

# TOWN COUNCIL MINUTES



Gate City Town Council Minutes  
November 13, 2018  
156 E Jackson St  
6:30 p.m.

- I. **COUNCIL MEETING CALLED TO ORDER AT 6:30 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: Mr. Jason Snapp, Mattern & Craig, Inc, Chief Terry Sivert, Mrs. Debbie Kindle, and Ms. Marley Brooks

- III. **INVOCATION:** Council Member, Allan "Cotton" Roberts
- IV. **PLEDGE OF ALLEGIANCE:** Chief Terry Sivert
- V. **APPROVAL OF AGENDA**

## **Motion made to Amend the agenda.**

- **Added:** Appointment of Selection Committee to evaluate Town-Wide Assessment/Project Planning Services

Motion by: Vice-Mayor Robin Richards  
2<sup>nd</sup> by: Council Member, Allan "Cotton" Roberts

VOTE:	Aye,	5	
	Nay,	0	
	Absent,	0	
	Abstain	0	<b>Motion Carried</b>

- **Motion made to approve the agenda.**

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

VOTE:	Aye,	5	
	Nay,	0	
	Absent,	0	
			1

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

None

**VII. APPROVAL OF MINUTES**

- **Approval of September 11, 2018, Council Meeting Minutes**

**Motion made for approval of September 11, 2018, Council Meeting Minutes.**

Motion by: Council Member, Allan "Cotton" Roberts  
2<sup>nd</sup> by: Council Member, Roger Cassell

VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0 **Motion Carried**

- **Approval of September 11, 2018, Public Hearing Minutes**

**Motion made for approval of September 11, 2018, Public Hearing Minutes.**

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

VOTE: Aye: 4  
Nay: 0  
Absent: 0  
Abstain: 1, Council Member Robin Richards **Motion Carried**

- **Approval of October 9, 2018, Council Meeting Minutes**

**Motion made for approval of October 9, 2018, Council Meeting Minutes.**

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

VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0 **Motion Carried**

**VIII. APPROVAL OF PAYMENTS**

- **Motion made for approval for payment of bills for October 2018.**

Motion by: Council Member, Roger Cassell  
2<sup>nd</sup> by: Council Member, Allan "Cotton" Roberts

VOTE: Aye: 5

Nay: 0  
Absent: 0  
Abstain: 0      **Motion Carried**

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

No Public Comment

Mayor Perry closed the public comment session at 6:33 P.M. and opened the consent agenda session.

**X. COMMUNICATIONS**

No Communications

**XI. REPORTS**

**A. Engineer's Status Report**

**DEQ Sewer I&I 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 7 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:** Notice to Proceed was issued for July 16<sup>th</sup>. The roofing portion of the work is complete and the SCADA/Telemetry is approximately 90% complete. Change Order #1 has now been approved by VDH. Meter installation can now proceed as well as the treatment plant work.

**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:** Survey field work was completed on Friday April 27<sup>th</sup>. Preliminary plans have been submitted and discussed with VDOT. M&C has submitted the basic document a Categorical Exclusion to satisfy federal environmental requirements. This process will notify all needed agencies of proposed work in the area and ask for their comments to be delivered for consideration. This will be an approximately 90 day process. The deadline for responses on the environmental document is Dec. 5<sup>th</sup>. After this date M&C will begin finalization of the plans and move to get approval to advertise from VDOT.

**VDOT HSIP Funding:** M&C has submitted an HSIP application for sidewalk improvements along East Jackson Street, Jones Street and the corridor between the high school and middle school. The grant included \$475,975.00 of construction money and totaled \$578,475.00 overall which includes inspection fees and design fees. VDOT should make a determination on award status around late summer 2019. If the project is awarded it will be put in the VDOT six year plan and design would be funded in approximately 2024 and construction scheduled for 2025.

## **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.

#### **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 1<sup>st</sup>, 2017. Environmental Review is currently under review and due by December 5<sup>th</sup>, 2018.

##### **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. The Lane Group will be contacting the Town shortly to complete this project.

