



**GATE CITY TOWN COUNCIL MINUTES**  
*April 11, 2017*  
**156 E. JACKSON ST.**

**I. COUNCIL MEETING CALLED TO ORDER AT 6:40 P.M. BY: Mayor - Frances Perry**

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

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

Others present: Nathaniel Rhoten, Lekeisha Rogers, Debbie Kindle, Claude Williams, Matt Clabaugh, Bob Cloud, Police Chief Scott Fink, Nick Shepherd

**III. INVOCATION**  
Bob Cloud – Scott County Ministerial Association

**IV. PLEDGE OF ALLEGIANCE**  
Scott Fink – Gate City Police Chief

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_

VOTE: Aye,  
Nay,  
Absent,  
Abstain

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

None

**VII. APPROVAL OF MINUTES**

- Council Meeting on March 14, 2017, as presented  
**Motion made for approval of March 14, 2017 Council Meeting Minutes.**

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

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carries.**

**VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for March 2017.**

Motion by: Council Member Allan “Cotton” Roberts    2nd by: Council Member Wallace W. Ross, Jr.

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

**Motion Carries.**

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

Mr. Claude Williams addressed the Town Council concerning a street light at the intersection of Route 71 and Route 72. He explained that there had been recent thefts of his property in this area. He also says he was promised a street light by the current mayor in 2005.

He also expressed his feeling about the loss of the Co-Op, stating a loss of a significant personal investment and the loss of 7 well-paying jobs. His concern is the Town did not try to save the Co-Op and feels the Town should consider this when discussing the potential raising of taxes.

He also asked about the former Daugherty Brothers property. Town Manager Greg Jones assured Mr. Williams that the Town is continuing to work with this property.

Mayor Perry closed the public comment session at 6:56 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 –**

Matt Clabaugh (Mattern and Craig) reported the following:

- **Jackson Street Sidewalk:** VDOT was contacted earlier this morning (4-11-17). VDOT is transferring funds for completion of this project, and will be asking Central Office in Richmond for approval. VDOT expects advertisement request package to be delivered to Richmond later this week.

- **Sanitation Authority:** Awaiting data from PSA. Dave Wilson met with Sanitation authority on 4-10-17. Data from PSA has been received, and still awaiting word from DEQ for word on amount of funding to expect – pending approval of Federal Budget.
- **Water Treatment Plant upgrades:** Plans submitted to VDH. VDH has a financial and technical review team to review. Financial review team has responded with comments, but M&C are still awaiting word from the technical review team.
- **Asset Management Team:** Public Works Supervisor Stoney Falin, Water Plant Manager Loretta Cruby, and Town Manager Greg Jones are still working to prepare a Town Asset Management Inventory listing.
- **PSA Sewer Agreement:** Discussed at Sanitation Meeting 4-10-17. Financials to be discussed and meeting will be scheduled after financial discussions.
- **Bridge Inspection:** Inspection of Clyde Williams Road bridge completed. Final report to VDOT by end of month.
- **Sewer GIS:** 40% of manholes were not found – wither paved over or buried. Public Work Supervisor Stoney Falin and Town Manager Greg Jones to research the location(s) for surveying and inspection.
- Council Member Robin Richards asked Mr. Clabaugh about the increased presence of VDOT vehicles in the area. Mr. Clabaugh said he had not heard of any ongoing projects in the area, and this could be a result of vehicles travelling through the area in route to another project.
- Council Member Allan “Cotton” Roberts asked about a striping plan. Mr. Clabaugh mentioned that a plan had been submitted. Council Member Robin Richards asked about liabilities current striping versus new striping regulations. Mr. Clabaugh mentioned the “grandfathering clause”, and that this may apply to the Town in this instance.

## **B. Manager’s Report**

Town Manager Greg Jones reported the following:

- **Water Treatment Plant Upgrade Project:** Met with Virginia Department of Health Sustainability Coordinator on March 29 to review the new Water Business Plan to be compiled. A narrative and financial were given as a snapshot of the status, as well as 5-year forecasting. Credit rating, based on this information, is then given to VRA. VRA wishes to close and submit to bid within 6 months.
- **East Jackson St. Sidewalk Project:** In addition to what has already been mentioned in the Engineer Report, crosswalks have been completed, and the Town is preparing to paint the concrete bases of the crosswalk signs.
- **Dog Park:** Project will resume soon, weather permitting. Discussed at Planning Commission meeting.
- **King Ford Property:** Met with Egan Construction for light pole and installation for power considerations. Floodlights to be placed in front of the LOVE sign, as well as other amenities planned for the property.

