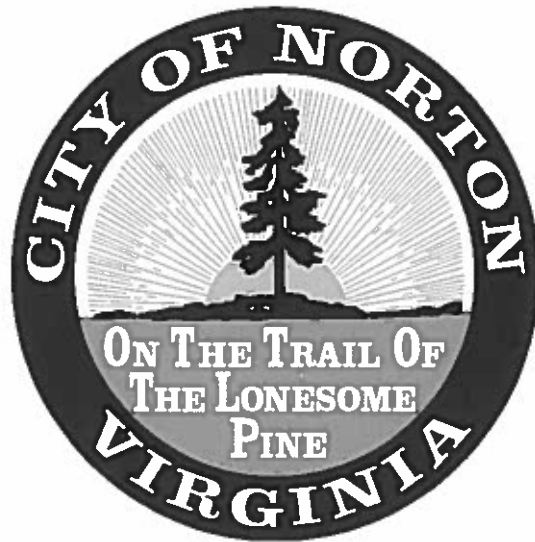


City Council Meeting Packet



April 5, 2016

AGENDA

Norton City Council

April 5, 2016

6:00 P.M.

1. Roll Call
2. Invocation – Rev. Roger Sloce
3. Pledge of Allegiance
4. Approval of Minutes
 1. Meeting of March 15, 2016
5. Audience for Visitors
6. New Business
 - A. Mountain Empire Community College Update by Dr. Scott Hamilton, President.
 - B. Request by the Norton Electoral Board to Purchase New Voting Equipment.
 - C. Update on the Proposed Park & Ride Improvements at the Clear Creek Park.
 - D. Update on the Proposed 2016 Norton Business Challenge.
 - E. Confirmation of a Check(s)/Transfer(s) in Excess of \$100,000.
 - A. Closed Meeting to Discuss Personnel as Per Section 2.2-3711 (A) (1) of the Code of Virginia, as Amended.

1. Appointment to the Wise County/City of Norton Youth Services Board for a One (4) Year Term; Currently Robert Fultz, Jr. Whose Term Ends 5/2/2016.

To 5/2/2020

2. Appointment of a Student Representative to the Wise County/City of Norton Youth Services Board for a Four (4) Year Term; Currently Dylan Dockery Whose Term Ends 5/2/2016.

To 5/2/2020

3. Appointment of a Parent Representative to the City's Community Policy and Management Board.

To 7/1/2020

4. Appointment to the Norton Tourism Committee, Currently William "Bud" Stewart.

To 9/30/2017

5. Nominations to the 2016 Virginia Municipal League Policy Committees.

7. Comments by the City Manager, City Attorney, and City Council.

8. Adjournment.

The regularly scheduled meeting of the Norton City Council was held on Tuesday, March 15, 2016 at 6:00 p.m. in the Municipal Council Chambers with Mayor William Mays presiding.

Present: Mark Caruso, Robert Fultz, Jr., William Mays, Joseph Fawbush and Dee Belcher

Also Present: Fred L. Ramey, Jr., City Manager and Bill Bradshaw, City Attorney

The invocation was given by the Reverend Freddie Powers and was followed by the Pledge of Allegiance led by Police Chief James Lane.

Upon a motion by Councilman Fultz, seconded by Councilwoman Belcher, and passed by the following vote: YES – Caruso, Fultz, Fawbush, Belcher, Mays, NO – None, ABSENT – None, Council moved to adopt the minutes of the March 1, 2016 meeting as presented.

There was no response to the Mayor's call for visitors.

Included in Council's packets was a copy of a Board Appointment Agreement (previously referred to as Board Appointment Letter) for Council's consideration.

Mr. Ramey advised that Councilman Caruso had suggested to Council that citizens appointed to various boards, commissions, and committees should be provided with information regarding their representation of City Council while serving as a representative. The Board Appointment Agreement in Council's packets provides citizens serving in these capacities information about their appointment.

Councilman Caruso stated the Board Appointment Agreement confirms what is expected of citizens representing City Council on various boards, commissions and committees and his recommendation is for Council to approve the Board Appointment Agreement.

The City Attorney advised Council that the Board Appointment Agreement does not apply to appointees that are selected to serve by the statutes of the Commonwealth of Virginia. The Board Appointment Agreement will apply to any boards, commissions or committees established by City Council.

Following a brief discussion and upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, Council moved to approve the Board Appointment Agreement as presented.

