

**MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
ELECTRONIC REGULAR MEETING
February 23, 2021**

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, February 23, 2021, at 7:00 p.m., with Mayor Clinton O. Lucas, Jr., presiding.

This meeting was conducted by conference call due to the COVID-19 pandemic. The meeting began with Mayor Lucas reading the directions for electronic meetings. The agenda and items for discussion were available on the Town Website and Facebook pages.

ATTENDANCE

Council Members present were: Mayor Clinton O. Lucas, Jr.; Vice Mayor William Kite; Councilmen Russell Comer, Jr.; Lynn Fox; I. Michael Lowe; and Richard Pierce.

Council Members absent were: Councilman Charles Jenkins.

Other Town Officials present were: Juanita Roudabush, Town Manager/MMC; Lora Jenkins, Town Clerk; and Paul Davis, Police Chief.

Citizens present were: None.

Media Representatives: None.

AWARD PRESENTATION

None presented.

RECEIVING OF VISITORS

There were no visitors signed up to speak during this period.

FEBRUARY 09, 2021 REGULAR MEETING MINUTES

A *motion* was made by Councilman Fox, *seconded* by Councilman Lowe, to approve the *Regular Meeting Minutes* held on February 09, 2021, as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Jenkins.
VOTE: Unanimous in favor of motion

APPROVAL OF BILLS

Vice Mayor William Kite asked what warrant # 39010 invoice #10-610-0200 for the Battle Creek Landfill labeled “spring clean up” was for.

Town Manager Roudabush said the invoice was for items Public Works had taken to the landfill that were around the Town Shop and Town Sewer Plant.

There being no other questions, a *motion* was then made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the bills, dated **February 23, 2021**, in the **Combined Accounts Disbursement Warrants #38995 - #39022** in the amount of **\$88,659.01**.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Jenkins.
VOTE: Unanimous in favor of motion

TREASURER'S REPORT

A *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to approve the February 19, 2021 Treasurer’s report, submitted by Cindy Breeden, in the amount of \$2,233,953.58, as presented.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas
ABSENT: Councilman Jenkins.
VOTE: Unanimous in favor of motion

CORRESPONDENCE

1 – Mayor Lucas and Council received a recommendation from the Planning Commission to approve a request from David L. Hensley for the consolidation of two (2) small lots into one (1) larger lot located at 716 Seventh Street identified by Tax Map numbers: 102A4-(1)-4 lots 8 and 9.

Town Manager Roudabush stated the existing house would be demolished and a double wide on a permanent foundation would go on the consolidated lot.

A *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to a request from David L. Hensley for the consolidation of two (2) smaller lots into one (1) larger lot, located at 716 Seventh Street identified by Tax Map numbers: 102A4-(1)-4 lots 8 and 9.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

#2 – Mayor Lucas and Council received a memorandum from Town Clerk Jenkins requesting the reappointment of Steve Blake to the Industrial Development Authority (IDA) retroactive November 13, 2020 through November 13, 2024.

There being no questions, a *motion* was made by Councilman Pierce, *seconded* by Councilman Lowe, to reappoint Steve Blake to another term to the Industrial Development Authority (IDA) retroactive November 13, 2020 through November 13, 2024.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

Mayor Lucas and Council received a memorandum from Town Clerk Jenkins requesting the reappointment Jonathan Comer to the Industrial Development Authority (IDA) retroactive November 13, 2019 through November 13, 2023.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to reappoint Jonathan Comer to another term to the Industrial Development Authority (IDA) retroactive November 13, 2019 through November 13, 2023.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

Mayor Lucas and Council received a memorandum from Town Clerk Jenkins requesting the reappointment of Russell Comer, Jr. to the Industrial Development Authority (IDA) retroactive November 13, 2020 through November 13, 2024.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Fox, to reappoint Russell Comer, Jr. to another term to the Industrial Development Authority (IDA) retroactive November 13, 2020 through November 13, 2024.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas; and Councilman Comer

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

Mayor Lucas and Council received a memorandum from Town Clerk Jenkins requesting the reappointment of Steve Housden to the Industrial Development Authority (IDA) retroactive November 13, 2019 through November 13, 2023.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Councilman Pierce, to reappoint Steve Housden to another term to the Industrial Development Authority

(IDA) retroactive November 13, 2019 through November 13, 2023.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

The memo stated there was a vacancy on the IDA due to Francis “Frank” Worley no longer residing in Shenandoah Town Limits. The Council could choose to appoint a current Council member to fill this vacant position or appoint a Town resident. Council members may serve on the IDA provided they do not make up a majority of the IDA board members.

