

# TOWN COUNCIL MINUTES



## Gate City Town Council Minutes

March 13, 2018

156 E Jackson St

Held at Conclusion of 6:30 PM Public Hearing

**I. COUNCIL MEETING CALLED TO ORDER AT 7:38 P.M. BY:** Mayor - Frances Perry

**II. ROLL CALL –** Town Clerk – Wayne Bledsoe

	PRESENT:	ABSENT:
Mayor, Frances Perry	X	
Vice Mayor, Roger Cassell	X	
Council Member, Allan "Cotton" Roberts		X
Council Member, Robin Richards	X	
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Ron Kindle	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Anna Meade, Jason Snapp, Debbie Kindle, Sergeant Justin Miller, Frank Kibler, Father Tim Drake

**III. INVOCATION – Father Tim Drake**

**IV. PLEDGE OF ALLEGIANCE - Debbie Kindle**

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion: Vice Mayor, Roger Cassell 2<sup>nd</sup>: Council Member, Ron Kindle

VOTE: Aye, 4  
Nay,  
Absent, 1 - Council Member, Allan "Cotton" Roberts  
Abstain **Motion carries.**

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

Town Treasurer Chris Edwards has tenured his resignation, effective March 23, 2018.

**Motion made to amend agenda to include acceptance of this resignation under "New Business".**

Motion: Vice Mayor, Roger Cassell 2<sup>nd</sup>: Council Member, Wallace W. Ross, Jr.

VOTE: Aye, 4  
Nay,  
Absent, 1 - Council Member, Allan "Cotton" Roberts  
Abstain **Motion carries.**

**VII. APPROVAL OF MINUTES**

- **Approval of February 13, 2018 Town Council Minutes.**

Minutes to be amended to reflect the following change:

- Change name of Property Maintenance Official from “Robert Brooks” to “Robert Mullins”.

**Motion to approve February 13, 2018 Town Council Minutes, with revision.**

Motion by: Council Member, Ron Kindle

2<sup>nd</sup> by: Council Member, Wallace W. Ross, Jr.

VOTE:           Aye,    4  
                  Nay,  
                  Absent, 1 - Council Member, Allan “Cotton” Roberts  
                  Abstain                   **Motion carries.**

**VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for February 2018.**

Motion by: Vice Mayor, Roger Cassell

2<sup>nd</sup> by: Council Member, Robin Richards

VOTE:           Aye:    4  
                  Nay,  
                  Absent, 1 - Council Member, Allan “Cotton” Roberts  
                  Abstain                   **Motion carries.**

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

Mayor Perry closed the public comment session at 7:45 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, Mattern & Craig

**Jackson Street Sidewalk:** Contractor is currently fabricating the handrails for installation. Once fabrication is complete rails will be sent off for galvanization then installed permanently. Project is substantially complete, and completion was scheduled for March 12<sup>th</sup>.

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

**DEO Sewer I&I Rehab Job:** Mattern and Craig has received VDOT and DEQ plan comments. The Virginia Marine Resources Permit and Categorical Exclusion Permit is under review, we expect permit approval shortly. Easement paperwork has been delivered to the Town for acquisition, all easements will have to acquire before construction can begin. VRA has indicated they will not issue a commitment letter till they review the most recent audit, which is scheduled to be submitted March 31<sup>st</sup>. Mattern and Craig will work to have everything in place to advertise as soon as VRA issues the commitment letter.

**Water Treatment Plant Upgrades:** Bids were accepted Tuesday, October 17<sup>th</sup> at 3:00 at Town Hall. The apparent low bidder was T&B Contractors of Bristol at \$387,000.

The bid package has been sent to VDH for approval as well as a request for additional funds in the amount of \$34,460 at the same terms of the original funding package. These additional funds will allow the Town to install the additive bid item (Baffle Curtains) and provide a contingency amount of 5% for the project. This additional funding has now been approved. We can award the project once Gate City obtains the needed letter of credit to satisfy VDH requirements. T&B has extended their bid until March 15<sup>th</sup>. Bid will need to be extended again before the March 15<sup>th</sup> deadline.

