

# TOWN COUNCIL MINUTES



Gate City Town Council Minutes  
November 14, 2017  
156 E Jackson St  
6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:30 P.M. BY:** Mayor - Frances Perry

**II. ROLL CALL –** Town Clerk – Wayne Bledsoe

	PRESENT:	ABSENT:
Mayor, Frances Perry	X	
Vice Mayor, Roger Cassell	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Robin Richards	X	
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Ron Kindle	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Debbie Kindle, Beverly Musick, Haley Musick, Hannah Musick, Jim Addington, Jason Snapp

**III. INVOCATION – Wayne Bledsoe**

**IV. PLEDGE OF ALLEGIANCE – FCCLA Members Beverly Musick, Haley Musick, and Hannah Musick**

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Council Member Allan “Cotton” Roberts 2<sup>nd</sup> by: Vice-Mayor Roger Cassell

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain

**Motion Carries.**

**VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS.**

**Certificate of Appreciation presented to Scott County FCCLA in recognition for assistance with Public Works (painting curbs, cleaning walking trail, etc.)**



**VII. APPROVAL OF MINUTES**

- **Approval of revised September 19<sup>th</sup>, 2017 Public Hearing: Amendment to Noise Ordinance Section 16.3 Minutes.**

**Motion to approve as presented.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell

VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

- **Approval of revised September 19<sup>th</sup>, 2017 Town Council Minutes.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell

VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

- **Approval of October 10<sup>th</sup>, 2017 Town Council Minutes.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
 VOTE:                      Aye, 5  
                                     Nay,  
                                     Absent,  
                                     Abstain                      **Motion Carries.**

**VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for October 2017.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
 VOTE:                      Aye, 5  
                                     Nay,  
                                     Absent,  
                                     Abstain                      **Motion Carries.**

**IX. PUBLIC COMMENT (Will be limited to 3 minutes per speaker.)**

**Debbie Kindle:** Ms. Kindle expressed concern about a police call occurring at approximately 10:45 PM on 10/29/17 in her neighborhood. A neighbor had come to Ms. Kindle’s door and asked for assistance in contacting a police officer to be dispatched to the residence for stolen medication. Dispatch responded to the resident that there were no officers from Gate City, Scott County, or VSP available. Ms. Kindle also said dispatch had told her they received numerous calls concerning medication, and no assistance would be provided. Ms. Kindle wanted to know why 24/7 coverage was not provided. Ms. Kindle was assured that 24/7 coverage is provided, and Town Manager Greg Jones would check into this situation.

**Update: Per email from Town Manager Greg Jones:** Officer Fields was scheduled to work but he called in. The other part-time officers were not available, and Chief Fink is on leave. We did experience a shortage in coverage for the shift in question.

Mayor Perry closed the public comment session at 6:50 P.M. and opened the consent agenda session.

**X. COMMUNICATIONS**

None.

**XI. REPORTS (All reports given will be included with your packet. Any questions about the reports will need to be discussed with the department head PRIOR to the meeting.)**

**A. Engineer’s Status Report**

**Jackson Street Sidewalk:** Contractor has begun work mostly mobilization and demo so far as VDOT is reviewing materials submittals and shop drawings. Project should be substantially completed mid to late January and completion should occur late February.

**Sanitation Authority:** No update, awaiting next meeting.

**DEO Sewer I&I Rehab Job:** Rural development has come back and said the Town would not

qualify for grant money under their program guidelines due to the Town's current sewer rates. Plans are being reviewed internally at M&C for approval to submit to DEQ within the next week. ARAP permits are completed and ready for submittal and utility easements are nearly completed and ready to obtain.

**Water Treatment Plant Upgrades:** Bids were accepted Tuesday, October 17<sup>th</sup> at 3:00 at Town Hall. The apparent low bidder was T&B Contractors of Bristol at \$387,000.

The bid package has been sent to VDH for approval as well as a request for additional funds in the amount of \$34,460 at the same terms of the original funding package. These additional funds will allow the Town to install the additive bid item (Baffle Curtains) and provide a contingency amount of 5% for the project.

