



July 16, 2007

Pocahontas, Virginia

Council met this date for a regular session with the following present:

Mayor: Anita Brown

Council: Mrs. Boone, Mrs. White, Ms. Fitzgerald, and Mrs. Pardue.

Note: Mrs. Pardue arrived late

Vice Mayor Boone called the meeting to order, invocation given followed by pledge of allegiance.

Vice Mayor Boone asked Council if there are any corrections to the minutes of the June 18, 2007 Council Meeting.

Vice Mayor Boone asked for a motion to accept the minutes as read.....Ms. Fitzgerald accepted the motion.....second by Mrs. White.....Mrs. White and Ms. Fitzgerald voted yes.

Vice Mayor Boone asked Ms. Fitzgerald to read Finance Report as of June 30, 2007.

Ms. Fitzgerald motioned to accept the Finance Report as read.....Second by Mrs. White....Mrs. White and Ms. Fitzgerald voted yes.

#### Old Business

1. Mrs. White motioned to accept the FY 2008 Budget....Second by Ms. Fitzgerald.... Mrs. White and Ms. Fitzgerald voted yes. The Approved Budget is attached to the minutes.

#### New Business

1. Mrs. Boone stated that the Fire Works display was funded by donations collected. No funding was provided by the Town.

Ms. Fitzgerald motioned to accept Mrs. Boone statement....Second by Mrs. White.... Mrs. White and Ms. Fitzgerald voted yes.

2. Greg Jones read the thank you letter from the American Legion. Greg Jones also read the Independent Auditor's Report on Comments and Suggestions from Hicok, Fern, Brown, & Garcia. The auditors suggested that accounts be classified so that P/L statements can be generated. Greg Jones stated that the Town is using new software and was unaware that the accounts needed to be classified to generate reports. This issue has since been corrected.

**Committee Reports:**

**Personnel Committee:** Received application for Police Officer. The applicant was not qualified. Received two applications for employment for Tour Guides

**Planning Committee:** In the process of preparing warning letters for residence who are violated the Property Code Ordinance. Inform council of the deteriorating condition of the step located near Mrs. Carter's Home.

**Finance Committee:** Reviewed FY 2008 Budget. Town should incorporate merit raises instead of step raises.

**Utility Committee:** No Report.

**Police Report:** No Report. Mrs. Boone stated that she asked for monthly reports from the Police Department.

**Fire Dept. Report:** No Report.

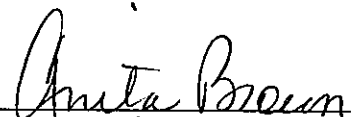
**PUBLIC ADDITIONS**

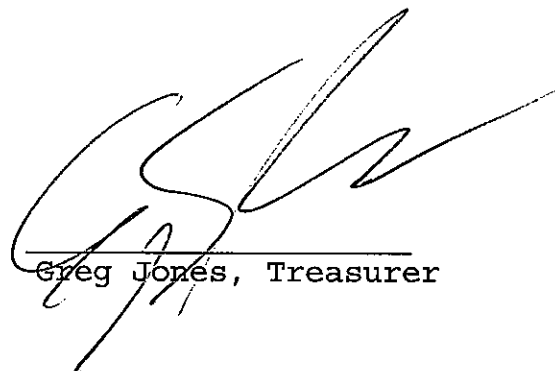
1. Mr. John Barbra, President of the Lions Club stated he and his organization would be glad to help clean up the Town. He suggested that the Town designate a work day and involve church and civic groups.

Bonnie Pardue arrives late.

2. Mr. Art Scott informed council that door is open at the cinderblock church on Church Street. Manholes for the sewage collection lines need to be raised.

Vice Mayor Boone asked for a motion to adjourn the Town Council meeting. Mrs. White motion to adjourn the Town Council Meeting....second was made by Mrs. Pardue.....Mrs. White, Ms. Fitzgerald and Mrs. Pardue voted yes.

