

Town of Haysi
Minutes of Special Called Town Council Meeting for Budget Workshop
August 14, 2017 @ 7:00 p.m.

On August 14, 2017, an emergency meeting of the Haysi Town Council was held in the Council Chambers of the Haysi Town Hall Municipal Building located at 322 Main Street, Haysi, Virginia.

The following members were present:

PRESENT: Mayor Larry D. Yates
Vice Mayor Rocky Wood

Council Members:
Michael Harris
William “Billy” Counts
Susan Tiller
Tim Wallace

ABSENT: None.

ITEMS # I

The meeting was called to order by Mayor Yates at 7:00 p.m.

ITEM # II – PUBLIC COMMENTS

None.

ITEM # III – APPROVAL OF THE AGENDA

Mayor Yates apologized for the short notice of the meeting. Mayor Yates said that the approval of the agenda should have been added. Motion was made by Council Member Billy Counts seconded by Vice Mayor Rocky Wood to approve the agenda. Let the record show the motion on the floor passed unanimously by verbal voting.

ITEM # IV – SMALL PURCHASE POLICY UPDATE

Mayor Yates explained that looking into the current small purchase policy, in order to facilitate items the town is working on that the policy needed to be amended. Mayor Yates continued that the current amount of \$20,000.00 was set based on recommendations by various granting agencies, but needed to be changed to \$50,000.00. Mayor Yates read the paragraph pertaining to Goods and Services under 2.1 Method of Procurement on the purposed resolution. Mayor Yates stated that the situation had nothing to do with Vice Mayor Rocky Wood’s bids. The town couldn’t violate its policy and keep good standing with the audit process. Mayor Yates gave the Haysi Town Council time to read the following Small Purchase Procurement Resolution:

WHEREAS, the Town of Haysi, Virginia, after due consideration of this matter finds it appropriate to adopt a small purchase policy as defined herein.

NOW, THEREFORE, BE IT RESOLVED AND ENACTED by the Council of the Town of Haysi, Virginia:

1.1. DEFINITIONS. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

GOODS – all material, equipment, and supplies.

PROFESSIONAL SERVICES –work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. “Professional services” shall also include the services of an economist procured by the State Corporation Commission.

SERVICES –any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

2.1. METHOD OF PROCUREMENT

Goods and Services – The Town may acquire goods and services for single or term contracts not expected to exceed \$50,000.00 without the necessity of entering into competitive negotiation or competitive sealed bids. It shall, however, be the duty of the Mayor in such small purchase procedure to provide for competition wherever practicable.

Professional Services–The Town may acquire professional services for single or term contracts not expected to exceed \$50,000.00 without the necessity of entering into competitive negotiation or competitive sealed bids. It shall, however, be the duty of the Mayor in such small purchase procedure to provide for competition wherever practicable.

The Town shall seek a minimum of four (4) documented quotes for goods and services and professional services falling within the small purchase procurement procedures. The documentation shall include: (i) the name of the individual obtaining the price quote for the Town; (ii) the vendor providing the price quote and the person who provided the quote on behalf of the vendor; (iii) the goods or services sought by the Town and any required terms of the purchase contract (i.e. vendor delivery, delivery dates, etc.); (iv) the date the quote is received; (v) the dollar amount of the quote and any terms required by the vendor; and (vi) the disposition of the quote (e.g. accepted, rejected, etc.). Award shall be made to the lowest responsible and responsive vendor, or best value. Any decision to award a contract to other than the low bidder must be approved in writing by the Mayor.

The Town shall post public notice on the Virginia Department of General Services’ central electronic procurement website.

3.1. SEVERABILITY. Should any article, section, subsection or provision of this Resolution be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of this Resolution as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

4.1. EFFECTIVE DATE. This Resolution shall become effective immediately after adoption, on August _____, 2017. This Resolution shall supersede and take the place of all previous Small Purchase Procurement Resolutions, and any conflicting

ordinances, as previously adopted. All resolutions and portions of ordinances in conflict with the provisions of this Resolution are hereby repealed.

Council Member Tim Wallace asked if the town would be allowed to proceed if four documented quotes could not be obtained. Mayor Yates said that the policy stated that four were needed, but they would “cross that bridge when we come to it.” Mayor Yates advised that the policy may have to be amended back to \$20,000.00 for the Department of Housing and Community Development in the future. Council Member Billy Counts asked for the amount of Clintwood’s small purchase policy. Mayor Yates replied \$20,000.00, citing that all block grants require that amount. Motion was made by Vice Mayor Rocky Wood seconded by Council Member Billy Counts to approve the Small Purchase Procurement Resolution as presented. Mayor Yates called for a roll call vote with Vice Mayor Rocky Wood, Council Members Susan Tiller, Billy Counts, Michael Harris, and Tim Wallace voting aye. Let the record show the motion was passed unanimously by verbal voting. Mayor Yates read the first line of paragraph 4.1 of the approved resolution and inserted today’s date.

ITEM # VII – ADJOURNMENT

There being no other business to be brought before the Council, a motion was made by Vice Mayor Rocky Wood seconded by Council Member Billy Counts to adjourn the meeting. Let the record show the motion was passed unanimously by verbal voting and the meeting was adjourned.

Larry D. Yates, Mayor

Attest:

Clerk