

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
June 08, 2021
190 Beech St., Gate City, VA
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:31 P.M. BY: Mayor – Bob Richards

II. ROLL CALL – Town Clerk – Lydia Morales

	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: Gabriel Edmunds, Scott County Virginia Star; Pastor Andrew Barnes, First Baptist Church of Gate City; Justin Miller, Chief of Police; Jason Snapp, Mattern & Craig; Loretta Cruby and husband; Debbie Kindle; David Dawson and Lisa Crabtree, VDH Office of Drinking Water; Betty Elliott; Frank Kibler, LENOWISCO; Larry Sturgill

III. INVOCATION – Pastor Andrew Barnes, First Baptist Church of Gate City

IV. PLEDGE OF ALLEGIANCE – Chief of Police, Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Allan “Cotton” Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye, 5
Nay,
Absent,
Abstain

Motion Carried.

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

- **Virginia Department of Health – Award Presentation –** Dr. David Dawson and District Engineer, Lisa Crabtree, with the Office of Drinking Water in Abingdon, presented the eleventh consecutive Gold Award for the Virginia Optimization Drinking Water program to Loretta Cruby, Chief Water Operator, and the Gate City Water Department. Dr. David Dawson stated that there are regulations and requirements for the compliance of drinking water to protect public health and provide a safe, dependable supply of water. Dr. Dawson stated that the better the water can be, the greater the protection of public health. Dr. Dawson stated that the Office of Drinking Water created standards that are higher than the regulatory requirements to encourage different waterworks. Dr. Dawson stated that for the eleventh year, the Gate City Water Plant has met these standards for turbidity removal, filtration, and sedimentation. Ms. Crabtree stated that they take care of the water plants from Montgomery County down and of all the plants that she inspects, the water plant that Loretta Cruby oversees, is probably the only plant in the whole state that you can go in and

practically eat off the floor! Dr. David Dawson, District Engineer, Lisa Crabtree, and Mayor Bob Richards presented Loretta Cruby, Chief Water Operator, with the 2020 Gold Standard Award.

VII. APPROVAL OF MINUTES

1. Approval of May 11, 2021 Town Council Minutes.

Motion made to approve minutes as presented.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

2. Approval of May 11, 2021 Public Hearing FY 2022 Proposed Budget Minutes.

Motion made to approve minutes as presented.

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

VIII. APPROVAL OF PAYMENTS

• Motion made for approval for payment of bills for May 2021 as presented.

Motion by: Allan "Cotton" Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

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

Betty Elliott – 277 Highland Street – Ms. Elliott stated that she would like to make the chief aware that Mr. McCoy's stepfather has passed away. Ms. Elliott stated that the property at 209 Highland Street is a mess and asked if there is any progress being made on the issues that were discussed at the last meeting? Town Manager Greg Jones stated that the property maintenance issues have been approved but have not been posted yet. Ms. Elliott asked if the dog at this property has been surrendered? Chief Miller stated that the dog's owner agreed to surrender the dog to animal control in order to keep from getting a citation. Mrs. Kindle asked how long the owner has to find the dog because it is a vicious animal? Chief Miller stated that since the owner filled out the paperwork to surrender the dog, it is now the property and responsibility of Scott County Animal Control. Chief Miller stated that he would find out if the dog has been found yet.

Mayor Richards closed the public comment session at 6:46 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 Mr. Jason Snapp delivered the Engineer's Status Report.

DEQ Sewer I&I Rehab Job: The contractor has substantially completed the project. A substantial completion walk through was completed with Greg Jones (Town Manager), Bill Spencer (DEQ), Robert Estes (Contractor), Homer Vandergriff (Contractor), and Jason Snapp (M&C) on Friday, December 18th

at 10:00AM. The contractor has provided notice that they have completed all punch list items. Most final completion closeout documents have been submitted to DEQ for review with the exception of the final pay estimate and punch list completion certification. I expect to send the remaining final closeout documents the week of June 7th.

