



Gate City Town Council Minutes
July 10, 2018
156 E Jackson St
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:31 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: Bob Richards, Debbie Kindle, Nathan Kilgore, Jason Snapp, Sgt. Justin Miller, Larry Lane, Debra Lane, Officer Lucas Shelley, Officer Ethan Penley, Officer Matt Stewart

III. INVOCATION – Bob Richards

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, Ron Kindle

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain

Motion carries.

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

Vice Mayor Roger Cassell expresses gratitude for work on completed Property Maintenance Report for this month.

VII. APPROVAL OF MINUTES

- **Approval of June 5, 2018 Council Meeting Minutes**
Motion made for approval of June 5, 2018 Council Meeting Minutes

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

VIII. APPROVAL OF PAYMENTS

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

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

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

- Larry and Debra Lane
 - Complaints about lot across street from resident’s house.
 - Wants to have property owner mow and weed the lot, or to have town do work and bill property owner for abatement.
 - Concerns for vermin and pests on lot.(Property currently awaiting council action for possible abatement)

Mayor Perry closed the public comment session at 6:42 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

Sanitation Authority: No update, awaiting next meeting.

DEO Sewer I&I Rehab Job: We have received VDOT and DEQ approval to advertise. All easements have been delivered to the Town for acquisition (all acquisition will have to be complete before advertisement). M&C to discuss options to obtain remaining needed easements with the Town.

Water Treatment Plant Upgrades: Bids were accepted Tuesday, October 17th at 3:00 at 1'own 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. The Notice of Award has been sent to T&B and they are in the process of getting the contract signed and returned. When the contract is fully executed we will issue the Notice to Proceed for July 16th.

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 has been revised to address ADA compliance at Gateway Apartments. Prelim. Plans, Specifications, and Cost Estimate will be turned in to VDOT for review upon discussion with the Town about changes to the initial agreed upon design.

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>
Change Order 1: Construction:	\$13,350
New Total	\$552,350
Principal Forgiveness	(\$149,135)
Net Cost	\$403,215

Bond will consist of \$403,135 at 2.65% for a term of 30 years.

VRA has approved the funding for this project with the following rate & bond covenants:

Rate Covenants

- Maintain a Debt Service Ratio of 100%.
- Fix and Collect Water Rates so that net revenues are sufficient to pay debt service.
- Last day of the fiscal year, water rates shall be reviewed to confirm debt service is adequate.
- Town agrees to adopt an annual budget before the first day of the fiscal year.
- Qualified Independent Consultant report will be required 240 days after the new fiscal year if the Town is unable to meet rate covenants (debt service ratio).

Bond Covenants

- Town shall operate the water system in a proper, sound and economical manner.
- Town shall operate the water system in a lawful manner.
- Town must insure water system.
- Town maintain proper financial records and statement.
- Town shall not sell any part of the water system without prior approval from VRA.
- Town shall make best effort to collect fees.
- Town shall not permit connections with the water system without charging.
- Town shall, consistent with applicable law, require owner, tenant or occupant of each parcel of land which is served connect to the water system (mandatory connection).
- Town shall either employ a CPA or retain the services of a CPA firm to provide monthly financial and journal entries. Upon written request of the Town and after meeting five consecutive years of bond and rate covenants, VRA will consider waiving future monthly reviews.
- Prior to closing on the Water Treatment Plant Upgrade Project, Town Council must conduct a public hearing.

Council Action: Vote to conduct a Public Hearing on August 14th, 2018.

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 Theater (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 assist 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.

Banner Placement - Kane & Jackson Street

\$25,000 has been allocated through the FY 2019 budget to place new street light banners along Kane and Jackson Street.

Council Action: Establish a committee to recommend a banner design to Town Council for review and approval.

Events

The "Return to the River" event was held on Saturday, June 16th, 2018. Gate City Frontier, Inc. held the Run the Gate 5K run/walk event at 7:00 AM, Arts, Crafts, Street Performers event was from 10:00 AM - 5:00 PM. The Gate City Theater Ribbon Cutting, Bluegrass Music, and "The River" movie showing started at 4:45 PM.

I would like to thank our sponsors and partners who have contributed to this event: First Community Bank, Scott County Board of Supervisors, Eastman Credit Union, 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.