- **Events Committee:**
  - o Clinch Mountain Music Fest – June 17. Possible antique tractor show to be added to this event.
  - o Rumble at the Gate & Blues Fest – July 29
  - o Kickin’ Back at King Alley Concert (Retro 70s/80s theme) – August 12 – car show also added to this event. 1 concert per month on Saturday; 3 bands each night beginning at 6 PM.
  - o King Alleyween – October 28
  - o Tail Gate City – TBD – Announcements to be made.
- **Town Audit:** Currently underway.
- **FY2018 Budget:** Working with Finance Committee. Drafts to be distributed within next 2 weeks. Public Hearing Advertisement to be made, with Public Hearing before next Council Meeting on May 9, 2017.
- **Economic Development Workshop:** Held at First Baptist Gate City – April 3, 2017 with Pastor Andy Barnes, Mr. Eric Lane (Pal’s), and Mr. Joe Bryant (Small Biz Media). Each presenter gave information on Leadership topics, including Search Engine optimization.
- **VML Regional Suppers:** Council Member Allan “Cotton” Roberts, Vice-Mayor Roger Cassell, Council Member Ron Kindle, and Council member Wallace W. Ross, Jr. attended the VML Regional Supper on April 5th, Keynote speaker: Mr. Ronald Brown. VACO/VML Investment and Legislative Update was also presented at this supper.
- **Department of Mines, Minerals and Energy:** Town Manager Greg Jones and Vice-Mayor Roger Cassell met with the DMME on April 4<sup>th</sup>. Spoke about Energy Performance Contracting Program offered by the DMME, which allows upgrades to lighting and different equipment in Town. This is a program which allows borrowing against future savings. DMME is concerned that with the size of Town, the utility bill may not be enough to offset the savings.
- Question from Council Member Wallace W. Ross, Jr. to Town Manager Greg Jones concerning the mention of possible grants/funding for the lighting in Town. Town Manager Greg Jones explained that there are not grant programs, but there are additional funding sources available. Council Member Roger Cassell also explained that consulting firms come in and analyze a town’s utility and lighting, and mentioned that the Town has old ballasts within their lighting systems. A minimum of \$100,000 in utility bills would be needed to make this cost-effective. The latest estimates do not equal this number.

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

**Council Member Roger Cassell:** Contacts made through the VML Suppers and Legislative Meetings are beginning to show results. A Pennington Gap Council Member had told Mr. Cassell that anytime a visit to tour the Theatre was needed, that Pennington Gap would accommodate. This has resulted in a visit with Pennington gap Town Council to tour their refurbished theatre on May 2nd. Council Member Allan “Cotton” Roberts is also facilitating a visit to the refurbished Theatre in Marion, and has also received word that Jonesborough, TN and Appalachia, VA have renovated theatres that may be available for tour.

**Council Member Robin Richards:** Complaint from resident concerning trash cans being thrown instead of placed at residence. This has caused some damage that had to be replaced. Council member Robin Richards also commended the Public Works crew for being diligent in picking up trash in other areas of the Town. Council Member Robin Richards is also concerned that residents are not utilizing

approved receptacles, and instead are piling trash up on the sidewalks, sometimes for days before scheduled pickup.

**Council Member Wallace W. Ross, Jr.:** Pictures distributed in conjunction with a pothole/road dip problem at Chestnut St. and Manville Rd. A noticeable dip in the roadway exists here because of a water diversion correction at this intersection. Council Member Wallace W. Ross, Jr. also distributed pictures of the crosswalk at the corner of Kane and Jones Streets (Gate City High School/Middle School). Vehicles are close to the crosswalk when turning from Kane Street and often come close to pedestrians in the crosswalk. Council Member Wallace W. Ross, Jr. mentioned the possibility of having VDOT place school zone signs or flashing lights on the area adjacent to Mountain Region Medicine's property to alert oncoming traffic of an upcoming school zone. Mayor Frances Perry advised that intentions cannot be corrected, regardless of signage or lights. Town Attorney Michele Brooks also mentioned that this problem is not within the authority of the Town, but is rather a VDOT issue. Mayor Frances Perry also suggested to Council Member Wallace W. Ross, Jr. that this issue possibly be taken up with the School Board or with the Board of Supervisors.

