

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
March 10, 2020
156 E Jackson Street
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:35 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; Marley Brooks; Bob Richards; Jason Snapp, Mattern & Craig; Chief of Police Justin Miller

III. INVOCATION – Bob Richards

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Roger Cassell

2nd by: Ron Kindle

VOTE: Aye, 5
Nay,
Absent,
Abstain

Motion Carried.

VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS. - NONE

VII. APPROVAL OF MINUTES

- **Approval of September 3, 2019 Town Council Public Hearing Minutes for Proposed Change in Section 16-4 Weapons; discharging firearms**

Motion made to approve minutes as presented.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 4
Nay:
Absent:
Abstain: 1

Motion Carried.

- **Approval of February 11, 2020, Town Council Minutes.**

Motion made to approve minutes as presented.

Motion by: Ron Kindle

2nd by: Allan “Cotton” Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for February 2020 as presented.

Motion by: Roger Cassell

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

IX. PUBLIC COMMENT (Will be limited to 3 minutes per speaker.) - NONE

Mayor Perry closed the public comment session at 6:36 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 – Jason Snapp delivered the Engineer’s Status Report.

DEQ Sewer I&I Rehab Job: Preconstruction Conference was held at Town Hall on Wednesday, January 15th. Construction has begun on the Vocational School line, approximately 1100’ of line has been installed so far. The Little Moccasin Creek line CCTV inspection has showed that section of line to be in good shape and only requiring some spot repairs at this time. M&C is in discussion with DEQ, the Town, and the Contractor to inspect other sections of sewer line throughout town (specifically the Burnt Cabin Branch Line) to see if there is any better served opportunities to use granted funds for repairs in those locations. A proposal has been submitted to DEQ and the Town for consideration on the best use of the funding moving forward.

Sewer Asset Management Plan: M&C is working on the Sewer Asset Management Plan and will be coordinating with DEQ over the next few months to complete. Mr. Snapp stated that the project is approximately 75% complete.

H/C Ramp HSIP Project: VDOT has indicated there is a budget shortfall, but has indicated they have found some additional monies to fund the project in its entirety. M&C has made this request for additional funds and expects approval and funding in the near future. VDOT has stated the request is in Richmond for review and/or approval.

A. Manager's Report

Capital Projects

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 has been approved. Mattern & Craig, Inc. is currently addressing VDOT's comments on this project. Once the final plans are approved, we will be ready to bid. Currently there is a budget shortfall on this project. The additional funding is expected to be provided by VDOT under the HSIP program.

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 Streets)

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.

- **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
 \$12,000 – Town (In-Kind)
\$534,200 – Total

The Park Street Housing project will be set up on a reimbursement. This project will coincide with the DEQ Wastewater Line replacement project valued at \$1.7 million. The Town may need to obtain a Bond Anticipation Note (BAN) to provide interim financing for both projects.

The Management Team and Rehabilitation Board met on February 3rd, 2020. The Department of Housing and Community Development (DHCD) is in the process of approving the Request for Qualification "RFQ" for contractors. The project sign has been approved by DHCD and installed onsite.

Town Manager Greg Jones stated that they are working on the income verification. Town Manager Greg Jones stated that they are also completing procurement for vendors to complete asbestos inspections. Town Manager Jones stated the project sign has been created and is on site.

- **Dog Park & Gateway Park**

The Gateway Park has been funded \$5,000 in FY 2020 Budget to continue development. Our next project will be the installation of the Stack Fence along the front of the property.

The dog park located at Grogan Park has been funded \$5,000 in FY 2020 Budget to continue development. The next project will be to address the drainage issue and locate interior fencing.

Mayor Frances Perry stated that she has been asked why the fenced in area on 23 could not be used for dogs if people stopped there for a picnic? Town Manager Greg Jones stated that area is contaminated according to VDOT. Mayor Frances Perry stated that she talked to her vet and they said that would not keep animals. Town Attorney Brooks stated that we are not leasing that section and cannot authorize use of that part.