**Asset Management Plan:** Mattern and Craig 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. Mattern & Craig and Town are in discussions to finalize plan with equipment life expectancies, data gathering/entry is ongoing.

**VDOT HSIP Funding:** VDOT has awarded the Town funding from the HSIP program to construct handicap ramps and access improvements at several locations along Jackson St. HSIP funds would not be in place until 2020, but VDOT has moved money available from another project to allow this project to get underway. Engineering Scope and fee has been approved by the Town and VDOT. Federal Highway Approval is in place and Mattern and Craig will provide a contract to the Town shortly to begin the design process.

The HSIP Grant for Manville Road was turned in on November 1<sup>st</sup> and consisted of approximately \$250,000 of sidewalk upgrades and improvements to bring the sidewalks up to ADA standards. Award status should be posted in the next 2 months or so.

**B. Manager’s Report** – Town Manager, Greg Jones

• **Water Treatment Plant Upgrade Project**

Roof Replacement project, steel doors replacement, backwash control system, chlorine room scales, generator, telemetry system and Clearwell baffling system will be developed into one project.

Virginia Resource Authority (VRA) has approved funding for the Water Treatment Plant Upgrade Project. Our budget for this project includes:

<b>Cost Category</b>	<b>Budget</b>
Construction	\$402,000
Contingency	\$20,100
Asset Management Plan	\$7,000
Bond Counsel	\$6,000
VDFI Origination Fee	\$6,000
Basic Engineering	\$50,800
Resident Project Inspection	\$47,100
Total	\$539,000
Principal Forgiveness	(\$145,290)
Net Cost	\$393,710

Bond will consist of \$393,710 at 2.65% for a term of 30 years.

VRA bond covenants for the Water Treatment Plant Upgrade Project include:

- Rate covenant calculation includes transfers in from the General Fund
- Debt service fund held by VRA and funded at one year's debt service at closing.
- VRA review of FY 2017 audit, (draft will be accepted)
- Prior to closing, the Town must provide VRA with evidence of a contract with a CPA to provide accounting services to the Town, including:
  - Assistance with preparation of financial statements, and
  - Support for monthly journal entries
  - The Town must maintain such services denoted in No. 4 for the life of the loan unless the Town has a CPA on staff.

The Town must provide to VRA on a quarterly basis:

- 1.) Budget-to-actuals for the Water Fund and:
- 2.) Confirmation from the Town's consulting CPA that it has reviewed the monthly journal entries as required above.

VRA will review the funding for the Sanitation Authority's DEQ/Waste Water Line Replacement Project when the FY 2017 audit is received. The Town of Gate City is expecting the draft FY 2017 audit to be complete in two weeks. Both projects are expected to close in April.

### **East Jackson Street Sidewalk Project**

Construction began on October 23, 2017. To prevent damage to the new sidewalk, the old sidewalk will be removed prior to construction. This will create an inconvenience for local pedestrians during this process. We will do everything we can to accommodate residents.

The Street Committee met on Monday, December 4<sup>th</sup>, 2017 and identified the decorative streetlights that will be moved to the new sidewalks on East Jackson Street. The Town Crew has moved eighteen (18) street lights to their new location so far. The 18 street lights in phase one are now operational. Electric service to the remaining street lights in phase two has been placed. The remaining street lights should be operational shortly.

### **Highway Safety Improvement Project (HSIP)**

The Town has been awarded an HSIP grant from the Virginia Department of Health. This project will provide for handrails, handicap ramps, and safety improvements along Jackson Street. A "Request to Administer" project application was submitted to VDOT on November 30<sup>th</sup>, 2017. A kick-off meeting was completed on December 6<sup>th</sup>, 2017. The value of this project is \$87,000 and will be 100% funded by the VDOT HSIP project. Mattern & Craig has developed a scope of the project and has been approved by VDOT. Mattern & Craig is currently working on the task order list.

HSIP grant application for the sidewalk replacement project on Manville Road was submitted on November 1<sup>st</sup>, 2017.

### **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.

The Town's proposed budget will include:  
\$20,000 Preliminary Architectural Report (PAR)  
\$5,500 Site assessment and environmental review  
\$25,000 Marketing Analysis - Gate City Theatre (match)  
\$50,500 Total

The TAT grant has tentatively been approved.

