

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
June 5, 2018
156 E Jackson St
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:34 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:

III. INVOCATION – Father Tim Drake

IV. PLEDGE OF ALLEGIANCE – Sgt. Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

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

VOTE: Aye, 5
Nay,
Absent,
Abstain

Motion carries.

At this time, Mayor Frances Perry stopped to commend the Town Clerk on diligence of preparing all necessary information for Town Council. The Town Council meeting had been moved up a week from its usual time, and all information was still available to Town Council.

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

- Jim Craft, Years of Service – Town of Gate City Sanitation Authority

Town Manager Greg Jones presented a framed recognition of service to Mr. Craft recognizing his years of service with the Gate City Sanitation Authority.



- Dewey Breeding, Years of Service – Town of Gate City Sanitation Authority

A framed recognition of service was also prepared for Mr. Breeding recognizing his years of service with the Gate City Sanitation Authority. Mr. Breeding was unable to attend the Town Council Meeting.

- Bill Smith, East End Barber Shop - retiring after 53 years of business in Gate City

Town Manager Greg Jones presented a framed proclamation of service to Mr. Smith recognizing 53 years of business within the Town of Gate City.



- **Introduction of New Police Officer: Ethan Penley**

Sergeant Justin Miller introduced Ethan Penley as the newest Police Officer for the Town of Gate City. Mr. Penley has completed over 400 hours of training and is one of the few candidates to have passed the Virginia State Police examination.



VII. APPROVAL OF MINUTES

- **Approval of May 8, 2018 Public Hearing Minutes: Proposed FY19 Budget**
Motion made for approval of May 8, 2018 Public Hearing Minutes: Proposed FY19 Budget

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

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carries.

- **Approval of May 8, 2018 Council Meeting Minutes**
Motion made for approval of May 8, 2018 Council Meeting Minutes

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

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Motion carries.

VIII. APPROVAL OF PAYMENTS

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

Motion by: Council Member, Robin Richards
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.)

(none)

Mayor Perry closed the public comment session at 6:50 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.)

• **Audit Report: FY 2017**

Larry Sturgill, CPA, presented a detailed report of audit findings to the Town Council. The audit findings generated a clean report for the Town of Gate City, highlighting the following:

- Pages 1-3: Independent Audit Report
- Page 2: “Unmodified Opinion”
- Page 12: Statement of Net Position
- Page 13: Statement of Activities
- Page 14: General Fund
- Page 15: Reconciliation
- Page 16: “The Bottom Line”
- Page 21: Statement of Revenue with combined funds
- Pages 77-78: All Deficiencies removed with exception of 1: which will be alleviated within FY2019
- Page 79: Conclusions

A. Engineer’s Status Report

Jackson Street Sidewalk: Project is complete as of March 12th. M&C to get final closeout document submitted to Town and VDOT shortly.

Sanitation Authority: No update, awaiting next meeting.

DEO Sewer I&I Rehab Job: Final plans comments have been addressed and turned into DEQ for final approval. We have received VDOT approval to advertise. All easements have been delivered to the Town for acquisition (all acquisition will have to be complete before advertisement). The Virginia Marine Resources Permit is under review, we expect permit approval shortly. The “Certificate to Construct” has been approved by DEQ as well as the Categorical Exclusion. VRA has indicated they will not issue a commitment letter till they review the most recent audit, which is scheduled to be completed shortly.

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. Project pre-con was conducted Thursday, May 3rd at 2:00PM at Town Hall. NTP will be issued when audit requirements are met.

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 will finalize the plan as the WTP Project gets underway in the next couple of months.

H/C Ramp HSIP Project: Survey field work was completed on Friday April 27th. Preliminary design is underway and will be ready for VDOT comment shortly.

VDOT HSIP Funding: 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

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:

| <u>Cost Category</u> | <u>Budget</u> |
|-----------------------------|----------------------|
| 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 | <u>\$539,000</u> |
| Principal Forgiveness | (\$145,290) |
| Net Cost | \$393,710 |

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

The FY 2017 audit has been submitted to VRA. Once VRA completes their credit analysis both the Water Treatment Plant Upgrade Project and the Sanitation Authority's DEQ/Waste Water Line Replacement Project will be ready to close.

Highway Safety Improvement Project (HSIP)

Field survey has been completed by Mattern & Craig on April 27, 2018. Awaiting comment from VDOT.

HSIP grant application for the sidewalk replacement project on Manville Road was submitted on November 1st, 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. 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.

Project Summary for the Marketing Study (attached) and the required assurances have been submitted to the Department of Housing and Community Development for their consideration of an ARC off cycle grant funding. We should receive notice of this grant shortly.

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 aid enabling homeowners to reach DHCD Housing Quality Standards.

Contacted DHCD to start the process of developing a town-wide housing analysis. This project will be funded through a planning grant and will help the town develop a strategy in resolving housing issues in Town.

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 near future, o The new floodlights for the Love Sign and light for the Gazebo have been installed. VDOT has denied the placement of a split rail fence at Gateway Park. VDOT is in the process of placing new Historic Markers to the property.