The Events Committee met on May 14th and 29th, and on June 12th.

The event will be Tri-Cities Jazz Orchestra performance and The Great Gatsby movie showing at the Gate City Theater on Friday, July 20th. The event will be hosted by Gate City Frontier, Inc and will start at 7:30 PM.

The Gate City Rocks! Cruisin-Car show event will be held on Saturday, July 28th, 2018. The event will start at 5:00 PM. The bands lineup will be: Shake Yo Money Maker, Retroville, and Brickyard Road - Lynyrd Skynyrd tribute band.

Request for Proposals - Utility Billing & GIS Software

RFP's have been drafted for new Utility Billing & GIS Software. The RFP's will be published this week. The deadline for vendors to submit quotes will be on August 10th, 2018. Quotes will be submitted to Town Council for review and award during the August 14th, 2018 Town Council meeting.

Deputy.com - Employee Scheduling/Time Clock Software

The Employees are now using an online Employee Scheduling/Time Clock subscription based software from Deputy.com. This new protocol will help us eliminate time sheet errors and keep all the employees on a consistent time sheet and scheduling system. The online system will allow employees to view their schedules online, make time-off requests, and manage their time sheets.

Photo Contest Winner

Photo Contest Winner: Ashley Parks

People's Choice – decided upon by online votes (572 votes): Melinda Carter

Baskets were picked up by winners at Town Hall:



Overall Winner

Overall Winner
Ashley Parks

People's Choice

**Melinda
Carter**
572
Votes



People's Choice

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

Roger Cassell:

None

Robin Richards:

- Streetlight concern: Far Side of Jackson Street – lights are blinking/cut on and off at dusk.
 - Allan “Cotton” Roberts said this may be a connection issue and will be researching further to see what possible issue is.

Ron Kindle:

- Highland Street: Vehicles with no tags/expired registrations.
 - Town Manager Greg Jones says these will be researched and violated in accordance with Property Maintenance.

Wallace W. Ross, Jr.:

- Streetlights: Concerns about Manville Road/Courthouse streetlights not working.
- Grass: Concerns about mowing at courthouse parking lot.
- Chestnut Street: large dip/bump in road needs to be repaired/leveled by VDOT.
- Lights on Kane Street Bridge are dark.
 - This is due to Taco bell Construction. Lights had to be turned off due to electrical/construction work.
- Trash Cans at new Gateway Park?
 - Town Manager Greg Jones working on potential grant to address this.
- VML Conference: Hampton, VA – asked who is going and when reservations of rooms to be made.
 - Wallace W. Ross, Jr. and Ron Kindle to attend.
 - Town Manager Greg Jones will secure reservations.

Allan “Cotton” Roberts:

- Has received compliments concerning patrols and reduced speed on Park Street.
- Gate City Frontier:
 - “Return to the River” Event/Movie Showing was a success, with ribbon cutting, check presentation, and actor appearance at event.
 - 75 runners competed in 5K run.
 - Event planned for August 18th – potential back to school event with ice cream truck and movie event in planning stages.

D. Sanitation Authority

- S/A met July 9th and elected officers. Roger Cassell remains Chair, with Jo Anne Castle elected Vice-Chair.

XII. UNFINISHED BUSINESS

(None)

MOTION MADE AT THIS TIME TO AMEND AGENDA – MOVE CLOSED SESSION TO THIS POINT OF COUNCIL MEETING.

**MOTION MADE BY: COUNCIL MEMBER, ALLAN “COTTON” ROBERTS
2ND BY: VICE-MAYOR, ROGER CASSELL**

**MOTION MADE TO ENTER CLOSED SESSION TO DISCUSS: 1.) PERSONNEL
2.) LEGAL**

**MOTION MADE BY: COUNCIL MEMBER, ALLAN “COTTON” ROBERTS
2ND BY: VICE-MAYOR, ROGER CASSELL**

Mayor Perry opened the closed session at 7:26 P.M.

XIII. RETURN FROM CLOSED SESSION

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:

CERTIFICATION OF CLOSED MEETING – Read by: Michelle Brooks, Town Attorney

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.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

XVII. MOTIONS FROM CLOSED SESSION:

(None)

Council returned from closed session at 8:07 P.M.

