City Council
Kevin Mumpower, Mayor
Kevin Wingard, Vice Mayor
Anthony Farnum, Council Member
Bill Hartley, Council Member
Neal Osborne, Council Member

BRISTOL, VIRGINIA CITY COUNCIL
300 Lee Street, Bristol, Virginia 24201
March 26, 2019

6:00pm
Call to Order
Moment of Silence
Pledge of Allegiance

A. Mayor’s Minute and Council Comments

B. City Manager’s Comments

C. Matters to be Presented by Members of the Public- Non-Agenda Items.

REGULAR AGENDA

1. Consider Resolution Granting Final Plat Approval for Plat #03-2019 for The Falls - Phase 3.
   a. Staff Report
   b. Public Comments
   c. Reading of Resolution
   d. Council Motion and Second
   e. Council Discussion
   f. Roll Call

2. Presentation of City Manager’s Fiscal Year 2019-2020 Recommended Budget.

3. Consider a closed session pursuant to §2.2-3711.A7, Code of Virginia, 1950, as amended. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. (Legal counsel)
   a. Council Motion and Second
   b. Roll Call
3.1 Certify Closed Session.
   a. Roll Call

CONSENT AGENDA

4.  4.1 Consider Approval of Meeting Minutes.
       February 26, 2019
       February 28, 2019
       March 7, 2019

4.2 Consider a Street Closure Request for Quaker Steak and Lube Bike Nights.

4.3 Consider a Street Closure Request for the Annual Transporter Motorcade.

4.4 Consider Purchase Requisitions –Total Amount: $123,750
   Transit Department; Vehicle purchase $82,750
   Sheriff’s Department; Inmate Housing January 2019 $41,000

D. Adjournment
Item #1

Meeting Date: Tuesday, March 26, 2019  Division: Community Development
Bulk Item: Yes ____ No ___ Staff Contact: Sally Morgan, City Planner

AGENDA ITEM WORDING:
Consider Resolution Granting Final Plat Approval for Plat #03-2019 for The Falls - Phase 3

ITEM BACKGROUND:
The applicant is seeking final plat approval to create seven new lots from a 10.9 acre tract now referenced as Tax Map. No. 226-A-4 and contains one structure, an existing restaurant. The property is currently owned by the City of Bristol. The resulting tracts will be Lot 26 (2.282 ac.), Lot 27 (1.024 ac.), Lot 28 (.517 ac), Tract 29 (0.729 ac), Lot 30 (4.606 ac), Lot 31 (1.734 ac), and Lot 32 (0.183 ac). The subject property is part of The Falls commercial development and is zoned B-3 (Intermediate Business).

Lot 26 has frontage on both Lee Highway and Cascade Drive with ingress and egress from Cascade Drive and from a “right-in, right-out” entrance from Lee Highway on adjoining Lot 27. Lot 27 and Lot 28 also will be accessed via the same entrance off Lee Highway. Cross-access easements will be established and recorded when property is sold. Lot 29 contains the existing Pizza Plus restaurant and associated parking lot. Lot 30 (to be retained by the City) contains undevelopable area along Beaver Creek but may be used for storm water drainage. Lot 31 is a lot accessed from Cascade Drive and borders the Norfolk-Southern Railway in the back of the tract. Lot 32 (also to be retained by the City) is for storm water management.

The plat includes a strip of city right-of-way to be vacated (of +/- 0.156 acres) along the front of Lots 28, 29, and 30 that is not needed by the city.

PREVIOUS RELEVANT ACTION:
March 18, 2019 - The Planning Commission approved the preliminary and final plat for The Falls – Phase 3.

STAFF RECOMMENDATION:
Staff concludes that the plat is in order and recommends approval of the attached resolution approving the final plat for The Falls – Phase 3 including the vacation of a small piece of city right-of-way along Lee Highway (Route 11) as shown on the plat.

DOCUMENTATION: Included ___X___ Not Required_____
- Draft Resolution
- Final Plat
- Staff Report to the Planning Commission (March 18, 2019)
RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISTOL, VIRGINIA APPROVING THE
FINAL PLAT #03-2019 FOR THE FALLS – PHASE 3
SUBDIVISION

The City Council finds that:

WHEREAS, the subdivision plat for The Falls – Phase 3 subdivision has been
properly submitted to the City and reviewed by City staff, and

WHEREAS, the Planning Commission met on March 18, 2019 and approved the
preliminary plat and the final plat, and

WHEREAS, Section 50-270 requires that the final plat of a subdivision be
approved and certified by City Council before it can be recorded.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF
BRISTOL, VIRGINIA:

The Council approves and certifies the final plat (Plat #03-2019) for The Falls –
Phase 3 subdivision as attached in Exhibit A, including the vacation of +/- 0.156 acres of
city right-of-way along Lee Highway (Route 11) as shown on the plat.