  
\_\_\_\_\_  
Mayor, Anita Brown

  
\_\_\_\_\_  
Greg Jones, Treasurer

Kec  
7-30-07



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT Division of Community Development July 27, 2007

Timothy M. Kaine  
Governor

Patrick O. Gottschalk  
Secretary of  
Commerce and Trade

William C. Shelton  
Director

The Honorable Anita Brown  
Mayor  
Town of Pocahontas  
P. O. Box 128  
Pocahontas, Virginia 24635

RE: 2007 VCDBG Planning Grant  
Town of Pocahontas Business District Revitalization Project -  
Approval

Dear Mayor. Brown:

We have reviewed the submittals that have been sent to us related to the above-referenced Planning Grant request. We are pleased that your project has proceeded to this point. This document satisfies the requests we made in our February 1, 2007 letter to the Town of Pocahontas. Our review of this document indicates that the Town and the stakeholders have demonstrated an acceptable preliminary level of interest and need in developing plans to undertake a downtown revitalization project.

DHCD will make a total of up to \$15,000 available to the Town for developing solutions to the above expressed needs. *Please note that due to changes to our CDBG Program Design, in order to be eligible for the full planning grant amount, applicants must have a population greater than 750 persons within a one-mile radius of the project area. Applicants that do not meet this population threshold may qualify for not more than \$15,000 in planning grant funds. Exceptions to this threshold, such as where the Business District serves a unique function or where improvements to the region's economic environment increases the opportunities for revitalization, will be considered.*

At this time, please move forward with procurement of necessary technical assistance that will allow you to conduct full-scale assessments of the above needs and present solutions to these needs. Please be mindful of the need to adhere to the Virginia Public Procurement Act. Also, while DHCD expects the Town to begin the procurement process immediately, the Town should not execute any contracts with the procured consultants that will contractually obligate CDBG Planning Grant funds until you are under contract with DHCD and a DHCD representative has had the opportunity to review the proposed contract.

As one of the first steps in the next phase of the Planning Grant, the Town must conduct a strategic thinking and visioning session. This activity will assist the management team and the community in contemplating the past, present and future of the Town. This visioning session will help shape the outcome of the planning project, as it will give focus to the critical issues facing the business district and the Town in general. This vision will feed directly into the future Economic Restructuring efforts that

Partners for Better Communities



[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)

will be undertaken under the Planning Grant. The Town must use a skilled facilitator with relevant experience for this activity. The Town should begin the process of identifying one or more skilled facilitators with demonstrated experience in developing community visioning and strategic thinking. DHCD may be able to assist the Town in locating a facilitator if necessary and should be contacted prior to any final selection. **The Town must coordinate with DCHD prior to moving forward with the visioning session.**

The Town must also begin evaluating and prioritizing where the planning efforts will be focused. Due to the high levels of blight noted in the initial submittal, it is clear that all identified blight in the Town cannot be addressed through the CDBG program. As such, the Town must determine the area most critical to the revitalization efforts and focus on this physical area as the planning process moves forward. It is understood that a project of this nature will impact more than just the proposed project area, however, for practical purposes, a smaller, concentrated area must be identified as the main project area. As the Town moves forward through the visioning and strategic planning exercise, this focal area should be determined.

Joy Rumley, a Community Representative in our Project Management Office, has been assigned to work with you to continue the planning efforts and to assist you in conducting a Facilitated Planning Strategy meeting. The result of this meeting will be a work plan and budget that will be included in the proposal for planning grant funds to be submitted to DHCD. Ms. Rumley will shortly be in touch with you and can be reached at 276-676-5471.

Once the Planning Strategy meeting has occurred and a workplan and budget have been developed, please complete the CDBG Planning Grant Proposal (as outlined in the **CDBG 2007 Planning Grants Prospectus and Proposal Format**). Much of the information requested in the Proposal will be updates from previous materials sent to DHCD. However, the key portion of the Town's proposal will be the scope of work and associated budget. **This proposal should be submitted to us within seven (7) working days of the date of the Facilitated Planning Strategy.**

Once your Proposal has been received and evaluated, the locality will be contacted to schedule a contract negotiation date and a contract will be issued. As of today, planning grant funding has been earmarked for your planning project. Once you are under contract, you may immediately draw down the \$3,000 previously committed by DHCD for this project.