Council member Wallace W. Ross also mentioned some lights and/or globes that are in danger of falling, located near the Dollar General Store on Jackson Street. Town Manager Greg Jones said that he would look into this.

**Council Member Allan "Cotton" Roberts:** Gate City Frontier will be holding a fundraiser 5K Run/Walk on July 29 at 8 AM. The event will be titled "Run the Gate".

Resident complaint concerning trailer frames and debris at 314-316 Woodland Street. Town Attorney Michele Brooks assured that the Town is currently in process on this property.

Permits have been applied for and cleanout of the former Theatre should begin by the end of the month. A temporary wall or netting needs to be placed to prohibit birds from reentering the property once it is cleaned. A Planning Grant study will also be conducted to assess final costs of this project.

**Mayor Frances Perry** mentioned a resident complaint about the condition of Sue Street and possible repairs needed for a dip/gully that has formed in the roadway. Vice-Mayor Roger Cassell also mentioned that this street may be a VDOT street, but was unsure of where State Maintenance ended on this street.

#### **D. Sanitation Authority**

Vice-Mayor Roger Cassell alluded to the Sanitation Authority Meeting on 4-10-17. Dave Wilson from Matter and Craig attended the meeting to answer any questions posed by the Sanitation Authority. Current I&I (Inflow and Infiltration) is extreme, measuring 2-3 times more water into the system. The 3 projects are designed to bring this level to near 80%. Revenues can be increased with this project, in combination with PSA. The total estimated cost is for 2 Trunk Line replacements and includes additional repairs to the system. The estimate is for \$1.7 million.

Vice-Mayor Roger Cassell also mentioned the Sanitation Authority's vote to advertise the Public hearing to also enter the VML/VACO Investment Pool.

**XII. UNFINISHED BUSINESS**

- **Approval to purchase Spectrophotometer for the lab at the Water Treatment Plant**

Town Manager Greg Jones distributed information relating to the Aqua Mate 8000 Spectrophotometer. Council Member Robin Richards asked about warranty on this equipment. Town manager Greg Jones responded with a warranty of 1 year is included, however, this equipment is expected to last for a much longer time.

Council Member Allan “Cotton” Roberts asked if a local technician was available to routinely calibrate the equipment. Town Manager Greg Jones advised that the equipment has a daily self-calibration function with it.

Council Member Wallace W. Ross, Jr. asked if the equipment included an operation manual or booklet for reference. Town Manager Greg Jones advised that Water Treatment staff were trained in the proper use of the equipment, and this would be a newer version of the field equipment currently used.

**Motion made to approve \$5,728.24 for the purchase of the new Spectrophotometer.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Council Member Robin Richards  
VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,

**Motion Carries.**

**XIII. NEW BUSINESS**

- **Resolution: Participation by retirees in health insurance program (Resolution is attached.)**

Town Manager Greg Jones advised Council of the Town option to extend health insurance options to retirees at no additional cost to the Town. Council Member Allan “Cotton” Roberts added that he thought this was a fantastic idea to be able to offer this to retirees.

**Motion made to approve resolution.**

Motion by: Council Member Allan” Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
VOTE: Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

- **Health Insurance Spouse and Family Rate Change**

Town Manager Greg Jones distributed a list of calculations based on each proposed rate of change. The calculations for a 75/25 rate were requested 4-11-17, and included in the list. This list included numbers for each plan as they compare to the Scott County School Board’s coverage for their employees. A decision must be made to inform the insurance carrier of any changes prior to the next

FY Budget. The plan and carrier will remain the same; the rate change would be the only reflected change. Employee rates must remain at 80/20 per State Code.

Vice-Mayor Roger Cassell added that this proposal did not come from the Finance Committee, and was brought before Town Council for a decision.

