



GATE CITY TOWN COUNCIL MEETING MINUTES
July 11, 2017
156 E. JACKSON ST.

I. COUNCIL MEETING CALLED TO ORDER AT 6:45 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: Nick Shepherd, Debbie Kindle, Jason Snapp, Chief Scott Fink, Harley Lyons

III. INVOCATION – Allan “Cotton” Roberts

IV. PLEDGE OF ALLEGIANCE – Chief Scott Fink

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

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

VOTE: Aye, 5
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 June 13, 2017, as presented
 - Council Member Wallace W. Ross, Jr. asked if there were different criteria for Council members and Town Employees. Was explained that this was not the case.
 - Mayor Frances Perry asked about the vote tally of 5. Vice-Mayor Roger Cassell presided over the last council meeting, but this did not cause him to give up his vote as a Council Member, resulting in the tally of 5.

June 13, 2017 Council Meeting Minutes approved.

- Special Called Meeting June 26, 2017 as presented
 - Council Member Ron Kindle asked that wording in the previous minutes be revised and omitted from the minutes with approval.
 - Council Member Wallace W. Ross, Jr. issued a public apology to Council Member Robin Richards concerning comments made at the last Council Meeting.

Special Called Meeting June 26, 2017 approved with redactions/revisions.

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for June 2017.

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

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain,

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

No Public Comment

X. COMMUNICATIONS

No Communications

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

Jason Snapp from Mattern and Craig delivered the following report:

Jackson Street Sidewalk: Project advertised on Sunday June 25th, pre-bid meeting scheduled for Tuesday, July 1st at 10:00 AM, bid opening scheduled for Tuesday, July 25th at 10:00 AM at Town Hall. In addition, the advertisement has been done for this. The advertisement will be given to several other contractors, and bids are to be opened July 25, 10:00 AM at Town Hall.

Sanitation Authority: Town to address wastewater treatment charges pending discussions with Scott County PSA. The town has been notified they are receiving \$700,000 in principle forgiveness from the VCWRLF loan for the Sewer I&l Project.

DEQ Sewer I&l Rehab Job: M&C still performing survey work along the Little Moccasin and Vocational School trunk lines. The next step will be completing the environmental clearance and documentation studies.

Water Treatment Plant Upgrades: M&C has submitted final design plans, specifications, and contract documents for the proposed commercial water meter replacements, new doors and roofs at the WTP, and various upgrades to the treatment operations. The request to add a GTS component to the project to equip the town's computers with GIS software has been declined by VDH. M&C will be on the lookout for other funding sources in the future to address GTS needs. M&C has received and addressed VDH comments. Awaiting approval to bid from VDH.

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.

Sewer GIS Ph. II - GIS Model: M&C has surveyed, mapped, and inspected all of the Town's manholes that are accessible. Awaiting the Town to install GIS software.

VDOT HSIP Funding: VDOT has awarded the Town funding from the HSTP program to construct handicap ramps and access improvements at several locations along Jackson St. M&C and the Town to meet with VDOT to kick-off the project soon.

VDOT Transportation Alternatives (TA) Funding: VDOT has funding available to construct trails throughout Towns. Multiple adjacent localities have used this funding to build green-belts, rails-to-trails, etc. Does the Town have any ideas of trail locations?

B. Manager's Report

Capital Projects

Water Treatment Plant

Water Treatment Plant Upgrade Project

Roof Replacement project, steel doors replacement, backwash control system, chlorine room scales, generator, telemetry system and Clearwell baffling system will be developed into one project. The Town has received a funding offer from the Virginia Department (VDH) of Health. The project cost is anticipated to be \$498,000. VDH will provide \$137,000 in principal forgiveness. Virginia Resource Authority will complete the funding/bond within the next six months. Sole source procurement request for the commercial water meters has been approved. Mattern & Craig, Inc. has submitted final designs to the Virginia Department of Health for approval.

East Jackson Street Sidewalk Project

VDOT has approved to start the sidewalk replacement project with the leftover funding from last year's sidewalk replacement project. One hundred percent engineering plans along with the street lights electrical plans have been submitted. VDOT has approved our request to bid. Pre-Bid Conference will be held on July 11th and the Bid Opening will be on July 25th, 2017.

