

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
February 12, 2019
156 E Jackson St
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:33 P.M. BY: Mayor - Frances Perry

II. ROLL CALL: Mayor Frances Perry

	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: Father Tim Drake, Jason Snapp – Mattern & Craig, Inc., Chief Terry Sivert, and Charles and Anna Dean.

III. INVOCATION:..... Father Tim Drake

IV. PLEDGE OF ALLEGIANCE :.....Chief Terry Sivert

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Council Member, Allan "Cotton" Roberts
2nd by: Council Member, Roger Cassell

VOTE:	Aye,	4	
	Nay,	0	
	Absent,	1	
	Abstain	0	Motion Carried

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

Council Member Roger Cassell complimented the Police Department for participating in the 2019 "Night to Shine" event that was produced by the First Baptist Church in Gate City. Council Member Roger Cassell also thanked the Police Department for attending Virginia State Police Trooper Lucas Dowell's funeral. Trooper Dowell was killed in the line of duty on February 4th, 2019.

VII. APPROVAL OF MINUTES

- Motion made to approve the amended January 8, 2019, Town Council Minutes

Vice-Mayor Robin Richards stated that on page six under Council Reports, the correct statement is: “How do they prefer to receive information”

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.

Corrected

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 would prefer to receive this information.***

Mayor Perry stated that Life should be Lift under Council Member Wallace W. Ross, Jr. report on page six:

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.

Corrected

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 **lift** be used to place these, and the town did not have immediate access to a lift.*

Motion by: Vice-Mayor Robin Richards
2nd by: Council Member, Wallace W. Ross, Jr.

VOTE:	Aye,	4	
	Nay,	0	
	Absent,	1	
	Abstain	0	Motion Carried

VIII. APPROVAL OF PAYMENTS

- **Motion made for approval for payment of bills for January 2019.**

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

VOTE:	Aye,	4	
	Nay,	0	
	Absent,	1	
	Abstain	0	Motion Carried

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

No Public Comments

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

X. COMMUNICATIONS

No Communications

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

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 4 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. We've met with DEQ to plan the process to get this project advertised in the spring.

Water Treatment Plant Upgrades: The roofing portion of the work is complete and the SCADA/Telemetry is complete. Approximately half of the Water Meters have been installed and are functional. The Backwash Control System is approximately 50% complete. WTP doors and clearwell baffle curtains are still in the shop drawing approval process and will proceed once shop drawing issues are resolved. Substantial Completion was scheduled for Jan. 11th. This date was not met by the contractor and they have submitted a time extension request.

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. There is ongoing communications between M&C and the GIS vendor to resolve software issues.

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 project and the Telemetry system with grounding treatment is complete. Commercial Water meters replacement should be completed in the next

week. The Backwash Control System is currently being installed. Substantial completion deadline was not met on January 11th, 2019. Mattern & Craig has received a time extension request.

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 has been completed and is currently under review by VDOT. Hazardous material assurances documentation has been completed. We are currently awaiting VDOT to approve the final plans.

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 Design 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. Spectrum Design will be meeting with members of the Gate City Frontier, Inc and Planning Commission to get their input on February 13th, 2019.

- **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 was set for December 20th, 2018 at 3:00 PM.

The Selection Committee met on January 3rd, 2019 and reviewed the RFP's submitted.

Town Council has approved Ms. Anna Meade/Housing Rehab Specialist Service to perform surveys of residential structures in the Town for the purpose of determining concentrations of blight and potential Community Improvement projects.

The Kick Off meeting was held on January 17, 2019 with DHCD and the Management Team. Our deadline in completing the Town-Wide Housing Assessment Planning is December 30, 2019.

- **Department of Housing and Community Development (DHCD): Park Street Housing Rehabilitation Project.**

DHCD has awarded \$522,200 for the Park Street Housing Rehabilitation Project. The funds will be used to rehabilitate seven residential homes, reconstruct two residential homes, and demolition of two vacant residential structures on Park Street. Our budget is as follows:

\$522,200 – DHCD
<u> \$12,000</u> – Town (In-Kind)
\$534,200 – Total

Council Action: Approve DHCD Contract

- **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.

