

# TOWN COUNCIL MINUTES



Gate City Town Council Minutes  
December 12, 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, Jason Snapp (Mattern & Craig)

**III. INVOCATION – Allan “Cotton” Roberts**

**IV. PLEDGE OF ALLEGIANCE – Roger Cassell**

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Council Member Allan “Cotton” Roberts 2<sup>nd</sup> by: Council Member Ron Kindle

VOTE: Aye: 4  
Nay:  
Absent: 1 - Robin Richards  
Abstain:

**Motion carries.**

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

Vice Mayor Roger Cassell wished to acknowledge Sergeant Justin Miller for his recent role in duties associated with the Gate City Police Department.

**VII. APPROVAL OF MINUTES**

- **Approval of November 14, 2017 Town Council Minutes**  
**Motion made to approve minutes as presented.**

Motion by: Council Member Allan “Cotton” Roberts

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

VOTE: Aye: 4

Nay:

Absent: 1- Robin Richards

Abstain:

**Motion carries.**

**VIII. APPROVAL OF PAYMENTS**

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

Motion by: Council Member Ron Kindle

2<sup>nd</sup> by: Council Member Allan “Cotton” Roberts

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

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

Debbie Kindle: Ms. Kindle addressed Council concerning a Highland Street residence which recently registered a large amount of water consumption. Her concern was access to the meter to monitor readings and usage, and wanted to have the meter lid unlocked for monitoring. She mentioned problems with other meters in town, and cited the current work report, containing replacement orders for several malfunctioning meters. Town Manager Greg Jones and Vice Mayor Roger Cassell cited reasons for not allowing this access, and mentioned the legal reasons for not allowing the access.

Mayor Perry closed the public comment session at 6:47 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 is currently working on the retaining wall portion of the project and will begin pouring sidewalk in the next couple of weeks. Project should be substantially completed mid to late January and full completion should occur late February.

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

**DEO Sewer I&I Rehab Job:** Plans turned into DEQ for review on Friday, December 8<sup>th</sup>. ARAP permits are being finalized for submittal and utility easements are nearly completed and ready for the Town to begin acquiring.

**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 and the Town to have a project kickoff meeting on Wednesday, December 6<sup>th</sup> at 10:00AM.

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. We will continue to watch for award status on this project.

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

### **Capital Projects**

- **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 (VRA) has approved funding for both the Water Treatment Plant Upgrade Project and the Sanitation Authority Waste Water Collection Line Replacement Project (DEQ). VRA bond covenants include hiring a CPA firm to provide monthly accounting services. Upon an advertised Request for Proposal and approval from Town Council, Hicok, Fern, and Company have been awarded the bid to conduct the monthly accounting services. Mr. Chris Edwards, Treasurer and I met with Hicok, Fern, and Company on November 29th, 2017. They will be starting the monthly accounting services shortly.
- **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.  
The Street Committee met on Monday, December 4th, 2017 and identified the decorative streetlights that will be moved to the new sidewalks on East Jackson Street. The Town Crew has started working on removing the streetlights that will be relocated. Egan Construction will take care of the electrical connections for the streetlights. The streetlight relocation should be completed in about 6-8 weeks.
- **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 "Request to Administer" project application was submitted to VDOT on November 30th, 2017. A kick-off meeting was completed on December 6th, 2017. Mattern & Craig will develop a scope of the project. VDOT will be submitting an award letter. The value of this project is \$87,000 and will be 100% funded by the VDOT HSIP project. HSIP grant application for the sidewalk replacement project on Manville road was submitted on November 1st, 2017.
- **Gate City Theatre and 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.

Council has approved that the TAT Planning Grant will be executed within the next three years. This will give the Town and Gate City Frontier, Inc. time to raise the remaining \$25,000 for the Marketing Study. Upon further discussion with Lenowisco Planning Authority and Rural Development, the TAT Grant is on hold until the remaining funds for the Marketing Study can be raised.

- 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 consists of homes that are dilapidated and substandard that do not meet the Virginia Uniform Building Code. This planning project will help identify, analyze and prioritize the means to help enabling homeowners to reach DHCD Housing Quality Standards.

Mr. Frank Kibler, Senior Planner with Lenowisco Planning Authority, and I conducted a telephone conference with Ms. Tamarah Holmes, Associate Director of Community Development Policy with DHCD, on December 1st, 2017. Ms. Holmes stated that DHCD would be willing to fund a planning grant for the Town to complete a Housing Rehabilitation Master Plan. The Master Plan will help identify housing needs on a Town-wide basis. This will help the Town prioritize future housing projects.

Council Action: Approve DHCD Housing Rehabilitation Master Plan Planning Grant.

Mr. Kibler indicated that Lenowisco has available resources to complete the planning for the housing project on Park Street. Mr. Kibler feels that we can meet the construction grant deadline in the spring of 2018.