**Asset Management Plan:** M&C to submit a preventative maintenance and operational plan for the Town to extend the life and performance on their assets to VDH. The plan will also include an inventory of all the Town's assets associated with its waterworks system. M&C and Town are in discussions to finalize plan with equipment life expectancies, data gathering/entry is ongoing.

**VDOT HSIP Funding:** VDOT has awarded the Town funding from the HSIP program to construct handicap ramps and access improvements at several locations along Jackson St. HSIP funds would not be in place until 2020, but VDOT has moved money available from another project to allow this project to get underway. M&C in discussions with VDOT to schedule initial project meeting.

The HSIP Grant for Manville Road was turned in on November 1<sup>st</sup> and consisted of approximately \$250,000 of sidewalk upgrades and improvements to bring the sidewalks up to ADA standards.

**Discussion from Council Member Wallace W. Ross, Jr.:** Mr. Ross asked about the quick deadline for the HSIP funding grant, and if the inability to gather letters from residents may affect the application. He also asked about a grant application from 2-3 years ago, dealing with the "Safe Children to Schools" grant. He said he thought the "Safe Children to Schools" grant was a more feasible option. Mr. Snapp said some of the grants have a timeframe to apply, but different grants have different requirements. Mr. Snapp also said the HSIP grant can be applied for each year.

**Discussion from Vice-Mayor Roger Cassell:** Mr. Cassell asked when the first payment would be due on the sewer project, and whether it was a year after the first construction. Jason Snapp (Mattern and Craig) responded that he would have to research this information. Town Manager Greg Jones said there has been some discussion on whether DEQ would allow a delay to push into the next Fiscal Year for project start and payments to begin. Mr. Cassell said that one of the delays with the beginning of the project was the securing of a "clean audit". Mr. Snapp said the current schedule is to have the plans submitted to DEQ by Thanksgiving, with bids advertised for the required 60 days. This would take the project begin date into late January – early February, with the next Fiscal Year beginning in July.

**Additional Discussion from Council Member Wallace W. Ross, Jr.:** Mr. Ross expressed concern with the Jackson Street Sidewalk extension project beginning in winter. He said it was his understanding that additional materials must be added to the concrete to prevent freeze and wondered why the project was not delayed until spring. Mr. Snapp said there was no particular reason why the project was started in winter, other than the timeframe for approval of the project. Because the project was approved at this time, the project was begun as soon as approval was granted. Mr. Snapp said flexibility is built into the contract,

but that contractors generally want to start projects as soon as the projects are approved, so that funding and projects can be cleared from books and new projects can then be considered. Mr. Snapp said there certainly are better times of the year for construction, but the winters in this area allow for construction projects to be ongoing at this time.

## **B. Manager's Report**

### **Capital Projects**

#### **Water Treatment Plant**

##### **Water Treatment Plant Upgrade Project:**

Roof Replacement project, steel doors replacement, backwash control system, chlorine room scales, generator, telemetry system and Clearwell baffling system will be developed into one project. The Town has received a funding offer from the Virginia Department (VDH) of Health. The project cost is anticipated to be \$498,000. VDH will provide \$137,000 in principal forgiveness. Virginia Resource Authority has approved the funding with the following bond covenants:

On or prior to closing, the Town is required to provide to VRA with evidence of a contract with a CPA to provide monthly accounting services to the Town, including:

- a. Assistance with preparation of financial statements, and
- b. Support for monthly journal entries

The Town must maintain such services for the life of the loan unless the Town has a CPA on staff. The Town must provide VRA with quarterly budget-to-actuals for the Water and Sanitation Authority Funds.

On or prior to closing, the Town must provide as security one of the following:

- a. Irrevocable standby letter of credit provided by a bank acceptable to VRA for the full principal and interest amount of the loan over the life of the loan,
- OR
- b. Cash account held with an escrow agent that is funded at the loan amount disbursed less any principal paid, with the held amount to be recalculated at each disbursement. Proceeds in the cash account can be used to make principal payments.

This requirement would sunset once five consecutive years of audited financial statements demonstrate debt service coverage in compliance with the rate covenant. After sunset, a reserve fund funded at maximum annual debt service would be required.

If the Town opts not to provide either of the securities denoted, VRA will reconsider the loan application upon receipt of the fiscal 2018 audit.