PASSED AND ADOPTED by the City Council of the City of Bristol, Virginia, at a
regularly scheduled meeting of said Council on March 26, 2019.

Mayor Kevin Mumpower
Vice Mayor Kevin Wingard
Council Member Bill Hartley
Council Member Neal Osborne
Council Member Anthony Farnum

(SEAL)
Attest: Nicole Storm, CITY COUNCIL
CLERK OF THE CITY OF
BRISTOL, VIRGINIA

By ________________________  By ________________________
Clerk  Mayor
To: Planning Commission  
From: Sally H. Morgan, City Planner  
Date: March 18, 2019  
RE: Preliminary and Final Plat Approval for Plat #03-2019 – The Falls-Phase Three (Lots 26-32)  
Attachments: Preliminary and Final Plat

1) **Applicant/Agent:** Falls Acquisitions LLC  
2) **Property Owner, if different:** City of Bristol, VA  
3) **Property Address:** Tax Map 226-A-4

4) **Property Zoning:** B-3, Intermediate Business

5) **Property Location:**

6) **Property Photos**

Looking east from Cascade Dr
7) Request: The applicant is seeking preliminary and final plat approval to create seven new lots from a 10.9 acre tract now referenced as Tax Map. No. 226-A-4 and contains one structure, an existing restaurant. The property is currently owned by the City of Bristol. The resulting tracts will be Lot 26 (2.282 ac.), Lot 27 (1.024 ac), Lot 28 (.517 ac), Tract 29 (0.729 ac), Lot 30 (4.606 ac), Lot 31 (1.734 ac), and Lot 32 (0.183 ac).

8) Ordinance Requirements:
The subdivision process is regulated by Section 50, Article III, of the City Code. This article is broken into nine (9) divisions which regulate the submission and review of subdivision plats. These regulations stipulate required content for each plat as a condition of approval. The article provides for a process of preliminary approval and then final approval. The intent of the code is to provide the preliminary process as a mechanism for safeguarding the “subdivider from unnecessary loss of time and expense”. The final plat is the final recordable document and serves as the permanent record of the proposed and approved subdivision. The Planning Commission is charged with approval of both the preliminary and final plat. Final plats go to the City Council for approval and certification. Sometimes subdivisions are submitted with a request for preliminary and final plat review to proceed concurrently. The Planning Director grants this request at his or her discretion.

9) Existing Conditions and Plat Description:
The subject property is part of The Falls commercial development and is zoned B-3 (Intermediate Business). It was acquired in October 2012 by the City of Bristol from W. Roscoe and Bette P. Bowman by deed recorded in Deed Book 576, Page 63. 

Lot 26 has frontage on both Lee Highway and Cascade Drive with ingress and egress from Cascade Drive and from a “right-in, right-out” entrance from Lee Highway on adjoining Lot 27. Lot 27 and Lot 28 also will be accessed via the same entrance off Lee Highway. Cross-access easements will be established and recorded when property is
sold. **Lot 29** contains the existing Pizza Plus restaurant and associated parking lot. **Lot 30** (to be retained by the City) contains undevelopable area along Beaver Creek but may be used for storm water drainage. **Lot 31** is a lot accessed from Cascade Drive and borders the Norfolk-Southern Railway in the back of the tract. **Lot 32** (also to be retained by the City) is for storm water management.

The plat includes a strip of city right-of-way to be vacated along the front of Lots 28, 29, and 30 that is not needed for the roadway.

10) **Previous Relevant Planning Commission Actions:** Plats have been approved and recorded for Lots 1 through 25 in The Falls subdivision.

11) **Staff Analysis:**
The preliminary plat was reviewed by city staff and there were no concerns expressed by BVU, Building Official, Police Department, or the Fire Department regarding this proposed property division.

The city engineering and planning staff provided comments to the applicant and surveyor regarding revisions needed to the plat and a revised preliminary plat was received by the city on March 14.

City staff will need to review this plat before the final plat can be presented for approval. It was determined that in interest of time and simplicity, that both plats would be brought forth to the Planning Commission for concurrent approval.