- 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

- Christmas Open House was held on Saturday, November 18th, 2017. Free Horse and Carriage rides were held from 1:00 PM - 5:00 PM.
- Shop Small Saturday was held on Saturday, November 25th, 2017. Small Business Saturday encourages holiday shoppers to patronize local brick and mortar businesses.

Both the Christmas Open House and Shop Small Saturday events did very well. We received much positive feedback from the business owners.

- Christmas Parade was held on Saturday, December 2nd, 2017. Mr. Pat Loggans served as the Grand Marshal. The event was well attended. Special thanks to Chief Jeff Brickey and the Gate City Fire Department for producing the Christmas Parade. They did an outstanding job!

### **Other Items**

- Employee Appreciation Dinner

The Employee Appreciation Dinner was held on Wednesday, November 22rd, 2017 at noon at the First Baptist Church on Jackson Street.

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

**Vice Mayor Roger Cassell: No report.**

**Council Member Ron Kindle: No report.**

**Council Member Wallace W. Ross, Jr.:** Mr. Ross presented a copy of accounts payable and voided checks report to council members and had concerns that the amounts reported were not the amounts received by him. Vice-Mayor Roger Cassell explained to Mr. Ross that this ledger had to be shown per request of auditors, and explained the difference between checks paid to Mr. Ross, and the record of voided checks, which were voided, and not issued. The ledger must account for these. Mr. Ross was concerned that if the records were requested by the public, they may have the same questions as he had. Mayor Perry added that most auditors and accounting personnel would have this knowledge when reviewing the record.

Mr. Ross also reported the street lights have been selected and removed for relocation on the Jackson Street sidewalk project. Mr. Ross also asked about existing wiring remaining where previous poles were located.

**Council Member Allan “Cotton” Roberts:** Asked if the banner poles could be moved to line up with existing street light poles, now that some have been removed/relocated for the Jackson Street sidewalk project. Town Manager Greg Jones said that this could be done, and that banners could also be hung from the existing AEP power poles, with the permission of the utility company.

D. **Sanitation Authority**

The next meeting of the Sanitation Authority is Monday, January 8, 2018.

**XII. UNFINISHED BUSINESS – none.**

**XIII. NEW BUSINESS**

• **Christmas Basket Drawings – 3 Winners**

Mayor Frances Perry drew three names from the entries received from participating businesses on November 18<sup>th</sup> (Christmas Open House) and 25<sup>th</sup> (Shop Small Saturday). The winners are:

- Basket #1: Shelia Meade
- Basket #2: Noelle Barrow
- Basket #3: Diana Potts

Winners will be contacted to pick up their baskets at Town Hall.

- **Appoint Jo Ann Castle to a four-year term on the Gate City Planning Commission. Term to begin January 1, 2018 and end December 31, 2021.**

**Motion made to appoint Jo Ann Castle to a four-year term on the Gate City Planning Commission.**

Motion by: Council Member Allan “Cotton” Roberts

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

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

- **Appoint Delany Herron to a one-year term on the Gate City Board of Zoning Appeals effective January 1, 2018 and ending December 31, 2018.**

**Motion made to appoint Delany Herron to a one-year term on the Gate City Board of Zoning Appeals.**

Motion by: Council Member Allan “Cotton” Roberts

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

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

- **VDH Operation Fee - Bill residents \$2.95/year to recover fee**

Per attorney Michele Brooks, a Public Hearing must be advertised for this.

**Motion: Advertise Public Hearing: VDH Operation Fee – bill residents \$2.95/year to recover fee**

Motion by: Vice Mayor Roger Cassell

2<sup>nd</sup> by: Council Member Allan “Cotton” Roberts

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

- **DHCD - Housing Rehabilitation Master Plan Planning Grant**

Town Manager Greg Jones explained this is a 100% grant to assist with planning for housing rehabilitation throughout the town, addressing areas of priority. Mayor Frances Perry. asked if this applied to the entire town, and Mr. Jones said that it did.

- **Motion: Apply for DHCD Housing Rehabilitation Master Plan Planning Grant**

Motion by: Council Member Allan “Cotton” Roberts

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

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

- **Close and Transfer \$79,446.63 General Fund CD to the General Fund**

Town Manager Greg Jones said this transfer will allow the option to roll the CD into the VML investment pool. This allows a better rate of investment.

**Motion: Close and Transfer \$79,446.63 General Fund CD to the General Fund.**

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Vice Mayor Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

- **Transfer \$79,443.63 from General Fund to VML Investment Pool.**

**Motion: Transfer \$79,443.63 from General Fund to VML Investment Pool.**

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Council member Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

**XIV. PUBLIC COMMENT – NEW BUSINESS - None**

**XV. CLOSED SESSION - No reason for closed session.**

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Council member Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1 – Robin Richards

Abstain:

**Motion carries.**

\*Mayor Perry adjourned the meeting at 7:23 P.M., until the next regularly scheduled Council Meeting on January 9, 2018.

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Frances Perry – Mayor

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Wayne Bledsoe – Town Clerk