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

A funding request for the remaining \$25,000 has been submitted to the Department of Housing and Community Development.

### **Department of Housing and Community Development (DHCD): Planning Grant - Park Street**

A planning grant has been submitted to DHCD to address the housing rehabilitation needs on Park Street. Currently Park Street consists of homes that are dilapidated and substandard that do not meet the Virginia Uniform Building Code. This planning project will help identify, analyze and prioritize the means to help enabling homeowners to reach DHCD Housing Quality Standards.

The first Public Hearing was conducted on Thursday, March 1<sup>st</sup> 2018. The first public hearing was to solicit public input on local community development and housing needs in relation to Community Development Block Grant (CDBG) funding for projects in the town. Information on the amount of funding was made available, the requirements on the benefit to low- and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary was provided. The second Public Hearing is scheduled for Tuesday, March 13<sup>th</sup>, 2018. During the second Public Hearing, a draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project, and plans to minimize displacement.

**Council Action: Approved the DHCD Park Street Housing Rehabilitation Project Grant Submission.**

## Dog Park & Gateway Park

Trees have been removed from the project area. Town Crew will work to improve the drainage. Planning Commission will research and design a fence for the dog park in the future.

The new floodlights for the Love Sign and light for the Gazebo have been installed. Planning Commission will be planning to develop a split rail fence for the Gateway Park in the next few months.

## Events

Planning is underway for the Arts and Crafts Festival to be held on Saturday, June 16<sup>th</sup>, 2018. The Events Committee met on February 20<sup>th</sup>, 2018.

Gate City Frontier, Inc. met to discuss events on February 20<sup>th</sup> and March 5<sup>th</sup>, 2018.

The schedule that we have so far include:

8:00 AM - 11:00 AM: Run the Gate 5K Run & Walk

10:00 AM - 5:00 PM: Arts, Crafts, "Honey Hole" (Flea Market), Paint-Out, Acoustic Music through-out the day.

5:30 PM: High Test Grass, Bluegrass Band performance at the Gate City Theatre.

Dusk: "The River" movie showing.

## Town Budget - Amended FY 2018 Budget & FY 2019 Proposed Budget

The Finance Committee has met on March 1<sup>st</sup>, 2018. Our budget calendar is as follows:

March 1st, 2018 - First Finance Committee Meeting held

March 2nd, 2018 - Department Head's deadline for submitting needs. (Currently under review.)

March 13th, 2018 -

1. Submit FY 2018 Amended Budget to Town Council for review
2. Town Council to vote on April 10th, 2018 Public Hearing - Amended FY 2018 Budget

Week of March 26th, 2018 - Finance Committee Meeting (unconfirmed)

April 6th, 2018 - Complete Proposed FY 2019 Budget

April 9th, 2018 - Finance Committee Meeting (unconfirmed)

April 10th, 2018 -

1. Conduct Public Hearing for FY 2018 Amended Budget
2. Council to vote: FY 2018 Amended Budget
3. Council to vote on holding a May 8th, 2018 Public Hearing - FY 2019 proposed Budget
4. Submit FY 2019 proposed budget to Council for review

April 25th, 2018 - First Public Hearing Notice/Advertising

May 2nd, 2018 - Second Public Hearing Notice/Advertising

May 8th, 2018 - Public Hearing - FY 2019 proposed budget

June 12th, 2018 - Council to Adopt FY 2019 budget

**Council Action: Vote to have a public hearing on April 10<sup>th</sup> to seek public input on the Amended FY 2018 Budget.**

### **FY 2017 Town Audit**

Larry Sturgill, CPA is currently conducting the FY 2017 Audit. The draft audit should be completed in two weeks.

### **Town Trucks**

The Utility Truck and Ford F-250 Crew Cab have been ordered. The build date is March 18<sup>th</sup>, 2018. The Town expects to take delivery shortly thereafter.

### **DMV Selective Grants**

The DMV Selective Grants for the Alcohol and Speed programs have been submitted for the 2018/2019 funding year.