**Motion made to entertain discussion on various options for group/family rate changes, including 80/20, 75/25, and 70/30.**

Motion by: Allen “Cotton” Roberts                      2<sup>nd</sup> by: Robin Richards

VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

Discussion: Council Member Allan “Cotton” Roberts said that the national trend for insurance plans is like that of the Scott County School Board, which currently offers individual rates of 84/16, while the group/family rate is 60/40. According to additional research, Council Member Allan “Cotton” Roberts said the national average rate trends more toward 65/35. He proposes 75/25, based on a 5% increase from current rates.

Vice-Mayor Roger Cassell then indicated that the cost for maintaining the current rate for the Town is \$1,996.00.

Council Member Allan “Cotton” Roberts then indicated to Vice-Mayor Roger Cassell that this number was not the number he intended to focus on.

A lengthy discussion ensued at this point between Vice-Mayor Roger Cassell and Council Member Allan “Cotton” Roberts. Council Member Allan “Cotton” Roberts comments expressed concern about the need to act in controlling costs for the Town. Vice-Mayor Roger Cassell’s comments focused on the necessity to maintain employee morale.

Mayor Frances Perry reminded both Council Members that each was entitled to their respective opinions.

Council Member Wallace W. Ross expressed concerns of cost and asked if a vote were needed at the current meeting. All Council Members agreed that a vote was needed to allow adequate notification to the carrier of any approved changes to the rates.

**Motion made to maintain current insurance rates at 80/20.**

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

VOTE:                      Aye, 4  
                                    Nay, 1 – Allan “Cotton” Roberts  
                                    Absent,  
                                    Abstain

**Motion Carries.**

- **Magistrate office move to Duffield, VA**

Chief Scott Fink informed the Town Council of a potential effort to move the Magistrate’s Office from the current location in Gate City to another location near the Regional Jail in Duffield, VA. Chief Fink also noted current Virginia Code (attached to minutes) which states that the Magistrate’s Office “*shall be within the county seat, unless the move is practical*”. Chief Fink, along with Officer Lucas Shelly of the Gate City Police Department presented reasons why this move would not be practical for the Gate City Police Department, including vehicle depreciation, fuel mileage, time/location of officers outside the Town of Gate City, and suspect holding times associated with travelling to/from Duffield. Chief Fink mentioned the option of using a Video Magistrate, and presented the logistical issues with this option.

Upon advice of Town Attorney Michele Brooks, Town council agreed to TAKE NO ACTION; information only.

**TAKE NO ACTION. Information only.**

- **Approval of Ordinance: Ordinance authorizing participation by the Town of Gate City, VA in the VACO/VML Virginia Investment Pool for investing – in accordance with § 2.2-4501 and 15.2-1300 of the Virginia code. Public Hearing held April 11, 2017.**

**Motion made to approve ordinance.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

- **Advertise Public Hearing: Add residential dwelling to C-1 and C-2 Commercial Zoning.**

Planning Commission was presented – by a commercial entity - with the addition of an apartment to the upstairs portion of their business, but the current ordinance does not include language to address this. Ordinance needs to be updated with this wording to add “single-family dwellings” to the ordinances of C-1 and C-2 zoning.

**Motion made to advertise Public Hearing for May 9<sup>th</sup>, 2017.**

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

**Motion Carries.**



- **Request to add and improve bleachers at Little League Baseball Field**

Bleachers at Grogan Park between the Little League and Senior League Baseball fields need replacement and repair. Council presented with pictures of bleachers in question. Bleachers are cinder block bases with wood attached. Little league will refurbish and replace pending approval.

**Motion made to approve repair/removal/replacement of bleachers.**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Council Member Robin Richards  
VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

- **Gather information for Cigarette Tax**

Vice-Mayor Roger Cassell mentioned that the need for information and potential discussion of a cigarette tax needs to be made because of the Board of Supervisors recent resolution to research this issue. Virginia Code prohibits both from collecting at the same time, whereas if the county passes any resolution to collect a cigarette tax, the Town would be prohibited from doing so, and the County would maintain all revenue. If the Town passed a resolution before the County do so, the Town could collect revenue separate from the County. Vice-Mayor Roger Cassell also mentioned his discussions with other localities concerning this issue. Most localities already have this tax in place.