Council Member Wallace W. Ross, Jr. asked is VDOT responsible for the no trespassing signs or are we? Town Manager Greg Jones stated that we are the ones who put up the no trespassing signs in order to keep people out of that area.

Mayor Frances Perry stated that paving should be done at the Hwy 23 park. Town Manager Greg Jones stated that he agrees and it is an ongoing project. Town Manager Greg Jones stated that since the property is leased from VDOT, whatever goes down has to be able to come back up in case they need to use it. Council Member Wallace W. Ross, Jr. stated that it is not big enough for three cars with the rock and it may need some new rock due to water building up on one side. Mayor Frances Perry stated that it is big enough for a trailer to park there.

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

\$25,000 has been allocated through the FY 2019 budget to place new streetlight banners along Kane and Jackson Streets. The FY 2019 funding for this project has been transferred to the Capital Improvement Savings to continue the project in FY 2020.

I met Mr. Joel Mosca, Mosca Designs – Glenn Allen, VA during the Main Street meeting in Lynchburg, VA. Mosca Designs stated that they can help with the engineering requirements needed for permitting. This project should start soon.

- **Sidewalks – West Jackson Street**

Currently there are no sidewalks located on West Jackson Street past the Scott County Life Saving Crew: Council has approved to submit a HSIP application for the installation of sidewalks on West Jackson Street.

We have learned that VDOT will not be accepting HSIP applications this year. Further Council discussion will be required.

- **Grogan Park/Baseball Fields Flooding Issue**

I met with Scott County Schools, Gate City Little League, and Michele Brooks, Attorney on March 12th, 2019 to discuss the flooding issue at Grogan Park Baseball Fields. Under our agreement with Gate City Little League, the Little League is responsible for the maintenance of the baseball fields. Gate City Little League states that they are not using the High School Baseball Field and should not have to provide maintenance to the field. Gate City Schools stated that they will not be playing home games at Grogan Park due to the damage caused by the recent flooding. Gate City Schools did state that they will repair the fence wall at the High School Baseball Field.

I contacted Mr. Hubert Thomas with the U.S. Army Corp of Engineers for assistance in handling the flood issue at Grogan Park. He indicated that a creek survey will need to be conducted prior to determining a plan of action. A site visit was conducted on May 13th, 2019.

As a result of the site visit, the Army Corp of Engineers stated that they are expecting to receive additional budget funding due to the increase of flooding issue in our area. Mr. Thomas stated that the Army Corp of Engineers can do a stream study for Big and Little Moccasin Creeks.

Council has approved the letter of engagement for the Army Corp of Engineers to proceed with this survey.

Grogan Park along with the Town of Gate City received significant flooding on Wednesday, February 5th, 2020. The Big and Little Moccasin Water Shed was documented with pictures and turned over to the Army Corp of Engineers to help with the assessment project.

- **Kane Street & Jackson Street Paving & Parking Plan**

The Virginia Department of Transportation (VDOT) informed the Town that Kane Street and Jackson Street – Sue Street to Aurora Street will be repaved in the coming weeks. VDOT will be responsible for replacing the crosswalks and centerline striping, but the Town is responsible for parking spaces striping.

A Parking Plan has been developed by Mattern & Craig, Inc and approved by VDOT. Out of the six contractors that have been contacted to submit a bid, only two responded.

Council has approved the Parking Plan and has awarded the bid to Precision Pavement Markings. A kick-off meeting was held on November 5th, 2019 with Precision Pavement Markings. This project had been scheduled and cancelled on three separate occasions due to the weather. We are hoping to start this project this week; however the weather forecast is predicting rain. This project will begin as soon as the weather permits.

- **Wastewater Line Replacement Project**

The Gate City Sanitation Authority has been awarded funding to replace the aging wastewater trunk lines.

The original funding has been awarded. The loan will be for twenty years at zero percent interest.

Base Funding			
Total	Grant	Loan	Yearly Payment
\$1,726,278	\$700,000	\$1,026,278	\$51,314

The bid opening ceremony was conducted on October 30th. The lowest bid was received at \$2,117,595.00. DEQ has agreed to loan the difference under the same terms as the original offer.