Events

- Planning is underway for the Arts and Crafts Festival to be held on Saturday, June 16th, 2018. The Events Committee met on May 14th & 29th, 2018. The schedule that we have so far include:

8:00 AM Run the Gate 5K Run/Walk

Arts & Crafts, Flea Market, Photo Contest, Street Performers

10:00 AM - Kingsport Community Band

11:30 AM - Gate City Wind Ensemble

1:00 PM - Mike Elam - Magician

2:00 PM - Tri-Cities Twirl And Dance

3:00 PM - Logan Cassell - Acoustic Guitar, Gospel/Country

4:00 PM - Tim Rouse - Story Teller

Additional Street Performers who will be at the event area: Harpist: Katie Richardson, Guitarist - David Lynn Michaels

4:45 PM - Ribbon Cutting - Gate City Theatre

5:30 PM - High Test Bluegrass Band

Dark - Movie showing at the Gate City Theater: "The River"

The photo contest during the event. Contestants can upload pictures of Gate City to: <http://www.kingalley.com/king-alley-events/>. People Choice award will be determined by online voting. The Overall Winner will be determined by a panel of Judges. Contestants will display their photo during the event.

Currently our Facebook event post has reported that there are 923 people who have indicated that they are interested in attending the event.

Still accepting Arts and Crafts Vendor Applications. Flea Market Vendors application fee is dog food that will be donated to the Scott County Humane Society.

Sponsors and partners who have contributed to this event: First Community Bank, Scott County Life Saving Crew, Scott County Tourism, Town of Gate City, Gate City Frontier, Inc., Scott County Veterinary Services, Jenkins School of Dance, and Mattern & Craig, Inc.

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:

o March 1st, 2018 - First Finance Committee Meeting held, (completed) o March 2nd, 2018 - Department Flead's deadline for submitting needs. (Currently under review.) (completed)

o March 13th, 2018 - 1. Submit FY 2018 Amended Budget to Town Council for review (completed)

2. Town Council to vote on April 10th, 2018 Public Hearing - Amended FY 2018 Budget (completed)

- o April 3rd, 2018 - Finance Committee Meeting (completed)
- o April 9th, 2018 - Finance Committee Meeting (completed)
- o April 10th, 2018 - 1. Conduct Public Flearing for FY 2018 Amended Budget (completed)
 - 2. Council to vote: FY 2018 Amended Budget (completed)
 - 3. Council to vote on holding a May 8th, 2018 Public Hearing - FY 2019 proposed Budget (completed)
 - 4. Submit FY 2019 proposed budget to Council for review (completed - Submitted May 8th, 2018)
 - 5. Council to have a Budget Workshop (completed)
- o April 25th, 2018 - First Public Hearing Notice/Advertising (completed)
- o May 2nd, 2018 - Second Public Hearing Notice/Advertising (completed)

- o May 3rd & 4th, 2018 - Finance Committee Meeting (completed)

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

o June 5th, 2018 - Council to Adopt FY 2019 budget

Council Action: Council to Adopt FY 2019 budget

2017 Town Audit

Completed. Larry Sturgill, CPA will present findings at the June 5th, 2018 Council Meeting.

Business Appreciation Breakfast

Council Member Cotton Roberts and Town Manager Greg Jones attended the Business Appreciation Breakfast sponsored by Scott County Chamber of Commerce on May 11th, 2018. Mr. Erik Johnston, Director of the Department of Housing and Community Development, was the keynote speaker.

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

Allan “Cotton” Roberts:

- o Complaints about Park Street.
 - Spoke with Town Manager Greg Jones and referred speeding and traffic concerns to VDOT.
 - Reply from VDOT: study conducted on crash history and revealed only 2 incidents within the study.
 - Asked if possible for one-way street designation.
 - Possible VDOT study of entire town for potential 25 MPH limit for town.
 - Mayor Frances Perry mentioned a customer hotline for concerns/complaints to VDOT.
 - Resident mentioned possibility of speed bumps; not feasible per VDOT.
 - Possibility of VDOT to mark street for one-sided parking only.

- o Gate City Frontier:
 - Roof placed over entrance of Gate City Theatre, with ticket booth built.
 - Town Employees have completed the filling in of trench at Theatre.
 - Tested A/V equipment to work out any issues with projection/movie, etc.
 - Lots of interest in June 16 event via social media.
 - Another event planned for July: to be announced on June 16.

Wallace W. Ross, Jr.:

- Streetlights
 - Mentioned there were several street lights out on Jackson Street, including a section near Quillen Hardware.
 - Concerned that bulbs are out in several of the streetlights.
 - Council Member Robin Richards said it was impossible to have all bulbs working, given the number of lights in town.
 - Vice Mayor Roger Cassell also said it would take a full-time employee to changing bulbs to ensure 100% operation.
 - Mr. Ross asked if the Town Crew could be placed in charge of this – Mayor Frances Perry reminded Mr. Ross that the Town Crew have many other responsibilities and directed Mr. Ross to the Public Works Report.