**Council Action: Approve Hickok, Fern, and Company to perform the monthly accounting services at the cost of \$2,000.00 to \$3,000.00 per month.**

**Council Action: Approve Larry Sturgill, PC to perform the FY 2017 pre-audit at the cost of \$6,250.00.**

**The Pre-Bid Conference was held on September 27th, 2017 and the bids are due by October 17th, 2017.**

Disadvantaged Business Enterprises (DBEs) direct solicitation letters have been mailed.

### **East Jackson Street Sidewalk Project**

Construction began on October 23, 2017. To prevent damage to the new sidewalk, the old sidewalk will be removed prior to construction. This will create an inconvenience for local pedestrians during this process. We will do everything we can to accommodate the residents.

### **Highway Safety Improvement Project (HSIP)**

The Town has been awarded an HSIP grant from the Virginia Department of Health. This project will provide for handrails, handicap ramps, and safety improvements along Jackson Street. A kickoff meeting for this project will be scheduled soon.

HSIP grant application for the sidewalk replacement project on Manville road was submitted on November 1st, 2017.

### **Gate City Theater & Public Facilities**

Planning Grant for the Gate City Theater, Town Hall, and proposed Community Center, have been submitted to Rural Development (USDA) - (Community Facilities Technical Assistance and Training/TAT Grant). The TAT Grant is a planning grant that will focus on engineering and environment plans to make the best use of our public facilities.

The total funding request is \$50,500.00 from Rural Development. Our proposed budget will include:  
\$20,000 Preliminary Architectural Report (PAR)  
\$5,500 site assessment and environmental review \$25,000 Marketing Analysis - Gate City Theatre (match)  
\$50,500 Total

The TAT grant has tentatively been approved.

The Marketing Analysis for the Gate City Theatre will cost \$50,000 and will meet the following objectives:

- Who are our regional cultural assets and key vendors in our market space?
- What is our primary and secondary market areas?
- What is our Market Segmentation? Who will be our primary customers?
- What is our demand?
- What are our funding strategies, pricing guidelines, and income projections?
- What will the market size be in 2022 and what will the growth rate be?
- What are the challenges to market growth?
- What are the market opportunities and threats faced by the key vendors?
- What are the strengths and weaknesses of the key vendors?

The TAT grant will provide \$25,000 towards the \$50,000 needed for the Marketing Analysis for the Gate City Theatre. The remainder of the \$25,000 will needed to be raised. Our potential primary funding the remaining balance will be from Virginia Mainstreet and Appalachian Regional Commission (ARC). We will have three years to execute the TAT grant. Within the three-year time limit, the Town of Gate City will need to raise the remaining \$25,000.

**Council Action: Approve the TAT Grant conditions that the planning grant will be executed in three years. This will include raising the remaining \$25,000 match for the Gate City Theatre Marketing Analysis.**

### **Department of Housing and Community Development (DHCD): Planning Grant - Park Street**

A planning grant has been submitted to DHCD to address the housing rehabilitation needs on Park Street. Currently Park Street consist of homes that are dilapidated and substandard that does not meet the Virginia Uniform Building Code. This planning project will help identify, analyze and prioritize the means to aid enabling homeowners to reach DHCD Housing Quality Standards.

## **Dog Park & Gateway Park**

- Trees have been removed from the project area. Town Crew will work to improve the drainage. Planning Commission will research and design a fence for the dog park soon.
- The new floodlights for the Love Sign and light for the Gazebo have been installed. Planning Commission will be planning to develop a split rail fence for the Gateway Park in the next few months.

## **Events**

The Events Committee met on October 10th & 23rd and November 6th, 2017.