In summary, the next steps in this process are:

1. Town secures a skilled facilitator with experience in conducting strategic thinking and visioning sessions.
2. Town completes the strategic thinking and visioning session(s). A preliminary vision for the locality that will help drive future Planning Grant activities is developed. The Town also identifies the proposed project area (the most critical area to the Town's revitalization efforts) that will be the main focus for future activities.
3. Town procures needed technical assistance to further study needs as identified above and to develop solutions to these needs. DHCD expects this assistance to include professional services to develop an Economic Restructuring Plan and engineering/architectural assessments and design. It is DHCD's position that Economic Restructuring assistance is the most critical component of the Town's revitalization efforts and as such, these services must be secured first. The Town

may, with DHCD's concurrence, procure other services (such as design assistance) at the same time as the Economic Restructuring assistance if the Town feels there is an advantage to coordinating these activities.

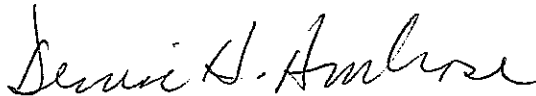
Prior to any advertisement for professional services, a draft copy of any request for proposals must be submitted to DHCD for review.

Please note that the Town must abide by the Virginia Public Procurement Act and may not execute contracts that will obligate CDBG funds until these contracts have been reviewed by DHCD.

4. The Town identifies a project that can be completed with local resources. A description of this project must be submitted to DHCD.
5. DHCD's Community Representative will meet with the Town and stakeholders and hold a Facilitated Planning strategy session to develop a workplan that will encompass a discussion of all activities that need to be completed and by when they will be completed.
6. Within seven (7) working days of the Facilitated Planning Strategy the Town must submit a Planning Grant proposal to DHCD that includes the work plan and cost of completing the activities.
7. Upon receipt, DHCD will evaluate the proposal, and if determined to be necessary, set-up a Contract Negotiation Meeting with the Town and a contract will be issued within one week of the Contract Negotiation Meeting.

Should you have any questions as you proceed, please do not hesitate to contact Chris Thompson at 804-371-7061.

Sincerely,



Denise H. Ambrose  
Associate Director

cc: Jim Baldwin, Cumberland Plateau Planning District Commission  
Denise Ambrose, VDHCD  
Jimmy Wallace, VDHCD  
Diane Allen, VDHCD  
Joy Rumley, VDHCD  
Chris Thompson, VDHCD

## Town of Pocahontas

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**From:** Town of Pocahontas [pocahontasva@comcast.net]  
**Sent:** Wednesday, August 15, 2007 3:33 PM  
**To:** 'Rumley, Joy'  
**Subject:** RE: Pocahontas Downtown Planning Grant

Hi Joy,

Sorry for the late response.

That will work. I have asked the Mayor and others to meet us at the Town Hall at 11:30am.

Thanks!

Greg Jones  
Town of Pocahontas  
P.O. Box 128  
Pocahontas, Va., 24635  
(276) 945-9522

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[Visit Pocahontas Va.](#)

[Pocahontas Exhibition Coal Mine & Museum](#)

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**From:** Rumley, Joy [mailto:Joy.Rumley@dhcd.virginia.gov]  
**Sent:** Friday, August 10, 2007 10:41 AM  
**To:** Greg Jones  
**Cc:** Debie Mcreynolds  
**Subject:** Pocahontas Downtown Planning Grant

Greg,

Hopefully the Town has received the correspondence from Denise Ambrose with regard to moving forward with the planning grant. Is there a way possible that after the Final Compliance Review on the Pocahontas/Tazewell Sewer project that we could meet in Pocahontas for a small management team meeting to outline the work to be done, who will do it, and what \$ should be allocated to the tasks. It would be on August 21<sup>st</sup> as well.

Let me know if this will work for those involved with the Downtown project.

