

The Pearisburg Town Council met in Regular Session on December 9, 2014 at 7:30 p.m. at the Pearisburg Town Hall. Present for the Meeting were: Mayor Dickerson; Council Members Munsey, Williams, Journell, Eaton, Harrell and Clark; Town Manager Vittum; Town Attorney Hartley; Town Engineer Tawney; Chief Martin and Town Clerk Harless. Also present was Butch Mullins and TJ Atkins, Virginian Leader.

Councilwoman Clark led the pledge of allegiance.

Williams made a motion to approve the November 10, 2014 Regular and November 19, 2014 Special Council minutes. Eaton seconded the motion. Voting yes: Mayor Dickerson; Council Members Munsey, Williams, Eaton, Journell, Harrell and Clark. The motion carried by a vote of 7 to 0.

Council approved the following Consent Items and Reports: Police, Finance, Recreation, Building Permit, Manager, Water and Fire for November 2014.

Harrell reported on the Public Safety Committee. The Committee was informed of a FEMA Grant that was being applied for to cover replacement of bunker gear and SCBA equipment at the Fire Department. If awarded there would be a 15% local match. She reported that the Police Department had assisted in recent raid of two meth labs in Town. The Committee discussed the speed study results on Gale Road and felt that this subject was under control and no further action would be required at this time. There were no recommendations.

Munsey reported on the Property and Recreation Committee. The Committee reviewed the Recreation Report from the Director. He reported that Tawney and Wilson were reviewing the boat landing plans for Bluff City and they should be complete within the week. The Committee also reviewed a memo from Wilson on the status of various property concerns in the Town. There were no recommendations.

Eaton reported on the Finance Committee. The Committee had a lengthy discussion on DMV Stops and went over the schedule. This project is very detailed and will take some time to complete. Staff plans to send out the first batch of letters soon. The Committee discussed the management fees and minimum stop amounts. The Committee discussed the future renovations of the Community Center and staff concerns. She reported that staffs lack of expertise and potential other work projects were factors in staffs hesitance.

The Committee made a recommendation that Council approve an Administrative Fee of \$35 for DMV Stops (\$20 to DMV and \$15 to Town). This is in line with other localities. Voting yes: Mayor Dickerson; Council Members Munsey, Williams, Eaton, Journell, Harrell and Clark. The recommendation carried by a vote of 7 to 0.

The Committee made a recommendation that Council set a minimum limit of \$50 on any DMV Stop. Voting yes: Mayor Dickerson; Council Members Munsey, Williams, Eaton, Journell, Harrell and Clark. The recommendation carried by a vote of 7 to 0.

The Committee made a recommendation that Council approve Budget Amendment 2014-2015-02 covering the Farmers Market Grant and other minor items. Voting yes: Mayor Dickerson; Council Members Munsey, Williams, Eaton, Journell, Harrell and Clark. The recommendation carried by a vote of 7 to 0.

BUDGET AMENDMENT FY 2014-2015-02

REVISED

REVENUE		Current Budget	New Amount	Difference
100370.7200	MISCELLANEOUS INCOME	\$6,000.00	\$ 8,000.00	\$ 2,000.00
100340.9810	FARM GRANT	\$0.00	\$ 60,000.00	\$ 60,000.00
			TOTAL	\$ 62,000.00

EXPENDITURES		Current Budget	New Amount	Difference
101000.1050	CHAMBER	\$1,500.00	\$ 1,000.00	\$ (500.00)
101000.1056	MUSEUM	\$5,000.00	\$ 4,000.00	\$ (1,000.00)
101000.4120	FARM GRANT	\$0.00	\$ 60,000.00	\$ 60,000.00
101100.9200	COMPUTER SOFTWARE	\$10,500.00	\$ 11,750.00	\$ 1,250.00
102700.1900	REPAIR/MAINTENANCE	\$650.00	\$ 1,750.00	\$ 1,100.00
102900.8900	MISCELLANEOUS	\$17,000.00	\$ 18,000.00	\$ 1,000.00
102900.8920	SHELTON PLACE	\$4,800.00	\$ 7,500.00	\$ 2,700.00
		\$0.00	\$ -	\$ -
			TOTAL	\$ 64,550.00

	Revenue	Expenditures	Difference
Current	\$ 4,829,518.00	\$ 4,884,778.00	\$ (55,260.00)
Amended	\$ 62,000.00	\$ 64,550.00	\$ (2,550.00)
Total	\$ 4,891,518.00	\$ 4,949,328.00	\$ (57,810.00)

For Council Action on DECEMBER 9, 2014

Williams reported on the Public Works Committee. The water loss for October was 27.89%. He reported that the Town has approximately 40 tons of road salt. The Committee was informed that staff is waiting to hear back from Kevin Belcher about the Bluff City Bypass Agreement. The Committee discussed the need to remove a tree at the intersection of Wildwood Drive and Pearis Road due to continuous sewer problems in that area. The Town Crew has already replaced a good portion of the line but customers are still experiencing sewer backup.

The Committee made a recommendation that Council approve removal of a tree on town property at the intersection of Wildwood Drive and Pearis Road. Voting yes: Mayor Dickerson; Council Members Munsey, Williams, Eaton, Journell, Harrell and Clark. The recommendation carried by a vote of 7 to 0.

Vittum briefed Council on the Community Center Renovation Project. He reported that Wilson had met with some companies in regards to the asbestos in the crawl space as well as with the boilers. At this time we have one quote and will be getting two more. The quotes should be available for the January meeting. Wilson is also working on getting HVAC quotes for the building.

Vittum updated Council on the Planning Project. He briefly went over Dianne Dingers report. He indicated that things are moving forward on schedule with the Farmers Market Promotion Grant. We had over forty 40 people in attendance at the launch meeting held in November. He stated that staff had met with Ron Holdren, Blacksburg Farmers Market and Lisa Dearden of ChiknEGG Productions LLC, to discuss the next steps in the grant as well as to develop job descriptions and market set up as far as days and times. Vittum stated that staff has reviewed a few contracts for Council to consider later on the agenda for the consultant and the administrator.

Vittum stated that the Small Town Christmas was very successful. He stated that Council and staff had received several good comments from businesses that stayed open for the event. We had approximately 29 businesses that would like to work on a Revitalized Merchants Association.

Vittum reported that staff had met with the Giles Arts Council in regards to arts grants for PATS building and River Project. He stated that Denise Blakeney has not been available for any meetings due to health issues. Vittum is trying to make sure the Arts Council is properly made aware of the procedure. The proposal for PATS building was reviewed by the Finance Committee and tabled until January.