- **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 9<sup>th</sup>, 2018, DHCD has 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. (Complete RFP and Advertisement is attached to this report). **Council Action: Approve RFP.**

- **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 will be installed in the next couple weeks.
- Town Council has approved a change in the scope of work: A chain link fence will be installed on both sides and rear of the Gateway Park property. Cedar stack fence will be installed at front of the property. **Council Action: Approve Factory To You Fence of Kingsport quote (low bidder)**
- Stack Fence for the Gateway Park will be completed under Force Account. We are presently obtaining quotes.
- The American Legion will be providing funding for Trash Receptacles that are now located at the Gateway Park. Special Thanks to Council Member Wallace W. Ross, Jr. for finding and identifying a funding source for this issue

- **Banner Placement – Kane & Jackson Street**

\$25,000 has been allocated through the FY 2019 budget to place new street light banners along Kane and Jackson Street. **Council Action: Establish a committee to recommend a banner design to Town Council for review and approval.**

## Events

The King Alleyween event was held on, October 27, 2018. This event featured Trunk or Treat, costume contest, DJ, and a performance by Jenkins School of Dance. Gate City High School Prep Band performed before the showing of Halloweentown at the Gate City Theater. The event was well attended.

The Veterans Day event is scheduled for Monday, November 12<sup>th</sup>, 2018 at 11:00 AM. Mr. Marshall Tipton will be this year's keynote speaker.

The Christmas Open House will be held on Saturday, November 17<sup>th</sup>, 2018 from 10:00 AM – 5:00 PM. Discount cards have been distributed and the marketing/advertising is in place.

Small Business Saturday will be held on Saturday, November 24<sup>th</sup>, 2018 from 10:00 AM – 5:00 PM

Gate City Christmas Parade will be held on Saturday, December 1<sup>st</sup>, 2018 at 6:00 PM. **Council Action: Identify the Christmas Parade Grand Marshal.**

## Other

- We had a significant rain event on September 27<sup>th</sup>, 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.
- On October 10<sup>th</sup>, 2018 the Town was awarded a Litter Grant in the amount of \$1,086.00 from DEQ.
- On October 29<sup>th</sup>, 2018 the Finance Committee and Town Manager met with Scott County School Board Director, members of the Scotts County School Board, and Delegate Terry Kilgore regarding the access to the Scott County Sports Complex. The last time this group met and discussed the Scott County Sport Complex was on September 21<sup>st</sup>, 2016. In 2016 the Town obtained informal quotes to pave the dirt road between Broadwater Ave and Filter Plant Road. (No action or meetings have taken place since the September 21<sup>st</sup>, 2016 meeting.) At the October 29<sup>th</sup>, 2018 meeting, we discussed ideas to achieve access to the Scott County Sports Complex. VDOT will not provide funding to help pave the dirt road between Broadwater Ave and the Filter Plant unless the low-lying bridge that crosses Little Moccasin Creek near the Filter Plant Road is replaced making the project cost prohibited. (Under VDOT specs, bridges cannot be in a flood plain). It was determined that if local funds are going to be needed to address this issue, the low-lying bridge near the Filter Plant road will need to be inspected. The bridge belongs to the Town. I have asked Mattern & Craig to develop cost estimate to inspect the bridge. The Scott County School Board members that were present stated that the Sports Complex can be used immediately upon the completion of an access road. Once the bridge inspection is complete, we will have an idea if paving the dirt road between Broadwater Ave and Filter Plant Road is feasible.

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

### **Council Member, Allan “Cotton” Roberts**

- Attended the Virginia Department of Housing and Community Development's (DHCD) Community Development Division Road Show on October 10<sup>th</sup>, 2018 with Town Manager Greg Jones. The program discussed grant funds available for community development. Mrs. Joy Rumley, Virginia Mainstreet, district representative, will be speaking at the next Gate City Frontier, Inc meeting on December 3<sup>rd</sup>, 2018. Everyone is welcome to attend the Gate City Frontier, Inc meeting. Volunteers are still being accepted.
- Council Member, Allan “Cotton” Roberts stated that the Industrial Revitalization Fund (IRF) is available through the Department of Housing and Community Development. The fund is a grant up to \$600,000.00 for derelict buildings. The Town of St. Paul used IRF grant for their hotel.