Joy M. Rumley  
Community Representative  
VA Dept. of Housing & Community Development  
468 East Main Street, Suite 300B  
Abingdon, VA 24210  
276.676.5471  
276.676.5469 (fax)  
joy.rumley@dhcd.virginia.gov

08/20/2007

**Town of Pocahontas  
Account Balances  
As of July 31, 2007**

	<u>Jul 31, 07</u>	<u>Jun 30, 07</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
Exhibition Mine Checking	6,760.04	3,338.33
Exhibition Mine Savings	13,457.17	8,454.66
Exhibition Mine Visa & MC A...	794.63	2,817.52
General Fund Checking	23,989.98	23,207.45
General Fund Savings	53,225.89	52,184.67
Hist Commitee for Restorati...	456.95	456.93
Joe Hill Ball Park Savings	1,101.23	1,100.90
Pocahontas Cemetery Savin...	7,478.64	7,476.42
Pocahontas Easter Egg Hunt	24.81	24.81
Pocahontas Indian Run	1,153.48	1,153.48
Pocahontas VoL Fire Comp...	16,004.47	16,083.47
Water Fund Checking	29,248.70	27,672.29
Water Fund Savings	97,672.79	87,697.84
<b>Total Checking/Savings</b>	<u>251,368.78</u>	<u>231,668.77</u>

10:34 AM  
 08/20/07  
 Cash Basis

## Town of Pocahontas General Fund and Water & Sewer Fund Budget vs. Actual July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
BANK FRANCHISE TAX	0.00	4,100.00	-4,100.00	0.0%
BEER & WINE TAX	0.00	530.00	-530.00	0.0%
BUILDING PERMIT	20.00	60.00	-40.00	33.3%
BUSINESS LICENSE TAX	0.00	6,100.00	-6,100.00	0.0%
CAR DECAL TAX	60.00	2,660.00	-2,600.00	2.3%
CENTEX REBURSEMENT	28,660.27			
DONATIONS RECEIVED				
Fire Works Display	35.00			
<b>Total DONATIONS RECEIVED</b>	<b>35.00</b>			
<b>GRANT REVENUES</b>				
State	64,286.88			
<b>Total GRANT REVENUES</b>	<b>64,286.88</b>			
LEAA GRANT	0.00	12,907.00	-12,907.00	0.0%
MISCELLANEOUS INCOME	116.20			
PENALTIES & INTEREST	317.06	3,800.00	-3,482.94	8.3%
PERSONAL PROP TAX REC.	0.00	14,000.00	-14,000.00	0.0%
PSA ESCROW	1,130.78	13,569.00	-12,438.22	8.3%
REAL ESTATE TAX REC.	173.58	28,000.00	-27,826.42	0.6%
REFUSE COLLECTION	1,209.78	14,200.00	-12,990.22	8.5%
ROLLING STOCK TAX	0.00	2,650.00	-2,650.00	0.0%
SALES TAX REC.	2,666.83	29,500.00	-26,833.17	9.0%
<b>SEWER SALES</b>				
Boissevain Collection	1,359.00	2,718.00	-1,359.00	50.0%
Local Sales	5,196.91	10,796.00	-5,599.09	48.1%
<b>Total SEWER SALES</b>	<b>6,555.91</b>	<b>13,514.00</b>	<b>-6,958.09</b>	<b>48.5%</b>
TANGABLE PROPERTY TAX REC.	0.00	5,370.00	-5,370.00	0.0%
WATER DEPOSIT	290.00			
<b>WATER SALES</b>				
Boissevain Water Sales	684.99	500.00	184.99	137.0%
Falls Mills Water Sales	3,665.92	85,000.00	-81,334.08	4.3%
Local Sales	15,866.80	192,400.00	-176,533.20	8.2%
<b>Total WATER SALES</b>	<b>20,217.71</b>	<b>277,900.00</b>	<b>-257,682.29</b>	<b>7.3%</b>
<b>Total Income</b>	<b>125,740.00</b>	<b>428,860.00</b>	<b>-303,120.00</b>	<b>29.3%</b>
<b>Expense</b>				
BLOCK GRANT	60,161.88			
CENTEX REIM ACCT	21,812.62			
EMPLOYER PAYROLL TAX	2,163.63	13,253.00	-11,089.37	16.3%
<b>FIRE &amp; RESCUE GF</b>				
Electric	0.00	350.00	-350.00	0.0%
Insurance	0.00	900.00	-900.00	0.0%
<b>Total FIRE &amp; RESCUE GF</b>	<b>0.00</b>	<b>1,250.00</b>	<b>-1,250.00</b>	<b>0.0%</b>
<b>LAUREL MEADOWS PARK GF</b>				
Electric	0.00	1,400.00	-1,400.00	0.0%
Insurance	0.00	70.00	-70.00	0.0%
Supply	0.00	450.00	-450.00	0.0%
<b>Total LAUREL MEADOWS PARK GF</b>	<b>0.00</b>	<b>1,920.00</b>	<b>-1,920.00</b>	<b>0.0%</b>
<b>LAW ENFORCEMENT GF</b>				
Advertising	142.57	200.00	-57.43	71.3%
Education	540.00	500.00	40.00	108.0%
Electric	0.00	188.00	-188.00	0.0%
Insurance	0.00	5,200.00	-5,200.00	0.0%
Misc. Expense	0.00	100.00	-100.00	0.0%
Payroll	1,971.72	31,874.00	-29,902.28	6.2%
Radio Expense	53.10	780.00	-726.90	6.8%
Repair & Maint.	0.00	80.00	-80.00	0.0%
Supply	558.39	500.00	58.39	111.7%
Tech. Support	0.00	1,600.00	-1,600.00	0.0%
Telephone & Internet	60.37	1,400.00	-1,339.63	4.3%
Vehicle Gas	68.01	1,100.00	-1,031.99	6.2%
Vehicle Repair & Maint.	0.00	100.00	-100.00	0.0%

