

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
March 8, 2022
156 E. Jackson St., Gate City, VA
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:32 P.M. BY: Mayor – Bob Richards

II. ROLL CALL – Deputy Town Clerk – Lisa Loggans

	PRESENT:	ABSENT:
Mayor, Bob Richards	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, Tyler Kilgore	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Jeff DeBoard, First Baptist Church, Stephanie Griffin, Scott County Library, Gabe Edmunds, Virginia Star, Ron Kindle, Sergeant Matt Stewart

III. INVOCATION – Jeff DeBoard, Pastor, First Baptist Church, Gate City, VA

IV. PLEDGE OF ALLEGIANCE -Mayor Bob Richards

V. APPROVAL OF AGENDA

Motion made to approve the agenda with exception of Item III under XIII-New Business, National Library Week Proclamation, being moved to Agenda Number VI-Proclamations, Congratulatory Resolutions, Awards, Appointments, Resignations and Confirmations, Administration of Oaths and Introduction of Guests.

Motion by: Allan “Cotton” Roberts
2nd by: Roger Cassell

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain **Motion Carried.**

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

National Library Week Proclamation

Gate City Town Council proclaim National Library Week, April 3-9, 2022. We encourage all residents to visit the Scott County Public Library during the month of April to take advantage of the wonderful library resources available at your local library.

Vice-Mayor Robin Richards conveyed her appreciation to Scott County Library and stated that they will be involved with the Jeep Jamboree event scheduled for May 28th, 2022.

Mayor Bob Richards stated that he appreciates the contribution our library makes to our community.

VII. APPROVAL OF MINUTES

- 1. Approval of February 8, 2022, Town Council Minutes**
Motion made to approve minutes as presented.

Motion by: Allan "Cotton" Roberts
2nd by: Tyler Kilgore

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

Motion Carried.

- 2. Approval of March 2, 2022, Special Called Meeting Minutes**
Motion made to approve minutes as presented.

Motion by: Roger Cassell
2nd by: Tyler Kilgore

VOTE: Aye: 3
Nay:
Absent:
Abstain: 2

Motion Carried.

VIII. APPROVAL OF PAYMENTS

- **Motion made for approval for payment of bills for February 2022 as presented.**

Motion by: Allan "Cotton" Roberts
2nd by: Robin Richards

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion Carried.

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

Mayor Richards closed the public comment session at 6:41 P.M. and opened the consent agenda session.

X. COMMUNICATIONS -- None

XI. REPORTS (All reports given will be included with your packet. Any questions about the reports will need to be discussed with the department head PRIOR to the meeting.)

A. Engineer's Status Report

H/C Ramp HSIP Project: Construction has commenced. The contractor has completed all concrete work at all three ramps and installed temporary safety rails. The contractor has begun fabrication of the safety handrails. Handrails at all ramps will be the last item to be installed due to the long lead time to fabricate. Contractor has indicated an expected delivery date of May 2022 for the handrails.

DEQ Sanitary Sewer Evaluation Study: The smoke testing of the sanitary sewer system has been completed except for a few areas that are inaccessible due to manholes being covered over; these manholes will need to be

uncovered by the Town to be able to complete overall system smoke testing. Mapping has been delivered to the Town detailing these areas for uncovering if desired. Several inflow locations (consisting of illegal connections) have been identified so far. Manhole inspections have been completed as well and the project is considered 60% complete overall currently. Flow monitoring is complete. CCTV of critical lines has been completed with the exception of one section of line requested by the Town. A final report with recommendations is expected to be delivered to the Town Spring 2022.

DEQ has relayed that they will have a round of ARPA funding available this spring (Application period is April 15 – June 15th tentatively) that the corrective actions identified in the SSES report will be a good candidate for. M&C would recommend submitting a construction project application for this funding round as it will be 100% grant funds.

VDH Backup Generator Project: VDH has granted additional funding to complete calibration of the Town's water system hydraulic model. Calibration of the model has been completed. A Preliminary Engineering Report has been delivered to VDH for approval.

VDH has now returned comments to be addressed. Once the PER is revised and approved by VDH, Project design will commence. Project is considered 12% complete currently.

VDH has indicated there is the option to request additional funding to cover the additional components of the project identified in the PER. This funding would most likely be a mix of loan and grant funds. M&C will prepare the additional funds request accordingly.