Ammended Funding			
Total	Grant	Loan	Yearly Payment
\$2,117,595	\$700,000	\$1,411,595	\$70,580

The Sanitation Authority did request additional grant funding, but DEQ stated that all the grant funds have already been allocated. Town Council has approved the Support Resolution. This project successfully closed on January 30th, 2020. The Notice to Proceed was signed on March 3rd, 2020 and the project has begun.



2020 Town Events

Throwback Movie Night: Friday, July 24, 2020 – Municipal Parking Lot

Throwback Concert: Saturday, July 25, 2020 – Jackson Street
Band: Retroville
Band: Matchbox 2.0

Back to School Bash: Saturday, August 1st, 2020 -Jackson Street
Movie & Inflatables

Tractor and Farm Vehicle Cruise-In – Saturday, August 15th, 2020
Band: Aaron Walker Band
Band: The Twangbangers

Kiss the GRIT Bike Ride: Saturday, September 26th, 2020

50 miles – Spearhead Trails

Rock & Roll All Night & Cruise In: Saturday, September 26th, 2020 – Jackson Street

Band: Benny Wilson Band

Band: Asylum Suite

Band: Dress to Kill: Kiss Tribute Band

King Alleyween: Saturday, October 24th, 2020

Veteran’s Day Event: Wednesday, November 11th, 2020 – Grogan Park

Christmas Open House: Saturday, November 21, 2020

Shop Small Saturday: Saturday, November 28, 2020

Christmas Parade: Saturday, December 5th, 2020

Town Manager Greg Jones stated that sponsorship letters will be sent out in the next couple of weeks. The next Events Committee meeting will be held on March 23, 2020.

Mayor Frances Perry asked if the events committee schedule was ran every month in the local newspaper, and these meetings were regular and the public was invited to attend, would that cover us, if two members of the committee are on Council and her as well, were to show up? Town Manager Greg Jones stated that it would cover us but it is very difficult to schedule events because everyone has their own thing going on and we just try to find a date that is convenient for everyone. Mayor Frances Perry asked if it would be difficult to publicize it? Town Manager Greg Jones stated that three days would be needed. Mayor Frances Perry stated that there are times when she would like to attend, but would not want to pay a big fee to the newspaper to advertise just so she can come. Town Manager Greg Jones stated that we don’t have to do that, we just have to send them a notice, whether or not they run it is up to them. Town Manager Greg Jones stated that as long as it is on the front door, we are covered. Town Manager Greg Jones requested that Mayor Perry give an update, when she will attend.

Mayor Frances Perry asked if Town Manager Jones had received the information that she had sent him concerning a meeting at Virginia Tech about bike trails? Town Manager Greg Jones stated that we are not interested at this time because it is a first-time event and we need to get through it ourselves.

Budget Calendar for FY2021

February 25th, 2020 - First Finance Committee Meeting Scheduled.

(Completed)

February 28th, 2020 - Department Head's deadline in submitting needs.

March 20th, 2020 - Submit Street Assessment (Street Committee)

March 24th, 2020 - Finance Committee Meeting (Confirmed)

April 2nd, 2020 - Complete Proposed FY 2021 Budget

April 7th, 2020 - Finance Committee Meeting (unconfirmed)

April 14th, 2020 - Council to vote on holding a Public Hearing
Submit proposed budget to Council for input

April 29th, 2020 - First Public Hearing Notice/Advertising

May 6th, 2020 - Second Public Hearing Notice/Advertising

May 12th, 2020 - Public Hearing
June 9th, 2020 - Adopt FY 2021 Town Budget

Mayor Frances Perry asked when the cutoff for budget requests is? Town Manager Greg Jones stated that for the department heads it was February 28th. Mayor Frances Perry stated that a lady from APPCAA asked for a donation. Town Manager Greg Jones stated that they can just send a letter as soon as possible. Mayor Frances Perry stated that it would be for the senior prom that they hold.