Currently the overall budget is projected as stated below:

Construction	\$ 1,208,498.96
Contingency	\$ 0.00
Legal/Bond Counsel	\$ 6,000.00
Basic Engineering	\$ 128,000.00
Permits	\$ 9,325.00
Mussel Survey	\$ 8,100.00
Easements/ROW Maps & Deeds	\$ 23,452.00
Asset Management Plan	\$ 20,000.00
Easement Acquisition	\$ 4,405.00
Resident Project Inspection	\$ 80,000.00
Additional Engineering for Redesign	\$ 14,740.00

These projections are estimated and not final and total approximately \$1,502,520.96. The original project budget was set at \$2,111,595.00. Current estimated project savings are approximately \$609,074.04. These savings will be realized from the construction, resident project inspection, and contingency line items.

H/C Ramp HSIP Project: Estes Brothers Const. has been awarded the project. The NTP was set for March 29th and the contractor has been working through the materials submittals/approval process. The only submittal remaining to be approved is the required trench drains which the supplier is currently working on drainage calculations for. After conversations with Estes’s Concrete foreman, he indicated they would like to start on the ramps once they finish the concrete median work on Rte. 58/23 in the next 1-2 weeks.

DEQ Sanitary Sewer Evaluation Study: Smoke testing of the sanitary sewer system will begin the week of June 14th tentatively. Manhole inspections, flow monitoring, and CCTV of critical lines will follow. A final report with recommendations is expected in late 2021.

VDH Backup Generator Project: M&C is in the process of gathering water system info to begin the Preliminary Engineering Report “PER” phase of the project. Once the PER is approved by VDH Project design will commence.

Town Hall Renovations Project: The Town Hall Renovations Project is nearing completion as the project is approximately 95% complete currently. The anti-microbial door handles are the only items left to install and we are currently waiting on them to be manufactured. The contractor has installed interim door handles to get the doors functional till the anti-microbial handles come in.

Mr. Snapp stated that the cost estimate and layout for the Kane Street TA Application is completed. Mr. Snapp stated that this will put a sidewalk on the North side of Kane Street from the high school down to Jackson Street. Mr. Snapp stated that the pre-application is due July 1st. Mr. Snapp stated that preliminary discussions with V-DOT have shown that they believe it to be a good project that will provide connectivity from the school to the downtown business district. Mr. Snapp stated that the final

application is due October 1st and it will take approximately a year to know if it is funded or not. Council Member Cassell stated that this estimate does not include the lighted pedestrian crossing signs. Mr. Snapp stated that a line item will be added for the signs. Council Member Cassell stated that three signs need to be placed on Library Avenue, Antique Street and at the courthouse. Mr. Snapp stated that with any V-DOT comments and adding the signs, the cost estimate should be between \$900,000 and one million for the whole project. Mr. Snapp recommended getting some pictures of people walking where there are no sidewalks to include with the application. Council Member Roberts asked if there is any way to add East Jackson to Jones Street to this project? Mr. Snapp stated that he believes adding this would hurt the score. Council discussed the benefits and issues of adding this section to the project since it would create a complete loop. Mr. Snapp stated that since this would double the size of the project and increase the cost of the project to approximately \$2 million, it may not get funded fully whereas the project as it is has a better chance of getting funded all at once. Mr. Snapp stated that V-DOT has agreed that they believe the project has a better chance of getting funded as it is right now.

B. Manager's Report Town Manager Greg Jones delivered the Manager's report.

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

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

460 Park Street - wastewater issue is completed

639 Park Street – Residents relocated to 174 Margie Street. Town purchased 174 Margie Street under the housing grant.

649 Park Street - Demolition complete.

608 Park Street - Demolition complete

599 Park Street - Demolition complete

554 Park Street – Rehabilitation complete

559 Park Street – Pending rehabilitation or relocation

609 Park Street – Pending rehabilitation

571 Park Street – Pending rehabilitation

In an effort to keep the grant funding local, we have been actively seeking local contractors to bid on the housing rehabilitation projects. So far, we have not located any local contractors. If you know of a local housing contractor who would like to participate, please let me know.

- **Gateway Park**

Met with Bristol Signs on June 3rd, 2021. They suggested the sign be located at the entrance and angled so the traffic down Rt. 23 can see the sign. The “No Parking” signs along the shoulder of Rt. 23 should be lowered. I have requested VDOT to look at this. We should receive a design for the sign in a couple weeks.