- The King Alleyween event was held on Saturday, October 30th, 2017. The Movie in the Park, Live DJ, and Hay Ride was canceled due to rain. The Trunk or Treat event was held. Approximately 1,200 were in attendance despite the weather conditions. Special thanks to First Community Bank, New Peoples Bank, Mattern & Craig, Scott County Life Saving Crew and the Eastman Credit Union for sponsoring the event.
- The Veterans Day Program was held at Grogan Park on Saturday, November 11th, 2017. Mr. Aaron Magnuson, former Marine Corp. Sergeant, was this year's keynote speaker. Special thanks to the Gate City Civitan for providing lunch.
- Christmas Open House will be held on Saturday, November 18th, 2017. The event will be held at 10:00 AM - 5:00 PM. Free Horse and Carriage rides will be from 1:00 PM - 5:00 PM. Post Cards advertising the event will contain discounts from local participating businesses. The postcards will be distributed locally. The event will be advertised in the local newspapers, kingalley.com, and social media outlets.
- Shop Small Saturday will be held on Saturday, November 25th, 2017.
- Small Business Saturday encourages holiday shoppers to patronize local brick and mortar businesses. The postcards for this event will be distributed locally. The event will be advertised in the local newspapers, kingalley.com, and social media outlets.
- Christmas Parade will be held on Saturday, December 2nd, 2017. The Gate City Fire Department will host the event. This year's theme will be "Rockin' around the Christmas Tree."
- Council Action: Appoint the Grand Marshall.

## **Other Items**

- Virginia Main Street: Department Housing and Community Development Workshop: "Why": Creating Purpose-driven Special Events
- Attended a Virginia Main Street workshop, "Creating Purpose-driven Special Events." with Vice-Mayor Roger Cassell, Council Member Cotton Roberts, and Gate City Frontier, Inc director Craig Gardner in St. Paul, VA on October 24, 2017. The event asked the question: "Why does your event exist?" The goal is to have an authentic Main Street with a vibrant downtown business environment, and special events can support this mission. Discussed differences between "image" events and events that support economic development.
- Scott County FCCLA (Family, Career, and Community Leaders of America) organization - Volunteers
- About 40 Students from the Scott County FCCLA organization volunteered their time on November 2nd, 2018, to provide community service activities to Gate City. The FCCLA cleaned the Walking Trail at Grogan Park, painted the curbs on Jackson Street, and clean the storm water inlets on Jackson Street.
- Employee Appreciation Dinner
- The Employee Appreciation Dinner has been scheduled for Wednesday, November 22nd, 2017 at noon. The dinner will be held at the First Baptist Church on Jackson Street.

**Discussion from Council member Wallace Ross, Jr.:** Mr. Ross asked about Mr. Parks being asked for keynote speaker for the annual Veteran’s Day Celebration. Town Manager Greg Jones indicated that in addition to Mr. parks, several other people had been contacted about speaking at the event. Mr. Ross indicated that upon speaking with Mr. parks, Mr. parks had said he had not been contacted. Mr. Jones said he made specific notes on all the contacts that he had made, and would check all notation concerning his contacts with potential speakers.

C. **Council Reports** (Any new business from Committees that needs to come before the Council.)

**Vice Mayor Roger Cassell:** Gate City Frontier has had a lot of activity over the past month, including:

- King Alleyween/Trunk or Treat
- Participation in the Gate City Christmas Parade (decided to enter a float)
- \$3,000 Mini-Grant awarded from Rally Southwest Virginia – this grant has been awarded to assist in funding of “Way finder” signage. The signage would direct visitors to various landmarks and structures throughout Gate City. A six-month timeframe deadline exists for this project. Mr. Cassell said Tazewell, Virginia recently erected 21 signs at a cost of approximately \$6,000. The award of \$3,000 would allow Gate City to erect 10-11 signs.
- Gate City Frontier hopes by summer to have the Theatre opened to a point of having beams painted and lighting in place to possibly show outdoor movies at the theatre. Mayor Perry asked about the flooring in the Theatre, and Mr. Cassell said the flooring is in place, with a small portion that needs to be covered. Mayor Perry also asked about pursuit of funding. Allan “Cotton” Roberts and Mr. Cassell both said that face-to-face interaction with potential donors needs to occur, rather than letters to individuals concerning donations.

**Council Member Robin Richards:** Received compliments concerning Halloween decorations in town, but said residents would like the decorations extended past Jackson Street, possibly to include Kane Street extended to the Midtown Quick Stop. Residents have stated they would be willing to give donations to help with this possibility. Council member Allan “Cotton” Roberts said the decorations are placed on existing streetlights, and there are none on Kane Street where these businesses are located. Vice Mayor Roger Cassell said the decorations were not placed in a specific place in town to “sectionalize” the town, but rather, the decorations were placed to emphasize the King Alleyween event on Jackson Street. Ms. Richards suggested the decorations be placed on existing streetlights at the Quick Stop, however, Mr. Cassell said a bucket truck would be needed to do this, as well as special permissions from the utility company or VDOT to place the decorations on their lights.