Tourism Zone Amendment

The Finance Committee met on January 7th, 2020 to discuss amending the incentive offered to retail businesses by our current Tourism Zone ordinance:

(1) Rebate on business, professional and occupational license tax imposed by the town pursuant to chapter eleven of the town Code, in an amount equal to 50 percent of the tax paid by the qualified tourism business each year of the incentive period that is directly attributable to the qualified tourism business. For those qualified tourism businesses that are existing tourism businesses, rebates shall only be applicable to taxes assessed and paid on the portion of gross receipts directly attributable to the expansion of the business.

(2) Rebate on real estate tax imposed by the town pursuant to chapter six of the town Code, in an amount equal to 100 percent of the tax paid by the qualified tourism business each year of the incentive period that is directly attributable to the qualified tourism business. Real estate must be located in the defined tourist zone and be listed on the National Register of Historic Places. Improvements, remodeling, and construction work must be approved by the department of historic resources to qualify for this incentive. Qualified tourism businesses shall receive the benefits of the tourism zone incentives for a period of three calendar years (the "incentive period"), or until such time that the business no longer operates or qualifies as a qualified tourism business, whichever is the first to occur. If the business ceases to be a qualified tourism business or removes its operation from the tourism zone during a year in which the rebate applies, the business shall not be qualified or receive the rebate for that year or thereafter.

Our discussion included offering 100% BPOL and Real Estate Tax reimbursement, along with water/sewer tap credit up to \$1,000. A draft version is being developed and approved by the Virginia Tourism Corporation. Council Action: Approve Public Hearing for April 14th, 2020.

Other

Engineering Procurement

Town Council has voted to accept Request for Qualifications (RFQ) for qualified engineering firms. The RFQ has been drafted and approved by the Virginia Department of Health (VDH) and Virginia Department of Transportation (VDOT). Direct solicitation to Women Business Enterprise (WBE) and Minority Business Enterprise (MBE). Our direct solicitation has been submitted to VDH and VDOT and we are awaiting approval. The RFQ deadline was on February 20th, 2020. Council appointed Council Members Mr. Roger Cassell and Mr. Ron Kindle to the interview committee. The interview committee held the RFQ opening ceremony on February 20th, 2020. The RFQ's are currently under review. Interviews will be conducted in the next couple of weeks.

Interim Guidance for Town of Gate City Employee to Plan and Respond to Coronavirus Disease (COVID-19)

Met with the Employees on Friday, March 6th, 2020 and discussed the Coronavirus. I developed an interim guidance plan for our employees. The best defense is awareness and preparation. The follow precautionary measures have been discussed with the employees:

- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- Employees must clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Hand sanitizers, Lysol, and disposable wipes will be provided by the Town.
- Employees must routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Employees who are well but who need to be home with a sick family member with COVID-19 should notify their supervisor and the Virginia Department of Health: 276-386-1312.
- It is recommended that Employees adhere to the following Social Distancing as much as possible:
 1. Avoid handshakes and hugs.
 2. Try to keep a minimum distance of 6 feet from others
 3. Avoid large crowds and/or public gatherings.
 4. Avoid close contact with people who are sick.
 5. Avoid sharing food utensils, containers and other personal items.
- While the immediate risk of this new virus to our communities is low at this time, everyone should use these practices to keep themselves safe:
 1. Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcoholbased hand sanitizer.
 2. Avoid touching your eyes, nose, and mouth.
 3. Avoid close contact with people who are sick.
 4. Stay home when you are sick.
 5. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
 6. Clean and disinfect frequently touched objects and surfaces.

This is a rapidly evolving situation, and this information can change as new updates are available.