- **Sampson Mini Park**

Met with Bristol Signs on June 3rd, 2021. A small sign will be erected in front of the gateway sign just off East Jackson Street. Picnic tables will be ordered in July 2021.

- **USDA Grant Award**

The Town has been awarded up to \$26,200 in funding to help offset the cost for the two 2018 Dodge Durango's that had been purchased for the Police Department. This grant was closed on May 20th, 2021.

- **Estil Cemetery Restoration Project**

Majestic Tree Service has been hired to cut down the large tree that is in the fence line for \$1,000.00. The large tree removal is expected to be completed on Monday, June 7th, 2021. Once the tree is removed the fence replacement project will start. To date, we have spent \$11,138.24. Council Action: **Approve a transfer in the amount of \$11,138.24 from the Cemetery Account to the General Fund.**

- **Virginia Tourism Grant**

The Town has received a \$20,000 marketing grant from the Virginia Tourism Corporation. Corporate Image in Bristol Virginia has been procured (through Scott County) to create video, brochure, and placement ads. The video shoot has been completed. We should receive the finished video in a couple weeks. We are in the

process of developing new brochures. Two billboard designs for Duffield and Weber City have been completed.

- **Architecture Service RFQ**

The Request for Qualification (RFQ) for Architecture Services has been posted and advertised. The due date for the statements of qualifications is July 9th, 2021, at 2:00 P.M. The Interview Team is expected to meet on July 13th, 2021, to review the statement of qualifications and create a shortlist for the interview process.

- **2021 Events**

- July 10th: Park Event – Civitans: Movie in the Park
Concert Event: Hootie and the Brofish, Matchbox 2.0, Joe Young Magic
- August 7th: Kiss the Grit Bike Race
Concert Event: Asylum Suite, Night Train, Jenkins School of Dance
- September 4th: Concert Event: Borderline, Retroville, Head Games, Jenkins School of Dance
- October 31st: King Alleyween event
- November 11th: Veterans Day
- November 20th: Christmas Open House
- November 27th: Shop Small Saturdays
- December 4th: Christmas Parade

- **GATE CITY WATER LEAKS**

May 2021

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
167 West Jackson Street (Repair on Water Street side)	5/24/2021	1” band
106 George Spicer Road	5/27/2021	¾” line, steel; tightened band

C. Attorney’s Report

- **169 Reed Hollow Road**

Lawsuit – Town Attorney Michele Brooks stated that this has been filed but there is no return of service as of today. Town Attorney Brooks stated that if she has not received a return by the end of this week, she will send it out for private process and after it is served, there are 21 days until we can file for a hearing.

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

Vice Mayor, Robin Richards – Vice-Mayor Richards stated that there is a lot of excitement surrounding the events for this summer.

Council Member, Allan “Cotton” Roberts- Council Member Roberts stated that Gate City Frontier has applied for a grant available for non-profit organizations through Scott County. Council Member Roberts stated that Run the Gate is coming up on June 19, 2021. Council Member Roberts stated that Gate City Frontier also applied for the AEP Grant to assist with the housing project on Park Street and was approved for \$35,000 for energy saving heat pumps and electrical. Vice-Mayor Richards asked if this can only be used for individuals in the project? Town Manager Greg Jones stated that it is to be used in the project area for phase 2. Town Manager Greg Jones stated that this is a great thing because it is a public-private partnership and we get points for that on our applications. Council Member Roberts stated that there is a possibility that the Gate City Frontier executive director position may be filled soon, but they still need volunteers for the board of directors.

Council Member, Roger Cassell – NONE

Council Member, Tyler Kilgore – NONE

Council Member, Wallace W. Ross, Jr. – Council Member Wallace W. Ross, Jr. stated that there is a newly elected officials conference that he would like to attend on July 14th and 15th. Council Member Roberts stated that he believes Council Member Kilgore would be the candidate for the conference since he is the newly elected official. Council Member Wallace W. Ross, Jr. stated that the conference is for “new or existing councilmen”. Council Member Roberts asked Council Member Kilgore if he would be interested in going as well? Council Member Kilgore stated yes. Mayor Richards stated that he has already asked Town Manager Jones to register him for the Mayor’s Conference and the newly elected officials conference. Mayor Richards stated that there was a spouse’s ticket available for that and he asked Town Manager Jones to register Vice-Mayor Richards for that ticket. Council Member Cassell stated that the Vice-Mayor is allowed to go to the Mayor’s Conference anyway. Attorney Michele Brooks stated that the travel policy states that if a Council Member is going for a conference that it should be voted on by the Town Council.