Vittum briefed Council on two agreements that need Council approval for the Farmers Market Promotion Grant with cost covered by the Grant. We need to have an agreement between the Town and ChiknEGG Productions, LLC for a two-year time period having a total budget of \$16,000 to be paid on a monthly basis. Hartley has reviewed that agreement and staff has made the recommended changes and agrees with them. Eaton has some concerns about the travel expenses. Vittum stated that the budget from the farmers market promotion grant would be attached to the agreement. He stated that the consultant would not be staying in a hotel, therefore that money would be redirected elsewhere. Eaton asked if she understood the Travel Cost would not exceed the \$1,985.00 according to the budget. Vittum stated that this was correct.

Munsey made a motion that Council accept the Consultation Contract between the Town and ChinEGG Productions, LLC with the changes as per Hartley and staff and include the approved budget be attached to the agreement. Harrell seconded the motion. Voting yes: Mayor Dickerson, Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT (the "Agreement") dated this 9th
day of Dec, 2014

BETWEEN

Town of Pearisburg, VA of 112 Tazewell Street, Pearisburg, Virginia
(the "Customer")

- AND -

ChiknEGG Productions, LLC of P.O. Box 4, Sandy Hook, Virginia
(the "Consultant").

BACKGROUND:

- A. The Consultant covenants that the Consultant has the necessary qualifications, experience and abilities to provide services to the Customer.
- B. The Consultant is agreeable to providing such services to the Customer on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Customer and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Services Provided

- 1. The Customer hereby agrees to engage the Consultant to be responsible for all the services outlined in attachment A for the position **Farmers Market/Event Consultant according to the approved workplan.**
- 2. The Customer hereby agrees to engage the Consultant to assist in the areas identified in attachments B and C.

Term of Agreement

- 3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until December 12, 2016, subject to earlier termination

as provided in this Agreement. The Term of this Agreement may be extended by mutual written agreement of the Parties.

Performance

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

5. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

Compensation

6. For the services rendered by the Consultant as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Consultant of a fixed amount of \$16,000.00.
7. The Compensation will be payable on a monthly basis, while this Agreement is in force. The compensation will be \$666.67 per month.

Additional Compensation

8. The Consultant understands that the Compensation as provided in this Agreement will constitute the full and exclusive monetary consideration and compensation for all services performed by the Consultant and for the performance of all the Consultant's promises and obligations under this Agreement.

Reimbursement of Expenses

9. In connection with providing the Services hereunder, the Consultant will only be reimbursed for the following:
 - o Consultant will be reimbursed for Travel Expenses as per Farmers Market Promotion Program contract.
10. The Consultant will furnish statements and vouchers to the Customer for all such expenses.

Ownership of Materials and Intellectual Property

11. All intellectual property and related materials (the "Intellectual Property") including any related work in progress that is developed or produced under this Agreement, will be the

property of the Consultant. The Customer is granted a non-exclusive license of this Intellectual Property.

12. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusively with the Consultant.

Capacity/Independent Contractor

13. In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Notice

14. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:

- a. Town of Pearisburg, VA
112 Tazewell Street
Pearisburg, Virginia, 24134
Fax: 5409210086
Email: lypne.hazelwood@pearisburg.org

- b. ChiknEGG Productions, LLC
P.O. Box 4
Sandy Hook, Virginia, 23153
Fax: 804-556-6428
Email: manager@chiknegg.com

or to such other address as any Party may from time to time notify the other.

Limitation of Liability

15. It is understood and agreed that the Consultant will not be liable to the Customer, or any agent or associate of the Customer, for any mistake or error in judgment or for any act or omission done in good faith and believed to be within the scope of authority conferred or implied by this Agreement.

Dispute Resolution

16. In the event a dispute arises out of or in connection with this Agreement, the Parties will attempt to resolve the dispute through friendly consultation.
17. If the dispute is not resolved within a reasonable period then any or all outstanding issues may be submitted to mediation in accordance with any statutory rules of mediation.

Modification of Agreement

18. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

19. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

20. The Consultant will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Customer.

Entire Agreement

21. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Titles/Headings

22. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

Gender

23. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

24. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the Commonwealth of Virginia, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

25. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

26. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this 9th day of December, 2014.

Town of Pearisburg, VA (Customer)
Kenneth F. Vittum, Town Manager

Per: Kenneth F. Vittum (SEAL)

ChiknEGG Productions, LLC (Consultant)
Lisa Dearden, Owner/Manager

Per: L. M. Dearden (SEAL)

**TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary**

VA-369-2014

Project Title: Pearisburg Farm to Fork Program
Organization: Town of Pearisburg
Phone: 540-921-0340
Contact: Dianne J. Dinger/Lynne Hazelwood
Contact Email: rumorhast@earthlink.net / lynne.hazelwood@pearisburg.org

FMPP 2014

This Column for
Requested FMPP Staff Use Only
Budget Revised/Approved

Budget Summary Itemization:**Personnel/Contractual:**

Farmers Mkt/Event Consultant - Lisa Dearden, Contractor: ChiknEGG Productions LLC will be responsible the implementation and supervision of all the activities in the grant listed under Planned Activity 1 - Creation of the farmers market. Her contract is a flat fee for 2 years of service. Payment will be based upon completion of the deliverables

\$16,000 \$16,000

Special Events/Social Media Coordinator - Contractor will be hired to support the special event and social media activities identified in Planned Activity 1 related to the farmers market and Planned Activity 3 related to special community initiatives. Contractor will be paid a flat amount for work performed per year based upon a deliverable contract. The amount was determined based upon the number of hours per year that it was projected that the contractor would work x \$18/hr. This figure was quoted by ChiknEGG Productions LLC.

\$4,950 \$4,950

125 hours x \$18 year 1 (2250)
150 hours x \$18 year 2 (2700)

Market Manager - Contractor will be hired to manage farmers activity under the supervision of the Consultant. Specific duties are outlined in the grant under Planned Activity 1 - creation of a farmers market. Contractor will be paid a flat amount per year for work performed. The amount was determined based upon the number of hours that was projected that the market manager was needed x \$18/hr. This figure was quoted by ChiknEGG Productions LLC.