Mayor Lucas asked if there were any Council members who would like to fill the vacancy. No Council members wanted to take the vacant seat at this time.

3 – Mayor Lucas and Council received a memorandum from I. Michael Lowe, Chairman of the Planning Commission, recommending the appointment of Jonathan Comer to the Town Planning Commission to fill the vacant seat of Teresa Kite through October 1, 2024.

There being no questions, a *motion* was made by Councilman Comer, *seconded* by Vice Mayor Kite, to appoint Jonathan Comer to the Town Planning Commission to fill the vacant seat of Teresa Kite through October 1, 2024.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

4 – Council received two quotes for playground equipment for WigWam Village from Playground Specialists Inc. The first quote was in the amount of \$28,102.00 which included installation in the amount of \$8,431.00. The second quote was in the amount of \$19,671.00 which excluded installation.

Mayor Lucas stated the Town would be saving a lot by not having Playground Specialists install the equipment.

Town Manager Roudabush stated she had shown a picture of the equipment to Public Works Director T.A. Pendleton and he said Public Works could install it.

Town Manger Roudabush stated this entire piece of equipment will be paid out of the \$20,000.00 donation by Linda Breeden in Memory of Dave Hinkle.

There being no questions, a ***motion*** was made by Vice Mayor Kite, ***seconded*** by Councilman Lowe, to purchase the playground equipment for WigWam Village from Playground Specialist Inc in the amount of \$19,671.00 and it will be installed by Public Works. This will be paid from Playground donations.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

5 – Council received a quote for another piece of playground equipment for WigWam Village from Playground Specialists Inc in the amount of \$4,554.60.

Town Manger Roudabush stated the majority for this piece of equipment will be paid from the rest of the donation by Linda Breeden in Memory of Dave Hinkle of \$329.00 and a \$3,000.00 PACA Healthy Family Grant. The amount left to pay from Town funds would be \$1,225.60, which will be paid from the General Fund Reserved For Contingency budgeted line item.

There being no questions, a ***motion*** was made by Councilman Comer, ***seconded*** by Vice Mayor Kite, to purchase the playground equipment for WigWam Village from Playground Specialist Inc in the amount of \$4,554.60.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

6 – The Mayor and Council received a flyer from the American Pickers, the television show would like to come to Shenandoah in April 2021. To be considered for the show, leave a voicemail at 1 (855) 653-7878 or e-mail americanpickers@cineflix.com with your name, town and state, phone number, where your collection is located and a description of your items.

7 – The Mayor and Council received the Town of Shenandoah Photo Scavenger Hunt flyer. All photos were taken on public property or outside local businesses. You can e-mail Town Clerk Lora Jenkins for a flyer at ljenkins@townofshenandoah.com. Get the locations of each photo correct and you might win a prize! Turn in the flyer by May 3, 2021.

8 – The Mayor and Council received the January 2021 Shenandoah Police Department Activity Log.

9 – The Mayor and Council received from Hensil M. Good Asphalt Paving Inc a proposal for 3 asphalt patches on Edgewood Drive, Locustdale Loop, and High Knoll Terrace in the amount of \$1,700.00.

There being no questions, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Pierce, to approve the 3 asphalt patches on Edgewood Drive, Locustdale Loop, and High Knoll Terrace in the amount of \$1,700.00 to be paid from Capital Outlay Street Improvement.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

10 – Mayor and Council received a memo from Treasurer Cindy Breeden to amend budgeted line items to current FY 20-21 Budget. The current FY 20-21 Budget has several lines over budget.