12) **Authority of the Planning Commission to Act:**
Bristol, Virginia City Code §50-269 states that:
“From and after the passage of the ordinance from which this article was derived, the planning commission shall be the official platting authority, and no plat of a land subdivision shall be entitled to be recorded in the office of the clerk of the circuit court of the city unless it shall have the approval of the planning commission inscribed thereon. The filing or recording of a plat of a subdivision without the approval of the planning commission as required by this resolution is declared to be a misdemeanor”.

13) **Conclusion and Staff Recommendation:**
Staff will provide recommendation at the meeting.
AGENDA ITEM SUMMARY
Item # 4.1

Meeting Date: 3/26/19
Department: City Clerk
Staff Contact: Nicole Storm

AGENDA ITEM WORDING:
Consider Approval of Minutes.

ITEM BACKGROUND:

PREVIOUS RELEVANT ACTION:
Approval of meeting minutes:
February 26, 2019 Regular Meeting
February 28, 2019 Budget Workshop
March 7, 2019 Budget Workshop

STAFF RECOMMENDATIONS:

DOCUMENTATION: Included X Not Required

MOTION: I move to approve the consent agenda.
February 26, 2019

A REGULAR MEETING OF THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON FEBRUARY 26TH AT 6:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPPOWER PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR KEVIN WINGARD, ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Mumpower called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance. He mentioned that budget meetings would begin soon and asked for public input. Mr. Hartley spoke about the loss of resident Kevin Corbett. Mr. Osborne and Mr. Farnum commented on Deputy Hinkle of the Sullivan County Sheriff’s Office.

City Manager Randall Eads thanked first responders for their dedication.

Donald Brown spoke about traffic issues on Portsmouth Avenue. Michael Pollard spoke about major road projects and capital improvement planning. Nancy Marney spoke about the upcoming budget workshops and the importance of police, fire, and public works.

REGULAR AGENDA


Chief Armstrong of the Fire Department spoke about the Emergency Operations Plan which details procedures that will be followed in emergency situations.

City Manager Randall Eads read the resolution: Resolution, Emergency Operations Plan

WHEREAS the City Council of the City of Bristol, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the City of Bristol, Virginia has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the City of Bristol, Virginia has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bristol, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this council.

Approved at the regular meeting of the City Council for the City of Bristol, Virginia, February 26, 2019.

Mr. Hartley made a motion to approve the resolution, which was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

2. Consider a Resolution Requesting the Virginia Department of Transportation conduct a Transportation Mobility Alternatives Analysis Study of the Piedmont Avenue Corridor.

Director of Public Works Wallace McCulloch spoke about the Piedmont Avenue, a bridge which has weight restrictions that prevent fire trucks from using it. The resolution requests a study to look at access to local businesses during such a major construction project.

City Manager Randall Eads read the resolution:
A RESOLUTION OF THE CITY OF BRISTOL, VIRGINIA SUPPORTING AND REQUESTING THAT THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT)
CONDUCT A TRANSPORTATION MOBILITY ALTERNATIVES ANALYSIS STUDY OF THE PIEDMONT AVENUE CORRIDOR

WHEREAS, the Virginia Department of Transportation is seeking to partner with the City of Bristol, Virginia and their structural engineer to conduct a study that will assess the transportation and mobility impacts associated with various Piedmont Avenue bridge replacement/modifications alternatives; and

WHEREAS, the City of Bristol, Virginia recently conducted an inspection and evaluation of the Piedmont Avenue bridge structure over Beaver Creek, extending from a location approximately 200 feet north of Sycamore Street to a location approximately 100 feet south of State Street; and

WHEREAS, the City of Bristol, Virginia commissioned an inspection of the Piedmont Avenue bridge that identified and confirmed various deficiencies associated with the existing structure that are significantly costly to address in a timely manner through available VDOT and/or Federal funding sources; and,

WHEREAS, the structural deficiencies have resulted in vehicle weight limit restrictions being placed on the bridge segment of Piedmont Avenue for an extended period of time; and

WHEREAS, the vehicle weight limit restrictions dictate Emergency Services (i.e., Fire and Ambulatory) response routes and thus impact response times to those citizens whose health and/or safety may be in jeopardy; and

WHEREAS, the Virginia Department of Transportation will partner with the City of Bristol, Virginia and their structural engineer to evaluate and analyze the influence various Piedmont Avenue bridge replacement/modifications alternatives will have on traffic circulation, flow, operations, and overarching mobility; and