**Council Member Ron Kindle:** Asked about the location of a business known as “The Sugar Shack” at 167 E Jackson St. Council member Allan “Cotton” Roberts said there used to be a cake decorator at that location, but the business no longer exists.

**Council Member Wallace W. Ross, Jr.:** Said streetlights have cobwebs and non-operating bulbs that should be cleaned and/or repaired. Mr. Ross also mentioned a previously discussed study of whether to replace existing lights with LED lights. He also mentioned the removal and relocation of some of the lights on Jackson Street. Mayor Perry said that some of the lights have been relocated and placed on Water Street. Mr. Ross again mentioned a problem with high grass on Manville Rd near the courthouse. **(Update: this issue has been researched and corrected).**

**Council Member Allan “Cotton” Roberts:** Wished to commend the Town Crew for the work done in setting decorations through the town. Also wished to commend the Town Crew for work done for Veteran’s Day, and King Alleyween. Mr. Roberts said he recognized the Town Crew for taking pride in the town, and their work reflects that. Mayor Perry said that she commented to the Town Crew concerning their efforts with the Veteran’s Day program at Grogan Park, and said the Town Crew had said to her that “they loved their job”. She also added with the limited size of the Public Works Crew, they do an “extremely good” job of taking care of all that is required. Council Member Robin Richards agreed with Ms. Perry’s comments.



D. **Sanitation Authority**

- Audit findings have been presented for the proposed PSA contract. No correspondence has been received. Council member Robin Richards said this could be because the PSA board has yet to meet in November, and thought they had a meeting on Wednesday, November 29.

**XII. UNFINISHED BUSINESS**

- **Noise Ordinance Amendment – Section 16.3 (Animals)**

Ordinance Passed Already, according to Vice Mayor Roger Cassell and Town Attorney Michele Brooks. Approved at October 10, 2017 Council Meeting. Minutes are as follows:

- **Noise Ordinance Amendment – Section 16.3 (Animals)**

Town Attorney, Michele Brooks presented the proposed amendment to the current Noise Ordinance, which is an addition to the current Section 16.3 Noise Ordinance. This is in response to current case law which allows a “reasonable standard”, rather than an actual decibel level measure, which is specified within the current ordinance. This is a proposal, and includes a shift or enforcement from Property Maintenance to Police Department enforcement. Town Attorney, Michele Brooks indicated the reason for this was that police officers are more available during the time of complaints. Language also has been changed from the current Class 2 misdemeanor to a Class 4. Class 4 misdemeanors only involve a fine, and are more enforceable. Enforcement provisions are currently set at “no less than \$50”, but can be changed/voted at the level in which Council deems necessary, with \$250 being the maximum fine prescribed by law. This fine can be levied per incident – i.e., if a dog continually barks for 7 days, the potential for seven separate offenses is allowed by law. Police enforcement will always have discretion on warnings/fines, depending on each situation. The proposed ordinance amendment adopts much of the language incorporated within smaller municipalities such as Abingdon, Virginia.

Vice Mayor Roger Cassell indicated his disagreement with Section D – 1(a) of the proposed amendment. “Across real property boundaries” has been changed to “within 50 feet”. Mr. Cassell indicated that normal conversations can be heard within 50 feet, and felt that this provision was not reasonable. Mr. Cassell indicated he thought the original language of “across property boundaries” should be kept within the proposed ordinance. Mr. Cassell also indicated that this was the language included in many other municipalities’ ordinances. Mr. Ross and Mr. Cassell asked for clarification of “50 feet” versus “across real property boundaries”, and Town Attorney, Michele Brooks satisfactorily explained to both, citing the definition of “excessive noise” and “reasonable”. Mr. Ross asked if music from festivals or town activities would be included within this ordinance, and Town Attorney, Michele Brooks cited the “exceptions” portion of the ordinance.