- Council Member, Allan “Cotton” Roberts stated that he participated in a panel discussion for Rally Southwest Virginia. Gate City Frontier, Inc. recently completed a \$3,000 grant from Rally Southwest Virginia. There is a second phase to the Rally Southwest Virginia program available.
- Virginia Commission for the Arts is holding a grant workshop on Tuesday, November 27<sup>th</sup> at the Heartwood in Abingdon, Virginia. This grant program is through the Virginia Tourism Corporation. Council Member, Allan “Cotton” Roberts stated that he and Town Manager Greg Jones should attend.

**Council Member, Wallace W. Ross, Jr.**

- Council Member, Wallace W. Ross, Jr. stated that the grass is high on Manville Road.
- Informed Council that the property maintenance is getting behind. The property on Chestnut Street has been worked on for the past eight years is bogged down. The chimney, tires, junk on the property, and grass is still an issue. Nothing has been done about this property. This property seems to be lost in the process when other things in Town are process quicker.
- The drain line at the corner of Chestnut Street and Manville still has not been fixed. The drain line is causing damage to vehicles. Council Member, Wallace W. Ross, Jr. stated that he discussed this with VDOT but nothing has been done. Other things in Town seem to process quicker.
- Some of the light bulbs on Jackson Street are out. Council Member, Wallace W. Ross, Jr. stated, I know you are doing the best job you can, but I don’t know why the light bulbs go out so much.
- Council Member, Wallace W. Ross, Jr. stated that it has become a concern of the community why the Fire Hydrant at the corner of Chestnut and Manville Street has not been replaced. The Fire Hydrant has been taken out. The Fire Chief stated that it needs to be replaced. The Community thinks it needs to be replaced. There are fourteen homes that are in jeopardy because there are no Fire Hydrants. The Fire Hydrant should be replaced. Vice-Mayor Robin Richards asked if there are any Fire Hydrants within so many feet? Council Member, Wallace W. Ross, Jr. stated there was another Fire Hydrant but its over 1,000 feet away. The Fire Chief stated it needed to be replaced. Vice-Mayor Robin Richards stated that just because a Fire Hydrant was removed doesn’t mean it should be replaced. As long as homes have access. Council Member, Wallace W. Ross, Jr. stated that the Fire Hydrants are over 1,000 feet away from the homes. Vice-Mayor Robin Richards stated we need documentation. Vice-Mayor Robin Richards stated that she is not going to vote to install a Fire Hydrant when there are already Fire Hydrants in one area. Town Manager Greg Jones stated that he has created a map showing the Fire Hydrants in the area along with the footage. Council Member, Wallace W. Ross, Jr. said the community has been very tolerant and are fortunate there hasn’t been a house that has caught on fire. Town Manager Greg Jones stated that every home in the community has a Fire Hydrant within 1,000 feet. Council Member Wallace W. Ross, Jr. stated that we shouldn’t even be discussing it. It should be replaced. Vice-Mayor Robin Richards stated that she disagrees. If there are Fire Hydrants within 1,000 feet, why do we have to install another Fire Hydrant? Council Member, Roger Cassell stated that there is another proposal that Town Manager Greg Jones is working on that will work a lot better. Mayor Frances Perry stated that Town Manager Greg Jones should bring his report before Council. Council Member, Roger Cassell stated that Town Manager Greg Jones discussed this issue with him due to his 25 years of experience working for the Fire Department. Council Member, Roger Cassell stated that he went on site and reviewed the issue. Town Manager Greg Jones has a proposal that will work better than what you are wanting. Vice-Mayor Robin Richards asked Town Manager Greg Jones if he can present his report to Town Council next month. Town Manager Greg Jones stated that he will complete the proposal and present it at the next Town Council meeting. Mayor Frances Perry asked Town Manager Greg Jones if he talked to the Fire Chief. Town Manager Greg Jones stated that he did. The Fire Chief stated that he would like to see the Fire Hydrant replaced but it was not required.
- Council Member, Wallace W. Ross, Jr. asked when will it be possible to hire someone in the office to help the Office Manager. Town Manager stated that interviews were conducted. We are in the process of doing the reference checks.