- **Motion made to amend the agenda to include the approval for attending the VML conference for newly elected officials and the Mayor’s Conference on July 14th, 15th and 16th at the end of NEW BUSINESS as agenda item number 19.**

Motion by: Allan “Cotton” Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

-Council Reports Continued:

Council Member Ross stated that he would like to ask some of the businesses if they would be interested in having a car show in front of the auto parts store. Town Manager Greg Jones stated that we checked with them a couple of years ago and they would love to have a car show in that area but there is an issue with parking because our car shows typically bring in 150+ cars. Town Manager Greg Jones stated that the car show would take up all of the spaces and there wouldn’t be any left for people who were coming to shop. Council Member Ross stated that where one business is closed, there are several places in front of it and the auto parts store. Council Member Ross stated that if people park in front of Subway, they will also eat there and at McDonald’s. Town Manager Greg Jones stated that if we have a car show there, you will have to limit the number of cars that can park and people get upset. Council Member Ross stated that these businesses have supported us with their taxes and we should give them some thanks.

Council Member Ross asked how a government owned business is listed and taxed? Town Manager Greg Jones stated that government owned businesses are tax exempt. Town Attorney Michele Brooks stated that the state charges sales tax, but that is all.

- E. **Sanitation Authority** – Chairman Roger Cassell stated that thanks to the diligent efforts of our attorney and the board, he believes there is finally a settlement with PSA. Town Attorney Michele Brooks stated that we have an agreement in terms.
- F. **Police Department** – Chief Miller stated that the dog issue on Highland Street has hopefully been resolved. Chief Miller stated that officers have been watching the area due to complaints. Chief Miller stated that the Gate City Police Department has assisted the Sheriff’s Office with arrests on West Jackson Street that are tied to a lot of the problems on Highland Street. Chief Miller stated that Officer McGraw completed a week-long crime scene investigation class. Chief Miller stated that the department has completed their bi-annual night qualification with their firearms. Chief Miller stated that the body cameras purchased with the body camera grant are up and running. Chief Miller stated

that he attended a two-day training on internal investigations and handling citizen complaints. Chief Miller stated that this is the second month in a row that there have been zero DUI arrests, hopefully due to these types of drivers avoiding town because the department is being proactive. Vice-Mayor Richards stated that there is a resident that lives near Grogan Park that has individuals sitting on her porch at night and looking in her windows. Vice-Mayor Richards stated that this issue is happening on Park Street and is very concerning. Chief Miller stated that he has not had any complaints about it but he will send out an e-mail to be sure everyone is keeping a watch on Park Street at night. Chief Miller stated that once the GPS is installed in the police vehicles, they will be able to say exactly how many times they are patrolling various streets.