\$14,328 \$14,328

390 hours x \$18 year one \$7020
406 hours x \$18 year two \$7308

Cooking Class Coordinator: Flavours Media Group launched this effort while resources were being developed to improve, expand and enhance the cooking class program. This contractor will remain in this role. This budget amount was based upon the hours required to organize and coordinate the current the cooking class schedule. The amount was determined based upon the number of hours required per season x \$18/hr. It is a flat rate for a deliverable contract. The specific duties are listed under Planned Activity 3.

\$12,960 \$12,960

(90 hours per quarter x \$18 /hr. \$6480 per year x 2 years

Workshop Speakers: 9 speakers @ \$100/ea. for educational workshops - (Speakers to be identified). This is for the speaker stipends for the educational workshops organized by Virginia Cooperative Extension. This figure was quoted by Virginia Cooperative Extension. The responsibilities on the speakers are detailed in Planned Activity 2 - Increase Awareness through Education and Training.

\$900 \$900

Graphic Artist/Brand Consultant - Contractor: Zeppa Studios; \$2200/yr. x 2 - This contract is to support the individual consultation services on branding. 16 farmers market vendors will be offered this service. The product will result in a Farm to Fork label with the individual vendor's logo. The amount budgeted was determined accordingly: \$275 x 16 vendors. Zeppa Studios provided this quote. The specific activities to be performed are detailed in Planned Activity 3.

\$4,400 \$4,400

Videographer - Flavours Film Productions has produced over 7 promotional videos for Giles County events. This is the discounted price that this company has quoted for the development of a Farm to Fork cooking class 30 second promo video (\$400) & Farm to Fork farmers market 30 second promo video (\$400) - Responsibilities are detailed in Planned Activity 3 - Farm to Fork Branding Campaign.

\$800 \$800

Chefs for Farm to Fork Chef's Demos. This is the amount budgeted for the chefs who are providing the chef demos at local events. This activity is identified in Planned Activity 1 and 3. Expenses for chef demos at 8 events.

\$600 \$600

A stipend per chef was quoted by ChiknEGG Productions. It is based on 4 chef demos a year x for 2 years = 8 demos @ \$75

Total Contractual Costs: \$54,938.

Travel:

Travel expenses for Farmers Market/Ag-Event Consultant - Lisa Dearden (ChiknEGG Productions LLC) provided this quote for consultant travel and accommodation required to administer Planned Activity 1.

6 trips @ 430 miles RT * \$.56 mi
1 night hotel * 6 * \$90 each

\$1,445 \$1,445
\$540 \$540

Total Travel Costs: \$1,985

Supplies

Office Supplies - printer cartridges, paper, pens, mailing labels, tape, markers, folders - (\$500) - This is the combined supply cost for all three planned grant activities. This quote was based upon the town's knowledge of previous program costs.

\$500 \$500

Computer for Market Mgr. - (\$400) This cost was provided by o ChiknEGG Productions LLC for duties associated with Planned Activity 1.

\$400 \$400

Printer for Market Mgr.: This figure was provided by Best Buy for duties associated with Planned Activity 1.

\$125 \$125

**TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary**

Farmers Market/ Event Supplies: EZ Up Tents (4) @ \$275 each, Mainstays 6' Centerfold Table, Walmart x (2) @ \$40 each, Other supplies: Plexiglas flyer holders, Table cloths, Cash box, Plastic tub for holding supplies, Bungees, Hammer (not allowable)
Camp chairs, Dolly or cart for hauling event materials (150). These figures were provided by ChikuBGG Productions LLC for farmers market for Planned Activity 1.

	\$1,360	\$1,360
<u>Event Supplies:</u> The following list of supplies are needed for events, cooking classes and demos outlined in planned activity 3. The supply list was developed by three local restaurants. The price source for each item is listed next to the item itself.		
Blender, ice-cream maker, coffeemaker, stock pan, cutting boards, chef knife set, baking dishes, mixing bowls, sauce pans, pizza pans, cookie sheets, pot holders, etc. Walmart.		
	\$500	\$350
2-Burner Butane Countertop Range / Portable Stove with Brass Burners-The WEBStaurant Store Food Service Equipment and Supply Company - 2 \$50 ea.	\$100	\$100
Butane cartridges - \$25/ea. (case of 12)-The WEBStaurant Store Food Service Equipment and Supply Company - 2 cases	\$50	\$50
Frontier CBI36 Instant Light Charcoal Briquettes - 3.6-Pound - \$18 x 2 - Walmart	\$36	\$36
Backyard Grill Deluxe Portable 15.75" Charcoal Grill -\$20 x 2 - Walmart	\$40	\$40
Dart Solo HWP7-8001 7" Heavy Weight Paper Plate - Symphony 1000/Case - Westaurant Store - \$70/ case 1000	\$70	\$70
Tork (B1141A) - 100% Recycled Fiber Beverage Napkins - \$25 /case of 4000 - Restaurant Equipment & Supplies	\$25	\$25
Diamond Brilliance Plastic Flatware, 30 ct - 17 boxes - Walmart	\$85	\$85
Core 11 oz. All-Purpose Wine Glass - 12 / Case - Item #: 5335414 - \$18/case - WebstaurantStore	\$72	\$0
Wireless Presentation Pro Portable Sound System - www.ampli.com/portable-pa-system	\$218	\$218
Folding Banquet chairs - 300 lb. capacity - Item# LE-L-3-BK-GG - foldingchairs4less.com - \$10/ea. X	\$750	\$750
Lodge L10SK3 12" Pre-Seasoned Cast Iron Skillet - Walmart - \$20 ea. X 4	\$80	\$80
Farberware New Traditions Aluminum Nonslick 11-1/4" Deep Skillet - Walmart \$20/ea. X 3	\$60	\$60
Cuisinart Chef's Classic Sauté Pans - 1 3.5-quart - \$55 \$ 1 5.5 - \$60; chefscatalog.com	\$115	\$115
Coleman Extreme 150 qtr. Cooler, Green - Walmart x 2	\$150	\$150
Utensils: whisks; serving spoons: Walmart \$30	\$30	\$30
3 Wash tubs and cleaning supplies for events and demos - Walmart	\$60	\$60
Kitchen Aid Commercial Mixer: Best Buy	\$450	\$400
Whirlpool 24,125-in 63-Decibel Portable Dishwasher (White) ENERGY STAR - Lowe's	\$700	\$700
Kitchen Aid KFP0711 7 Cup Food Processor - Web ID: 682704 Macy's http://www1.macys.com	\$140	\$140
<u>Event workshop Supplies \$40 x 8 workshops</u> - This figure was quoted from Virginia Cooperative Extension. It is for folders, paper, pens, flip charts and other materials for each workshop identified in planned activity 2 - Increase Awareness through Education and Training.	\$300	\$300
Total Supplies Expenses: \$5,766		
Other:		
<u>Advertising:</u> Combination Print & Online Ads for Cooking Classes - Planned Activity 3. The budget items below identify the advertising cost per publication, who quoted the cost.		
<u>SW Times</u> \$165/ea. (4 - 1/4 pg. color ad) - year 1 & 2 - Print ads for cooking classes and events	\$1,320	\$1,320
<u>VA Leader</u> : 4 - \$361/ad - 1/4 pg. color ad - yr. 1; 4 - \$375/ad - 1/4 pg. color ad - yr. 2 - Print ads for cooking classes and events.	\$2,400	\$2,400
<u>Bluefield Telegraph</u> (\$340 - 1/4 pg. color (4 ads) - \$340/ad x 4 ads - Print ads for cooking classes and events	\$1,630	\$1,630
<u>Roanoke Times</u> - (3"x5" color - \$360 x 4ads = \$1440) for year 1, and \$1460 year 2. Print ads for cooking classes and events.	\$2,900	\$2,900
<u>Collegegate Times</u> - 3,792 x 4 inches color ad - \$180/ad x 2 x 2 yrs./yr. - Print ads for cooking classes and events	\$720	\$720
<u>Wytheville Times & Floyd Enterprise-a</u> Year 1: ¼ page color \$425 one edition, plus - 3.22 x 5 color ad in both publications Wythe & Floyd \$415.60 /Digital advertising 20k impression on Swvatoday.com over 4 months at 5 impressions per month		
b) Year 2: ¼ page color \$425 one edition /3.22 x 5 color ad in each publication Wythe & Floyd \$415.60/ Digital advertising 10k Impression on Swvatoday.com. over 4 months at 5 impressions per month	\$2,363.00	\$2,363
<u>Flavours of the NRV</u> - 2 page spread in color - \$250/Quarter x 2 yrs. - Print ads for cooking classes and events	\$2,000	\$2,000
<u>Combined Print Ad and Online Advertising:</u> This price was quoted by ChikuBGG Productions for the marketing campaign for the farmers market. This includes print ads (\$2300) & online ads for Farmers Market (\$700), website design (\$350) Facebook page design (\$250). These activities are outlined in Planned Activity 1.	\$3,600	\$3,600
Total Advertising Costs: \$16,933		

**TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary**

g Campaign Materials:

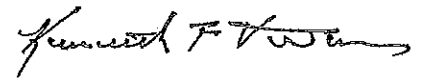
<u>Branding Campaign.</u> This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for these products.		\$600	\$600
<u>Branding Campaign.</u> This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for marketing products that included posters, banners, flyers, invitations. Each event selected the items that <u>Culinary event promotional materials</u> (\$300) -Planned Activity Planned Activity 3 - Farm to Fork Branding Campaign. This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for these products.		\$300	\$300
<u>Marketing flyers for workshop series</u> (\$500) - Planned Activity 2 - Increase Awareness through Education and Training. This figure was quoted by Virginia Cooperative extension Service based upon prior workshops.		\$300	\$300
<u>Product Labels</u> 3x4 inch label x .25 each. 1600 labels (16 vendors x 100) is \$400.00. The labels will be used for Planned Activity 2 vendor branding. This price was quoted by Zeppa Studios based upon the <u>Aprons</u> - (\$15 ea.) for chefs (10) instructing classes for the Farm to Fork Cooking program/ vendors at chef farmers market (16) at Market and each chef performing a demo at events (5) as outlined in planned activity 3 - Farm to Fork Branding Campaign. This quote was developed based upon Zeppa <u>T-shirts</u> - (\$15 ea.) . This full color t-shirt will be worn by all staff and volunteers at market and events (100) as outlined in planned activity 2 - Increase Awareness. This cost was quoted by Zeppa Studios based upon their current product line.		\$500	\$500
<u>Farm to Fork - full color bumper stickers/oval stickers</u> - (\$4/ea. X 200) - Farm to Fork Branding Campaign. This cost was quoted by Zeppa Studios based upon their current product line.		\$400	\$400
		\$465	\$465
		\$1,500	\$1,500
		\$800	\$800
<u>Banners, Postcards, Flyer for farmers market</u> (\$300) This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for these products.		\$300	\$300
Total Promotional Materials Costs: \$4,965			
Design Costs			
<u>Design of Pearisburg Farm to Fork bumper stickers/decal and aprons</u> for chefs & market vendors, and t-shirts for volunteers (\$250) -Planned Activity 3 - Farm to Fork Branding Campaign. This cost was quoted by Zeppa Studios based upon their current prices.		\$250	\$250
<u>Generic Web and Print Ad design</u> (\$200) - Planned Activity 3 - Farm to Fork Branding Campaign. This figure was quoted by Flavours Media Group based upon their cost for this service.		\$400	\$400
<u>Design and write Farm to Fork Newsletter</u> - \$100/Mon x 24 months -Contractor-(Flavours Media Group) Planned Activity 3 - Farm to Fork Branding Campaign. This figure is the current amount that this contractor charges for this service.		\$2,400	\$2,400
Total Design Costs: \$3,050			
Dues & Subscriptions:			
<u>Internet Fees for Market Mgr.</u> \$25 month for 20 months. This cost is for services rendered for Planned Activity 1 - Generate Additional Revenue. This quote was submitted by ChiknEGG Productions, LLC.		\$80	\$80
<u>Constant Contact Subscription</u> - \$240/yr. x 2 - emailing marketing newsletter subscription for 24 months for planned activity 3. This quote was provided by Constant Contact.		\$500	\$500
Total Dues and Subscriptions: \$980		\$480	\$480
Software License: <u>ManageMyMarket.com</u> license fees. This quote was provided by ChiknEGG Productions LLC - Planned Activity 1 - Generate Additional Revenue for the farmer's market.		\$510	\$510
10 vendors @ \$15 yr. 1			
& 14 vendors @ \$15 yr. 2			
& 30 vendors @ \$5 ea. for 1 day events			
Licenses: Dept. of Agriculture Mkt. Inspection - Planned Activity 1 - Generate Additional Revenue		\$80	\$80
Postage: <u>Postage for mailings for Farm to Fork events</u> as identified in planned activity 3. This figure was quoted by Flavours Media Group.		\$200	\$200
<u>Mailings for Farmers Market</u> -This figure was quoted by ChiknEGG Productions LLC for the farmers market -planned activity 1.		\$250	\$250
Total Postage Costs: \$450			
Merchant Account Fees: <u>Credit/Debit fees</u> - This figure was quoted by ChiknEGG Productions for the farmers market- Planned Activity 1 - Generate Additional Revenue		\$500	\$500
Total Direct		\$89,597	\$90,815
Indirect Cost:		\$8,959	\$9,082
Indirect costs will support the following the grant manager and clerical services integral to the project activities and grant			
<u>Indirect Percentage of Total Budget (maximum 10% of total budget)</u>		10%	10 percent

TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary

TOTAL

\$98,556

\$99,897



Vittum stated that there is a budget of \$9582 for two years that would be dispersed on a quarterly basis for Grant Management Services which includes record keeping and reporting back to the State and the Town. He stated that Hartley had reviewed the agreement and found it acceptable. Clark asked if there was money in the grant for reimbursement expenses. Vittum answered yes. Clark asked if Dianne Dinger was currently being paid for the farmers market. Vittum stated that this is additional work outside the scope of what she is currently being paid for in the Planning Project.

Journell made a motion to accept the Grant Management Service Agreement between the Town and Dianne Dinger with the budget attached to the document. Clark seconded the motion. Voting yes: Mayor Dickerson, Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

Contract for Services: Grant Management Services

This Consulting Contract is being entered into by Town Of Pearisburg ("client") and Flavours Media Group, LLC ("Consultant") this first day of October 2014.

Work to be performed

Consultant has a professional background in fund development, and grants management services and will provide consulting work related to grants management as requested and agreed upon. Specific projects will be identified and scope of work, which will be defined in work plans, approved by Funding Source, Town Manager and Town Council, where applicable.

General responsibilities

Responsibilities include but are not restricted to the following:

Grants Management:

1. To provide grant management services to Farmers Market Promotion Program (FMPP) grant as required. This includes:
 - Compile, consolidate and submit 6-month interim performance reports after the award's anniversary date, as provided by FMPP, until a Final Performance Report is required.
 - Compile, consolidate and work with Assistant Town Clerk to submit the following report within 90 days following the grant ending date: Final Performance Report □ Final SF-425, "Federal Financial Report" and if applicable, payment of unobligated balance), Program Audit Report, if applicable, Tangible Personal Property Report, if applicable.
 - Submit the reports to FMPP electronically, with Assistant Town Clerk
 - Participate in training regarding the reporting, quantitative and qualitative metrics, project, and other requirements of the FMPP award.
 - Track work of contractual staff to identify activities performed, targets, and/or performance goals achieved, problems and delays.

Compensation

Effective with this Agreement, Client shall pay Consultant

- Up to \$4541 per year for grants management work from FMPP grant October 1, 2014-December 12, 2016 (\$1135.25 per quarter)
- Payment shall be made based upon monthly reports submitted to Town Manager. Consultant will invoice for funds on a prorated basis for accomplishment of deliverables outlined.

Reimbursement for expenses

All pre-approved travel outside of Giles County will be reimbursed on a monthly basis. This may include meals, lodging and mileage to be reimbursed at the federal mileage rate per IRS guidelines.

Independent contractor relationship

Consultant's relationship with Client will be that of an independent contractor and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture or employment relationship. No part of the Consultant's compensation will be subject to withholding by Client for payment of any social security, federal, state or any other employee payroll taxes.

Ownership of work product

Consultant agrees that all work products developed by her alone or in conjunction with others in connection with the performance of services pursuant to this Agreement is and shall be the sole property of Client and Consultant shall retain no ownership, interest or rights therein. Work product includes reports, graphics, memoranda, slogans and taglines.

Confidentiality

In the course of performing consulting services, the parties recognize that Consultant may come in contact or become familiar with information,

which the Client may consider confidential. Consultant agrees to keep all such information confidential and not to discuss or divulge it to anyone other than appropriate town personnel or their designees.

Competent Work

All work will be done in a competent fashion in accordance with applicable standards and all services are subject to final approval by the Client prior to payment.

Term

This Agreement shall commence on October 1, 2014 and shall terminate on December 12, 2016 (current term of FMPP grant award execution and post evaluation service responsibilities), unless earlier terminated by either party hereto. Either party may terminate this Agreement upon 30 days prior written notice. Client may at its option, renew this Agreement by giving notice to Consultant of such intent to renew.

Town of Pearisburg, VA (Customer)

Kenneth F. Vittum, Town Manager

12-9-14

Per:

Kenneth F. Vittum (SEAL)

Flavours Media Group (Consultant)

Dianne Dinger

Per:

Dianne Dinger (SEAL)

**TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary**

VA-369-2014

Project Title: Pearisburg Farm to Fork Program

Organization: Town of Pearisburg

Phone: 540-921-0340

Contact: Diana J. Dinger/Lynna Hazelwood

Contact Email: rumorhesit@earthlink.net / lynna.hazelwood@pearisburg.org

FMPP 2014

This Column for
Requested FMPP Staff Use Only
Budget Revised/Approved

Budget Summary Itemization:**Personnel/Contractual:**

Farmers Mkt/Event Consultant - Lisa Dearden, Contractor: ChiknEGG Productions LLC will be responsible the implementation and supervision of all the activities in the grant listed under Planned Activity 1 - Creation of the farmers market. Her contract is a flat fee for 2 years of service. Payment will be based upon completion of the deliverables

\$16,000

\$16,000

Special Events/Social Media Coordinator - Contractor will be hired to support the special event and social media activities identified in Planned Activity 1 related to the farmers market and Planned Activity 3 related to special community initiatives. Contractor will be paid a flat amount for work performed per year based upon a deliverable contract. The amount was determined based upon the number of hours per year that it was projected that the contractor would work x \$18/hr. This figure was quoted by ChiknEGG Productions LLC.
125 hours x \$18 year 1 (2250)
150 hours x \$18 year 2 (2700)

\$4,950

\$4,950

Market Manager - Contractor will be hired to manage farmers activity under the supervision of the Consultant. Specific duties are outlined in the grant under Planned Activity 1 - creation of a farmers market. Contractor will be paid a flat amount per year for work performed. The amount was determined based upon the number of hours that was projected that the market manager was needed x \$18/hr. This figure was quoted by ChiknEGG Productions LLC.
390 hours x \$18 year one \$7020
406 hours x \$18 year two \$7308

\$14,328

\$14,328

Cooking Class Coordinator: Flavours Media Group launched this effort while resources were being developed to improve, expand and enhance the cooking class program. This contractor will remain in this role. This budget amount was based upon the hours required to organize and coordinate the current the cooking class schedule. The amount was determined based upon the number of hours required per season x \$18/hr. It is a flat rate for a deliverable contract. The specific duties are listed under Planned Activity 3.
(90 hours per quarter x \$18 /hr. \$6480 per year x 2 years

\$12,960

\$12,960

Workshop Speakers: 9 speakers @ \$100/ea. for educational workshops - (Speakers to be identified). This is for the speaker stipends for the educational workshops organized by Virginia Cooperative Extension. This figure was quoted by Virginia Cooperative Extension. The responsibilities on the speakers are detailed in Planned Activity 2 - Increase Awareness through Education and Training.

