

TOWN COUNCIL MINUTES



Gate City Town Council Minutes

April 10, 2018

156 E Jackson St

Conducted at conclusion of two scheduled Public Hearings –
1st Public Hearing scheduled for 6:30 PM.

I. COUNCIL MEETING CALLED TO ORDER AT 6:41 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: Kevin Barnette, Debbie Kindle, Sgt. Justin Miller, Officer Lucas Shelley, Jason Snapp

III. INVOCATION – REV. KEVIN BARNETTE

IV. PLEDGE OF ALLEGIANCE - SGT. JUSTIN MILLER

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion: Council Member, Allan "Cotton" Roberts 2nd: Council Member, Robin Richards

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain

Motion carries.

VI. CLOSED SESSION

Motion made for Council to enter closed session to discuss

**1.) Legal
2.) Personnel – Employee #8930
3.)**

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain:

Motion carries.

Mayor Perry opened the closed session at 6:45 P.M.

VII. RETURN FROM CLOSED SESSION

Council returned from closed session at 7:47 P.M.

Motion made for Council to return from closed session.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion carries.**

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:

Mayor, Frances Perry	AYE
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

VIII. MOTIONS FROM CLOSED SESSION:

Motion to terminate Employee #8930, effective immediately.

Motion by: Council Member, Allan "Cotton" Roberts

2nd: Council Member, Robin Richards

VOTE: Aye, 5

Nay,

Absent,

Abstain: **Motion carries.**

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

(none)

X. APPROVAL OF MINUTES

- **Approval of 3-1-18 Public Hearing Minutes: PH 1 of 2 – CDBG Grant Submission**

Motion made to: Approve as presented.

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

VOTE: Aye:5
Nay,
Absent,
Abstain

Motion carries.

- **Approval of 3-13-18 Public Hearing Minutes: PH 2 of 2 – CDBG Grant Submission**

Council Member Ron Kindle questioned the numbers presented in the Sunday edition of the “Progress Edition” as being incorrect. Town Manager Greg Jones has since corrected these numbers.

Motion made to: Approve as presented, with revisions.

Motion by:
2nd by:
VOTE: Aye:
Nay,
Absent,
Abstain

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

Motion by:
2nd by:
VOTE: Aye:
Nay,
Absent,
Abstain

XI. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for March 2018.

Motion by:
2nd by:
VOTE: Aye:
Nay,
Absent,
Abstain

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

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

XIII. COMMUNICATIONS

XIV. 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

Jackson Street Sidewalk: Project is complete as of March 12th. The Town, Engineer, and VDOT did a final walk through inspection on March 20th. All parties have accepted the project as complete. M&C and the contractor are currently working out final construction costs to be approved by VDOT. Upon approval final payment recommendation will be sent to the Town.

Sanitation Authority: No update, awaiting next meeting.

DEO Sewer I&I Rehab Job: M&C has received VDOT and DEQ plan comments and is in the process of addressing. 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 be acquired 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 31st. M&C 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 17th 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 till April 15th. Bid will need to be extended again before the April 15th deadline.

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 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 M&C will provide a contract to the Town shortly to begin the design process.

The HSIP Grant for Manville Road was turned in on November 1st and consisted of approximately \$250,000 of sidewalk upgrades and improvements to bring the sidewalks up to ADA standards. VDOT has received award status and should notify applicants shortly.

B. Manager's Report

Capital Projects:

Water Treatment Plant

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. Budget for this project includes:

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

Our 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:

- o Rate covenant calculation includes transfers in from the General Fund, o Debt service fund held by VRA and funded at one year's debt service at closing.

- o VRA review of FY 2017 audit, (draft will be accepted) o 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. We are expecting the draft FY 2017 audit to be complete in two weeks. Both of these projects are expected to close in April.

East Jackson Street Sidewalk Project

The Second Phase of the East Jackson Street Sidewalk Project is complete as of March 12th, 2018. The remaining street lights installation need to be completed. We are currently working out the logistics of renting a lift to coordinate with street light bulb replacement along Jackson Street and painting the Gate City Theatre. These projects should be completed in the next two weeks.

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 30th, 2017. A kick-off meeting was completed on December 6th, 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 contract for this project. HSIP grant application for the sidewalk replacement project on Manville Road was submitted on November 1st, 2017.

Gate City Theater & Public Facilities

Planning Grants 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)

\$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 provide assistance enabling homeowners to reach DHCD Housing Quality Standards.

Dog Park and 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 near future, o 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 16th, 2018. The Events Committee met on March 27th, 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), Photograph Contest, Acoustic Music throughout the day. o 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 1st, 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

April 3rd, 2018 - Finance Committee Meeting

April 9th, 2018 - Finance Committee Meeting

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

5. Council to have a Budget Workshop o 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 May 8th, 2018 to seek public input on the Amended FY 2019 Budget. Council to determine a date for a budget workshop prior to the May 8th, 2018 public hearing.

Other Items

FY 2017 Town Audit

Larry Sturgill, CPA is currently conducting the FY 2017 Audit. The draft audit should be completed this week.

New Town Trucks

The Utility Truck and Ford F-250 Crew Cab have been ordered and are ready for delivery. They should be in service by the end of the week.

Grogan Park: Baseball Field

Met with representatives from Gate City High School and the Gate City Little League Association about their concerns about the baseball field on April 9th, 2018. The Gate City High School has not been able to play home games at the baseball.

“Return to the River” is the name selected for the Movie Event on June 16, 2018.

Some residents have inquired about the Civil War Re-enactment at Grogan Park concerning the time of the event.

Street Lights have been restored – some were out due to a faulty time sensor.

