

Councilman Carson	aye
Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	aye
Councilman Vest	aye
Councilman Black	aye
Mayor Wandrei	aye

Town Manager Kolakowski asked that Council adopt a resolution supporting the Smith Mountain Lake Water Treatment Plant and Waterlines Project as being proposed by the Bedford Regional Water Authority.

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On motion by Councilman Vest, seconded by Councilman Carson, voted upon and carried by the following roll call vote, Council adopted the resolution supporting the Smith Mountain Lake Water Treatment Plant and Waterlines Project as being proposed by the Bedford Regional Water Authority. Roll call vote follows:

Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	aye
Councilman Vest	aye
Councilman Black	aye
Councilman Carson	aye
Mayor Wandrei	aye

The resolution follows as adopted:

RESOLUTION

SUPPORTING THE SMITH MOUNTAIN LAKE WATER TREATMENT PLANT AND WATERLINES PROJECT AS BEING PROPOSED BY THE BEDFORD REGIONAL WATER AUTHORITY

WHEREAS, the City Council of the City of Bedford, Virginia (“Bedford”) and the Board of Supervisors of the County of Bedford, Virginia (“Bedford County”) entered into a Consolidation Agreement (“Agreement”) dated October 31, 2012, with the Board of Directors of the Bedford County Public Service Authority (“BCPSA”) whereby the Bedford Regional Water Authority (“Authority”) was established for the provision of Water and Wastewater Services for the County of Bedford and the Town of Bedford (“Town”); and

WHEREAS, the Agreement stipulated that by December 31, 2016, the Authority will have made every reasonable effort to ensure interconnectivity of the water systems previously owned by Bedford and the BCPSA; and

WHEREAS, the BCPSA and the Authority have performed multiple engineering studies which have shown that a water treatment plant at Smith Mountain Lake with distribution waterlines connecting the services areas located at the Lake, Forest, and Town (the “Project”) is the recommended option for a long-term water supply for Bedford County and the Town; and

WHEREAS, the Town has been kept apprised of the status of the Project, and are aware the design is nearing completion and the construction of the Project is ready to proceed.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Bedford does hereby confirm that the Bedford Regional Water Authority has support from the Town to undertake the Smith Mountain Lake Project consisting of the water

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treatment plant, raw water intake and waterline, and related distribution waterlines and appurtenances that will provide the interconnectivity and redundant supply necessary to serve the Town with reliable sources of potable water.

Debbie Roberts, Treasurer, presented the following report on uncollected taxes:

REAL ESTATE TAX STATUS AS OF AUGUST 17, 2015

TAX YEAR	ASSESSMENT	UNCOLLECTED	COLLECTED
2011-2012	\$3,705,108.57	\$10,754.31	99.70%
2012-2013	\$3,687,127.96	\$ 7,785.63	99.78%
2013	\$ 711,489.95	\$ 1,629.86	99.77%
2014	\$1,434,969.32	\$ 9,339.61	99.34%
2015	\$1,553,510.08	\$671,440.48	56.77%

PERSONAL PROPERTY TAX STATUS AS OF AUGUST 17, 2015

2010	\$1,166,053.58	\$6,347.64	99.45%
2011	\$1,174,495.32	\$5,498.20	99.53%
2012	\$1,206,202.01	\$6,011.62	99.50%
2013	\$1,174,996.77	\$7,130.07	99.39%
2014	\$ 105,548.76	\$1,964.50	99.13%

State Relief Annual Reimbursement is \$280,647.01

Mayor Wandrei congratulated Ms. Roberts on her fine effort.

Town Manager Kolakowski reported that on August 11, 2015, Town Council approved funds to be rolled over into Fiscal Year 2016 for various projects that were unable to be completed in the previous fiscal year. It has come to the attention of staff that three projects were inadvertently left off from the original list. After review of the additional projects for rollover of funds, he recommended that the below projects be approved for rollover from Fiscal Year 2015 and reappropriated to Fiscal Year 2016. The detailed listing of the amounts requested by account number follows:

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<u>Account Number</u>	<u>Account Name</u>	<u>Request</u>
<u>Department</u> 10044121.560179 Public Works	Milling of Streets (VDOT)	\$38,004.18
10044121.560195 Public Works	Storm Drainage Projects (VDOT)	\$67,000.00
50011242.581732 Finance Department	Utility Billing Software	\$48,943.00

On motion by Councilman Hailey, seconded by Councilman Vest, voted upon and carried unanimously by a roll call vote, Council approved the rollovers listed above. Roll call vote follows:

