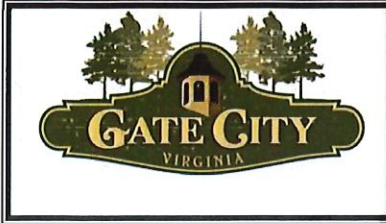


TOWN COUNCIL MINUTES



Gate City Town Council Minutes
January 8, 2019
156 E Jackson St
6:30 p.m.

I. COUNCIL MEETING CALLED TO ORDER AT 6:31 P.M. BY: Mayor - Frances Perry

II. ROLL CALL – Deputy Town Clerk – Lisa Loggans

	PRESENT:	ABSENT:
Mayor, Frances Perry	X	
Vice Mayor, Robin Richards	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Roger Cassell	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, Kevin Barnette, Officer Matthew Shelly, Jason Snapp, Marley Brooks, Officer Ethan Penley

III. INVOCATION – Kevin Barnette

IV. PLEDGE OF ALLEGIANCE - Officer Matthew Shelly

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Council Member, Allen “Cotton” Roberts 2nd by: Council Member, Ron Kindle

VOTE: Aye, 5
Nay,
Absent,
Abstain

Motion carries.

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

- Thank you to Commercial Electronics for disability parking spaces.
- Letter of thank you from Mountain Empire Community College Board of Directors for recent donation of \$250, with personal card of thanks from a student at MECC.

VII. APPROVAL OF MINUTES

- **Approval of December 4, 2018, Council Meeting Minutes**
Council Member Wallace W. Ross, Jr. said a discussion of VML trip for him and Ron Kindle was not included in the minutes. A review of the recording shows no discussion during the Council Meeting.
- Correction under New Business: change Mrs. Elizabeth Roberts to Mrs. Elizabeth Robinson.
Changes made to minutes 1-9-19.

Motion made for approval of December 4, 2018, Council Meeting Minutes with corrections.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain

Motion carries.

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for December 2018.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Wallace W. Ross, Jr.

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain

Motion carries.

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

NONE

Mayor Perry closed the public comment session at 6:41 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

DEO Sewer 1&1 Rehab Job:

We have received VDOT and DEQ approval to advertise. M&C has begun to acquire easements on the Town's behalf under as supplemental agreement, there are approximately 5 easements left to acquire before the Town can proceed with advertisement. M&C will solicit a revised endangered species survey scope and fee to cover all needed species investigation required by FWS and DGIF. Once these items are completed the project will be ready to advertise.

Water Treatment Plant Upgrades:

The roofing portion of the work is complete and the SCADA/Telemetry is complete. All meters to be replaced have been coordinated between the Town, M&C, and the contractor. The contractor has said they will begin installing meters on January 7th. WTP doors and backwash control system will follow. Substantial Completion is scheduled for Jan. 11th. This date will not be met by the contractor,

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 will finalize the plan as the WTP Project gets underway in the next couple of months.

H/C Ramp HSIP Project:

All environmental agencies have responded and the appropriate paper work has been submitted to VDOT for approval. Final plans have also been submitted to VDOT. Once we receive approval to advertise the Town will be required to advertise for a minimum of 30 days. Then the bidding and negotiation phase will begin before awarding the contract.

Sanitary Sewer GIS Mapping:

shp files containing all readily locatable sewer manholes in Gate City's sewer system have been sent to the Town's GIS vendor for uploading into purchased GIS software, Manhole reports will be compiled into a database and provided to the Town for uploading as they are completed.

Filter Plant Road Bridge Inspection

Field work has been completed by VDOT. A report is currently being compiled.

B. Manager's Report

Capital Projects

Water Treatment Plant

Water Treatment Plant Upgrade Project/WSL 21-17 - 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.

Construction is underway. The Roofing/Door project and the Telemetry system with grounding treatment is nearly complete. Commercial Water meters replacement will start shortly. The effected businesses have been contacted and informed of the meter replacement project.

Town:

Highway Safety Improvement Project (HSIP)

Ramp/Safety Rail West Jackson Street

HSIP grant application for the sidewalk replacement project on Manville Road was submitted on November 1st, 2017. Environmental Review is currently under review and due by December 5th, 2018. Hazardous material assurances documentation has been completed.