- Curb Painting
 - Mr. Ross mentioned the need to maintain yellow and blue markings on curbs for no parking and handicapped zones.
 - Town Manager Greg Jones said the reason this is not being addressed is the Town is awaiting the replacement and installation of handicapped accessible handrails. The painting of the curbs would not be feasible if the construction and implementation would cover or require the repainting of these zones.

- Grass
 - Expressed concern over amount of time taken to cut grass near the courthouse.

- Municipal Parking Lot
 - Asked about funds received from parking lot/flea market. Advised Fire Department submits monthly check for portion of funds to the town.

- Gateway Plaza Businesses
 - Mentioned inclusion of Gateway Plaza businesses on Town of Gate City website. Town Manager Greg Jones said he would research.

- Water Quality Award
 - Asked if the Town qualified for another award in February.
 - Mayor Frances Perry said the Town Manager accepted the award and had a picture in the Scott County Virginia Star.
 - Vice Mayor Roger Cassell said this was done in one day, and usually takes three – which saved money.
 - Mr. Ross said there was more to this meeting than just picking up an award and questioned whether there was an opportunity to meet with other committees or groups for discussion.
 - Vice Mayor Roger Cassell said he had seen the schedule, and Mayor Perry directed Mr. Ross to address any further questions at a later time.

Ron Kindle:

- Beer Garden/Beer Sales at Events
 - Requested discussion and possible vote by Council concerning numerous complaints on beer sales at Town events.
 - Allan “Cotton” Roberts said the person responsible for the beer sales at Town events was no longer available to conduct sales this year. Gate City Frontier voted in its meeting to not conduct beer sales at events this year.

- Illegal Sewer Hookups
 - Asked what action is being taken.
 - Vice Mayor Roger Cassell said the Sanitation Authority was attempting to finalize the construction on the DEQ Line project, with plans to do more smoke testing.

Robin Richards:

- Summer Events
 - Positive inquiries about events from both residents and non-residents.

Roger Cassell:

- Property Maintenance
 - Indicated he had 2-3 properties to secure addresses on and wants answers to why things are not being done on these properties.
 - Town Attorney Michele Brooks indicated there were numerous reasons as to why Property Maintenance did not move as fast as people would like. Items such as pending litigation, foreclosures, inability to identify property owners, etc.
 - Much discussion on what could and could not be done. A listing of properties with pending action to be compiled.

D. Sanitation Authority

- Awaiting next meeting.

XII. UNFINISHED BUSINESS

(none)

XIII. NEW BUSINESS

- **Adopt FY2019 Budget**

Motion made to adopt FY2019 Budget

Motion by: Council Member, Allan “Cotton” Roberts
 2nd 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. | NO |
| Council Member, Ron Kindle | AYE |

Motion carries.

- **RFP: Utility Billing Software**

Motion made to advertise request for proposal: Utility Billing Software

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

Discussion: Wallace W. Ross asked what the projected figure for this purchase would be. Council Members Robin Richards and Allan “Cotton” Roberts directed Mr. Ross to the appropriate listing on the handout.

Town Manager Greg Jones highlighted some features of various billing software that has been researched. Some features include EFT, “Robocalls”, and ease of use.

VOTE: Aye: 5
Nay:
Absent:
Abstain: **Motion carries.**

- **RFP: GPS/GIS Software**

Motion made to advertise request for proposal: GPS/GIS Software

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

Discussion: Council Member Robin Richards asked if the proposed figure was an annual fee. Town Manager Greg Jones said this was a one-time fee, however, there would be subscription and maintenance fees that would be on an annual basis. Council Member Allan “Cotton” Roberts asked Mr. Jones to elaborate on the program. Mr. Jones said a GPS model of all sewer and water lines was recently done, however, the town has nowhere to house this information. This GPS software will allow storage of this information, so that a look at a GPS map will show this information, rather than relying on personal knowledge. The software will also allow identity of weak systems which need to be replaced, as well as the addition of layers and further information.

VOTE: Aye: 5
Nay:
Absent:
Abstain: **Motion carries.**

- **Accept FY17 Audit Report as presented**

Motion made to accept FY17 Audit Report as presented

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

VOTE: Aye: 5
Nay:
Absent:
Abstain: **Motion carries.**

XIV. PUBLIC COMMENT – NEW BUSINESS

(none)

XV. CLOSED SESSION

**Motion made for Council to enter closed session to discuss 1.) Legal
2.) Personnel
3.)**

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Vice Mayor, Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Mayor Perry opened the closed session at 8:31 P.M.

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

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 CALLVOTE:

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.

XVII. MOTIONS FROM CLOSED SESSION:

(none)

Council returned from closed session at 9:08 P.M.

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

*Mayor Perry adjourned the meeting at 9:10 P.M., until the next regularly scheduled Council Meeting on July 10, 2018.

Frances Perry – Mayor

Wayne Bledsoe – Town Clerk