WHEREAS, the City is seeking to evaluate and identify practical, fundable, and implementable roadway and bridge infrastructure improvement alternatives that will result in an improved downtown street network that accommodates all modes of mobility, enhances safety, and sustains economic vitality along the Piedmont Avenue corridor in downtown Bristol.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BRISTOL, VA:

1. That the City of Bristol, Virginia hereby supports and seeks to partner with the Virginia Department of Transportation to conduct a Transportation Mobility Alternatives Analysis Study of the Piedmont Avenue Corridor in an effort to:
   a. Identify a Piedmont Avenue roadway and bridge infrastructure improvement alternative that will sustain acceptable levels of traffic circulation, flow, and operations on the downtown street network
   b. Assist in the identification of roadway and bridge infrastructure improvement alternatives that are practical, fundable and implementable
   c. Identify opportunities to improve Emergency Services response times
   d. Improve the downtown street network to accommodate all modes of mobility, enhance safety, and sustain economic vitality along the Piedmont Avenue corridor.

2. That this resolution shall be in full force and effect upon its passage.

ADOPTED this 26th day of February, 2019

Mr. Osborne made a motion to adopt the resolution, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.


City Manager Randall Eads discussed an opportunity refinance general obligation bonds for an annual savings of approximately $18,000 a year for seven years, for a total of approximately
February 26, 2019

$140,000. Mr. Eads said it would be about ninety days for the City to get confirmation of the actual interest rates available. Mr. Farnum, Mr. Hartley, and Mr. Osborne expressed support for the refinance opportunity. Mr. Wingard also expressed his support.

4. Consider closed session pursuant to §2.2-3711.A5, Code of Virginia, 1950, as amended. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community (Unannounced business prospect), pursuant to §2.2-3711.A1, Code of Virginia 1950, as amended. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (personnel), and pursuant to §2.2-3711.A6, Code of Virginia, 1950, as amended. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected (proprietary).

Mayor Mumpower asked for a motion to go into closed session. Mr. Hartley made a motion to go into executive session for the reasons stated, which was seconded by Mr. Osborne. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

Mayor Mumpower asked for a roll call vote to certify the closed session.

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

5. Consider Authorization to Hire Director of Community Development and Director of Economic Development.

City Manager Randall Eads said that Chris Wilcox was selected as Director of Economic Development and Bart Poe would become the permanent Director of Community Development.

Mr. Hartley made a motion to approve the positions, which was seconded by Mr. Osborne.

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

CONSENT AGENDA

6.1 Consider Approval of Meeting Minutes:
   January 22, 2019
   February 12, 2019
   February 19, 2019

6.2 Consider a supplemental appropriation of $787,739 to the FY19 Budget per the Items Listed Below.

**Code Compliance**
Appropriate CDBG transfer of funds to cover salary and benefits for Code Compliance officer.

<table>
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<th>Expenditure</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>4-001-82010-1145</td>
<td>Salaries &amp; Wages</td>
<td>$7,080</td>
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<tr>
<td>4-001-82010-2100</td>
<td>FICA</td>
<td>$470</td>
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<td>4-001-82010-2210</td>
<td>VRS Retirement</td>
<td>$4,500</td>
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<td>4-001-82010-2310</td>
<td>Health Insurance</td>
<td>$4,392</td>
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<td>4-001-82010-2400</td>
<td>VRS Life Insurance</td>
<td>$352</td>
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<tr>
<td>4-001-82010-2450</td>
<td>VRS Disability Insurance</td>
<td>$195</td>
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<tr>
<td>4-001-82010-2710</td>
<td>Worker’s Compensation</td>
<td>$846</td>
</tr>
<tr>
<td>Revenue 3-001-41020-0004</td>
<td>Transfer Comm Dev Block Grant</td>
<td>$17,835</td>
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</tbody>
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**Sheriff Department**
Appropriate funds received from sales of Holiday Packs.

