



## Town Council Member Meeting Minutes

14-Jul-09

156 E. Jackson Street

### I. CALL TO ORDER

Mayor Mark Jenkins called the meeting to order at 6:03 P.M.

### II. Roll Call

The following Council Member Members were present:

Deputy Town Clerk, Rhonda Stacey conducted roll call

Council: Cindy Coates

Council: Tommy Herron

Council: Ashley Jenkins

Council: Frances Perry arrived shortly after roll call.

Vice Mayor: Rita Tipton

Absent: None

### III. Invocation

Pastor Don Muncie

### IV. Pledge of Allegiance

Chuck Newton

### V. Proclamations, Congratulatory Resolutions, Awards, Appointments, Resignations, and Confirmations, Administration of Oaths and Introduction of Guest

None

### VI. Communications

None

### VII. Reports

Codification Committee: No Report

Council Member Reports: No Report

Economic Development Committee:

Council Member, Cindy Coates reported the committee met July 6, 2009. Solar lighting for signs at East and West entrances of the town was discussed. Possible placement of signs at E. Jackson Street and Manville Road town limits. Constructing an outdoor music stage at Grogan Park. Historical Designation and possible incentive plans for new business developers in town were other topics of discussion.

Engineer's Status Report:

Andy Miles reported that he and a few staff/council members met with VDH, on July 9, 2009 to review the Water System Improvements Master Plan - Phase 1 and discuss the process for conducting the hydraulic modeling/analysis of the town's water system and generate a list of

specific locations to be evaluated with the town's water distribution network. Mr. Miles is currently constructing the town's hydraulic model and will be calibrating/testing the model using the water plant and system operation records provided by Mrs. Cruby. The engineer may require additional field information to complete this phase of work. Within the next week, Mr. Miles should have a set of construction drawings ready. There should be at least one or two properties that the town will need to get drain easements for.

Façade Committee:

Council Member, Cindy Coates reported the Committee met July 13, 2009. Rob Jones provided four cost estimates to be provided to the business owners. Once approved by the property owner and they agree the designs will be sent to DHR for approval. After approval, the project will be put out for bids. We could possibly see some construction as early as September or October 2009.

Historical Committee:

No Report

Manager:

Town Manager, Steve Templeton reported the business licenses are coming in as expected. We have sixty seven businesses which have been billed, but not yet responded as of July 8, 2009. Mr. Templeton stated that theft occurred down at the water plant, and we had weed eaters and a leaf blower stolen.

Park Committee:

Town Manager, Steve Templeton reported on the Grogan Park expansion grant. As of July 14, 2009, the contractor had the block delivered at the new comfort station area and we are ready to place gravel where needed. The contractor stated they would have this project finished on time.

Planning:

Vice Mayor, Rita Tipton said that in the packet they have a few ordinances which include: Regulation of Public Sidewalks; Noise and Transient Lodging ordinances that the planning commission would like to present to Council Members and recommend that they pass if no changes are needed.

Police Department:

Acting Police Chief, Michael Delano reported that the number of calls are still increasing. The case regarding the theft of the weed eaters has been turned over to other officers and they do have a couple of other leads.

	<b>Summons</b>	<b>Arrests</b>	<b>Reports</b>
<b>Janeway</b>	14	1	3
<b>Templeton</b>	14	1	1
<b>Taylor</b>	15	3	3
<b>Kilgore</b>	16	0	0
<b>Delano</b>	23	8	7

Property Maintenance:

Council Member, Tommy Herron said the Property Maintenance progress has had a set back since the previous town clerk, Mrs. Cambell had resigned. Vice Mayor, Rita Tipton stated that Robert Mullins sent a note to have the Starnes building placed on the court docket if Mr. Quillen had not made arrangements to comply at this time. Rita asked the Town Attorney, Mike Carrico to give an update. Mr. Carrico said that he had talked with Charles Quillen and Steve Templeton. Mr. Quillen said they are in the process of finding someone to take the building down. Mr. Quillen asked him about the tipping fees at the land fill and if the agreement was still in place to waive the fees. Mr. Carrico asked Steve Templeton if he had contacted the county regarding this question. Town Manager, Steve Templeton said he had talked to Rufus Hood about waiving tipping fees is no longer a possibility. Mr. Carrico asked Mr. Templeton if he had spoken to either Tommy or Charles Quillen. Mr. Templeton stated that he had not. Mr. Carrico said before anything can be put on a court docket a warrant must be taken out and that Steve Templeton would have to take out the warrant on behalf of the Town. Once that has been done we can put it on the docket. We just need to handle it the same as we did for Rex McCarty's theater building. The Town obtained the warrant for that and it was then placed on the docket and went through the court system. Mr. Carrico stated as Town Attorney he can not take out the warrant. The Town Manager needs to do that, the warrant has to be placed first then suit will be filed. Council Member, Cindy Coates asked the Town Attorney, Mike Carrico if he was getting copied on the correspondence from Robert Mullins regarding the Property Maintenance issues. He stated that he was not. Council Member, Tommy Herron said that Robert Mullins was to get the Town Clerk copies of all letters written. Council Member, Frances Perry said she thinks all correspondence needs to be documented in writing and that we do not need to pick and choose who is to pursue on Property Maintenance issues and that we need to go after all of them, not just one.