Mr. Ramey, via PowerPoint presentation, presented Council with an update on establishing a line of credit. Mr. Ramey advised the City's Financial Advisor, Davenport & Company, Inc., had received four Requests for Proposals (RFP) and they are reviewing the submissions to determine if they meet the City's conditions. After evaluating the proposals, Davenport & Company, Inc. will provide their recommendation to City Council for your review. City Administration is asking for Council's approval to advertise a public hearing to establish a line of credit with a financial institution.

Following a brief discussion and upon a motion by Councilman Fawbush, seconded by Councilman Fultz, and passed by unanimous vote, Council authorized the City Manager to advertise a public hearing to establish a line of credit.

Mr. Ramey updated Council on the Proposed 2016 Norton Business Challenge. He advised the City had partnered with various businesses to present the challenge to new and existing entrepreneurs. Currently, 18 individuals are registered and the first meeting is scheduled for April 7, 2016. The Challenge has been promoted through various marketing outlets and City Administration is working on a postcard that will be mailed to several Chamber of Commerce contacts.

Mr. Ramey stated Council had adopted a resolution in June 2015 requesting Route 619 to be included in the Virginia Byway Scenic Highway System. The General Assembly had approved the bill that would designate the scenic driving loop as a Virginia Byway and the bill is awaiting the governor's signature.

Council had been presented with A Resolution to Apply for the Virginia Department of Health's Office of Drinking Water Grant for the Hawthorne Intersection Water System Relocation Project.

Mr. Ramey advised the study on the cost to relocate the utilities in the Hawthorne Drive and Route 58 area is completed and City Administration would like to submit an application to the Virginia Department of Health (VDH) to see if this project would qualify for funding. The VDH does require a resolution to support the application.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher and passed by the following unanimous vote: YES – Caruso, Fultz, Fawbush, Belcher, Mays, NO – None, ABSENT – None, Council moved to adopt A Resolution to Apply for the Virginia Department of Health's Office of Drinking Water Grant. (Insert)

Also included in Council's packets was A Resolution Proclaiming the Month of April 2016 as Child Abuse Prevention Month in the City of Norton. On April 8, 2016 the Norton Department of Social Services along with several other organizations has an event planned to remind citizens to be attentive to victims of abuse.

Upon a motion by Councilwoman Belcher, seconded by Councilman Fawbush, and passed by unanimous vote, Council moved to adopt A Resolution Proclaiming the Month of April 2016 as Child Abuse Prevention Month in the City of Norton.

In their packets, Council had one check to be confirmed. The check was to Thomas Construction Company, Inc., dated January 25, 2016 in the amount of \$166,811.54 to cover paving for the Safe Route to School Sidewalk Project and the Highwall Project.

Upon a motion by Councilman Fultz, seconded by Councilwoman Belcher, and passed by unanimous roll call vote, Council moved to confirm the check to Thomas Construction Company, Inc., as stated above.

In comments from the City Manager, Mr. Ramey advised that:

The Board of Equalization has been trained and has advertised the first two meetings. Any property owner wishing to schedule a meeting with the Board should contact the Commission of Revenue.

The latest Retail Sales Tax Report has been placed at Council's desks.

Mr. Ramey confirmed with Council the second Capital Improvement/Budget Workshop is scheduled for Saturday, March 19th at 9:00 a.m.

A flyer for the Parks & Recreation Department Easter Egg Hunt and the Trash to Treasure Workshop has been placed at Council's desk.

In comments for the City Attorney, Mr. Bradshaw advised that he is continuing to work on the City's delinquent property tax sales. An auction was held today on a delinquent property and a bid was received. Pending approval of the bid from the Wise County Circuit Court the City should receive payment to satisfy the delinquent taxes owed on the property and the cost of the sale.

In comments from Council:

Councilwoman Belcher commended the City Department of Social Services for their work and thanked the Police Department for the job they are doing in the City.

Councilman Fultz concurred with Councilwoman Belcher on the City Department of Social Services and for their bringing attention to child abuse.

Councilman Fultz asked Councilman Caruso if the reservoir was going to be stocked with catfish.

Councilman Caruso said it is up to Council to decide if the reservoir should be stocked with catfish.

Mr. Ramey stated that he understood the Department of Game and Inland Fishing (DGIF) was conducting testing to determine if the reservoir could support catfish.