XII. UNFINISHED BUSINESS

1. Section 18-3, 18-4: Trash Container Issue

Town Attorney Michele Brooks stated that she checked approximately ten different jurisdictions locally and developed proposed changes for 18-3 and 18-4. Town Attorney Brooks stated that most jurisdictions require a container, but she believes that it would be cost prohibitive for the Town to provide a container for every resident that has garbage pick-up. Town Attorney Brooks stated that she believes the only thing that needs to be changed is to make it clearer that plastic bags are not allowed. Town Attorney Brooks stated that the ordinance currently has a distinction between yard waste, solid waste, garbage and refuse and she made the ordinance consistent so that all of it will need to be in a container if that is what Council wants to do. Council Member Cassell stated that there is a possibility that ARPA funds for the Sanitation Authority can be used to purchase cans with the garbage truck with the hook on it. Vice-Mayor Richards stated that some of the businesses are piling trash on the sidewalk. Town Attorney Brooks stated that there are some ordinances that require businesses to put their trash in containers but does not require residents to do so. Town Manager Greg Jones asked what needs to be done when someone is not in compliance? Town Attorney Brooks stated that there is already a compliance statute. Council Member Roberts stated that last time we affected the garbage collection, we got a lot of complaints from residents who believed they were doing everything right because they were doing what they had been doing for 20-30 years. Vice-Mayor Richards stated that there are still lots of tires in town and asked what are we going to do to get these picked up? Town Manager Greg Jones stated that he can issue a yard ordinance. Council Member Roberts stated that yard waste is more difficult to put in a container than in a plastic bag and animals are not going to bother it. Town Attorney Michele Brooks stated that under Section 18-14, the penalty is that any person who violates shall be guilty of a class 4 misdemeanor and the police department will write a ticket. Council Member Roberts stated that if there is anyone in violation of the ordinance already, we need to act on those first and wait to see how we can use the grant money. Council Member Cassell stated that as it is right now, they are not out of compliance because it doesn't state that you can't use a plastic bag. Council Member Roberts stated that we may need to require businesses to put their garbage in the rear of their building. Council Member Wallace W. Ross, Jr. stated that we may need to send a letter to the businesses and let them know first, because they may not realize. Council Member Kilgore stated that the Council may want to table this issue until they can gain a better understanding of what potential grant funding may be able to solution a lot of the questions surrounding providing containers. Mayor Richards stated that this issue can be added to the agenda for next month.

TAKE NO ACTION.

2. Lombard Street Paving: Award Project

Town Manager Greg Jones stated that this was re-submitted per council instruction to take out the extension piece and we received four quotes back. Town Manager Jones stated that the lowest bid is from Don's Paving & Sealing for \$11,850. Council Member Cassell stated that the quote from Don's only includes a compacted 1 ½ inch coating, while the quote from W-L Construction is more expensive but includes a 2-inch tact coating and 1 ½ inch on top of that. Town Attorney Michele Brooks stated that council can pick the bid that is both lowest and that best suits the needs of the town. Council Member

Roberts stated that he believes the council should choose the company that is going to give a better application of pavement for that street.

Motion made to accept the bid from W-L Construction & Paving, Inc. to pave Lombard Street for a price of \$17,210 due to the detailed description of the work that they will perform.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

XIII. NEW BUSINESS

1. FY 2020 Audit Presentation: Larry D. Sturgill PC

Larry Sturgill reviewed the FY 2020 Audit. Mr. Sturgill stated that the statement of net position is prepared on the full accrual basis of accounting and states that the town is in good financial shape. Mr. Sturgill stated that there is a small issue with the debt ratio not meeting the covenant with the VRA funding for that particular year. Mr. Sturgill stated that he believes a rate increase is in order. Mr. Sturgill stated that the pension liability increased to \$182,443 which is approximately \$120,000 increase. Mr. Sturgill stated that this is a defined benefit plan, but the state has gotten away from this with new hires where the liabilities are not as great for the locality. Town Manager Greg Jones stated that plan 1 and plan 2 no longer exist and there are now hybrid plans. Council Member Roger Cassell asked what about the people who are already here? Town Manager Jones stated that they are grandfathered in. Council Member Roberts stated that there is nothing that we can do about it except budget for it. Mr. Sturgill stated that the town is still in good shape because there is a positive fund balance.

Mr. Sturgill stated that the meals tax for the Town of Gate City is very low in relation to other surrounding localities. Mr. Sturgill stated that legally, meals tax can be increased to 7.0% and this would cause a \$250,000 to \$300,000 increase in revenue per year that the town really needs to complete some of the projects that are coming on board.

Mr. Sturgill stated that on page 19, the water fund has no cash which means that either the water fund or general fund are paying for that. Mr. Sturgill stated that there is a lot of debt in the water fund and the rates need to be examined. Town Manager Jones stated that there were extraordinary expenses in 2020 including the leak detection study and leak detection equipment. Town Manager Jones stated that the town is behind on doing a rate increase due to the meters that were installed. Town Manager Jones stated that we are now getting good readings that we can base the water rate on. Town Manager Jones stated that chemical costs have also increased 40%. Town Manager Jones stated that a business plan is part of the backup generator project that will give a basis for the water rate. Town Manager Jones stated that there were a couple of outstanding issues that caused us to drop below the debt-service ratio, but they have all been resolved now. Mr. Sturgill continued his review of the FY 2020 Audit.