Highway Safety Improvement Project (HSIP)

The Town has been awarded a HSIP grant from the Virginia Department of Health. This project will provide for handrails, handicap ramps, and safety improvements along Jackson Street. A kickoff meeting for this project will be scheduled soon.

Dog Park

Several members of the Planning Commission met on May 30th, 2017 and determined ten (10) trees need to be removed. I am currently looking for additional bids.

Events

The Events Committee met on June 15th, 2017 to make the final preparations for the Clinch Mountain Music Fest.

- Pickin at the Park was held at Grogan Park on June 5th, 2017. The second Pickin at the Park event will be held on July 17th, 2017.
- Clinch Mountain Music Fest was held on June 17th, 2017. This event featured local Bluegrass Bands, Honey Hole, Arts & Crafts, and Food Vendors. Many of the local businesses and restaurants reported increased sales. Special Thanks to the Carter Family Fold, Scott County Tourism Committee, Gate City Frontier, Inc, and the volunteers who helped make this event a success.
- Rumble at the Gate: Bikes & Blues Fest: Saturday, July 29th, 2017
 - 6:00 PM: Bluesman and The Blues Essentials
 - 7:30 PM: Samantha Gray
 - 9:00 PM: Billy Crawford Band

There will be a motorcycle show during this event.

- Kickin Back @ King Alley: Concert: Saturday, August 12th, 2017
 - 6:00 PM: Retroville
 - 7:30 PM: JB& The Wild Honey Band
 - 9:00 PM: Alliez

There will be a car show during this event

The Saturday music events will start at 6:00 PM with two opening bands and the headlining band performing at 9:00 PM. Event listings can be found at: KingAlley.com.

- Other events being planned:
 - Free Concert Saturday, August 12th, and Saturday, September 9th (Tail-Gate City).
 - King Alleyween (Halloween Event) is scheduled for Saturday, October 28th, 2017.

Other Items

Town Audit Fiscal Year 2016

Is near completion. The Audit draft is currently under review, The Management Discussion and Analysis and Management Letter responses have been completed. The Finance Report for June 2017 will be delivered to Council once the end of year audit has been completed.

Community Facilities Technical Assistance and Training (TAT) Grant

LENOWISCO Planning Authority will be providing assistance in developing the TAT planning grant for the old Theatre on Jackson Street. The purpose of the TAT grant is to identify and plan for community facility needs. Under this grant we are proposing engineering and architectural design to address community needs with the Town Hall, Police Department, Community Center and Gate City Theater.

Council Action Needed: Discussion and Approval of the TAT grant resolution.

Tobacco Commission - Marketing Planning Grant

Tobacco Commission has funding available to help develop a Marketing Plan for the old Theatre on Jackson Street. The Marketing Plan will help identify our target demographics/geographics, demand, marketing, positioning, and SWOT analysis. Council Action Needed: Discussion and Approval of the Marketing Planning Grant

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

Council Member Robin Richards:

- o Received questions/comments as to why Gate City did not have fireworks for Independence Day.
 - Explained to residents the expense associated with a fireworks display.
 - Mayor Frances Perry also mentioned the expense and budgetary considerations with this type of display.

Council Member Ron Kindle:

- o Nothing to report.

Mayor Frances Perry:

- o Mentioned resident complaint about Campbell Street overgrowth/trees.
- o Mentioned resident complaints about comments made over PA system at Clinch Mountain Music Fest (drinking/Beer Garden/family venue, etc.)

D. Sanitation Authority

- Unable to meet on 7-10-17 due to scheduling conflicts. Meeting rescheduled to Monday, July 17 (Special Called).

XII. UNFINISHED BUSINESS - None

XIII. NEW BUSINESS

- **Special Exception: 723 West Jackson Street**

All adjoining residents have yet to return all Certified Mail notifications. Due to this, Council TAKES NO ACTION.

- **Section 6-6 Building Ordinance**

Motion made to pass ordinance.

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

VOTE: Aye, 5
Nay,
Absent,
Abstain

Motion carries.

- **Town Code Amendment: Section 14-1**

Motion made to pass amendment to ordinance: \$100 First Offense; \$200 Second Offense.