<table>
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<tr>
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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-001-33010-6014</td>
<td>Operating Supplies &amp; Materials</td>
<td>$2,588</td>
</tr>
<tr>
<td>Revenue 3-001-16090-0004</td>
<td>Inmate Holiday Revenue</td>
<td>$2,588</td>
</tr>
</tbody>
</table>
Economic Development
Appropriate payment per the No Net Loss Agreement with the Hotel Bristol.
Expenditure 4-001-81025-5706 Hotel Bristol $65,000
Revenue 3-001-12010-0001 Local Sales & Uses Tax $33,435
Revenue 3-001-12010-0010 Lodging Tax $12,300
Revenue 3-001-12010-0011 Restaurant Meals Tax $19,265

Hazardous Materials Emergency
Appropriate additional VDEM funds received for HazMat call.
Expenditure 4-001-35050-6014 Operating Supplies & Materials $2,076
Revenue 3-001-24010-0046 Dept. of Emergency Management $2,076

Street & Engineering Division
Appropriate a recovered costs to Street & Engineering Department.
Expenditure 4-001-41010-6011 Clothing & Personal Supplies $240
Revenue 3-001-19010-0001 Recovered Costs – Street $240

Capital Projects Fund
Appropriate additional VDOT funds for Lee Highway Widening Phase 2.
Expenditure 4-009-95755-8112 Other Improvements or Const. $500,000
Revenue 3-009-24030-0101 VDOT Lee Hwy Widening Phase2 $500,000
Appropriate 2016A bond proceeds for capital items to replace City fuel tank.
Expenditure 4-009-41010-8101 Public Works-Other Equipment $200,000
Revenue 3-009-41010-0001 Local Bond Issue $200,000

6.3 Consider budget transfers for specific items listed below:

Solid Waste Disposal Fund
Appropriate the transfer of budgeted funds between departments for SWDF.
Increase 4-004-12020-3135 Contract Labor-Collection $6,500
Decrease 4-004-12010-3135 Contract Labor-Disposal $6,500
Increase 4-004-12020-3320 Maintenance of Mach & Equip $20,000
Decrease 4-004-12010-8101 Disposal – Other Equipment $20,000
Increase 4-004-21010-9120 Long Term Interest $59,665
Decrease 4-004-22010-9210 Debt Service Budget Reserve $59,665

General Fund
Debt Service
Appropriate the transfer of budgeted funds in accordance with the bond refunding amortization schedules.
Increase 4-001-094035-9141 Debt Service Budget Reserve $59,665
Decrease 4-001-094030-9120 Interest on Long Term Debts $59,665

6.4 Consider Purchase Requisitions –Total Amount: $64,701.18
Police Department; Vehicle purchase $31,312.40
Sheriff’s Department; Inmate Housing December 2018 $33,388.78

Mr. Osborne made a motion that Item #6.1 be voted on separately and that the remaining consent agenda items be approved. Mr. Hartley seconded the motion.

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

Mayor Mumpower asked that the minutes be voted on individually. Mr. Hartley made a motion to approve the minutes for January 22, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard, Mumpower.

Mr. Osborne made a motion to approve the minutes for February 12, 2019, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Mumpower.
February 26, 2019

ABSTAIN: Wingard.

Mr. Osborne made a motion to approve the minutes for February 19, 2019, which was seconded by Mr. Farnum. The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne, Wingard.
ABSTAIN: Mumpower.

Mayor Mumpower asked for a motion to approve the remainder of the consent agenda. Mr. Hartley made the motion to approve which was seconded by Mr. Wingard. Mr. Wingard asked about the vehicle purchase by the police department.

The motion carried by the following votes:

AYES: Farnum, Hartley, Osborne.
No: , Wingard, Mumpower.

There being no other business, the meeting was adjourned.

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City Clerk        Mayor
A WORKSHOP ON THE FY 2019-2020 BUDGET WITH THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON FEBRUARY 28TH, AT 6:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPPOWER PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR KEVIN WINGARD, ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Mumpower called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance.

REGULAR AGENDA

1. Discussion of FY 19-20 Budget.

City Manager Randall Eads gave an overview of revenue items to be included in the FY 19-20 budget. He also discussed debt service and plans for meeting those obligations in the future.

Council discussed the items presented.

There being no other business, the meeting was adjourned.

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City Clerk        Mayor
A WORKSHOP ON THE FY 2019-2020 BUDGET WITH THE BRISTOL, VIRGINIA, CITY COUNCIL WAS HELD ON MARCH 7TH AT 6:00PM, 300 LEE STREET, BRISTOL, VIRGINIA WITH MAYOR KEVIN MUMPWER PRESIDING. COUNCIL MEMBERS PRESENT WERE VICE MAYOR KEVIN WINGARD, ANTHONY FARNUM, WILLIAM HARTLEY, AND NEAL OSBORNE. CITY MANAGER/INTERIM CITY ATTORNEY, RANDALL EADS, AND CHIEF FINANCIAL OFFICER TAMRYA SPRADLIN WERE ALSO PRESENT.