Motion made to accept the FY 2020 Audit as presented.

Motion by: Robin Richards

2nd by: Allan "Cotton" Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

2. Resolution: LENOWISCO Hazard Mitigation Plan

Frank Kibler presented the LENOWISCO Hazard Mitigation Plan. Mr. Kibler stated that for the last year, LENOWISCO has been working with a national Hazard Mitigation consultant to update the district wide

hazard mitigation plan. Mr. Kibler stated that the Town of Gate City qualified as a participating locality which qualifies the Town for some grant programs through VDEM and FEMA. Mr. Kibler stated that for a locality to complete its participation, they must adopt this particular resolution which gets forwarded to VDEM and FEMA. Mr. Kibler stated that Gate City's portion is approximately 20 pages of the jurisdiction annex. Mr. Kibler stated that the participating localities are asked to adopt the plan as it sits; however, if there is a specific action or project that the town would like to pursue but it is not addressed in the plan, an amendment can be requested. Mr. Kibler stated that there is a specific process for that purpose.

Motion made to adopt the LENOWISCO Hazard Mitigation Plan Resolution.

Motion by: Roger Cassell

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

3. Vote: FY 2022 Budget

Council Member Wallace W. Ross, Jr. asked what amount is going to be set aside for the streets? Vice-Mayor Robin Richards stated \$30,352 is the paving budget. Council Member Ross asked if this amount can be increased? Vice-Mayor Richards stated that if we need to pull from something else and put it towards the streets, it can, but we will suffer somewhere else. Council Member Roberts stated that this is not money that we actually have, it is money that we plan to receive and if we don't we may have to cut something out. Vice-Mayor Richards stated that is why we create a list of streets by priority. Council Member Ross stated that the amounts are not consistent each year. Town Manager Greg Jones stated that none of the accounts stay consistent because priorities change every year.

Motion made to approve the FY 2022 budget as presented.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

ROLL CALL VOTE: Aye: Vice-Mayor Robin Richards, Council Member Roger Cassell, Council Member Allan "Cotton" Roberts, Council Member Tyler Kilgore

Nay: Council Member Wallace W. Ross, Jr.

Absent:

Abstain: **Motion Carried.**

4. 248 Ravine Street: Property Maintenance Violation: File Lawsuit

Town Manager Greg Jones stated that this property has been an issue for awhile and the owner has made little effort to clean-up. Town Attorney Brooks asked if TACS was taking care of the bulk of these? Town Manager Jones stated that they are responsible for turning the property over. Town Manager Jones stated that the taxes are being paid, so the enforcement is on us.

Motion made to file lawsuit for the property maintenance violation at 248 Ravine Street.

Motion by: Allan "Cotton" Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

5. 195 Ravine Street: Property Maintenance Violation: File Lawsuit

Vice-Mayor Robin Richards asked if these started with complaints? Town Manager Greg Jones stated yes, we are complaint driven.

Motion made to file lawsuit for the property maintenance violation at 195 Ravine Street.

Motion by: Tyler Kilgore

2nd by: Allan "Cotton" Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

6. Transfer Cemetery Account to General Fund: Estil Cemetery Rehab Project \$11,138.24

Mayor Richards stated that this is to reimburse the general fund for money they spent for work at the cemetery. Town Manager Greg Jones stated that this includes taking down fifty trees around the cemetery, phase 1 with the rehabilitation project and some supplies. Town Manager Jones stated that he is requesting that council reimburse the general fund from the cemetery savings account.

Motion made to transfer Cemetery Savings Account to the General Fund for Estil Cemetery Rehab Project in the amount of \$11,138.24 to cover the cost of expenditures thus far.

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

7. Approve Transfer from the State Corporation Commission CARES Act Municipal Utility Relief Grant Account to the Water Fund Account in the amount of \$5,988.72 plus the delinquent amount applied for on June 18th, 2021.

Motion made to approve Transfer from the State Corporation Commission CARES Act Municipal Utility Relief Grant Account to the Water Fund Account in the amount of \$5,988.72 plus the delinquent amount applied for as of June 18th, 2021.