10:34 AM  
 08/20/07  
 Cash Basis

## Town of Pocahontas

### General Fund and Water & Sewer Fund Budget vs. Actual

July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget	% of Budget
<b>Total LAW ENFORCEMENT GF</b>	3,394.16	43,622.00	-40,227.84	7.8%
<b>MUNICIPAL OFFICE GF</b>				
Advertising	0.00	160.00	-160.00	0.0%
Election Expense	0.00	1,000.00	-1,000.00	0.0%
Electric	731.09	11,630.00	-10,898.91	6.3%
Event Expense				
Fourth of July Celebration	1,060.00			
<b>Total Event Expense</b>	<b>1,060.00</b>			
GO Bond	120.00	720.00	-600.00	16.7%
Insurance	0.00	11,700.00	-11,700.00	0.0%
Internet	0.00	650.00	-650.00	0.0%
Legal Expense	862.50	100.00	762.50	862.5%
Misc. Expense	0.00	100.00	-100.00	0.0%
Oil Heat	0.00	3,600.00	-3,600.00	0.0%
Postage	18.21	620.00	-601.79	2.9%
Repair & Maint.	0.00			
Supply	124.49	1,000.00	-875.51	12.4%
Tech. Support	0.00	3,000.00	-3,000.00	0.0%
Xerox Lease	397.75			
<b>Total MUNICIPAL OFFICE GF</b>	<b>3,314.04</b>	<b>34,280.00</b>	<b>-30,965.96</b>	<b>9.7%</b>
<b>PLANNING GRANT</b>	<b>4,125.00</b>			
<b>POCAHONTAS CEMETERY GF</b>				
Gas & Oil	98.39			
Payroll	2,922.00	3,200.00	-278.00	91.3%
Repair & Maint.	67.92			
Supply	82.69			
<b>Total POCAHONTAS CEMETERY GF</b>	<b>3,171.00</b>	<b>3,200.00</b>	<b>-29.00</b>	<b>99.1%</b>
<b>PUBLIC WORKS DEPT. GF</b>				
Gas & Oil	658.60	4,700.00	-4,041.40	14.0%
Insurance	0.00	2,700.00	-2,700.00	0.0%
Misc.	0.00	480.00	-480.00	0.0%
Payroll	3,325.51	19,822.00	-16,496.49	16.8%
Radio Expense	25.39	200.00	-174.61	12.7%
Repair & Maint.	1,316.37	2,500.00	-1,183.63	52.7%
Supply	158.22	1,149.00	-990.78	13.8%
Vehicle Repair & Maint.	0.00	400.00	-400.00	0.0%
<b>Total PUBLIC WORKS DEPT. GF</b>	<b>5,484.09</b>	<b>31,951.00</b>	<b>-26,466.91</b>	<b>17.2%</b>
<b>SEWAGE TREATMENT PLANT</b>				
Chemical Expense	0.00	316.00	-316.00	0.0%
Electric	0.00	1,930.00	-1,930.00	0.0%
Gas & Oil	0.00	4.00	-4.00	0.0%
Insurance	0.00	356.00	-356.00	0.0%
Lab Expense	0.00	115.00	-115.00	0.0%
Misc. Expense	0.00	15.00	-15.00	0.0%
Payroll	3,908.36	4,622.00	-713.64	84.6%
Repair & Maint.	0.00	56.00	-56.00	0.0%
Sewer Bond	0.00	4,125.00	-4,125.00	0.0%
Supply	0.00	3.00	-3.00	0.0%
Telephone	0.00	83.00	-83.00	0.0%
<b>Total SEWAGE TREATMENT PLANT</b>	<b>3,908.36</b>	<b>11,625.00</b>	<b>-7,716.64</b>	<b>33.6%</b>
<b>WATER DISTRIBUTION</b>				
Electric	0.00	500.00	-500.00	0.0%
Gas & Oil	85.14	570.00	-484.86	14.9%
Insurance	0.00	1,600.00	-1,600.00	0.0%
Payroll	3,244.51	19,822.00	-16,577.49	16.4%
Repair & Maint.	125.00	3,500.00	-3,375.00	3.6%
Right of Way Lease	0.00	230.00	-230.00	0.0%
Supply	1,482.56	10,002.00	-8,519.44	14.8%
Water Dist. Bond	0.00	99,000.00	-99,000.00	0.0%
<b>Total WATER DISTRIBUTION</b>	<b>4,937.21</b>	<b>135,224.00</b>	<b>-130,286.79</b>	<b>3.7%</b>
<b>WATER OFFICE</b>				
Adjustments & Abatements	-117.69	1,300.00	-1,417.69	-9.1%