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

#### • **Wallace W. Ross, Jr.:**

- Mentioned property on Chestnut Street (burned out house). Property is still in need of cleanup. Property owner has cleaned up somewhat but needs additional cleanup. Site visit to be done and additional notices sent to property owner.
- US 23 Highway Project/Gateway Park. Asked if additional plans are in place for this property. Vice Mayor Roger Cassell said there are additional plans for fencing and additional beautification of this property. Historical markers are in the planning stages of being moved to this property. Town Manager Greg Jones said additional planning was needed for correct location of the markers.
- Sidewalks on Kane and Jackson in need of repair.
- Signage requested for Gate City Town Limits, as mentioned in previous Council Meetings.
- Attended Scott County Chamber of Commerce Dinner. Mr. Ross was concerned that various entities and officials were recognized publicly, but the Town of Gate City was not.

#### • **Ron Kindle:**

- Mentioned Sunday Progress Edition of the Kingsport Times-News. Questions about spending numbers, and this amount has been corrected. Mr. Kindle said he would discuss with Mr. Jones further.

#### • **Robin Richards:**

- Complaints about paving streets. Ms. Richards and Vice Mayor Roger Cassell have looked at some streets and some need repairs. Town Manager Greg Jones asked if these were town street or VDOT streets. Ms. Richards said that the streets were a combination of the two. Ms. Richards said VDOT would need to be contacted concerning water running into a town street, and Vice Mayor Cassell said that a berm could be installed by the town at this location. Street Committee is currently working on a priority list of streets in town. Mr. Ross said the problem could be with budgeting – he said the money for these projects seems to get smaller each year. Mr. Jones said once the Street Committee meets and discusses the priority list, a possible adjustment of capital budget may be necessary.
- Mentioned property (trailer) behind Pal's Sudden Service, which continues to be an eyesore. Town Attorney Michele Brooks said this would be discussed in closed session.
- Another location on Magnolia Street appears to be operating a garage. Property Maintenance will research and address.

#### • **Vice Mayor Roger Cassell:**

- Gate City Frontier has scheduled a work day for Saturday, March 17, 2018 to assist with cleaning of the area in and around the Theatre.

- Electric power is established at the Theatre property. AEP has placed a power pole at the location.
- **Mayor Frances Perry:**
  - Asked if the Council had information on a potential quarry opening on Reed Hollow Road. Some Council members had heard of this, and apparent plans to build just outside of town limits are moving forward. Council can take no action on this, as the proposed property is not within town limits. This has the potential to add heavy equipment and trucks using town streets.

**D. Sanitation Authority**

- Vice Mayor Roger Cassell said Mr. Dishman (PSA) had given the proposed new contract and financial report in October. A January meeting was held, and an extension was asked for. An extension was given until March, at which time no further action had taken place. Town Manager Greg Jones scheduled a lunch meeting with Mr. Dishman, still with no resolution. A board meeting was attended by Mr. Cassell, and PSA expressed concern over the amount of time taken for resolution. The PSA Vice Chairman said a resolution would be coming soon.

**XII. UNFINISHED BUSINESS**

None

**XIII. NEW BUSINESS**

- **Submit needs assessment/FY 2019 Goals to Council**
  - Town Manager Greg Jones distributed a handout to Council with some items that were mentioned as possible projects or improvements done to town. Mr. Jones asked Council to take the handout and rank (from 1-11) the items from most important to least important. Council Member Robin Richards asked if this were for the downtown area only, or if this included the entire Town of Gate City. She also asked if street paving could be placed upon the list. Mr. Jones explained that this was a separate item. This handout was intended for beautification and enticement for businesses to come into the area.
  - Council Member Wallace W. Ross, Jr. asked about the inclusion of Gateway Plaza, as this is included within the town of Gate City. Mayor Frances Perry mentioned that this was private property although it is included within the town limits.
  - Mayor Frances Perry mentioned that a sign ordinance exists concerning murals, and the town would need to comply if murals are included in beautification. Mr. Jones said VDOT has approved the placement of a mural on the concrete wall entering Gate City (Kane Street). Murals must be “culturally significant” according to VDOT regulations.
- **Submit/discuss FY 2018 proposed Budget Amendment**
  - Town Manager Greg Jones distributed a handout with proposed budget amendments. Proposed changes were highlighted in yellow on the handout.
  - Council member Wallace W. Ross, Jr. asked if audit findings would be available before voting on the budget. Town Manager Greg Jones said the audit should be available within the next 2 weeks.
  - Town attorney Michele Brooks said that this was a required step if the proposed budget deviates more than 1% aggregate.