Councilman Caruso stated he was concerned about the Forest Service's management plan in the Nettle Patch. He asked City Administration to invite the Forest Service to attend the next Council meeting to explain the proposed management plan and to provide maps indicating the areas involved in the management plan.

Mr. Ramey advised he had contacted the Forest Service after Council's last meeting and asked the ranger to come to Council and that he will reach out to him again.

Councilman Caruso advised he met Michele Knox, the Parks & Recreation Director, and Neil and Beth Walker at Clear Creek Park to discuss the Park and Ride Horse Park. Councilman Caruso, via a PowerPoint presentation, advised Council he determined the best place locate the Park and Ride Horse Park is at the corner of the baseball field in the teardrop. He stated this location meets all the requirements for the Park and Ride Horse Park and doesn't interfere significantly with the park. He stated the Park and Ride Horse Park can be developed for approximately \$5,000 and it is his recommendation that Council move forward with this plan.

Mr. Ramey commented that if the City boxed in the ball field as suggested that the field would become an infield practice park so the City may want to look at moving the ball field or not fence in the area.

Councilman Caruso stated he would not fence in the ball field. He would let the horse park and the ball field coexist.

Mayor Mays stated Council needs an opportunity to determine how the Park and Ride Horse Park will work with the residents in the area. He advised he had received positive and negative comments about the concept.

Councilman Fawbush stated the Park and Ride Horse Park is a wonderful opportunity and he would like for the park to develop but he has received over 20 comments from residents in the area who are concerned about the concept. Before moving forward with the idea he would like a public hearing on the matter to receive input from the residents in the Ramsey area.

He thanked City Administration and Public Works for cleaning up the gravel from winter.

He commended Mr. Ramey for promoting “#Norton Outdoors” and for leaving Flag Rock open during the winter.

Mayor Mays thanked Council for their service and hard work.

There being no further business to come before Council, the meeting adjourned.

CITY OF NORTON, VIRGINIA

William Mays, Mayor

ATTEST:

Clerk of Council



Inter-Office Memo

To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager *FR*
CC:
Date: March 30, 2016
Re: Update from Mountain Empire Community College

At our April 5th Council meeting, Dr. Scott Hamilton President of the Mountain Empire Community College will provide an update on the College.

Thank You.

Inter-Office Memo



To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager *FR*
CC:
Date: March 30, 2016
Re: Request by the Norton Electoral Board

Electoral Board Chairman, Mike Brown and City Registrar, Marie Muir will be attending our April 5th meeting to discuss the need to purchase new voting equipment.

Thank You.

Members of the Electoral Board, along with the Registrar, have been researching possible options for new voting equipment for use in future elections. The choices have been narrowed down to one vendor. The voting equipment is certified with the Virginia Department of Elections, and is now being used by 18 counties and 5 cities in the Commonwealth.

This voting equipment, along with others, has been demonstrated at meetings held by the Department of Elections, and we have recently had a demonstration in Norton with Electoral Board Members, and two election officials.

SOME BENEFITS OF THE DS200 AND EXPRESSVOTE:

- The Express Vote is fully ADA compliant
- It can be used for in-person Absentee voting, and in the precinct on election day
- The DS200 Scanner & Tabulator simplifies the process for voters and election officials
- Cost of printing ballots are half of our current price
- It is one of the least expensive systems to own on an annual basis

We are concerned about the age of all of the voting equipment in our inventory, (we have had our optical scan for 19 years, and the DRE/Touchscreen for 11 years), and we did experience voting equipment failures in the March 1, Dual Presidential Primary. Our voters cast their votes using a paper ballot, but voiced their displeasure, because they prefer the DRE/Touchscreen.

FOLLOWING IS A HISTORY OF OUR VOTING EQUIPMENT:

12/14/2005

We received delivery of ADA compliant voting equipment. (Touchscreen) This was paid for by the Help America Vote Act (HAVA). We have two touchscreens; one used as Absentee-in-Person voting, (which is mandated), and one is used in the precinct.

This voting equipment is 11 years old this year.

6/26/1997

The City purchased the Optical Scan Voting Equipment for \$14,514.00; paid fully by the City. We purchased 3 units; one for each precinct, (when there were 2), and used one as a backup. Included in this purchase were 2 ballot boxes. In December, we will have had this voting equipment for 19 years.