Mayor Mumpower called the meeting to order and asked for a moment of silence, followed by the pledge of allegiance.

REGULAR AGENDA

1. Discussion of FY 19-20 Budget.

Appalachian Independence Center representative made a presentation of their budget request as they were unavailable for the March 12 meeting when outside agency presentations were scheduled.

City Manager Randall Eads gave an overview of requests received from department heads, salary and benefit options for the FY19-20 budget, and capital projects. Council discussed the items presented.

There being no other business, the meeting was adjourned.

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City Clerk        Mayor
Meeting Date: March 26, 2019
Department: Transit/Special Events
Staff Contact: Jay Detrick

AGENDA ITEM WORDING:
Consideration of Street Closures for Quaker Steak and Lube Bike Night.

ITEM BACKGROUND:
Quaker Steak and Lube have requested street closures associated with their Bike Night Events. The streets are Piedmont Avenue from Goode Street/Winston’s Alley to State and Winston’s Alley from Piedmont Avenue to Merchant’s Alley. The dates requested are: April 18, May 2, June 6, July 11, August 1, and September 5, 2019. The closure time is from 4:00 PM to approximately 10:30 PM to allow for setup. Quaker Steak has submitted all the required documentation.

PREVIOUS RELEVANT ACTION:
City Council has approved requests for Bike Nights in previous years.

STAFF RECOMMENDATIONS:
Staff recommends the street closures be approved as requested.

DOCUMENTATION: Included _____ Not Required_______

MOTION: I move to approve all items on the consent agenda as presented.
BRISTOL, VIRGINIA CITY COUNCIL
AGENDA ITEM SUMMARY

Item #4.3

Meeting Date: March 26, 2019
Department: Transit/Special Events
Staff Contact: Jay Detrick

AGENDA ITEM WORDING:

Consider a Street Closure Request for the Annual Transporter Motorcade.

ITEM BACKGROUND:

Bristol Motor Speedway is requesting to close streets for the annual transporter motorcade. The traffic control plan showing the limits of the closure and detour information is attached.

The streets being requested are Euclid Avenue from Gate City Highway to Commonwealth Avenue and Commonwealth Avenue from Euclid Avenue to State Street. The event will begin at approximately 7:00 PM on April 4, 2019. This is a short duration closure with police officers blocking off side streets along the route until the motorcade passes. It should exit back into Tennessee at approximately 7:30 PM.

PREVIOUS RELEVANT ACTION:

This request has been approved annually for the past 19 years until 2018 when there was no Motorcade.

Staff Recommendations:

All required documents have been submitted. Because of this, staff recommends the street closure be approved as requested.

DOCUMENTATION: Included _X_ Not Required____

MOTION: I move to approve all items on the consent agenda as presented.
AGENDA ITEM SUMMARY

Item #4.4

Meeting Date: March 26, 2019
Department: Finance
Staff Contact: Tamrya Spradlin

AGENDA ITEM WORDING:
Consider Purchase Requisitions – Total Amount: $123,750

Transit Department; Vehicle purchase $82,750
Sheriff’s Department; Inmate Housing January 2019 $41,000

ITEM BACKGROUND:
The items are presented to City Council for payment approval.

PREVIOUS RELEVANT ACTION:
N/A

STAFF RECOMMENDATIONS:
Approval.

DOCUMENTATION: Included X Not Required

MOTION: I move to approve all items on the consent agenda as presented.
City of Bristol Virginia
Department Purchase Requisition Form

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<th>Date of Requisition</th>
<th>Thursday, February 14, 2019</th>
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</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Bristol VA Sheriff's Office</td>
</tr>
<tr>
<td>Purpose/Description</td>
<td>Inmate Housing February 2019</td>
</tr>
</tbody>
</table>

Vendor Ordered/Purchased From: Southwest VA Regional Jail Authority

Payment to: please check one
- [ ] Vendor
- [ ] paid by City Credit Card

Purchase Order #: A purchase order is required if the amount purchase is over $500. A purchase order is to be obtained before making purchase

Invoice Number:

Invoice Date:

Received By: Capt Collins

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<th>Material &amp; Description</th>
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<th>Unit Price</th>
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<th>AMOUNT</th>
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<td>40,000.00</td>
<td>1</td>
<td>40,000.00</td>
</tr>
<tr>
<td>Medical Expense</td>
<td>33010</td>
<td>3142</td>
<td>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td></td>
<td>33010</td>
<td>3143</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total AMOUNT: 41,000.00