There being no questions, a *motion* was made by Councilman Fox, *seconded* by Vice Mayor Kite, to amend budgeted line items to current FY 20-21 Budget.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

WATER & SEWER

(Chairman Kite and Councilmen Jenkins and Lowe)

Councilman Comer stated he went to the site where the new well is being drilled and said it is going well, but the Council may need to make other decisions moving forward if any difficulties are encountered.

STREETS & PUBLIC PROPERTY

(Chairman Kite, Councilmen Comer, Fox, and Lowe)

There was nothing to report during this period.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilmen Jenkins and Comer)

There was nothing to report during this period.

TAXATION & FINANCE

(Chairman Pierce and Councilmen Fox and Kite)

Town Manager Roudabush stated the FY 22 Budget draft would be given to the Council in the next few weeks.

Chairman Pierce asked how the budget workshop would convene with Covid-19 restrictions.

Town Manager Roudabush stated the budget workshop could be held electronically like Council meetings or they could meet in person.

PARKS & RECREATION

(Chairman Jenkins and Councilmen Lowe and Pierce)

There was nothing to report during this period.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT

(Chairman Jenkins and Councilmen Lowe and Pierce)

Town Manager Roudabush stated a Ribbon Cutting is scheduled for March 1, 2021 at 1:00 p.m. to welcome Jade & Grace Co, LLC. Operated by Shea Hull, Jade & Grace Co LLC is a full-service, by-appointment-only salon located at 418 First Street. Jade & Grace Co, LLC phone number is 540-435-7785.

COMMUNITY SERVICE

(Chairman Kite and Councilmen Jenkins and Pierce)

There was nothing to report during this period.

PERSONNEL

(Chairman Pierce and Councilmen Jenkins and Comer)

Chairman Pierce commended the Town's Public Works Crew for their efficient removal of snow.

UNFINISHED BUSINESS

Mayor Lucas asked if the amount of \$21,390.00 for Rental Income from the Shenandoah Post Office on the January 2021 Monthly Budget spreadsheet was ever figured out.

Councilman Comer stated Treasurer Cindy Breeden explained to him the \$21,390.00 is a combination of rent from the Shenandoah Post Office and the AT&T tower.

Councilman Comer stated the vote on Correspondence #10 will add a line item just for the rent from the AT&T tower and it will be separated from the Shenandoah Post Office rent.

NEW BUSINESS

Councilman Pierce asked if the Sewer Plant has the capacity to handle the new construction in Town.

Town Manger Roudabush stated the Sewer Plant has extra capacity now, but in the future the Council would need to make plans to upgrade.

TOWN MANAGER'S REPORT

Town Manager Roudabush stated the Sewer Plant had been testing out a used (but like new) bucket on the skid loader. The bucket had made cleaning out the drying beds easier and made the work less time consuming. Town Manager Roudabush stated the bucket was available for purchase for \$1,000.00.

There being no questions, a *motion* was made by Councilman Lowe, *seconded* by Vice Mayor

Kite, to approve the purchase of the used bucket for the skid loader in the amount of \$1,000.00 to be paid from Utility Fund Capital Outlay Reserved for Contingency budgeted line item.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

MAYOR'S REPORT

Mayor Lucas stated his grandson, Nathaniel Brewer, would like to build a small picnic shelter for an Eagle Scout project and would like for the Council to approve the site of the shelter.

Mayor Lucas asked the Council to be thinking about a space for the shelter.

FOR THE GOOD OF THE TOWN

There was nothing to report during this period.

ADJOURN

There being no further discussion, a *motion* was made by Vice Mayor Kite, *seconded* by Councilman Comer, to adjourn the meeting at 7:44 p.m.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite
Councilman Comer
Councilman Fox
Councilman Lowe
Councilman Pierce

NAY: None

ABSTAIN: Mayor Lucas

ABSENT: Councilman Jenkins

VOTE: Unanimous in favor of motion

APPROVED:

Clinton O. Lucas, Jr., Mayor

ATTESTED:

Lora Jenkins, Town Clerk