As of now, one unit does not function, which leaves us with one for the precinct and one as a backup.

Before the Optical Scan, we were using AVM K-30 Voting Machines. On this equipment, a lever was pushed to select a candidate.

The AVM voting equipment was sold to Russell County on 4/07/1998.

Unfortunately, we have been informed that no funding is available for voting equipment purchases from the State of Virginia or HAVA (Help America Vote Act).

Currently, there is legislation being pushed, that will phase out DRE (Direct Recording Electronic) equipment in the near future, however, per code of Virginia 24.2-626 states that

On and after July 1, 2007, no county or city shall acquire any direct recording electronic machine (DRE) for use in elections in the county or city except as provided herein:

DRE's acquired prior to July 1, 2007, may be used in Election in the County or City for the remainder of their useful life.

In the last few years, we have seen a push to transition from direct recording electronic equipment to optical/digital scan equipment. We have been informed that the State Board of Elections is in favor of supporting the bills to phase out the DRE. Their goal is for all localities to use optical/digital scan equipment.

While the above mentioned legislation doesn't affect the City of Norton's voting equipment, (as we use both Optical Scan & DRE, whose use is protected by 24.2.626), we must address the issue of aging equipment that results in equipment failure, and we must remain compliant with the Virginia Department of Elections.

We are required, by law, to have one scanner per precinct. (this includes Absentee-In-Person), one accessible voting equipment per precinct, including Absentee-In-Person. The accessible can be used for Absentee-In-Person, and then also used at the Precinct on Election Day. The quote includes a backup scanner.

Our number one priority is to provide voters of the City of Norton with a fair and trustworthy election.

Attached is:

- A purchase proposal quote. Please note that leasing and financing is available, and ES&S will make a Trade-In Allowance for our used equipment
- Attachment A to Agreement between the Virginia Department of General Services and Election Systems & Software, LLC
- Sections from the Virginia Election Laws pertaining to voting equipment
- A contract between the Commonwealth of Virginia and Election Systems & Software, LLC
- General Terms and Conditions from the Department of General Services
- A sample letter (to Bland County) providing information about the relationship between Election Systems & Software, and PrintElect



City of Norton, Virginia
Purchase Proposal Quote
 Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
Hardware		
Model DS200 Precinct Scanner:		
2	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Back-Up Battery, Reverse Wound Paper Roll, 4GB Jump Drive, and One (1) Year Warranty)	\$11,672.50
1	Model DS200 WITHOUT Ballot Box (Includes Scanner, Carrying Case, Back-Up Battery, Reverse Wound Paper Roll, 4GB Jump Drive, and One (1) Year Warranty)	\$5,379.50
1	Tote Bin	\$152.25
4	4GB Jump Drive (Additional)	\$365.40
ExpressVote:		
2	ExpressVote Unit Including Soft-Sided Case, Detachable ADA Keypad, 4GB Flash Drive, Back-Up Battery, Headphones, and One (1) Year Warranty	\$7,105.00
2	DS200 Paper Guide	\$0.00
Sub-Total Hardware		\$24,674.65
Services		
2	Project Management	\$3,197.25
X	1 Year Hardware and Software Warranty	Included
Sub-Total Services		\$4,795.88
Other		
X	Shipping and Handling	\$431.38
Total Purchase Price Before Additional Discounts and Trade-In Allowances		\$29,901.90
X	Early Mover Discount and Trade-In Allowance	(\$2,101.39)
Equipment Being Traded-In by Customer Includes: 3-AccuVote OS Scanner with Ballot Box		
Net Purchase Price		\$27,800.51

Lease/Purchase Financing Options:	Annual Pmt
Annual Payment for a Three (3) Year Term	\$9,921.59
Annual Payment for a Four (4) Year Term	\$7,720.22
Annual Payment for a Five (5) Year Term	\$6,413.98

Lease/Purchase Financing Notes:

- ES&S is able to provide direct financing for the Total Purchase Price.
- First Payment due at contract execution and annually thereafter.
- Payments do not include Annual Post-Warranty License and Maintenance and Support Fees which will be invoiced separately.