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

8. ARPA Funding: Approve Terms and Conditions

Town Manager Jones stated that through the ARPA funding, our allocation will be just under \$2 million, and we are expecting to receive half of that within 30 days and the other half will be received in July of 2022. Town Manager Jones stated that we will be directly responsible to the U.S. Department of Treasury. Town Manager Jones stated that since this is federal money, we have to agree to the terms and conditions.

Motion made to approve ARPA Funding Terms and Conditions.

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

9. ARPA Funding: Approve Title VI Assurances

Town Manager Jones reviewed the Title VI Assurances

Motion made to approve Title VI Assurances for the ARPA Funding.

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

10. ARPA Funding: Setup Separate Bank Account/ Transfer Funds When Arrive

Town Manager Greg Jones stated that this account would be set up the same way that the Utility Relief Grant Account was set up and that we have until December 2024 to obligate these funds and until December 2026 to have the funds spent.

Motion made to setup a separate bank account to transfer the funds when they arrive for the ARPA Funding.

Motion by: Tyler Kilgore

2nd by: Allan "Cotton" Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

11. RFP: Approve Contractor for Mowing Services

Town Manager Greg Jones stated that there was only one submittal, and it was from Frazier's Mowing and Landscaping. Town Manager Greg Jones recommended having the mowing contractor mow the primary streets including Kane Street, Jackson Street and Manville and letting the town crew and Scott Service mow the remainder. Town Manager Jones stated that \$20,000 has been allocated for this type of service and Mr. Frazier taking care of the main streets will take the entire budgeted amount. Town Manager Jones stated that later in the agenda, council will be discussing the purchase of a tractor and mower that would allow the town crew to mow the secondary roads much faster. Council Member Ross asked if the town crew mowing the Estil Cemetery will be coming out of the cemetery fund? Town Manager Jones stated that we previously have just mowed it under the regular budget, but we can track that separately.

Motion made to approve Frazier's Mowing and Landscaping as the contractor to service all primary roads for an amount of \$2,800 per month through October.

Motion by: Allan "Cotton" Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

12. Guideline Signs for Baseball Fields

Council Member Kilgore stated that the example sign is from a field in Washington County and displays basic field use guidelines. Council Member Kilgore stated that there is a lot of volunteer effort that keeps the fields in good condition and we need to deter people from using the fields at Grogan Park after it has rained. Council Member Roberts asked if the Town of Gate City or the Little League needs to purchase the signs? Town Attorney Michele Brooks stated that since the Town owns the field, we should purchase the signs.

Motion made to approve the purchase of guideline signs for the baseball fields at Grogan Park to protect the fields from damage during rainy weather.

Motion by: Allan "Cotton" Roberts

2nd by: Tyler Kilgore

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

Motion Carried.

13. Scott County Historical Museum

Mayor Richards stated that there is a group that would like to see an educational museum created focusing on Scott County and located in the downtown Gate City area. Mayor Richards stated that the broad plan is to have artisans to come in and do demonstrations and to have individuals perform music on the weekends. Mayor Richards stated that this will help to preserve our culture. Mayor Richards stated that the group has two proposals, one of which is to partner in the same format as Gate City Frontier or two, for the Town to make a substantial donation that will be the seed money to get the project started. Mayor Bob Richards stated that he is part of the group along with someone from the Scott County Historical Society. Mayor Richards stated that the long-term goal is for the group to become a 501c3. Town Manager Greg Jones stated that he believes this needs to be added to the comprehensive plan. Town Attorney Brooks suggested creating an MOU as the project forms between the group and the town. Town Manager Greg Jones stated that if the group wants a donation, they need to submit a letter of donation. Council Member Cassell asked if the group would prefer a donation or a partnership? Mayor Richards stated that the group would like either but are leaning more towards a partnership. Mayor Richards stated that he would discuss this with the group and let them submit a request. Town Manager Jones asked if the group is a 501c3? Council Member Roberts stated no, they are going through the Historical Society. Mayor Richards stated that the long-term plan is for the group to become a 501c3. Town Manager Jones stated that the comprehensive plan will need to be updated to include it, because when trying to get grant funds, the first thing they ask for is the comprehensive plan.