VDH Planning & Design Grant Application: The Town has voted to submit a Planning Grant Application to complete a water efficiency study. M&C conducted a Preliminary Engineering Conference with VDH on Tuesday, November 30th to discuss the appropriate scope for the project. M&C is in the process of revising the scope and completing the application. Upon completion it will be submitted to the Town for review. Upon approval by the Town it will be submitted to VDH for official consideration for funding.

Kane St. Sidewalk Transportation Alternatives Funding Application: The Town voted to submit the final application for consideration by the Commonwealth Transportation Board. M&C submitted the final application to the VDOT Smart Portal on Wednesday, September 29th prior to the October 1st deadline. The VDOT Bristol District Office called with some questions concerning the Town's procurement of engineering which we were able to show documentation that the Town had checked all applicable federal procurement guidelines with their initial advertisement for engineering services. The Bristol District indicated this would help the application score well. They also indicated the District level review was nearly complete and the application would be sent to Central Office for review shortly. A decision on funding approval is not expected till the summer of 2022.

During the agency meetings in Richmond a favorable review of the project was relayed by VDOT. It appears Gate City has ranked high and will most likely receive at least a portion or possibly all of the requested funding.

B. Town Manager's Report

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

DHCD has awarded \$522,200 for the Park Street Housing Rehabilitation Project.

March 2021 –

- 554 Park Street: Rehab complete
- 559 Park Street: Continuing to seek relocation
- 571 Park Street: Rehab Started
- 559 Park Street: Property Owners no longer interested in program.
- 608 Park Street: Demolition complete
- 609 Park Street: Rehab: Awaiting Special Order: Windows
- 639 Park Street: Demolition complete

649 Park Street: Demolition complete

December 2021 – A DHCD CDBG Grant Application for the second phase of the Park Street Housing Rehabilitation Project was submitted on December 1st, 2021. Our total requested grant amount is \$425,759.00 which will address seven properties: four housing rehabs, one substantial rehab, and two demolitions.

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

The grant application deadline is due April 1st, 2022. A Public Hearing has been scheduled for March 29th, 2022. A Called Meeting also has been scheduled on March 29th, 2022 for Council to consider and approve the grant application support resolution.

- **Estil Cemetery Restoration Project**

March 2021- Tombstone restoration by Highland Monument Conservation is ongoing. Seventy percent of the tombstones have been treated and cleaned.

- **Banner Project**

Council has approved the banner design for the AEP Street Light Poles on June 8th, 2021. Council Action: Banners have been ordered; however, we do not have an expected arrival date.

March 2021 – A letter of default has been sent to Southern Graphics. The deadline to meet the conditions of the default letter is March 7th, 2022.

July 2021 – No recent updates. We are still waiting for the banner and bracket order to arrive. – This project has been affected by the current national supply chain issue.

February 2022 – On July 13th, 2021, Council approved a quote from Southern Graphics for \$5,456.44 to print the banners. Southern Graphics has stopped communicating the status of this order after repeated attempts. **Council Action: Approve letter of default.**

- **Dog Park Project**

March 2021 - The Public Works Team has completed cleaning out the drainage line so that it will have better flow. The drainage line appears to be handling the flow.

- **946 West Jackson Street and 337 Willow Street Demolition Project**

The demolition orders have been sent out to the property owners and advertised according to State Code § 15.2-906. Notices have also been posted at the property, Courthouse, and Town Hall.

Asbestos inspection has been completed on both properties. I have contacted eight contractors and only two contractors have expressed interest in this project.

March 2021 – Egan Construction has been awarded the contract to raze both houses. Work should be complete in thirty days.

- **Annual Legislative and State Agency Visit**

Mayor Richards, Council Member Cassell, Council Member Roberts, and I visited DEQ, VDOT, DHCD, VDH, and VTC during the week of February 1st through February 4th, 2022. Our presentations went well and received positive comments toward our pending projects for 2022.

- **Events**

The Shamrock Shimmy is scheduled for March 12, 2022. The event will be hosted by Gate City Frontier, Inc.