Annual Post-Warranty License and Maintenance and Support Fees
(Fees are Based Upon a 5-Year Customer Commitment to Subscribe to the Following Services)

Quantity	Item Description	Price
3	Annual Post-Warranty Hardware Maintenance and Support Fees: HMA DS200 - Gold Coverage (Annual Maintenance)	\$525.00
2	HMA ExpressVote - Gold Coverage (Annual Maintenance)	\$230.00



City of Norton, Virginia
Purchase Proposal Quote
 Submitted by *Election Systems & Software*

Purchase Solution Includes:

Quantity	Item Description	Price
	Annual Post-Warranty Firmware License and Maintenance and Support Fees:	
3	Firmware License - DS200	\$228.38
2	Firmware License - ExpressVote	\$101.50
	Total Annual Post-Warranty License and Maintenance and Support Fees	<u>\$1,084.88</u>

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
5. Customer is responsible for packaging the trade-in equipment for shipment. ES&S will coordinate the pickup of the trade-in equipment and unless otherwise agreed to by the parties, such equipment will be picked up at the time of delivery of the new equipment.



Ballot Layout, Coding, and Voice File Fees

Description	Fee Per Election
Paper Ballot Layout (Price per Ballot Face)	
English and Spanish (combined):	
1 to 500 Faces	\$33.10
501 or more Faces	\$27.55
Languages other than English/Spanish	
1 to 500 Faces, per Language	\$66.15
501 or more Faces, per Language	\$55.15
Base Charge for Ballot On Demand (BOD)	\$517.05

Electronic Screen Layout - AutoMARK or iVotronic	
English and Spanish (combined):	
Per Ballot Style, or precinct, whichever is greater	\$19.85
Languages other than English/Spanish	
Per Ballot Style, or precinct, whichever is greater	\$39.70

Notes:

1. Electronic Screen Layout does NOT apply to AutoMARK customers when ES&S performs paper ballot layout and voice file services.

Programming Services	
Base Charge per Equipment Type	\$482.35
Base Charge for ERM file set-up	\$482.35
Ballot types created (open primary or multiple-page ballots)	\$68.95
Precincts (for every precinct in the election)	\$6.90
Splits (for every additional ballot style within a precinct.)	\$6.90
Ballot Face Configurations (every unique ballot face in the election)	\$13.80
Contest / Issue Entries (total number of contests, referenda, questions, and/or propositions in the election)	\$16.55
Candidate / Response Entries (total number of candidates &/or responses, including referenda and all write-ins for each contest/issue)	\$6.90
Headers (Central Tabulators)	\$1.95
Re-Coding Fees	\$482.35 + applicable fee for each changed element

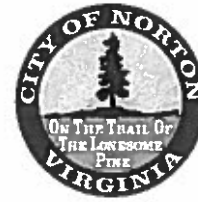
Voice Files per iVotronic and AutoMARK Equipment Type	
Language Setup Charge - English	\$314.20
Language Setup Charge - Spanish	\$314.20
Language Setup Charge - All Other languages	\$474.10
Political Parties	\$6.40
Ballot Faces	\$12.90
Contests / Issues	\$12.90
Candidates / Yes-No Responses	\$8.95
Propositions / Amendments / Instructions	\$18.95
Price per word in excess of 1200 total words (Instructions / Propositions / Amendments)	\$0.34



Ballot Layout, Coding, and Voice File Fees

Description	Fee Per Election
Resubmission	\$314.20 for English & Spanish and \$474.10 (for each additional language), plus the applicable fee for each element changed for each language

Other Services (Standard Overnight Delivery Charges Will Apply and Will Be Billed Separately)	
Media burn (Flash / PCMCIA Cards, Mem Packs, PEBs, and Jump Drives)	\$11.05
Electronic transfer files (charge per county, per election)	\$137.80
SOS Media	\$55.15
.pdf File Extraction (per Style)	\$5.50
Sample Ballot Creation	\$31.50
Publication Ballot Creation	\$157.50
ESSIM Test Deck Creation (does not include print costs)	\$275.65
Auto Test Deck PDF Creation (\$10.00 per Style. Minimum Charge of \$150.00.)	\$10.50
Ballot Assignment Chart	\$385.90
Download Results From Media	\$56.80
ERM State Utility File	\$385.90



Inter-Office Memo

To: Mayor and City Council
From: Fred L. Ramey, Jr., City Manager *FR*
CC:
Date: March 30, 2016
Re: Update on the Park & Ride Concept at Clear Creek Park

At the last City Council meeting, the City Administration was directed to evaluate the Park and Ride Concept that was presented and discussed at that meeting. The City Administration has completed that review and will present that information to City Council.