Manville Sidewalk Project

VDOT has awarded \$402,000.00 for this project. This project will begin July 2021.

Gate City High School Sidewalk Project (Shoemaker, Beech, Bishop, and Jones Street)

HSIP Grant Application has been submitted. The project total including Engineering Fees is \$578,475.00. If awarded, the project will be included in VDOT's six year plan with the expectation that funding will occur in 2024.

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 from Rural Development. Our proposed budget will include:

\$20,000 Preliminary Architectural Report (PAR) — TAT Grant
\$5,500 Site assessment and environmental review — TAT Grant \$25,000 Marketing Analysis — Gate City Theater (match) — ARC Grant \$50,500 Total

The TAT grant has been awarded.
The ARC grant was awarded on August 15, 2018.

Lenowisco Planning Authority has hired The Lane Group to complete the architectural report and marketing analysis. Scope of work has been completed.

Spectrum Designed has been hired by the Lane Group to complete the architectural report and marketing analysis. The Kick-Off meeting was held on December 18th, 2018.

Department of Housing and Community Development (DHCD):

Town-Wide Housing Needs Assessment Planning Grant

A Planning Grant has been awarded to the Town from DHCD. The planning grant will identify housing needs in Gate City. The successful completion of the Planning Grant will allow the Town to submit Construction Grant Application for the target area(s) of need identified from the Planning Grant process.

On October 9th 2018, DHCD awarded the Town \$40,000.00 to complete the Town-Wide Housing Needs Assessment Planning Grant,

Our first task is to advertise a Request for Proposals (RFP) for an individual or firm to complete DHCD's requirements for implementing and administering a Housing Needs Assessment planning grant. Town Council has approved the RFP and the deadline for proposal submission has been set for December 20th, 2018 at 3:00 PM.

The Selection Committee will meet on January 3rd, 2019 to review the RFP's submitted. Council Action: Approve the Selection Committee recommendation to hire a firm/individual to help complete the Town-Wide Housing Needs Assessment Planning Grant.

The Kick Off meeting has been scheduled with DHCD and the Management Team on January 17, 2019.

Dog Park & Gateway Park

Trees and brush have been removed from the project area. Town Crew has installed drainage tile to improve drainage at the Dog Park. The Outer chain link fence has been installed.

Town Council has approved a change in the scope of work for the fence at Gateway Park and has awarded the bid to Factory To You Fence of Kingsport. The fence has been installed.

Stack Fence for the Gateway Park will be completed under Force Account. We are presently obtaining quotes.

Banner Placement — Kane & Jackson Streets

\$25,000 has been allocated through the FY 2019 budget to place new street light banners along Kane and Jackson Streets,

FY 2020 Town Budget Calendar

Below is the Budget Calendar for the FY 2020 Town Budget:

February 28th, 2019 - First Finance Committee Meeting Scheduled. (Unconfirmed) February

28th, 2019 - Department Head's deadline in submitting needs.

March 5th, 2019 - Submit Needs Assessment/FY 2020 Goals to Planning Commission

March 12th} 2019 - Submit Needs Assessment (Committees)/FY 2020 Goals to be determined by Council

March 21st, 2019 - Finance Committee Meeting (unconfirmed)

April 2nd 2019 - Complete Proposed FY 2019 Budget

April 4th, 2019 - Finance Committee Meeting (unconfirmed)

April 9th, 2019 - Council to vote on holding a Public Hearing Submit proposed budget to Council for input April 24th, 2019 - First Public Hearing Notice/Advertising

May 8th, 2019 - Second Public Hearing Notice/Advertising

May 14th, 2019 Public Hearing

June 11th} 2019 - Adopt FY 2020 Town Budget

Other

We had a significant rain event on September 27th, 2018. The rain appeared to be focused on the west end of Town. The drainage issue on Water Street caused a flooding issue to Broadwater Trading Company. Mattern & Craig, Inc. will be drafting recommendations to improve the storm drains in that area.

Council Member Wallace W. Ross asked who maintains Gateway Park. He said that there needs to be some refurbishing/maintenance done to the park. Town Manager Greg Jones said that better maintenance will be done, and he will keep a check on this.