Vice Mayor Rush	aye
Councilman Stanley	aye
Councilman Vest	aye
Councilman Black	aye
Councilman Carson	aye
Councilman Hailey	aye
Mayor Wandrei	aye

Town Manager Kolakowski reported that the Town Procurement Office has not been formally reviewed since 1994. Since that time, changes in the economy and purchasing practice have occurred which have created operational difficulties under the current purchasing specifications. Town staff met and identified certain proposed changes for consideration. One relates to the fact that the Town currently has a staffed professional position dedicated to purchasing, although the current ordinance does not reflect this expertise. Section 1 of the proposed amendment would recognize the contribution of this role by allowing the Town Manager to delegate responsibilities for purchasing. The current language also contains language dealing with the possibility of tie bids that are covered more adequately by state and federal laws. Section 2 of the proposed amendment would eliminate the conflicting local language. Mr. Kolakowski said that the limits for route purchases, those purchases requiring three quotes, and the threshold for initiating a formal bid process are outdated and in no way reflective of current purchasing or inflation realities. New specific limits for each category of purchasing as submitted as Section 3 of the proposed amendment. The Town Manager said that Council was requested to adopt the proposed ordinance amending the Town's Procurement Ordinance.

On motion by Councilman Vest, seconded by Vice Mayor Rush, voted upon and carried unanimously by a roll call vote, Council adopted the ordinance amending the Town's Procurement Ordinance. Roll call vote follows:

Councilman Stanley	aye
Councilman Vest	aye
Councilman Black	aye
Councilman Carson	aye

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Councilman Hailey	aye
Vice Mayor Rush	aye
Mayor Wandrei	aye

The ordinance follows as adopted:

ORDINANCE NO 15-22

**AN ORDINANCE AMENDING THE TOWN OF BEDFORD
PROCUREMENT ORDINANCE**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF
BEDFORD, VIRGINIA:**

1. Section 2-101(1) of the Town of Bedford Procurement Ordinance is amended as follows:

- (1) *Appointment of purchasing agent.* There is hereby created the position of purchasing agent, who shall be the Town's principal public purchasing official. This individual shall be the town manager or his/her designee.

2. Section 4-104(14) of the Town of Bedford Procurement Ordinance is repealed.

3. Section 4-106 of the Town of Bedford Procurement Ordinance is repealed and amended by replacing it with the following language:

1. All purchases made by the town under the "small purchases section" unless exempted by Section 4-107 Purchase of Used Equipment, shall fall into one of the following categories:

- A. Purchases under \$5,000.00 in value.
 - B. Purchases between \$5,000.00 and \$50,000.00 in value.

2. Purchases under \$5,000.00 in value. Purchases in this group should be done solely by the department head. The \$5,000.00 applies to the total of all items purchased on an invoice. Often small purchases of this type are for routine items.

3. Purchases between \$5,000.00 and \$50,000.00 in value. Purchases in this group should be accomplished by the use of three written quotations. Requests for written quotations are normally obtained by the purchasing agent or delegated to the department head. To initiate the written quotation, the using department should submit a completed requisition to the purchasing agent, including a list of at least three possible vendors for approval. Once approval has been obtained the purchasing agent or the department head will issue the request for written quotations by writing to vendors (either via letter or e-mail). The request must specify a reply date and time and must be

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obtained on the vendor's letter head. This is the most desirous method of acquiring necessary items and should be used when proper planning allows sufficient time. The use of written quotations requires adequate time for preparation, mailing, faxing, or e-mailing, receipt, and award, generally two or three weeks from receipt of requisition. All quotations received after the reply date and time are nonresponsive and cannot be considered.

4. Purchases over \$50,000.00 in value. Purchases in this group should be accomplished by the use of formal sealed bids. A sealed bid usually will involve more detailed specifications and special conditions. An opening time and date will be set and all bids will remain sealed until that time. Bidder names will not be announced until bid opening. Sealed bids must be advertised in a local newspaper and solicitation for bids must be mailed to a minimum of three possible vendors. To initiate the sealed bid process, the using department should submit a completed requisition to the purchasing agent for approval. Once the approval has been obtained the purchasing agent will issue the request for sealed bids.

This ordinance is effective upon enactment.

Vice Mayor Rush moved that regarding the dog park, Council refer to the staff for independent study of sites around Town and in the County for the proposed dog park; present a proposal; obtain a list of sponsors and commitments, and have this done within sixty days. The motion was seconded by Councilman Black, voted upon and carried unanimously by the following roll call vote.

Councilman Vest	aye
Councilman Black	aye
Councilman Carson	aye
Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	aye
Mayor Wandrei	aye

Mayor Wandrei adjourned the meeting at 7:15 p.m.