10:34 AM  
 08/20/07  
 Cash Basis

**Town of Pocahontas**  
**General Fund and Water & Sewer Fund Budget vs. Actual**  
 July 2007 through June 2008

	Jul '07 - Jun 08	Budget	\$ Over Budget	% of Budget
Advertising	0.00	300.00	-300.00	0.0%
Applied Deposit	80.00			
Copy Machine Lease (XEROX)	0.00	3,300.00	-3,300.00	0.0%
Electric	0.00	4,700.00	-4,700.00	0.0%
GO Bond	480.00	2,880.00	-2,400.00	16.7%
Legal & Professional Fees	0.00	400.00	-400.00	0.0%
Payroll	5,217.64	30,210.00	-24,992.36	17.3%
Postage	156.00	1,900.00	-1,744.00	8.2%
Supply	233.93	2,000.00	-1,766.07	11.7%
Tech. Support	0.00	135.00	-135.00	0.0%
Telephone	185.12	1,300.00	-1,114.88	14.2%
<b>Total WATER OFFICE</b>	<b>6,235.00</b>	<b>48,425.00</b>	<b>-42,190.00</b>	<b>12.9%</b>
<b>WATER TREATMENT PLANT</b>				
Chemical	0.00	6,700.00	-6,700.00	0.0%
Dues & Professional Fees	1,141.85	3,200.00	-2,058.15	35.7%
Electric	0.00	19,000.00	-19,000.00	0.0%
Insurance	0.00	4,000.00	-4,000.00	0.0%
Lab Expense	0.00	1,900.00	-1,900.00	0.0%
Misc. Expense	0.00	100.00	-100.00	0.0%
Payroll	7,693.02	62,540.00	-54,846.98	12.3%
Postage	0.00	820.00	-820.00	0.0%
Repair & Maint.	0.00	2,500.00	-2,500.00	0.0%
Supply	233.88	2,100.00	-1,866.12	11.1%
Telephone	33.78	1,250.00	-1,216.22	2.7%
<b>Total WATER TREATMENT PLANT</b>	<b>9,102.53</b>	<b>104,110.00</b>	<b>-95,007.47</b>	<b>8.7%</b>
<b>Total Expense</b>	<b>127,809.52</b>	<b>428,860.00</b>	<b>-301,050.48</b>	<b>29.8%</b>
<b>Net Income</b>	<b>-2,069.52</b>	<b>0.00</b>	<b>-2,069.52</b>	<b>100.0%</b>