\$900

\$900

Graphic Artist/Brand Consultant - Contractor: Zeppa Studios; \$2200/yr. x 2 - This contract is to support the individual consultation services on branding. 16 farmers market vendors will be offered this service. The product will result in a Farm to Fork label with the individual vendor's logo. The amount budgeted was determined accordingly: \$275 x 16 vendors. Zeppa Studios provided this quote. The specific activities to be performed are detailed in Planned Activity 3.

\$4,400

\$4,400

Videographer - Flavours Film Productions has produced over 7 promotional videos for Giles County events. This is the discounted price that this company has quoted for the development of a Farm to Fork cooking class 30 second promo video (\$400) & Farm to Fork farmers market 30 second promo video (\$400) - Responsibilities are detailed in Planned Activity 3 - Farm to Fork Branding Campaign.

\$800

\$800

Chefs for Farm to Fork Chef's Demos - This is the amount budgeted for the chefs who are providing the chef demos at local events. This activity is identified in Planned Activity 1 and 3. Expenses for chef demos at 8 events.

\$600

\$600

A stipend per chef was quoted by ChiknEGG Productions. It is based on 4 chef demos a year x for 2 years = 8 demos @ \$75

Total Contractual Costs: \$54,938.**Travel:**

Travel expenses for Farmers Market/Ag-Event Consultant - Lisa Dearden (ChiknEGG Productions LLC) provided this quote for consultant travel and accommodation required to administer Planned Activity 1.

6 trips @ 430 miles RT * \$.56 mi

\$1,445

\$1,445

1 night hotel * 6 * \$90 each

\$540

\$540

Total Travel Costs: \$1,985**Supplies**

Office Supplies - printer cartridges, paper, pens, mailing labels, tape, markers, folders - (\$500) - This is the combined supply cost for all three planned grant activities. This quote was based upon the town's knowledge of previous program costs.

\$500

\$500

Computer for Market Mgr. - (\$400) This cost was provided by o ChiknEGG Productions LLC for duties associated with Planned Activity 1.

\$400

\$400

Printer for Market Mgr. - This figure was provided by Best Buy for duties associated with Planned Activity 1.

\$125

\$125

**TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary**

Farmers Market/Event Supplies: EZ Up Tents (4) @ \$275 each, Mainstays 6' Centerfold Table, Walmart x (2) @ \$40 each, Other supplies: Plexiglas flyer holders, Table cloths, Cash box, Plastic tub for holding supplies, Bungees, Hammer (not allowable)
Camp chairs, Dolly or cart for hauling event materials (150). These figures were provided by ChiknEGG Productions LLC for farmers market for Planned Activity 1.

Event Supplies: The following list of supplies are needed for events, cooking classes and demos outlined in planned activity 3. The supply list was developed by three local restaurants. The price source for each item is listed next to the item itself.

Blender, ice-cream maker, coffeemaker, stock pan, cutting boards, chef knife set, baking dishes, mixing bowls, sauce pans, pizza pans, cookie sheets, pot holders, etc. Walmart.

2-Burner Butane Countertop Range / Portable Stove with Brass Burners-The WEBstaurant Store Food Service Equipment and Supply Company - 2 \$50 ea.

Butane cartridges - \$25/ea. (case of 12)-The WEBstaurant Store Food Service Equipment and Supply Company - 2 cases

Frontier CB136 Instant Light Charcoal Briquettes - 3.6-Pound - \$18 x 2 - Walmart

Backyard Grill Deluxe Portable 15.75" Charcoal Grill - \$20 x 2 - Walmart

Dart Solo HWP7-J8001 7" Heavy Weight Paper Plate - Symphony 1000/Case - Westaurant Store - \$70/ case 1000

Tork (B1141A) - 100% Recycled Fiber Beverage Napkins - \$25/case of 4000 - Restaurant Equipment & Supplies

Diamond Brilliance Plastic Flatware, 30 ct - 17 boxes - Walmart

Cora 11 oz. All-Purpose Wine Glass - 12 / Case - Item #: 5535414 - \$18/case - WebstaurantStore

Wireless Presentation Pro Portable Sound System - www.ampl.com/portable-pa-system

Folding Banquet chairs - 800 lb. capacity - Item# LE-L-3-BK-GG - foldingchairs4less.com- \$10 ea. X

Lodge L10SK3 12" Pre-Seasoned Cast Iron Skillet - Walmart - \$20 ea. X 4

Faberware New Traditions Aluminum Nonstick 11-1/4" Deep Skillet - Walmart \$20/ea. X 3

Cuisinart Chef's Classic Santé Pans - 1 3.3-quart - \$55 \$ 1 5.5 - \$60: chefscatalog.com

Coleman Extreme 150 qtr. Cooler, Green - Walmart x 2

Utensils: whisks; serving spoons: Walmart \$30

3 Wash tubs and cleaning supplies for events and demos - Walmart

Kitchen Aid Commercial Mixer: Best Buy

Whirlpool 24.125-in 63-Decibel Portable Dishwasher (White) ENERGY STAR - Lowe's

Kitchen Aid KFP07117 Cup Food Processor - Web ID: 682704 Macy's http://www.1macys.com

Event workshop Supplies \$40 x 8 workshops - This figure was quoted from Virginia Cooperative Extension. It is for folders, paper, pens, flip charts and other materials for each workshop identified in planned activity 2 - Increase Awareness through Education and Training.

Total Supplies Expenses: \$5,766

Other:

Combination Print & Online Ads for Cooking Classes - Planned Activity 3. The budget items below identify the advertising cost per publication, who quoted the cost.