**Motion made to Gather Information for Cigarette Tax**

Motion by: Council Member Allan “Cotton” Roberts                      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
VOTE:                      Aye, 5  
                                    Nay,  
                                    Absent,  
                                    Abstain

**Motion Carries.**

**XIV. PUBLIC COMMENT – NEW BUSINESS**

Claude Williams asked the Council to consider other sources of revenue besides a cigarette tax, and reiterated previous comments made concerning businesses within the Town. He made mention that he sided with Council Member Allan “Cotton” Roberts on the insurance motion made earlier in Council Meeting. He also made comments concerning taxation that were directed negatively toward Council Member Roger Cassell. Mr. Cassell indicated that he did not appreciate these comments.

**XV. CLOSED SESSION**

**Motion made for Council to enter closed session to discuss** 1.) Legal Matters  
2.) Personnel Matters

Motion by: Council Member Allan “Cotton” Roberts      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
VOTE:    Aye, 5  
            Nay,  
            Absent,  
            Abstain,

Mayor Perry opened the closed session at 8:19 P.M.

**XVI. RETURN FROM CLOSED SESSION**

Council returned from closed session at 9:02 P.M.

**Motion made for Council to return from closed session.**

Motion by: Council Member Allan “Cotton” Roberts      2<sup>nd</sup> by: Vice-Mayor Roger Cassell  
VOTE:    Aye, 5  
            Nay,  
            Absent,  
            Abstain,

**CERTIFICATION OF CLOSED MEETING – Read by: 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                                YES  
Vice Mayor, Roger Cassell                        YES  
Council Member, Allan “Cotton” Roberts      YES  
Council Member, Robin Richards                YES  
Council Member, Wallace W. Ross, Jr.        YES  
Council Member, Ron Kindle                      YES

**XVII. MOTIONS FROM CLOSED SESSION:**

Council returned from closed session at 9:03 P.M.

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Council Member Allan “Cotton” Roberts      2<sup>nd</sup> by: Vice-Mayor Roger Cassell

VOTE: Aye, 5  
Nay,  
Absent,  
Abstain,

\*Mayor Perry adjourned the meeting at 9:04 P.M., until the next regularly scheduled Public Hearing on May 9, 2017, at 6:30 p.m.

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Frances Perry – Mayor

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Wayne Bledsoe – Town Clerk

Town of Gate City  
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Town Manager: Greg Jones  
townmanager@mygatecity.com



Mayor  
Frances Perry  
Vice Mayor  
Roger Cassell  
Council Members  
Ron Kindle  
Robin Richards  
Allan "Cotton" Roberts  
Wallace W. Ross, Jr.

**RESOLUTION**  
***Concerning participation by retirees in health insurance program***

**WHEREAS** the Town of Gate City provides all full-time employees with medical health insurance through a health insurance plan "the Plan" and

**WHEREAS** the Gate City Town Council has the option to provide employees retiring from the Town of Gate City service the ability to purchase health care insurance through the Town of Gate City's plan until they become eligible for Medicare health coverage as determined by the federal government. At that time retiree coverage will end or the retiree will elect a Medicare Supplement from the Plan and

**WHEREAS** only those employees retiring who meet the eligibility requirements retiring after 50 years of age and ten years of service with Town of Gate City or 55 years of age and five years of service with the Town of Gate City may participate in this plan. Age and service requirements are waived if the retiring employee is documented to be disabled and

**WHEREAS** the participating former employee will pay all the premium cost at regular intervals as determined by the Plan. Failure to timely pay the premium due will result in the immediate cancellation of the former employee's plan and

**WHEREAS** the option is available only to those retiring on or after July 1st, and

**WHEREAS** the Gate City Town Council reserves the right to modify or discontinue health care plans and third party providers at its discretion.

**NOW THEREFORE BE IT RESOLVED** that the Town of Gate City does hereby extend the option for retired employees to purchase health care insurance coverage through the Plan.

Date: \_\_\_\_\_

Signed By: \_\_\_\_\_

Attested By: \_\_\_\_\_