Fiscal Year Budget 2018-2019

Budget Remaining After Purchase

Department Approval: [Signature]

CFO Signature: [Signature]

City Manager Signature: [Signature]

Council Approved Date

Quotes Attached

Packing Slip/Bill of Lading Attached

Approval Level
- Up to $5,000
- Up to $10,000
- Up to $15,000
- Over $15,000

Rev 12/06/2017

3/14/19
City of Bristol Virginia  
Department Purchase Requisition Form

<table>
<thead>
<tr>
<th>Date of Requisition</th>
<th>Friday, March 15, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Transit</td>
</tr>
<tr>
<td>Purpose/Description</td>
<td>Purchase a new bus for Transit</td>
</tr>
</tbody>
</table>

**Vendor Ordered/Purchased From:** Sonny Merryman  
**Payment to:** please check one  
☑ Vendor  
☐ paid by City Credit Card

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>A purchase order is required if the amount purchase is over $500. A purchase order is to be obtained before making purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number:</td>
<td></td>
</tr>
<tr>
<td>Invoice Date:</td>
<td></td>
</tr>
<tr>
<td>Received By:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material &amp; Description</th>
<th>Charge to</th>
<th>Unit Price</th>
<th>QTY (#)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Bus</td>
<td>91010</td>
<td>8105</td>
<td>82,750.00</td>
<td>1</td>
</tr>
<tr>
<td>4-009-91010-8105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-001-91010-8105</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>82,750.00</td>
</tr>
</tbody>
</table>

Fiscal Year Budget 82,750.00  
Budget Remaining After Purchase  

Department Approval:  
CFO Signature:  
City Manager Signature:  
Council Approved Date:  
Quotes Attached:  
Packing Slip/Bill of Lading Attached:  

Approval Level  
- Up to $5,000  
- Up to $10,000  
- Up to $15,000  
- Over $15,000  

rev 12/06/2017  
3/15/19
City of Bristol, Virginia
Documentation of Quotes

The procurement of goods and services shall require the following:
greater than $5000.00 & less than $25,000=3 written quotes
greater than $25,000.00 & less than $100,000=4 written quotes

Department Purchased For: Transit
Purchase Order #: 
Quotes to be obtained before a purchase order is issued.

Description of Item/Service: Purchase of a new Transit Bus

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor &amp; Name of Salesperson/Individual Quoting Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/18</td>
<td>Sonny Merryman State Contract Number E194-79495-MA4486</td>
<td>82,750.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Quote documentation from the vendor should be attached to this paperwork.

Explanatory Remarks: Include any negative consequences to the City if this purchase is not approved.

This bus will replace a 2012 model bus that is past its useful life. The City must pay for the bus up front and then it will be reimbursed 80% of the cost by the Federal Transit Administration. The remaining 20% will be reimbursed at 80% again by the Virginia Department of Rail and Public Transportation.

---

Department Signature: 
Date: 03/15/19

This form along with quote documentation should be forwarded to the purchasing department to be attached to the purchase order.
CONTRACT SUMMARY
CONTRACT # E194-79495-MA4486
Contract Title: Transit Buses ADA Accessible 14, 15, 19 & 27 Passenger

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CONTRACT PERIOD:</td>
<td>August 1, 2018 – July 31, 2020</td>
</tr>
<tr>
<td>2</td>
<td>PURPOSE</td>
<td>Award</td>
</tr>
<tr>
<td>3</td>
<td>RENEWAL OPTIONS REMAINING</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>COMMODITY CODE</td>
<td>55640</td>
</tr>
<tr>
<td>5</td>
<td>AUTHORIZED USERS:</td>
<td>See contract</td>
</tr>
<tr>
<td>6</td>
<td>eVA VENDOR ID#:</td>
<td>C12391</td>
</tr>
<tr>
<td>7</td>
<td>CONTRACTOR / VENDOR</td>
<td>Sonny Merryman Inc.</td>
</tr>
<tr>
<td>8</td>
<td>CONTRACTOR CONTACT</td>
<td>Mark Roberts</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:MARK@BUYABUS.COM">MARK@BUYABUS.COM</a></td>
</tr>
<tr>
<td>9</td>
<td>TERMS</td>
<td>Net 30</td>
</tr>
<tr>
<td>10</td>
<td>MINIMUM ORDER</td>
<td>none</td>
</tr>
<tr>
<td>11</td>
<td>DPS CONTRACT OFFICER</td>
<td>Dell Forehand</td>
</tr>
</tbody>
</table>

ORDERING INSTRUCTIONS

1. Ordering Method: Unless otherwise instructed or exempted by DPS, all departments, institutions and agencies of the Commonwealth of Virginia using this contract must order items by issuing purchase orders through eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor. If this contract is authorized for use by localities, Virginia cities, counties, town and political subdivisions, they should place all purchase orders through eVA or eVA Lite.