- **Dropbox Installation at Town Hall Drive Through**

Currently the Drive Through is receiving customers who are dropping off Water Bills. Installing a Drop Box beside the Drive Through will free up our staff to perform other activities. The Drop Box will also speed up the wait times for customers who just want to drop off their water bills. **Council Action: Approve installation of a Drop Box at the Town Hall Drive Through.**

- **Street Lights - Paul Wade Drive/Eva Street/Arora Street**

I met with Harold Walker, AEP, and Council Member Roger Cassell on December 5, 2018 to look into installing Street Lights on Paul Wade Drive, Eva Street, and Arora Street. A total of seven Street Lights is recommended to be installed at a cost of \$11,651.29. **Council Action: Approve the installation of Street Lights on Paul Wade Drive, Eva Street, and Arora Street.**

- **Sidewalks – West Jackson Street**

Currently there are no Sidewalks located on West Jackson Street pass the Scott County Life Saving Crew: **Council Action: Approve Mattern & Craig to draft a VDOT HSIP Grant Application.**

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

- **Water Street Drainage Issue**

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. Storm Drains will need to be installed on Water Street across the street from Broadwater Trading Company. The portion of Water Street that this issue effects is owned by the Town. Vice-Mayor Richards, Mattern & Craig, and I discussed the issue with VDOT while attending the Legislative Visit in Richmond on January 22nd – 25th, 2019. VDOT stated that because this is not a Town Street, VDOT does not have any resources to help with this project. I will plan to complete this project under a force account in the spring once FY 2019 budget amendments are made.

- **Safety Meeting**

On January 17, 2019 the Town Crew attended a Safety Meeting at the Town Hall. Topics included "Driving in Adverse Conditions" and "Snow Plow Safety". The training material was provided by VML's Online University.

- **2019 Legislative Visit – Richmond, VA**

Vice-Mayor Richards, Mattern & Craig, Inc, and I attended the Legislative Visit in Richmond, VA on January 22nd – 25th, 2019. We attended meetings with Virginia Department of Transportation, Virginia Tourism Corporation, Inc, Virginia Department of Health, and Virginia Department of Housing and Community Development. In addition, we attended VML's Legislative Day on January 24th, 2019.

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

Council Member, Allan “Cotton” Roberts

Council Member Allan “Cotton” Roberts stated that a resident in Town complimented Sergeant Justin Miller who had recently solved a case in which stolen jewelry was involved.

Council Member Allan “Cotton” Roberts stated that the water loss report indicated that the water loss was down to forty-four percent. Council Member Roberts asked if a leak was found. Town Manager Greg Jones stated that the water plant is having trouble getting water to the tanks, but once the water is in the tank the water level is holding. Town Manager Greg Jones stated that this is an issue that happens in the winter months with no known reason. Council Member Roberts asked if the new commercial water meters that were installed will help with the water loss. Town Manager Greg Jones stated that it should.

Council Member, Wallace W. Ross, Jr.

Council Member Wallace W. Ross, Jr. stated that with the success of the basketball team we lost an opportunity by not placing welcoming signs at our border.

Council Member Wallace W. Ross Jr. asked how long the video recordings are kept for the Police Department. Town Manager Greg Jones responded stating that the video recording is kept for thirty days. Council Member Ross asked if the recordings can be kept longer. Town Manager Jones stated that if a video needs to be saved then the video can be downloaded on to a USB drive. Council Member Ross stated that sometimes when he comes into the Town Hall, he notices that one of the cameras in the Police Department isn't clear and asked what the cause is. Town Manager Jones stated that the camera in question is picking up interference from the cable.

Council Member Wallace W. Ross Jr. stated that the bulbs in the decorative street lights tend to go out more. Council Member Ross stated that the bulbs in front of “Cotton’s place” were never replaced.

Vice-Mayor Robin Richards

Vice-Mayor Robin Richards stated that the Park Committee met in the last week. The Park Committee elected new officers for the committee: Vice-Mayor Robin Richards – Chairperson and Rita Tipton – Vice-Chairperson & Secretary.

Town Vice-Mayor Robin Richards stated that there was a report of damaged benches at Shelter number one. Manager Greg Jones will check on the damaged benches. Vice-Mayor Richards also reported that the climbing ladder that needs to be replaced on the playground equipment is in.

Vice-Mayor Robin Richards stated that we had a real good meeting in Richmond. Agency heads showed a lot of positivity and willingness to help Gate City. Town Manager Greg Jones created power point presentations for the agencies that were very helpful.