VDOT has recently mentioned that access to the ball fields on Filter Plant Road is being discussed.

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

Council Member Allan “Cotton” Roberts:

- Received complaint from resident about not having stripes in the crosswalk. Resident was told that this is a VDOT issue, and recommendation could be made. Some exist in town, but VDOT has not striped every crosswalk. Vice Mayor Roger Cassell has asked about lighted crosswalk signs, and VDOT has responded that this could be done, but this has not been implemented.

Council Member, Wallace W. Ross, Jr.:

- Asked about planters on Jackson Street. Where they come from? Who is paying for them, and why they are there? Explained by Town Manager Greg Jones that these are floral planters placed where former street lights were.
- Asked about sidewalks at Jackson and Kane Streets and possible refurbishing. Town Manager Greg Jones said he would like to try and get grant funding through HSIP or other sources rather than having the town pay for 100% of the cost.
- Asked about patrols in town during a recent power outage. Mr. Ross said there were no patrols, but they were on US 23. Sgt. Justin Miller explained that this was due to Selective Enforcement DUI on this evening. Selective Enforcement is required by grant regulations, and must be done on the specified date.
- No school zone for Shoemaker elementary on Jackson Street near First Baptist Church. Town Attorney Michelle Brooks indicated that this was a VDOT street, and Vice Mayor Roger Cassell said that VDOT had removed many school zones across the state.

Council Member, Ron Kindle, Jr.:

No report.

Council Member, Robin Richards:

- Complaints of speeding on park street. VDOT refuses to place speed bumps. Ms. Richards asked if a speed limit sign could be placed, especially with the beginning of baseball season at the parks near Park Street. Mayor Frances Perry said that current law states 25 MPH on residential street.
- Updates on Magnolia Street with a possible garage. Many vehicles parked here and operable. Since parked on private property and operable, no violation is occurring. There is a vehicle that is questionable as to its operation, and a violation will be served if found to be inoperable.
- Burned out trailer behind Pal's on Magnolia Street appears to have movement. Town Attorney Michele Brooks says that process has been served and they have 21 days to respond.
- Asked if Street Committee needs a list of streets in need of repair. Ms. Richards asked for this list to be compiled by Council Members, and returned to Town Manager Greg Jones.
- A water runoff situation is being addressed on town streets. Vice mayor Roger Cassell said that the town crew will fix the berm, and some of the solutions belong to VDOT.

Vice Mayor Roger Cassell:

- Garage behind Q&Q Market. There are junk cars, parts, etc. Property Maintenance will address.
- Request to VDOT to address Sam's Towing concerning placement and parking of cars on Water Street. This is creating a safety issue and an accident has occurred because of this.

Mayor Frances Perry:

- Asked about signage and possible encroachment at Sunshine Auto Sales. Town Manager Greg Jones indicated that a survey has been done by VDOT to determine right-of-way location. VDOT has communicated with the owner several times, and the problem will be corrected for a short period, and then reoccur. The possibility of a split-rail fence has been explored, but VDOT will not allow this per right-of-way regulations.

D. Sanitation Authority

- Vice Mayor Roger Cassell said the Sanitation Authority has presented the revised contract to PSA. Motions were made at the Sanitation Authority to reject the PSA contract until wording regarding reserve monies is deleted, and appropriate documentation can be provided stating the reason for refusal to remove this wording. Another meeting will be held in May for further discussion.
- Council Member Allan "Cotton" Roberts asked how the PSA was utilizing the additional revenue. The answer to this question is currently unknown.

XV. UNFINISHED BUSINESS

(None)

XVI. NEW BUSINESS

- **FY 2018 Amended Town Budget**

Motion made to: Amend Town Budget for FY2018

Motion by: Council Member, Allan “Cotton” Roberts
2nd by: Vice Mayor, Roger Cassell

Town Attorney Michele Brooks explained to Council Member Wallace W. Ross that a Public Hearing is required for aggregate changes over 1%, as explained on Page 8 of the amended budget handout.

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.

- **Conduct Public Hearing - FY 2019 Town Budget - May 8th, 2018**

Motion made to: Conduct Public Hearing for FY19 Town Budget – May 8th, 2019

Motion by: Council Member, Allan “Cotton” Roberts
2nd by: Council Member, Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **FY 2019 Budget Workshop - Council to determine date/time**

COUNCIL TAKES NO ACTION, DECIDING TO PROVIDE A LIST OF NEEDED ITEMS SUCH AS STREET PAVING, ETC. TO TOWN MANAGER FOR FURTHER DISCUSSION.

- **Open new Debt Reserve Savings Account: WSL 17-12**

Required by bond covenant.

Motion made to: Open new Debt Reserve Savings Account: WSL 17-12

Motion by: Council Member Allan “Cotton” Roberts
2nd by: Council Member Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Transfer up to \$20,000 from Water Fund to Savings Account WSL 17-12 (This amount equals one-year debt service to WSL 17-12)**

Motion made to: Transfer up to \$20,000 from Water Fund to Savings Account WSL 17-12 (This amount equals one- year debt service to WSL 17-12)

Motion by: Council Member Allan “Cotton” Roberts
2nd by: Council Member Allan “Cotton” Roberts
VOTE: Aye: 5
Nay:
Absent:
Abstain: **Motion carries.**

XVII. PUBLIC COMMENT – NEW BUSINESS

(None)

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Council Member Allan “Cotton” Roberts
2nd by: Council Member Ron Kindle
VOTE: Aye: 5
Nay:
Absent:
Abstain:

*Mayor Perry adjourned the meeting at 7:23 P.M., until the next regularly scheduled Council Meeting on May 8, 2018.

Frances Perry – Mayor

Wayne Bledsoe – Town Clerk