SW Times \$165/ea. (4 - 1/4 pg. color ad) - year 1 & 2 - Print ads for cooking classes and events

VA Leader 4 - \$361/ad - 1/4 pg. color ad - yr. 1; 4 - \$375/ad - 1/4 pg. color ad - yr. 2 - Print ads for cooking classes and events.

Bluefield Telegraph (\$340 - 1/4 pg. color (4 ads) - \$340/ad x 4 ads - Print ads for cooking classes and events

Roanoke Times - (3"x5" color - \$360 x 4ads = \$1440) for year 1, and \$1460 year 2. Print ads for cooking classes and events.

Collegiate Times - 3,792 x 4 inches color ad - \$180/ad x 2 x 2 yrs/yr. - Print ads for cooking classes and events

Wytheville Times & Floyd Enterprise-a) Year 1: ¼ page color \$425 one edition, plus - 3.22 x 5 color ad in both publications Wythe & Floyd \$415.60 /Digital advertising 20k impression on Swvatoday.com over 4 months at 5 impressions per month

b) Year 2: ¼ page color \$425 one edition /3.22 x 5 color ad in each publication Wythe & Floyd \$415.60/

Digital advertising 10k impression on Swvatoday.com, over 4 months at 5 impressions per month

Flavours of the NRV - 2 page spread in color - \$250/Quarter x 2 yrs. - Print ads for cooking classes and events

Combined Print Ad and Online Advertising: This price was quoted by ChiknEGG Productions for the marketing campaign for the farmers market. This includes print ads (\$2300) & online ads for Farmers Market (\$700), website design (\$350) Facebook page design (\$250). These activities are outlined in Planned Activity 1.

Total Advertising Costs: \$16,933

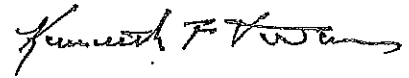
**TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary**

g Campaign Materials:

Branding Campaign. This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for these products.	\$600	\$600
Branding Campaign. This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for marketing products that included posters, banners, flyers, invitations. Each event selected the items that Culinary event promotional materials (\$300) - Planned Activity Planned Activity 3 - Farm to Fork Branding Campaign. This figure was quoted by Flavours Media Group based upon the marketing campaign that they administered for the county with 5 events. Each event received this amount for these products.	\$300	\$300
Marketing flyers for workshop series (\$500) - Planned Activity 2 - Increase Awareness through Education and Training. This figure was quoted by Virginia Cooperative extension Service based upon prior workshops.	\$300	\$300
Product Labels 3x4 inch label x .25 each. 1600 labels (16 vendors x 100) is \$400.00. The labels will be used for Planned Activity 2 vendor branding. This price was quoted by Zeppa Studios based upon the Aprons - (\$15 ea.) for chefs (10) instructing classes for the Farm to Fork Cooking program/ vendors at chef farmers market (16) at Market and each chef performing a demo at events (5) as outlined in planned activity 3 - Farm to Fork Branding Campaign. This quote was developed based upon Zeppa T-shirts - (\$15 ea.). This full color t-shirt will be worn by all staff and volunteers at market and events (100) as outlined in planned activity 2 - Increase Awareness. This cost was quoted by Zeppa Studios based upon their current product line.	\$500	\$500
Farm to Fork - full color bumper stickers/oval stickers - (\$4/ea. X 200) - Farm to Fork Branding Campaign. This cost was quoted by Zeppa Studios based upon their current product line.	\$400	\$400
	\$465	\$465
	\$1,500	\$1,500
	\$800	\$800
Total Promotional Materials Costs: \$4,965		
Design Costs		
Design of Pearisburg Farm to Fork bumper stickers/decal and aprons for chefs & market vendors, and t-shirts for volunteers (\$250) - Planned Activity 3 - Farm to Fork Branding Campaign. This cost was quoted by Zeppa Studios based upon their current prices.	\$300	\$300
Generic Web and Print Ad design (\$200) - Planned Activity 3 - Farm to Fork Branding Campaign. This figure was quoted by Flavours Media Group based upon their cost for this service.		
Design and write Farm to Fork Newsletter - \$100/Mon x 24 months - Contractor (Flavours Media Group) Planned Activity 3 - Farm to Fork Branding Campaign. This figure is the current amount that this contractor charges for this service.	\$250	\$250
Total Design Costs: \$3,050	\$400	\$400
	\$2,400	\$2,400
Dues & Subscriptions:		
Internet Fees for Market Mgr. \$25 month for 20 months. This cost is for services rendered for Planned Activity 1 - Generate Additional Revenue. This quote was submitted by ChiknEGG Productions, LLC.	\$80	\$80
Constant Contact Subscription - \$240/yr. x 2 - emailing marketing newsletter subscription for 24 months for planned activity 3. This quote was provided by Constant Contact.	\$500	\$500
Total Dues and Subscriptions: \$980	\$480	\$480
Software License: ManageMyMarket.com license fees. This quote was provided by ChiknEGG Productions LLC - Planned Activity 1 - Generate Additional Revenue for the farmer's market.		
10 vendors @ \$15 yr. 1	\$510	\$510
& 14 vendors @ \$15 yr. 2		
& 30 vendors @ \$5 ea. for 1 day events		
Licenses: Dept. of Agriculture Mkt. Inspection - Planned Activity 1 - Generate Additional Revenue	\$80	\$80
Postage: Postage for mailings for Farm to Fork events as identified in planned activity 3. This figure was quoted by Flavours Media Group.	\$200	\$200
Mailings for Farmers Market - This figure was quoted by ChiknEGG Productions LLC for the farmers market-planned activity 1.	\$250	\$250
Total Postage Costs: \$450		
Merchant Account Fees: Credit/Debit fees - This figure was quoted by ChiknEGG Productions for the farmers market- Planned Activity 1 - Generate Additional Revenue	\$500	\$500
Total Direct	\$89,597	\$90,815
Indirect Cost:	\$8,959	\$9,082
Indirect costs will support the following the grant manager and clerical services integral to the project activities and grant		
Indirect Percentage of Total Budget (maximum 10% of total budget)	10%	10 percent

TM-30, Farmers Market Promotion Program (FMPP)
Supplemental Budget Summary

TOTAL	\$98,556	\$99,897
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Vittum stated that Belcher will probably be taking the Bluff City Pump Station Bypass Agreement to the PSA board this month for review of the document with changes. He stated that hopefully the Town and PSA can approve the agreement at their January meetings.

Vittum explained the Resolution for the Planning District Commission (PDC) to Council. He stated that the New River Valley Planning Commission desires to change their name to the New River Valley Regional Commission. Journell stated that the PDC had discussed this change at their area meeting she attended as something the PDC would like done.