Town Attorney Michele Brooks stated that employees will receive liberal leave if they are sick. Council Member Wallace W. Ross Jr. stated that they are recommending 14 days. Town Manager Greg Jones stated that the incubation period is 2-14 days, so if a person is sick, you can count on it being 14 days. Town Manager Greg Jones stated that if someone catches this virus or has the flu

and they stay home then come back to their normal temperature 98.4 degrees for a 24 hour period of time without any type of medication, they are free to come back to work. Council Member Wallace W. Ross, Jr. asked if someone needs to be tested, will they have to contact the department of health? Mayor Frances Perry stated that if someone is that sick, they will most likely go to the doctor anyway and the doctor will report it. Council Member Wallace W. Ross, Jr. asked if wearing a mask is protective? Town Manager Greg Jones stated that it is not unless you are already infected to keep it from spreading. Town Manager Greg Jones stated our normal treatment of water and waste water will kill the virus. Town Manager Greg Jones stated that Ballard has informed him that if this virus is slow moving, they will be able to handle it but if it happens all at once, they will be overloaded.

Mayor Frances Perry asked who is responsible to clean up the streams after flooding? Town Manager Greg Jones stated that most of the time it is the property owner's responsibility. Town Manager Greg Jones stated that if it is a VDOT bridge it may be VDOT's responsibility. Mayor Frances Perry stated that the county needs a big cleanup and it may need to be done through a volunteer program.

B. Attorney's Report – Property Maintenance: 391 Highland Street/ \$6,245.45 Lien on Property

Town Attorney Michele Brooks stated that the property maintenance in question has been filed and it will take 21 days to get the judges on it. Town Manager Greg Jones asked if there would be a court proceeding? Town Attorney Michele Brooks stated yes. Town Manager Greg Jones asked if Town Attorney Brooks wanted to go ahead and address 946 W Jackson? Town Attorney Michele Brooks stated that there is an existing case that was approved previously, and she is hoping to do both cases on the same date. Town Attorney Michele Brooks stated that there are liens on the property and she and Town Manager Jones will be meeting with Robert Mullins to discuss other actions as well.

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

Council Member Roger Cassell – Council Member Cassell stated that VDOT made Sunshine Sales move their buildings back and you can now see the Town's sign coming into Gate City.

Vice-Mayor Robin Richards – Vice-Mayor Robin Richards stated that there are plans to get a new telephone system. Vice-Mayor Richards stated that when the water went out at Moccasin Hills at 10 o'clock the night before, they got it fixed the next day. Vice-Mayor Richards stated that if someone called the Town Hall, it went to voicemail that says "Chris Edwards" and Town Manager Greg Jones stated there is no way to retrieve any messages from it. Vice-Mayor Robin Richards stated that there is no way for anyone to contact any of us or leave a message after hours. Vice-Mayor Robin Richards stated that we have plans to replace that phone system and give the citizens some way to call in. Town Manager Greg Jones stated that the replacement is scheduled in May or June time period but it would depend on budget review. Mayor Frances Perry stated that her phone number is online. Vice-Mayor Robin Richards asked if citizens should call Mayor Perry for water outages? Mayor Frances Perry stated that anytime they need to call they can call her on her mayor's phone. Town Attorney Michele Brooks asked if 911 knows that? Town Manager Greg Jones stated that they do. Town Manager Greg Jones stated that most people contact us through social media.

Council Member Ron Kindle – No Report

Council Member Wallace W. Ross, Jr. – Council Member Wallace W. Ross, Jr. stated that the street lights are out on Jackson Street and in front of Town Hall. Council Member Ross stated that the bulbs are dull and this looks bad. Town Manager Greg Jones stated that he agrees. Council Member Roger Cassell

stated that he has given Town Manager Greg Jones a proposal on an alternative to the decorative lights through AEP. Council Member Cassell stated that it would be expensive but it would fix the problem.

Council Member Wallace W. Ross, Jr. asked if there will be a school zone where the school is at Shoemaker Elementary? Council Member Cassell stated that they took all the lights on the school zone signs down. Council Member Ross asked if they could put something across the street stating that it is a school zone to help slow down traffic? Town Attorney Michele Brooks stated that VDOT finds flashing lights distracting to drivers. Mayor Perry stated that part of the problem is that there is supposed to be a pattern for picking up their children, but people won't adhere to it. Council Member Ross stated that the marking may influence people to slow down. Mayor Perry stated that it may not even help because at the high school they have traffic directors and a red light and still have issues. Council Member Ross stated that if they don't abide, we can stop them for speeding. Council Member Roberts stated that to his understanding the legislature was supposed to pass a law to give localities permission to lower certain areas down to 15 mph. Council Member Wallace stated that when VDOT evaluated the high school, they improved the traffic flow and made it easier for the kids to cross.