Thank You.

Invest in yourself, your business dream, and your city Norton Business Challenge - Fact Sheet

The Challenge

The Norton Business Challenge is a competitive process that will award up to \$15,000 in business investment grants and services for new entrepreneurial ventures and existing businesses looking to expand with additional job creation in Norton City Limits.

Sponsored by The City of Norton and Norton IDA, this business training series is an excellent networking and mentorship opportunity. Participants will acquire important skills and receive tools necessary for business success.

At the conclusion of the training sessions participants will submit a written business plan and present their idea to the judges.

The Benefits of Participation

Challengers will have the opportunity to compete for awards packages worth up to \$15,000. Additionally, each participant will develop a deeper understanding of planning for a successful business, be partnered with a mentor and have networking opportunities with other regional entrepreneurs.

Awards

Award packages, including cash for business expenses and valuable business services worth up to \$15,000 will be awarded to qualified winners. Award monies will be given for qualified business expenses once an eligible business is established.

- The awards are non-negotiable & non-transferable.
- Participants must abide by all Awards Guidelines.
- Business proposals will be scored using several criteria – strength of the business plan, experience, match with local needs, etc.
- The decision of the judges is final

Sponsored by

- City of Norton, Virginia
- Norton, Virginia Industrial Development Authority

Coordinating Partners

- People Incorporated of Virginia
- Wise County Chamber of Commerce
- Virginia SBDC
- Holiday Inn of Norton

Regional Initiatives

A number of regional initiatives are a launching point for creating businesses around Southwest Virginia's regional cultural and outdoor assets. Look for ways your business can use these opportunities.

Evening Schedule

Date	Topic Covered
April 7, 2016	Intro to Success Planning
April 14, 2016	Marketing
April 21, 2016	Cash Flow Planning
April 28, 2016	Operations Planning
May 5, 2016	Customer service and Tourism
May 12, 2016	Presentation Night

Other Program Requirements

1. To be eligible, you must have a business or business idea that you want to pursue within 1 year
2. To win one of the competitive awards, you will have to locate your business within the city limits of Norton Virginia
3. State, City, County & Town elected officials/representatives are not eligible to participate.
4. Classes are filled on a first come, first served basis with preferences going to competitors in the challenge
5. Classes are open to the public, all participants must pre-register
6. The first 20 participants will receive a free Core Four textbook (\$65 value)

Eligible Business Categories

- Arts and Culture
- Outdoor Recreation
- Value Added Agriculture/Agritourism
- Restaurants and Hospitality
- Technology/Advanced Manufacturing
- Support Services for the above

The Region

This challenge is for businesses that are or will be located in **Norton, Virginia City Limits**

Other Opportunities

Participants may qualify for the Virginia Individual Development Account (VIDA) which offers a 2 to 1 match up to \$4,000 towards starting a business.

How to Find out More

Fred Ramey: (276) 679-1160

fredr@nortonva.org

Natasha Snyder: (276) 619-2215

nsnyder@peopleinc.net

Register @ www.peopleinc.eventbrite.com

138980

02-18-2016

Freedom Ford Lincoln, Inc.

\$103,368.66

Deal Number: 012515 - \$34,456.00

Deal Number: 012516 - \$34,456.00

Deal Number: 013318 - \$34,456.66

4-001-031010-8000

CITY OF NORTON
GENERAL OPERATING FUND
NORTON, VA 24273

THE FIRST BANK & TRUST
NORTON, VA

138980

68-448 514
10

*****One Hundred Three Thousand Three Hundred Sixty-Eight Dollars and Sixty-Six Cents*****

PAY TO THE ORDER OF:

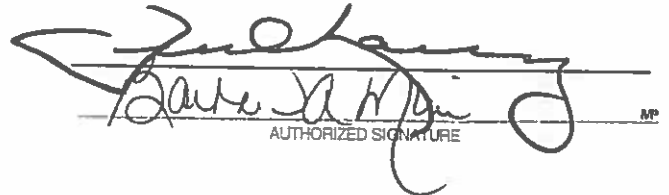
DATE

AMOUNT

02-18-2016

\$103,368.66

Freedom Ford Lincoln, Inc.
151 Woodland Dr SW
Wise, Va. 24293


AUTHORIZED SIGNATURE

⑈ 138980 ⑈ ⑆051404464⑆ 100002346⑈