**Motion made to approve amendment as presented.**

Motion by: Council Member Allan “Cotton” Roberts

2<sup>nd</sup> by: Vice Mayor Roger Cassell

Discussion: Mr. Ross wanted to make sure the amendment coming before a vote was the same amendment that was presented previously. Mr. Cassell said the Noise Ordinance has existed “for years”, and no changes to the existing ordinance would be made. This vote is for amendment to the existing Noise Ordinance.

VOTE: Aye: 3

Nay: 1 – Wallace W. Ross, Jr.

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

### **XIII. NEW BUSINESS**

- **Community Facilities Technical Assistance and Training (TAT) Grant - Matching Funds**  
Town Manager Greg Jones said this grant was \$50,500, with \$25,000 of this designated for marketing. This is a tentative award, contingent upon the Town raising the additional \$25,500 within 3 years. Mr. Jones said he felt confident that the town could secure these additional funds through the Appalachian Regional Commission (ARC), and the Virginia Main Street Program. Marketing for this project will include artist renderings and how to make best use of Town Hall, the Theatre, and a potential Community Center.

#### **Motion made to accept as presented.**

Motion by: Council Member Allan “Cotton” Roberts

2<sup>nd</sup> by: Vice Mayor Roger Cassell

Discussion: Council Member Robin Richards asked if the grant is accepted, and the additional \$25,000 is raised, what is the final product and how much closer does the bring the final project to realization? Town Manager Greg Jones said this would get the project very close to construction. The preliminary architectural report and drawings for the Gate City Theatre, and will also give an idea of better uses of Town Hall. Currently, Town Council meets in the back of Town Hall, and this would potentially make meetings possible at the proposed Community Center, increasing public access to Town Council meetings. It is hoped that the building adjacent to the Theatre can be acquired and converted to the proposed Community Center.

Council Member Wallace W. Ross, Jr. said he recalled a previous meeting with the Saint Paul, Virginia Theatre Board and from that discussion, the comment was made that “theatres do not make any money”. He asked if there was a plan in place to sustain and/or run the theatre based on this. Vice mayor Roger Cassell said that the Saint Paul Theatre specifically did not make any money, due to the per capita income figures, and Saint Paul charging a very nominal fee for theatre admission. Mr. Cassell said the town of Saint Paul recovers this income through meals tax, as the visitors to the area patronize the area restaurants when they come into town for theatre presentations.

Council Member Robin Richards said the addition of a theatre promotes culture and an attractive location for retirees and older citizens. Council Member Wallace W. Ross, Jr. also expressed concern with parking. Ms. Richards and Mayor Perry said there are municipal parking places beside the courthouse, and behind the theatre site. Vice Mayor Roger Cassell also said funding for additional parking and handicapped access could be secured once the project construction begins.

Mayor Perry asked if because the Town does not own the adjacent building now, would this have bearing on the procurement of funds. Town Manager Greg Jones said everything was in the preliminary planning stages, and ownership should not have any bearing on the grant.

Council member Robin Richards reiterated what was being asked of Council. If the grant process is approved, and \$25,000 is awarded, the Town would have to match the remaining \$25,500 within 3 years. This would be an obligation and commitment from the town to follow through with the matching funding. Town Manager Greg Jones agreed – this is what is being asked of Council. Council Member Wallace W. Ross, Jr. said within the three-year period, Council could change. Even so, future Councils would be obligated to adhere to the terms of the grant, which is to raise the additional \$25,500 within 3 years. Vice Mayor Roger Cassell said he felt confident the Town could absorb and secure the \$8,000 per year needed to satisfy this obligation, and Town Manager Greg Jones and Council Member Allan “Cotton” Roberts also agreed.

VOTE: Aye: 3  
Nay: 2 – Ron Kindle; Wallace W. Ross, Jr.  
Absent:  
Abstain:

**Motion carries.**

- **Transfer remaining balance from the Junior Police Academy Account (approximately \$714.91) to the General Fund.**

Town Manager Greg Jones said this is an account that is no longer being used, with no reason or purpose to keep the account. Council member Robin Richards asked where the funds originally came from, and Mr. Jones said he believed they had been donated at some point.