- **Gate City Water Leaks**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
308 Willow Street	2/7/2022	6" cast line (old band was leaking)
122 East Jackson Street	2/8/2022	2" cast line, 1-2" band, 2 ton rock

C. Attorney's Report

- **169 Reed Hollow Road**
Lawsuit: Court hearing date has been scheduled for April 11th, 2022
- **248 Ravine Street**
Lawsuit: Court hearing date has been scheduled for April 11th, 2022
- **195 Ravine Street**
Lawsuit: Awaiting service of process
- **394 Highland Street**
Lawsuit: Court hearing date has been scheduled for April 11th, 2022
- **209 Highland Street**
Lawsuit: Court hearing date has been scheduled for April 11th, 2022
- **00000 Red Hill Road**
Lawsuit: Awaiting service of process

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

Council Member: Wallace W. Ross, Jr.: 1. Stated that the Town has a lot of older employees who will retire in the next two years. Will we have people able to fill these positions? 2. Stated that Council pay should be increased. 3. Stated that the light bulbs in the decorative street lights seem to be out.

Council Member: Allan Roberts: No Report

Council Member: Tyler Kilgore: Asked if we could get a quote to repave the Municipal Parking Lot on Water Street.

Vice-Mayor: Robin Richards: 1. Reported that the Shamrock Shimmy event is this weekend. 2. Stated that the residents have a hopeful outlook for Gate City. Council should be commended for moving forward.

Council Member: Roger Cassell: 1. Stated that he is working on obtaining a quote for a light to be installed above the Gateway Park sign on Rt. 23. 2. Stated that two people interested in opening three businesses presented their ideas to the Gate City Planning Commission. Potential businesses included a AirBnB, CDB retail shop, and a Pool Hall. Only the Pool Hall would need a Special Exception and Use Permit. The Pool Hall will need to determine a location prior to having a Public Hearing as required for a Special Exception and Use Permit. 3. Asked if the Town can draft a new ordinance for refuse pickup and obtain a quote for the new trash cans?

E. Sanitation Authority: Received a response from the Scott County Attorney concerning ongoing billing issues with the Scott County PSA. Attorney Michele Brooks stated that some things needed to be qualified prior to drafting a response.

F. Police Department: No Report

XII. UNFINISHED BUSINESS

1. Ms. Ellen Bailey: Trash Complaint

Ms. Bailey was not in attendance. Attorney Michelle Brooks stated that she did research this issue. This is a civil issue.

XIII. NEW BUSINESS

1. Approval to obtain quote to replace beams at the Gate City Theatre

Motion by: Allan "Cotton" Roberts
2nd by: Roger Cassell

Discussion: Vice-Mayor Richards asked who is going to pay for the beam replacement. Council Member Cassell stated that ARPA Funding could accept liability since it is a public safety issue. Attorney Michele Brooks stated that the Town has an obligation to maintain the building. Vice-Mayor Richards stated that she hated the idea of using ARPA Funding for things like that.

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

Motion carried.

2. Street Committee: Street Assessment

Council reviewed the Capital Improvement Program and stated we should stay on schedule. Franklin Street will be paved in FY 2022.

XIV. PUBLIC COMMENT – NEW BUSINESS – No Public Comment

XV. CLOSED SESSION

Motion made for Council to enter into closed session to discuss 1.) Legal

2.) Personnel Issues

Motion by: Allan "Cotton" Roberts
2nd by: Robin Richards

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carried

Mayor Richards opened the closed session at 7:23 P.M.

XVI. RETURN FROM CLOSED SESSION
Motion made for Council to return from closed session.

Motion by: Allan "Cotton" Roberts
2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Council returned from closed session at 7:55 P.M.

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: Aye: Roger Cassell
Robin Richards
Tyler Kilgore
Allan "Cotton" Roberts
William W. Ross, Jr.
Bob Richards
Nay:
Absent:
Abstain:

XVII. MOTIONS FROM CLOSED SESSION:

1. Wage Classification Plan Amendment: Chief Water Plant Operator

Motion was made to amend the wage classification schedule for the Chief Water Plant Operator. The new wage classification will be \$28.00/HR to \$31.00/HR. Effective March 8th, 2022 for the new hire.

Motion by: Allan "Cotton" Roberts
2nd by: Roger Cassell

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carried.

2. Courthouse Facilities Committee reappointment

Motion was made to appoint Mayor Bob Richards to the Courthouse Facilities Committee.

Motion by: Tyler Kilgore
2nd by: Robin Richards

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carried.

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan "Cotton" Roberts
2nd by: Robin Richards

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carried.

*Mayor Richards adjourned the meeting at 8:00 P.M., until the next scheduled Council Meeting on April 12, 2022, at 6:30 p.m.


Bob Richards – Mayor


Lisa Loggans – Deputy Town Clerk