Journell made a motion that Council approve a Resolution for the PDC to change their name to the New River Valley Regional Commission. Munsey seconded the motion. Voting yes: Mayor Dickerson, Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.



TOWN OF PEARISBURG

112 TAZEWELL ST.
PEARISBURG, VIRGINIA 24134

Robert L. Dickerson
Mayor

Council:
Colin Munsey
Vice-Mayor
Jimmie R. Williams
Kristi Eaton
Judy R. Harrell
Susie Journell
Cathy Clark

Kenneth F. Vittum
Town Manager
kvittum@pearisburg.org

Rick C. Tawney
Town Engineer/Public
Works Director

Jackie C. Martin
Chief of Police

Lorrie A. Mitchell
Finance Director

Regina H. Harless
Town Clerk

Anthony C. Myers
Recreation Director

Birdie Moye
Librarian

Rodney F. Wilson
Building Official

Telephone:
(408) 921-0340

Fax:
(408) 921-0086

Website:
www.pearisburg.org

RESOLUTION REQUESTING SUPPORT FOR CHANGING THE NAME OF THE NEW RIVER VALLEY PLANNING DISTRICT COMMISSION TO THE NEW RIVER VALLEY REGIONAL COMMISSION

WHEREAS, the New River Valley Planning District Commission was established by the local governments within the region on September 15, 1969 and chartered the Commission with the aforementioned name, and

WHEREAS, the Commission conducted an assessment of the agency in 2012 which identified eight implementation priorities, one of which included changing the name to the New River Valley Regional Commission, and

WHEREAS, the Commission Board of Directors conducted a vote that secured unanimous support at their meeting on October 23, 2014 to pursue changing the name to the New River Valley Regional Commission, and

WHEREAS, changing the name of the Commission necessitates an amendment to the Commission's Charter which must secure a majority of affirmative support from its members (8 out of 14) to be implemented, and

WHEREAS, the Commission is seeking unanimous support from its members to change the name, and

WHEREAS, the Commission is pursuing the name change to better reflect the overall mission and actions of the agency as a regional body serving the New River Valley, while recognizing the Commission routinely provides services beyond planning to its members, and the name Planning District Commission is often mistaken for local government Planning Commissions, and

WHEREAS, the purpose and function of the Commission will remain unchanged, while the new name offers better alignment with the intended purpose/function of regional collaboration, convening, visioning and service delivery.

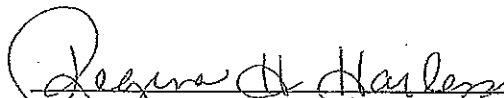
NOW, THEREFORE, BE IT RESOLVED, that the Town of Pearisburg fully supports the New River Valley Planning District Commission changing the name of the agency to the New River Valley Regional Commission.

Adopted this 9th day of December, 2014.

APPROVED:

ATTEST:


Mayor Robert L. Dickerson


Regina H. Harless, Town Clerk

Williams made a motion that Council approve a Proclamation for Teen Violence Prevention Month. Harrell seconded the motion. Voting yes: Mayor Dickerson, Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

PROCLAMATION

Whereas, violence in relationships often begins during adolescence, creating long-term negative behavioral and health consequences which can lead to dangerous and unhealthy patterns in future relationships; and

Whereas, many young people may be afraid, embarrassed, or may not recognize the severity of the physical, emotional, or sexual abuse; and

Whereas, parents and other adults can be uncomfortable with or unaware of the occurrence of abuse; and

Whereas, technology such as cell phones, e-mail, and social networking websites play a major role in an adolescent's life, but these same tools are sometimes used for control, stalking, and victimization; and

Whereas, a Presidential Proclamation has been issued that designates February 2015 as National Teen Dating Violence Awareness and Prevention Month; and

Whereas, the Giles County Youth Adult Partnership is one of hundreds of organizations across America hosting events to promote awareness of violence of any type and to empower the community to take actions to prevent it.

NOW, THEREFORE BE IT PROCLAIMED, that the month of February 2015 is Healthy Relationship Awareness Month in the Town of Pearisburg, Virginia; and

FURTHER BE IT RESOLVED, that all men and women, young and old, of the Town of Pearisburg are encouraged to prevent violence of any type by educating themselves and others about the facts and by modeling respectful behavior in ALL their relationships.

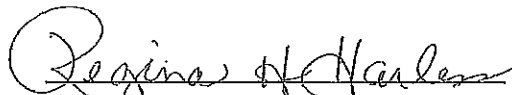
This 9th day of December, 2014.

APPROVED:



Mayor Robert L. Dickerson

ATTEST:



Regina H. Harless, Town Clerk

Council discussed the Landscaping for the Town Hall. Vittum stated that the mulch had been removed from the quote given by Take it Outside reducing the plant material to \$861.92. The plants will only be guaranteed if they do the installation. The estimated cost for installation from Hale & Co. was \$1240.00 bringing the total estimated cost to \$2,101.92. The plants would be installed no earlier than March 15 and no later than June 30, 2015. Mayor Dickerson feels it would be a great asset to the municipal building. Harrell stated that it would need to be well maintained.

Munsey made a motion to approve the estimate from Take It Outside and Hale & Co. for the Landscaping which includes the plants and installation for the Town Hall in an amount estimated at \$2101.92. Eaton seconded the motion. Voting yes: Mayor Dickerson, Williams, Munsey, Journell, Harrell, Clark and Eaton. The motion carried by a vote of 7 to 0.

On behalf of the Pearisburg Junior Womans Club, Eaton thanked Council, staff and citizens for their donations towards Home for the Holidays food bags. Juniors started this project a few years ago helping around 100 students at that time. Donations have increased the past few years which helps assist around 325 students.

Mayor reminded Council of the Town Christmas Dinner December 16th and the Fire Department Dinner and Dance December 20th.

Eaton asked Vittum if there was any update on the Regional Water System (PSA Consolidation). Vittum stated that he had nothing new to report. Eaton commented that in the PSA minutes Mr. Steele said that each locality would show an immediate 11% savings increase. Vittum will follow up with this matter.

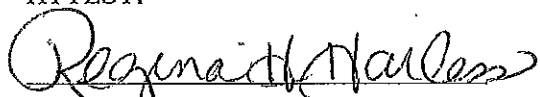
There being no further business the meeting was adjourned.

APPROVED:



Mayor Robert L. Dickerson

ATTEST:



Regina H. Harless, Town Clerk