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

Discussion:

- Council Member Wallace W. Ross, Jr. asked if this pertained to the Police Department and Administrative Reporting.
 - Town Manager Greg Jones said that this was to make language consistent throughout all policies.

VOTE: Aye, 4
Nay, 1 – Wallace W. Ross, Jr.
Absent,
Abstain

Motion carries.

- **Personnel Manual Updates**

- Town Manager Greg Jones mentioned changes and revisions that had been made to the Personnel Manual following discussion at the previous Council Meeting:
 - “Bonuses” – Per discussion at last Council Meeting, Bonuses may not be included in the measures taken regarding disciplinary actions/written warnings.
 - “With correction plan” added to “Disciplinary Actions”.
 - Users shall not download unnecessary software.
 - Playing computer games, accessing inappropriate websites, and/or watching videos that are not work-related will fall under disciplinary action.

Motion made to approve or adopt employee manual with stated revisions.

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

Discussion:

- Council Member Allan “Cotton” Roberts mentioned the addition of thumb drives and USB drives may need to be added to the Personnel Manual.

- Town Manager Greg Jones added that an exception may need to be made for the Police Department, as pictures/evidence sometimes need to be transported/accessed via thumb drive.
 - Software protection also exists for these devices.
 - Town Manager Greg Jones said that he will research and look into what language or provisions can be added.
- Council Member Robin Richards also mentioned to add wording regarding information burned to CD/DVD.
- Council Member Wallace W. Ross, Jr. asked about the 4-digit requirement of SSN (page 30).
 - Town Attorney Michele Brooks said full SSN must be taken from employees for tax purposes, but may not be given to identify employees.

Council TABLES MOTION pending revision of policy.

- **Virginia Tobacco Region Revitalization – Grant Funding Application Resolution**

Motion made to approve grant application.

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

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain

Motion carries.

- **Purchase Two Police Vehicles**

- Chief Scott Fink recommended to accept bid from Freedom Ford in Wise, Virginia.
- Hailey Ford Dealership in Richmond, VA is the actual low bid, however, Chief Fink explained that this bid was for a base model without equipment for Police Vehicles. When compared, Freedom Ford’s bid for an equipped vehicle will be lower, once additions are made to the base vehicle bid from Hailey Ford.
- Council Member Wallace W. Ross, Jr. asked about warranties with mileage, etc.

Motion made to purchase 2 new police vehicles from Freedom Ford – Wise, VA @ \$27,918 (Total: \$55,836).

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

VOTE: Aye, 5
 Nay,
 Absent,
 Abstain

Motion carries.

- **Transfer Funds Capital Savings to General Fund to pay for Police Vehicles**

**Motion made to transfer funds: Capital Savings to General Fund to pay for Police Vehicles
(Total: \$55,836).**

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

VOTE: Aye, 5

Nay,

Absent,

Abstain

Motion carries.

- **VML Conference: October 1-3 – Who will be attending (2 members)?**

- Town Manager Greg Jones said Vice-Mayor Roger Cassell has expressed interest in attending.
- Council Member Wallace W. Ross, Jr. asked where the 2 members came from and why this was limited to 2.
 - Town Manager Greg Jones said 2 was proposed due to budget restrictions.
 - Council Member Wallace W. Ross, Jr. felt the VML Conference was an important component of Council Member training, and more monies should be allocated for more members to attend.
 - Council Members Roger Cassell, Wallace W. Ross, Jr., Ron Kindle, and Robin Richards all will be attending.

XIV. PUBLIC COMMENT – NEW BUSINESS

NONE

XV. CLOSED SESSION

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

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

VOTE: Aye, 5

Nay,

Absent,

Abstain,

Mayor Perry opened the closed session at 8:26 P.M.

XVI. RETURN FROM CLOSED SESSION

Council returned from closed session at 8:42 P.M.

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,

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.

VOTE: Aye, 5
Nay,
Absent,
Abstain,

XVII. MOTIONS FROM CLOSED SESSION:

Council returned from closed session at 8:42 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,

*Mayor Perry adjourned the meeting at 8:44 P.M., until the next regularly scheduled Council Meeting on August 8, 2017, at 6:30 p.m.

Frances Perry – Mayor

Wayne Bledsoe – Town Clerk