2. Purchase Order Information: When placing an eVA non-catalog order, each line of the requisition must be identified with the correct Contractor Name and Location (eVA Vendor ID#), contract item number, full item description and the contract unit price. The exact Contract Number, as shown on page 1, must be inserted in the Contract Number field for each line item of the eVA requisition. Purchase orders not bearing the correct contract number in the appropriate location will be non-compliant and may not be considered a purchase against this contract.

3. Ordering Entity Acceptance: Inspection and acceptance upon delivery and approval of vendor’s invoice is the responsibility of the receiving entity.

4. Complaints: Any complaint that is due to a violation or breach of the Contract provisions, shall be reported on an official DPS “PROCUREMENT COMPLAINT FORM” (Form # DGS-41-024). To facilitate notification, this form shall be completed by the ordering entity and sent to the contract vendor, with a copy sent to DPS to the address shown on the form. Contract vendors shall also use this form to initiate complaints concerning entities. Contract vendors shall also use this form to initiate complaints concerning entities. This form may be downloaded from the internet at www.eva.virginia.gov (Click on the Buyer tab, then on "Procurement Complaint Form").

A COMPLETE COPY OF THIS CONTRACT AND ANY ASSOCIATED CONTRACT CHANGES ARE AVAILABLE ON THE DPS WEBSITE: www.eva.virginia.gov under the State Contracts webpage.
**FUNDING SOURCE:**
Local

**VENDOR:**
Sonny Merryman, Inc.
Post Office Box 495
Rustburg, VA 24588
1-800-533-1006 Ext.352
Attn: Chad Seals

**Ship To:**
Bristol City Transit
300 Lee Street
Bristol, VA 24201
Attn: Jay Detrick
(P)(276) 645-74874
jdetrick@bristolva.org

**Invoice To:**
ACCOUNTS PAYABLE

---

### FOR THE FOLLOWING EQUIPMENT:

<table>
<thead>
<tr>
<th>19 Pass BOC/lift</th>
<th>2019 Ford Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VEHICLE NUMBER</strong></td>
<td>1 unit @</td>
</tr>
<tr>
<td></td>
<td>$54,483.00</td>
</tr>
</tbody>
</table>

**COLORS**
EXTERIOR: Match Fleet

**OPTIONS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strobe lights</td>
<td>$346.00</td>
</tr>
<tr>
<td>Daytime running lights</td>
<td>$75.00</td>
</tr>
<tr>
<td>Sure-lok Solo System</td>
<td>$684.00</td>
</tr>
<tr>
<td>USSC Driver seat</td>
<td>$2,237.00</td>
</tr>
<tr>
<td>Rear help bumper</td>
<td>$950.00</td>
</tr>
<tr>
<td>Service manual and wiring diagram</td>
<td>$265.00</td>
</tr>
<tr>
<td>Spare tire carrier</td>
<td>$113.00</td>
</tr>
<tr>
<td>(2) overhead standee rails</td>
<td>$134.00</td>
</tr>
<tr>
<td>Reflexive tape</td>
<td>$297.00</td>
</tr>
<tr>
<td>Alarm &amp; light for lift door</td>
<td>$148.00</td>
</tr>
<tr>
<td>GFI Odyssey Fare box</td>
<td>$19,750.00</td>
</tr>
<tr>
<td>LED clearance lights</td>
<td>NC</td>
</tr>
<tr>
<td>Front Roller Destination Sign</td>
<td>$1,332.00</td>
</tr>
<tr>
<td>Destination sign lettering (6)</td>
<td>$180.00</td>
</tr>
<tr>
<td>Next stop signal system</td>
<td>$864.00</td>
</tr>
<tr>
<td>Hard interior</td>
<td>$670.00</td>
</tr>
<tr>
<td>Electric entrance door</td>
<td>NC</td>
</tr>
</tbody>
</table>

**MILEAGE:**

$222.00

**4.15% DMV TAX**

TOTAL COST: $82,750.00

**NAME ON VEHICLE:** TBD