- **Conduct Public Hearing on April 10th: Proposed FY 2018 Budget Amendment**  
**Motion made to: conduct Public Hearing on April 10<sup>th</sup> @ 6:30 PM: Proposed FY 2018 Budget Amendment**

Motion by: Council Member Robin Richards

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

VOTE: Aye:4

Nay,

Absent, 1 - Council Member, Allan "Cotton" Roberts

Abstain

**Motion carries.**

- **Conduct Public Hearing on April 10th: Water Treatment Plant Upgrade Project Bond**  
**Motion made to: conduct Public Hearing on April 10<sup>th</sup> following Public Hearing on proposed FY 2018 Budget Amendment for Water Treatment Plant Upgrade Project Bond**

Motion by: Vice Mayor Roger Cassell

2<sup>nd</sup> by: Council Member Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1 - Council Member, Allan "Cotton" Roberts

Abstain

**Motion carries.**

- **DHCD Park Street Housing Rehabilitation Project Grant Submission**

**COUNCIL TO TAKE NO ACTION AT THIS TIME AND TO RECONVENE MARCH 27, 2018 @ 6:30 PM FOR ACTION BEFORE MARCH 30, 2018 GRANT SUBMISSION DEADLINE.**

- **Resolution Opposing HB 1258 AND SB 405**

Town Manager Greg Jones distributed a handout detailing the recent House Bill and Senate Bill regarding wireless structures in the Commonwealth of Virginia. The current bills would allow telecommunications companies to erect cell towers of any size in any place – including structures as small as stop signs and buildings. This would effectively exempt these structures from zoning and eliminate the authority of local governments and zoning boards to review and decide whether to approve or deny their placement and/or construction. The proposed resolution is to voice opposition from the Town of Gate City to elected officials. Planning and zoning commission has reviewed, and recommended Council submit their opposition. Delegate Terry Kilgore supports and is a sponsor of the legislation.

**Motion made to: Send resolution to appropriate legislators opposing passage of HB 1258 and SB 405.**

Motion by: Vice Mayor Roger Cassell

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

VOTE: Aye: 4

Nay:

Absent: 1 – Allan "Cotton" Roberts

Abstain:

**Motion carries.**



**CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney Michele Brooks**

**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:**

Mayor, Frances Perry	AYE
Vice Mayor, Roger Cassell	AYE
Council Member, Allan “Cotton” Roberts	ABSENT
Council Member, Robin Richards	AYE
Council Member, Wallace W. Ross, Jr.	AYE
Council Member, Ron Kindle	AYE

**XVII. MOTIONS FROM CLOSED SESSION: None**

Council returned from closed session at 9:11 P.M.

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Council Member Ron Kindle

2<sup>nd</sup> by: Council Member Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1 – Allan “Cotton” Roberts

Abstain:

\*Mayor Perry adjourned the meeting at 9:12 P.M.

- **Council to reconvene on Tuesday, March 27, 2018 to discuss DHCD Park Street Housing Rehabilitation Project Grant Submission.**

**COUNCIL RECONVENES MARCH 27, 2018:**

**I. RE-CALLED TO ORDER MARCH 27, 2018 AT 6:30 P.M. BY:** Mayor - Frances Perry

**II. Motion made to re-open Council Meeting from March 13, 2018 for discussion of business item DHCD Park Street Housing Rehabilitation Project Grant Submission.**

Motion: Vice Mayor, Roger Cassell 2<sup>nd</sup>: Council Member, Ron Kindle

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain

**Motion carries.**

**ROLL CALL –** Town Clerk – Wayne Bledsoe

	PRESENT:	ABSENT:
Mayor, Frances Perry	X	
Vice Mayor, Roger Cassell	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Robin Richards	X	
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Ron Kindle	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