Motion made to support formation of the Scott County Historical Museum.

Motion by: Allan "Cotton" Roberts

2nd by: Tyler Kilgore

MOTION IS LAID ON THE TABLE

14. Approve Public Hearing: Increase Meals Tax from 3.5% to 6.0%

Town Manager Jones asked if the council wants to increase the amount to 6.0% or 7.0% as recommended by Larry Sturgill? Council Member Roberts stated that he thought the limit was 6.0%. Town Attorney Michele Brooks stated that she will do some research on meals tax and send her findings to council before the next meeting. Council did not include a percentage to increase the meals tax to in the motion.

Motion made to approve public hearing to increase the meals tax rate.

Motion by: Allan "Cotton" Roberts

2nd by: Robin Richards

VOTE: Aye:5

Nay:

Absent:

Abstain:

Motion Carried.

15. Approve VDOT Transportation Alternative (TA) Grant Submission: Kane Street Sidewalks

Motion made to approve VDOT Transportation Alternative (TA) Grant Submission for Kane Street Sidewalks.

Motion by: Tyler Kilgore

2nd by: Allan "Cotton" Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

16. Approve Public Hearing; Amend Section 18-12 & 18-13 Town Code

Town Manager Jones stated that the verbiage in the ordinance needs to be changed. Town Manager Jones stated that this covers trash removal from the property and the ordinance needs to be changed from “Town Council” to “The Gate City Building Code Official” so that complaints can be brought to the building code official rather than the Town Council.

Motion made to approve public hearing to amend section 18-12 and section 18-13 Town Code.

Motion by: Allan “Cotton” Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

17. Approval of Design: AEP Street Light Pole Banners

Town Manager Greg Jones presented the options for design of the AEP Street Light Pole Banners. Town Manager Jones stated that the blue devils banners will be placed on Jones Street and Kane Street surrounding the high school. Council reviewed the two-color options. Chief Miller suggested that keeping all of the flags one color may not draw as much attention as making them all different colors.

Motion made to approve the design featuring three different colors for the AEP Street Light Pole Banners.

Motion by: Roger Cassell

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

18. Approval of Purchase: Tractor and Mower

Town Manager Jones stated that the tractor is a 2004 with very little hours on it and the mower is \$5,972.69. Town Manager Jones stated that comparatively, both are reasonably priced and he recommended that Council purchase both. Town Manager Jones stated that between the town crew with this new equipment and hiring the contractor to take care of the primary streets, we should be in good shape as far as mowing. Council Member Roberts stated that the tractor also has a front loader that will allow us to haul and spread gravel at the park instead of having to rent the equipment which will also save money.

Motion made to approve the purchase of the tractor and mower from Greene’s Tractor Company as presented for a total of \$30,972.69.

Motion by: Roger Cassell

2nd by: Allan “Cotton” Roberts

VOTE: Aye:4

Nay:

Absent:

Abstain: 1 **Motion Carried.**

19. Approval for Attending the VML Conference for Newly Elected Officials and the Mayor’s Conference on July 14th, 15th and 16th

Motion made to approve the travel to the VML Conference for Council Member Tyler Kilgore, Mayor Bob Richards, Vice-Mayor Robin Richards, and Council Member Wallace W. Ross, Jr.

Motion by: Allan “Cotton” Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye:5

Nay:

Absent:

Abstain: **Motion Carried.**

XIV. PUBLIC COMMENT – NEW BUSINESS

Mayor Richards stated that he and Town Manager Jones have discussed whether to continue meeting at the Scott County Board of Supervisors meeting room or to go back to Council Chambers. Town Manager Greg Jones stated that he has already discussed with some Council Members their preference for meeting and we will begin meeting back at Town Hall.

Town Manager Greg Jones stated that the agenda and supporting documents can't be easily transmitted by e-mail due to their size, so we are going to begin sending a drop-box link that can be downloaded onto the iPad which will allow Council to view current and previous agendas and minutes.

XV. CLOSED SESSION - NONE

XVI. 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 9:35 P.M., until the next scheduled Council Meeting on July 13, 2021 at 6:30 p.m.

Bob Richards – Mayor

Lydia Morales - Town Clerk