Council Member Wallace W. Ross, Jr. stated that as time goes along, a raise needs to be enhanced for the council. Council Member Ross stated that it has been \$100 a month for 30-40 years. Council Member Ross stated that we are in a different time now and are doing more work. Council Member Ross stated that he has heard that it is not in the budget, but there are certain things we have that we use money for. Council Member Ross stated that for example, there is a tractor that we pay for, we don't use it much, but the money we spend on that tractor could pay our salaries over a three-year period at least. Council Member Ross stated that he thinks it is time for Council to evaluate this and look at how much work we do now. Mayor Frances Perry stated that Council Member Ross could come up with a figure and make a motion and put it before the board and if he gets a second and a vote on it, we'll find out whether we get a raise or not. Council Member Cassell stated that it would not be instantaneous and would need to be after the election. Mayor Frances Perry stated that there are Council Members who have a lot more time put into it than others. Council Member Wallace W. Ross, Jr. asked if this would have to be done after this fiscal year? Town Attorney Michele Brooks stated yes, that there is statute on that and a public hearing would need to be conducted. Town Attorney Michele Brooks stated that Council Member Ross would need to write a letter or an email to Town Manager Greg Jones and the committee requesting that the salaries go up and that way it would be part of the consideration for budget. Town Attorney Michele Brooks stated that a public hearing would need to be held to raise the salaries. Town Manager Greg Jones stated that he would need a number. Council Member Ross stated that he would like to have a discussion with everyone to see what they feel would be a fair number. Vice-Mayor Robin Richards stated that Council Member Ross could start with a number and when we have a motion and discussion, we could decide collectively on a number. Council Member Roberts stated that the raise could be tied to the cost of living increase and that's the way it will be every year. Town Attorney Michele Brooks stated that it needs to be documented in writing.

Council Member Allan "Cotton" Roberts – Council Member Roberts commented that we are still under 30% water loss. Vice-Mayor Robin Richards asked what should we expect it to be? Town Manager Greg Jones stated that it should be in the low twenties.

D. Sanitation Authority – Town Attorney Michele Brooks stated that meaningful discussions are occurring with the PSA Attorney and progress is being made.

XII. UNFINISHED BUSINESS - NONE

XIII. NEW BUSINESS

- **Approve PER for Backup Generators, Zone Meters, Close Reclaim Station**

Town Manager Greg Jones explained that this is a new project, primarily for backup generators in our water distribution system (approximately 5-6 of them) and for the water treatment plant, zone meters in the system that will help us capture water leaks, and to close the reclaim tank at the water treatment plant that is collecting rain water which is sent to Weber City to be treated. Town Manager Greg Jones stated that the total for these projects is \$1.2 million. Town Manager Greg Jones stated that the application deadline is April 1st. Jason Snapp stated that he believes the deadline has been extended to April 10th this year. Town Manager Greg Jones stated that this could be submitted to the health department to see what type of offer is given and what type of funding package or grant we could pick up. Vice-Mayor Robin Richards asked if this will be funded by grant money? Town Manager Greg Jones stated that may be part of it, we have to submit it and see where it goes. Vice-Mayor Robin Richards asked if it would still require that the water system would have to pay for itself if this money is used? Town Manager Greg Jones stated yes. Vice-Mayor Robin Richards asked if it was correct that years ago we got that kind of money and that's why the water department has to pay for itself? Town Manager Greg Jones stated that it has always been that way. Council Member Roger Cassell stated that it should have to pay for itself, why would you take general fund money to operate your water system. Town Attorney Michele Brooks stated that our bond covenants require it. Council Member Allan "Cotton" Roberts stated that there may be grant money out there for backup generators and you may be able to break this down into three separate items. Mayor Frances Perry stated that when we got some of this grant money before, the Council wasn't aware that the water system had to pay for itself and didn't raise water rates. Mayor Frances Perry stated that we got behind and had to take money out of the general fund. Town Attorney Michele Brooks stated that part of it was our audits. Town Manager Greg Jones stated that a lot of towns relied heavily on the Coal Severance Tax and were taking funding out of it and supplementing their water systems. Town Manager Greg Jones stated that when the Coal Severance Tax went away, they were stuck with a system that was no longer sustainable. Vice-Mayor Robin Richards stated that the water rates could potentially go higher depending on this. Council Member Wallace W. Ross, Jr. asked if the water went from 2,000 to 3,000 gallons per customer how much of a difference would that be in water rates? Town Manager Greg Jones stated that would be a math problem that would have to be calculated. Town Manager Greg Jones stated that if you give a credit in one place, you will have to charge a premium somewhere else to make up the difference. Council Member Roger Cassell stated that it costs x amount of dollars to produce water and if you take that out of the general fund to pay for water production, eventually you are not going to have money in the general fund to pave streets, buy equipment or anything else.