**III. NEW BUSINESS**

**• DHCD Park Street Housing Rehabilitation Project Grant Submission.**

- Mayor Frances Perry introduced Frank Kibler, Senior Planner, Lenowisco Planning District, for further discussion of the DHCD Park Street Housing Rehabilitation Project Grant Submission.
- Two spreadsheets with two options for Council consideration were presented. Each has 9 homes for rehabilitation, along with 2 demolitions.
- Resolutions for wither option have been prepared for signature.
- **Option 1:**
  - Town of Gate City’s in-kind match being the cost of demolition of 2 houses within the project area, which estimates at \$35,000. Total project cost: \$523,700.
- **Option 2:**
  - Town of Gate City’s in-kind match covers the cost of “Site Rehabilitation”, covering the cost of cleanup for 4 parcels of land at an estimated \$3,000 each. This would make the town of Gate City’s in-kind amount at \$12,000. Total project cost: \$534,200.
- Option also exists for a 100% grant funding proposal, with no in-kind contribution from the Town of Gate City. This will affect scoring of the project, as this is one of the scoring criteria, and could adversely affect the approval of the grant.
- **Questions:**
  - **If asbestos abatement is included in the grant, and the cost exceeds the estimate, is the amount added to the grant?**
    - Doubtful. It is not anticipated the costs will exceed the estimate.

- **If the asbestos abatement is high, can the monies be used for other areas of the project?**
    - DHCD should be amenable to doing this. The budget can be amended once the project moves forward. A Housing Rehabilitation Board will be established.
  - **When would the Housing Rehabilitation Board need to be established?**
    - After the grant is awarded, and the project is under contract.
  - **The original scope of the project was to include 13 homes at a significantly higher cost than what is now proposed. How was this project pared to 9, and why the significant decrease in cost?**
    - DCHD has limits on the amount that can be allocated to each site. These limits were not known at the time of the original estimates. Some homes did not qualify for grant inclusion, whether due to condition or income (LMI not met).
  - **Who would administer the grant? If it is the Housing Rehabilitation Board, are they paid to administer?**
    - The Board will consist of a Grant Administrator, chosen by the Town. LENOWISCO does provide these services, however, if the Town chooses not to use LENOWISCO, the Town must go through procurement of services, as it would with any other contract or RFP.
    - The Board will also consist of a Rehabilitation Specialist, which is the “engineer” of the project. Properties are submitted for bid, and the contractor(s) are chosen to do the work.
    - The Board is an unpaid position, involving Town Manager, Council Members, Rehabilitation Specialist, and consist of 6-8 members. There are specified persons that DHCD expects to be on this board.
  - **Project estimates are listed for each house. When Council votes on an option, is the vote for the total project and not individual line-items?**
    - Yes. These are estimates. If one project comes in under estimate, and another goes over, the budget doesn’t have to be amended for each.
  - **If a rehabilitation cannot be placed in its original location due to zoning ordinances, what happens? Does the property owner retain the property?**
    - The project may involve a complete relocation, and if the home cannot be rebuilt on the property, a complete relocation may occur. Special Use and Exception permits can also be applied for in these situations.
  - **If a property owner relocates, who maintains the property maintenance?**
    - Depends upon the ownership of the property.
- **Motion made to move forward with DHCD Park Street Housing Rehabilitation Project Grant Submission – **OPTION TWO – LOCAL IN-KIND COMMITMENT OF \$12,000.****

Motion by: Council Member Allan “Cotton” Roberts

2<sup>nd</sup> by: Council Member Robin Richards

ROLL CALL VOTE:

Vice Mayor Roger Cassell	AYE
Council Member, Allan “Cotton” Roberts	AYE
Council Member, Robin Richards	AYE
Council Member, Wallace W. Ross, Jr.	AYE
Council Member, Ron Kindle	AYE

**Motion Carries.**

#### IV. PUBLIC COMMENT

None

**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:  
           Absent:  
           Abstain:

\*Mayor Perry adjourned the meeting at 7:25 P.M.

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Frances Perry – Mayor

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Wayne Bledsoe – Town Clerk