**Motion made to make transfer.**

Motion by: Council Member Allan “Cotton” Roberts  
2<sup>nd</sup> by: Council Member Ron Kindle  
VOTE: Aye: 4  
Nay: 1 – Wallace W. Ross, Jr.  
Absent:  
Abstain:

**Motion carries.**

- **Close out the Junior Police Academy Account**  
**Motion made to close out the Junior Police Academy Account**

Motion by: Council Member Allan “Cotton” Roberts  
2<sup>nd</sup> by: Council Member Robin Richards  
VOTE: Aye: 4  
Nay: 1 – Wallace W. Ross, Jr.  
Absent:  
Abstain:

**Motion carries.**

- **Selection of CPA firm for FY 2017 pre-audit**

Town Manager Greg Jones referred to packet and handout distributed to all Council Members detailing each bid/RFP, with recommendation of low bidder Larry Sturgill, CPA. Mr. Sturgill is the current Town Auditor, and has assured that no Conflict of Interest exists. This will be the final pre-audit necessary due to CPA reviewing audits monthly from this point forward.

**Motion made to accept Larry Sturgill, CPA for FY 2017 pre-audit.**

Motion by: Council Member Allan “Cotton” Roberts  
2<sup>nd</sup> by: Vice Mayor Roger Cassell  
VOTE: Aye: 5  
Nay:  
Absent:  
Abstain:

**Motion carries.**

- **Selection of CPA firm for monthly accounting services**

Town Manager Greg Jones said this is necessary for satisfying requirement of bond covenants for project funding (DEQ, etc.). Council Member Robin Richards asked who this person would report to. The report would be to the Town Manager and Treasurer. Ms. Richards also asked about expenses above and beyond what is quoted, no matter the number of hours. Mr. Jones said there is an hourly rate listed, however, the original quote is not expected to be the actual cost per month, and hopes that the actual cost per month will go down. Recommendation for Hickock and Fern, CPA.

**Motion made to select Hickock and Fern, CPA for monthly accounting services.**

Motion by: Council Member Allan “Cotton” Roberts

2<sup>nd</sup> by: Council Member Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion carries.**

- **Grand Marshall for Christmas Parade**

Council Member Robin Richards suggests Delegate Terry Kilgore.

Mayor Perry suggests Pat Loggans.

- Council Member Robin Richards added that this was a good consideration.
- Vice Mayor Roger Cassell asked whether Mr. Loggans would be able to accept the invitation.
  - Mayor Perry said that she had confirmation that he could accept, if nominated.
- Council Member Allan “Cotton” Roberts mentioned various roles that Mr. Loggans had held within the County and Town.

**○ Council agrees – Pat Loggans – 2017 Gate City Christmas Parade Grand Marshall.**

- **Street Committee to determine which street lights will be used for the East Jackson Street Sidewalk project.**

Town Manager Greg Jones said part of the grant project with the Jackson Street sidewalk extension includes the moving of street lights as part of Phase 2. Existing street lights can be used to satisfy the grant proposal. Vice Mayor Roger Cassell suggested to remove/replace from the Jackson Street block of Bank of Scott County to First Baptist Church.

**Action: Committee report to Town Manager indicating which street lights to relocate.**

- Town Manager Greg Jones also presented a handout for the Water Works Operation fee. This is a fee that is assessed by the Virginia Department of Health each year, and pays for the Water Treatment plant inspection each year. This can be billed to the customers directly to recover the costs of the fee, up to \$2.95 per connection, one time annually. This handout was distributed for discussion as a possible agenda item for next month’s Council meeting.

**Action: Place Water Works Operation Fee on next Council agenda.**

#### **XIV. PUBLIC COMMENT – NEW BUSINESS**

**None**

#### **XV. CLOSED SESSION**

**None needed.**

**XVI. ADJOURN**

**Motion made to adjourn.**

Motion by: Council Member Allan “Cotton” Roberts

2<sup>nd</sup> by: Council Member Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion carries.**

\*Mayor Perry adjourned the meeting at 8:12 P.M., until the next regularly scheduled Council Meeting on December 12, 2017.

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Frances Perry – Mayor

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Wayne Bledsoe – Town Clerk