Mr. Ross also asked about picnic table placement/movement. Town Attorney Michele Brooks said that placement was due to safety issues until a barrier/fence can be placed.

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

Roger Cassell:

None

Robin Richards:

Concerns about delays in trash pickup, especially in the Moccasin Hills area. Asked about communication and if new phone system could accommodate better communication to residents. Mentioned possibility of alerts via phone with new system. Town Manager Greg Jones requested that when these complaints are fielded to please ask the residents how they are receiving this information.

Ron Kindle:

Praised Public Works for their work during snowstorm, saying the Town Crew worked 18-20 hours on some days to resolve issues.

Wallace W. Ross, Jr.:

Asked about why the delay in placing Christmas lights in town. Town Manager Greg Jones and Mayor Frances Perry said that OSHA requirements mandate that a life be used to place these, and the town did not have immediate access to a lift.

Asked about snowstorm and if a vote was previously taken for an early warning system. Concern for notice about open shelter. Town Manager Greg Jones said that this determination was for the Scott County Emergency Services director to decide, and that power was not available to most of Gate City.

Asked about boil water notices if residents are without power. Town Manager Greg Jones said the town was not under a boil water advisory, and Council member Allan "Cotton" Roberts said water from tanks was still potable and usable.

Asked about time taken for trash pickup after snowstorm. Town Manager Greg Jones said it took the Town Crew a week to clear the snow from the roadways.

Asked about fire hydrant process on Manville Road. Project not started yet due to holidays, weather, etc.

Allan "Cotton" Roberts:

Praised the Police Department for some arrests that have been made recently.

D. Sanitation Authority

Next meeting: Monday, January 14th, 2019.

XII. UNFINISHED BUSINESS

NONE

XIII. NEW BUSINESS

- **Discuss Travel to Richmond for the Legislative visit.**

Mr. Ross indicated an email had been sent to him confirming dates of 1-23 through 1-15-19. Town Manager Greg Jones said this has changed, as the original plan was for Mr. Ross and Mr. Kindle to attend the capitol. There is no Legislative Reception this year, and everyone attending will be going the same week. Travel dates will be 1/22 (depart) and 1/25 (return). This will allow attendees to visit the capitol and conduct Legislative visits in the same time period. Robin Richards will travel via the Town Vehicle, with Ron Kindle and Wallace W. Ross, Jr. traveling in personal vehicles and being reimbursed. Allan "Cotton" Roberts and Roger Cassell will not attend.

- **Selection Committee to recommend Housing Specialist to help complete the Town-wide DHCD Housing Planning Grant.**

DHCD has awarded \$40,000 to the Town of Gate City for the Housing Planning Grant. Advertisement for Housing Specialist received 1 response (Anna Meade). Selection Committee has reviewed the application,

Motion made to approve Anna Meade as Housing Specialist to help complete the Town-wide DHCD Housing Planning Grant.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Virginia Commission on the Arts: Creative Communities Partnership Grant.**

Town Manager Greg Jones indicated that more research was needed on this grant.

Council TAKES NO ACTION.

- **Virginia Tourism Corporation: 50 Years of Love Grant**

Town Manager Greg Jones indicated this is a marketing grant opportunity. The "Virginia is for Lovers" marketing campaign turns 50 years old this year. VTC is looking for localities to partner with them to showcase the 1969: Virginia is for Lovers campaign. A meeting with the Tourism Committee has been held with the Town's Events Committee, and discussion included taking the town's music event scheduled for July, and gearing this toward the campaign.

Discussion of a potential mural also occurred, with ordinance considerations to be explored.

Motion made to move forward with Virginia Tourism Corporation: 50 Years of Love Grant

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carries.

XIV. PUBLIC COMMENT – NEW BUSINESS

NONE

XV. CLOSED SESSION

NONE NEEDED

XVI. ADJOURN

Motion made to adjourn.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye: 5
Nay:
Absent:
Abstain:

*Mayor Perry adjourned the meeting at 7:30 P.M., until the next regularly scheduled Council Meeting on February 12, 2019.

Frances Perry – Mayor

Lisa Loggans – Deputy Town Clerk