Council Member, Roger Cassell

No Report

D. Sanitation Authority

Council Member Roger Cassell reported that the Gate City Sanitation Authority is waiting to receive a response to a letter that was sent to the Scott County Public Service Authority in regards to contract issues.

XII. UNFINISHED BUSINESS

No Unfinished Business

XIII. NEW BUSINESS

- Motion to hold Public Hearing on March 12th, 2019 for a Special Exception and Use Permit to place a mobile home in an R-2 Residential district at 154 Elliott Drive.

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

VOTE: Aye, 3
 Nay, 1, Council Member Roger Cassell
 Absent, 1
 Abstain 0 **Motion Carried**

- Motion to appoint Mrs. Margaret Falin to a four year term on the Gate City Planning Commission to begin January 1, 2019 and ending December 31, 2022, as recommended by the Planning Commission.

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

VOTE: Aye, 4
 Nay, 0
 Absent, 1
 Abstain 0 **Motion Carried**

- Motion to appoint Mrs. Vickie Roberts to serve on the Gate City Board of Zoning Appeals beginning January 1, 2019 and ending December 31, 2019, as recommended by the Planning Commission.

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

VOTE: Aye, 3
 Nay, 0
 Absent, 1
 Abstain 1, Council Member, Allan "Cotton" Roberts
Motion Carried

- **Motion to install a drop box for payments at the Town Hall**

*Council took no action on this issue. *

- **Motion to install seven street lights for Paul Wade Drive, Eva Street, and Arora Street for a total cost of \$11,651.29.**

Motion by: Council Member, Allan "Cotton" Roberts
 2nd by: Council Member, Roger Cassell

VOTE:	Aye,	4	
	Nay,	0	
	Absent,	1	
	Abstain	0	Motion Carried

- **Motion to apply for VDOT HSIP Grant to install new sidewalks on West Jackson Street.**

Motion by: Council Member, Allan "Cotton" Roberts
 2nd by: Council Member, Roger Cassell

VOTE:	Aye,	4	
	Nay,	0	
	Absent,	1	
	Abstain	0	Motion Carried

- **Motion to approve the Letter of Request from the Virginia Daughters of the American Revolution (DAR) to use Council Chambers for meetings from September 2019 until May 2020 without charge. Town Attorney Michele Brooks will draft the agreement.**

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

VOTE:	Aye,	4	
	Nay,	0	
	Absent,	1	
	Abstain	0,	Motion Carried:

- **DHCD – Approval of Park Street Housing Rehabilitation Project Contract**

*Council took no action on this issue. *

XIV. PUBLIC COMMENT – NEW BUSINESS

No Public Comment

XV. CLOSED SESSION

Motion made for Council to enter into closed session to discuss legal matters.

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

VOTE:	Aye,	4	
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Nay,	0	
Absent,	1	
Abstain	0	Motion Carried

Mayor Perry opened the closed session at 7:45 P.M.

XVI. RETURN FROM CLOSED SESSION

Council returned from closed session at 8:14 P.M.

Motion made for Council to return from closed session.

Motion by:	Council Member, Allan "Cotton" Roberts
2 nd by:	Council Member, Roger Cassell

CERTIFICATION OF CLOSED MEETING – Read by:

WHEREAS, the Gate City Town Council has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-7312 of the Code of Virginia requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Gate City Town Council hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirement by Virginia law were discussed in closed meeting to which this certification applies and (2) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Gate City Town Council.

Roll Call Vote	Aye,	4
	Nay,	0
	Absent,	1
	Abstain	0

XVII. MOTIONS FROM CLOSED SESSION:

No Motions were made from Closed Session

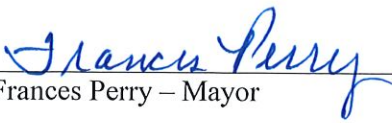
XVIII. ADJOURN

Motion made to adjourn.

Motion by:	Council Member, Allan "Cotton" Roberts
2 nd by:	Council Member, Roger Cassell

VOTE:	Aye,	4
	Nay,	0
	Absent,	1
	Abstain	0
		Motion Carried:

*Mayor Perry adjourned the meeting at 8:17 P.M., until the next regularly scheduled Council Meeting on March 12th, 2019



Frances Perry – Mayor



Greg Jones, Town Manager