Motion made to move forward with investigating this project.

Motion by: Allan "Cotton" Roberts

2nd by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

- **Street Committee Needs Assessment**

Mayor Frances Perry stated that in October, she asked Council Member Ross and Council Member Kindle to do a study on the streets in the Highland area. Mayor Perry stated that she received the study from Council Member Kindle but not from Council Member Ross. Mayor Perry asked if Council Member Ross has prioritized the streets? Council Member Wallace W. Ross, Jr. apologized and stated that he had overlooked that request. Council Member Roberts asked when these requests need to be turned in for the budget? Town Manager Greg Jones stated that he believed they need to be turned in by March 20th. Town Manager Greg Jones stated that VDOT will be paving their half of Lombard Street this summer and it only makes sense that we do ours. Mayor Frances Perry explained why Franklin Street needs to be paved and stated that Council Member Kindle put in his street report that Franklin Street is prioritized as the number one street in the Highland area to be paved.

- **194 Chestnut Street, Lien of Property \$5,494.00**

Town Manager Greg Jones stated that the Town is going to clean the property up and the total cost will be \$5,494.00. Town Manager Greg Jones stated that he would like to ask Council for a suit against the property owner in order to move forward to get the taxpayers reimbursed.

Motion made to place a lien on the property for \$5,494.00 and file suit against the property owner in order to reimburse taxpayers.

Motion by: Allan "Cotton" Roberts

2nd by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

- **Fair Housing Resolution Adoption**

Town Manager Greg Jones explained that the Fair Housing Resolution is in regard to the Park Street Rehabilitation Project, and would appoint Town Manager Greg Jones as the Fair Housing Administrator, the individual who would investigate any type of discriminatory complaints on housing whether it's a sale, purchase, rental or financing. Town Manager Greg Jones stated that if there are any type of complaints on the basis of race, color, religion, national origin, sex, age, familial status or disability he would also investigate those. Town Manager Greg Jones stated that this is a requirement that is part of the project itself.

Motion made to appoint Town Manager Greg Jones as the Fair Housing Administrator in regard to the Park Street Rehabilitation Project.

Motion by: Allan "Cotton" Roberts

2nd by: Ron Kindle

VOTE: Aye: 4

Nay:

Absent:

Abstain: 1 **Motion Carried.**

- **Approval for Public Hearing: Amendments to the Tourism Zone Ordinance**

Motion made to advertise a Public Hearing: Amendments to the Tourism Zone Ordinance on April 14, 2020 at 6:30 P.M. prior to Town Council Meeting

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

XIV. PUBLIC COMMENT – NEW BUSINESS -NONE

XV. CLOSED SESSION - NONE

XVI. ADJOURN

Motion made to adjourn.

Motion by: Allan “Cotton” Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

*Mayor Perry adjourned the meeting at 7:45 P.M., until the next scheduled Council Meeting on April 14, 2020.

Frances Perry – Mayor

Lisa Loggans - Deputy Town Clerk