XIII. NEW BUSINESS

- **Appointment of Town Officials**
 - **Town Manager**

Motion made to appoint Greg Jones as Town Manager.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

VOTE: Aye: 4

Nay: 1 – Wallace W. Ross, Jr.

Absent:

Abstain: **Motion carries.**

- **Town Attorney**

Motion made to appoint Michelle Brooks as Town Attorney.

Motion by: Council Member, Ron Kindle

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

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion carries.**

- **Town Treasurer**

Motion made to appoint Cheri Carr as Town Treasurer.

Motion by: Vice Mayor, Roger Cassell

2nd by: Council Member, Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion carries.**

- **Town Clerk**

Motion made to appoint Wayne Bledsoe as Town Clerk.

Motion by: Vice Mayor, Roger Cassell

2nd by: Council Member, Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion carries.**

- **Police Chief**

Motion made to appoint Terry Sivert as Police Chief.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Wallace W. Ross, Jr.

VOTE: Aye: 3

Nay: 2 – Ron Kindle, Roger Cassell

Absent:

Abstain: **Motion carries.**

- **Nominations and Election of Vice Mayor**

Nominations: Roger Cassell, Robin Richards

Votes taken by Secret Ballot.

Robin Richards elected Vice Mayor by secret ballot vote 4-1.

- **Appointment of Council Committees**

- **Codification Committee**

- Allan “Cotton” Roberts asked to be removed from this committee.
- Wallace W. Ross, Jr. and Ron Kindle remain on committee.

- **Economic Development and Revitalization Committee**

- Allan “Cotton” Roberts and Roger Cassell remain on committee.

- **Events Committee**

- Allan “Cotton” Roberts and Roger Cassell remain on committee.

- **Finance Committee**

- Allan “Cotton” Roberts and Roger Cassell remain on committee.

- **Historical Committee**

- Robin Richards and Wallace W. Ross, Jr. remain on committee.

- **Park Committee**

- Ron Kindle and Allan “Cotton” Roberts asked to be removed from committee.
- Robin Richards remains on committee.

- **Personnel Committee**

- Allan “Cotton” Roberts and Robin Richards remain on committee.

- **Street Committee**

- Roger Cassell asked to be removed from committee.
- Ron Kindle and Wallace W. Ross, Jr. remains on committee.

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- Discussion concerning Safety Committee:
 - Wallace W. Ross, Jr. discussed possible charter and bylaws concerning previous removal and dissolving of Street Committee, and suggested Council was not authorized to have previously removed him from this committee. Town Attorney Michele Brooks said the copy of the charter presented had now been superseded by subsequent additions, as well as code and ordinance revisions. Mayor Frances Perry added that each Department Head should be responsible for the safety of each department, and that a Safety Committee was not needed for this reason. Councilman Ross continued to discuss the matter, but no further action for formation of a Safety Committee was taken.

MOTION TO AMEND AGENDA TO ADD COMMITTEES INADVERTENTLY OMITTED FROM AGENDA.

**MOTION MADE BY: ALLAN “COTTON” ROBERTS
SECOND: ROBIN RICHARDS**

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Courthouse Committee**

- Ron Kindle remains on committee.

- **Sanitation Authority**

- Roger Cassell nominated as Chair by Allan “Cotton” Roberts.
Approved by unanimous vote of Council.
- Jo Anne Castle was nominated and voted Vice-Chair by previous Sanitation Authority meeting.

- **Planning Commission**

- Committee remains with no additions or removals.

Motion made to approve all committee and employee appointments.

Motion by: Vice Mayor, Roger Cassell

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

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Increase rent for downstairs Fitness Facility tenant**

Discussion: Town Manager Greg Jones explained the current rate to Council and had requested an agenda item for discussion.

NO MOTION MADE – TAKE NO ACTION

- **Resolution: VDOT Repair and Maintenance in Right-Of-Way**

Discussion: Town Manager Greg Jones explained current policy requires any repairs to be done to a VDOT Right of Way currently require separate notices to VDOT before the repairs can be done and is often a timely process. This resolution abolishes that process, and allows repairs to be done to the right of way after a leak or water repair is resolved.