**Council Member, Ron Kindle**

- Council Member, Ron Kindle asked if the Town Car is going to be repaired. Town Manager Greg Jones stated that he backed into a trailer causing damage to the plastic rear bumper. The Town Car will be taken to the Vocational Center for repair since the damage was manual. The Town’s insurance has a deductible of \$1,000 and the damage should be less than that. Council Member, Roger Cassell stated that you can’t fix plastic. The rear bumper skin will need to be replaced.

**Vice-Mayor Robin Richards**

- Vice-Mayor Robin Richards stated that the Gate City Civitans have found an area on the Playground equipment where kids are slipping through. Gate City Civitans are looking to see what can be done about that.

**Council Member, Roger Cassell**

- No Report

**D. Sanitation Authority**

- No Report

**XII. UNFINISHED BUSINESS**

- **Park Committee By-Laws**

**Motion made to Approve Park Committee By-Laws**

Motion by: Council Member, Allan “Cotton” Roberts  
 2<sup>nd</sup> by: Vice-Mayor Robin Richards

VOTE: Aye: 4  
 Nay: 1, Council Member Wallace W. Ross, Jr.  
 Absent: 0  
 Abstain: 0      **Motion Carried**

**XIII. NEW BUSINESS**

- **Quote: Gateway Park/Recommend – Factory To You of Kingsport quote of \$8,299.00**

**Motion made to Accept Quote from Factory To You of Kingsport quote of \$8,299.00**

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

VOTE: Aye: 5



Nay: 0  
Absent: 0  
Abstain: 0      **Motion Carried**

- **Change December Council Meeting Date**

**Motion made to Change Council Meeting Date to December 4<sup>th</sup>, 2018 following the Planning Commission Meeting**

Motion by: Council Member, Allan “Cotton” Roberts  
2<sup>nd</sup> by: Vice-Mayor, Robin Richards

VOTE: Aye: 4  
Nay: 1, Council Member Ron Kindle  
Absent: 0  
Abstain: 0      **Motion Carried**

- **Approve Request for Proposals (RFP) Town-Wide Needs Assessment/Project Planning Services**

**Motion made to Accept as written**

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

VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0      **Motion Carried**

- **Appointment of Selection Committee to evaluate Town-Wide Assessment/Project Planning Services**

**Motion made to Appoint Finance Committee Members: Council Member, Allan “Cotton” Roberts and Council Member, Roger Cassell to the Selection Committee**

Motion by: Vice-Mayor Robin Richards  
2<sup>nd</sup> by: Council Member, Ron Kindle

VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0      **Motion Carried**

- **Identify Grand marshal for Christmas Parade December 1<sup>st</sup>, 2018. Theme: *There’s No Place Like Home for Christmas***

**Motion made to select Mr. Charlie Broadwater, Owner of Broadwater Trading. Mrs. Kim Jenkins, Owner of Jenkins School of Dance, as an alternate**

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

VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0      **Motion Carried**

**XIV. PUBLIC COMMENT – NEW BUSINESS**

No Public Comment

**XV. CLOSED SESSION**

No Closed Session

**XVI. RETURN FROM CLOSED SESSION**

No Closed Session

**XVII. MOTIONS FROM CLOSED SESSION:**

No Closed Session

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Council Member, Allan “Cotton” Roberts  
2<sup>nd</sup> by: Council Member, Ron Kindle  
VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0

\*Mayor Perry adjourned the meeting at 7:45 P.M., until the next regularly scheduled Council Meeting on December 4th, 2018.

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Frances Perry – Mayor

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Lisa Loggans – Deputy Town Clerk