Motion to adopt resolution as presented.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Weapons Discharge Permit: Scott County Recreation Department**

Discussion: Town Manager Greg Jones explained the Scott County Parks and Recreation Department has submitted a request to discharge firearms at the Golf Course to assist with a bird nuisance. SCRD has obtained and submitted appropriate permission and documentation for the Department of Game and Inland fisheries for this. Questions were asked concerning who would be discharging the weapon, and the appropriate documentation and permitting of responsible parties. Town Attorney Michele Brooks suggested a form be prepared indicating the permit holder and authorized individuals responsible for discharge. Question was also raised concerning if a pellet gun were permitted. Town attorney Michele Brooks said a pellet gun – and even a bow – are considered firearms and would need to be appropriately permitted.

Motion to permit Scott County Recreation Department to discharge firearm for elimination of bird nuisance at Scott County Park (Golf Course).

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Advertise Public Hearing: WSL-021-17E/Water Treatment Plant Upgrade Project – Tuesday, August 14, 2018**

Motion to advertise Public Hearing: WSL-021-17E/Water Treatment Plant Upgrade Project – Tuesday, August 14, 2018

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Property Maintenance: Property Violations/Town Crew Abatements**

Discussion: Three properties within the Town Limits have been served appropriate Notice of Violation, with no response from the property owners for correction. Town Attorney Michele

Brooks advised Council that proposed abatement and billing procedures fall within the legal scope of Town Ordinance. Properties are only identified by Tax Map Number to protect owner identity.

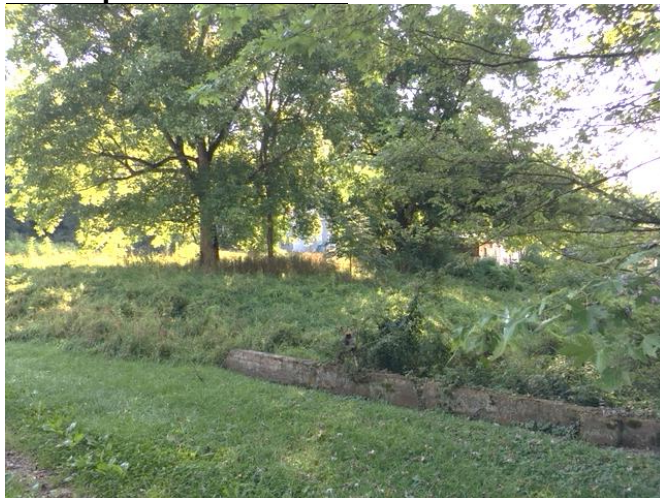
- **Town Ordinance Sec. 18-13. - Removal of weeds, grass, and other foreign growth on vacant property.**

(a) The owners of vacant property in the town shall cut the grass, weeds, and other foreign growth on such property or any part thereof **at such time as the town council shall prescribe; or whenever the town council deems it necessary, after reasonable notice, the town may have such grass, weeds or other foreign growth on such vacant property cut by its agents or employees, in which event, the cost and expenses thereof shall be chargeable to and paid by the owner of such property and may be collected by the town as taxes and levies are collected.**

- (b) Every charge authorized by this chapter with which the owner of any such property shall have been assessed and which remains unpaid, shall constitute a lien against such property.

(Comp. Ords., § 9.13; Ord. of 8-5-1980)

- **Tax Map ID: 146A218 2**



Motion to abate property and invoice property owner as allowed by Town Ordinance.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Roger Cassell

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

- **Tax Map ID: 146A6 6 18-20**



Motion to abate property and invoice property owner as allowed by Town Ordinance.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Ron Kindle

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

- **Tax Map ID: 146A6 9D 14-17**



Motion to abate property and invoice property owner as allowed by Town Ordinance.

Motion by: Council Member, Allan "Cotton" Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

XIV. PUBLIC COMMENT – NEW BUSINESS

(none)

XVIII. ADJOURN

Motion made to adjourn.

Motion to abate property and invoice property owner as allowed by Town Ordinance.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

*Mayor Perry adjourned the meeting at 9:07 P.M., until the next regularly scheduled Council Meeting on August 14, 2018.

Frances Perry – Mayor

Wayne Bledsoe – Town Clerk