Public Works:

80 gallons of paint was used on the shop and pump houses. We had a theft at the shop where weed eaters and leaf blower were stolen. Our town crew poured concrete abutments for the new bridge at Grogan Park.

Card Board Pick UP	12180
Brush Pick up	59560
Trash Pick Up	201900

Sanitation Authority:

Council Member, Cindy Coates said that the board met July 8, 2009. The board reappointed Mike Carrico as Sanitation Authority Attorney and had two sewer adjustment requests.

Street Committee:

Council Member, Frances Perry questioned if we had gotten the bids on the street paving. Town Manager, Steve Templeton stated he did have bids for Water Street.

Treasurer:

Town Manager, Steve Templeton stated the Treasurer has done a soft close for May and June 2009. The Treasurer plans to supply a detailed report to the Council Member in the next few meetings as he is catching up and learning the new system.

Water Committee:

No Report

Water Plant:

Loretta Cruby stated that the water accountability looked better this month at 31.43 %. The Town Manager reported that the motor to one of the two main pumps had been sent for re-building and as of the date of this meeting the tank was back up and running.

Mayor, Mark Jenkins added an item to agenda to discuss application of Burnt Cabin Branch Recreational Trail.

**VIII. Public Comment**

Mayor, Mark Jenkins opened the floor for public comment at 6:40 PM

With no public comment Mayor, Mark Jenkins closed the floor at 6:41 PM

**IX. Closed Session**

Motion made to enter into closed session

**Motion by:** Council Member, Frances Perry

**Seconded by:** Council Member, Tommy Herron

**Vote: Yeas** 5  
**Nays** 0  
**Absent** 0

**X. Entered Closed Session at 6:43 PM**

**XI. Return From Closed Session at 9:13 PM**

Motion made to enter back into regular session

**Motion by:** Council Member, Cindy Coates

**Seconded by:** Council Member, Rita Tipton

**Vote: Yeas** 5

Nays 0

Absent 0

### Certification of Closed Meeting read by Attorney Mike Carrico

Whereas, the Gate City Town Council Member has convened a Closed Meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision 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 Member that such closed meeting was conducted conformity with Virginia law;

Now, Therefore, Be it Resolved, that the Gate City Town Council Member Herby 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 the certification applies and (2) only such business matters as were identified in the motion conveying the closed meeting were heard, discussed or considered by the Gate City Town Council Member.

Yeas:

Council Member: Cindy Coates

Council Member: Tommy Herron

Council Member: Ashley Jenkins

Council Member: Frances Perry

Vice Mayor: Rita Tipton

Neas:

Motion to confirm termination of employee number 64 as of July 10, 2009.

**Motion by:** Vice Mayor, Rita Tipton

**Seconded by:** Council Member, Cindy Coates

**Vote: Yeas** 5

**Nays** 0

**Absent** 0

Motion to hire Angel Parker as permanent part time office clerk and as town clerk.

**Motion by:** Vice Mayor, Rita Tipton

**Seconded by:** Council Member, Tommy Herron

**Vote: Yeas** 5

**Nays** 0

**Absent** 0

Motion to re-appoint Mike Carrico as Town Attorney

**Motion by:** Council Member, Cindy Coates

**Seconded by:** Council Member, Frances Perry

**Vote: Yeas** 5

**Nays** 0

**Absent** 0

Motion to re-appoint Steve Templeton as Town Manager

**Motion by:** Council Member, Francs Perry

**Seconded by:** Council Member, Rita Tipton

**Vote: Yeas** 5

**Nays** 0

**Absent** 0

Motion to re-appoint Chris Edwards as Town Treasurer

**Motion by:** Council Member, Cindy Coates

**Seconded by:** Council Member, Rita Tipton

**Vote: Yeas** 5  
**Nays** 0  
**Absent** 0

Motion to re-appoint Chuck Newton as Sergeant of arms

**Motion by:** Council Member, Frances Perry

**Seconded by:** Council Member, Tommy Herron

**Vote: Yeas** 5  
**Nays** 0  
**Absent** 0

## XII. Consent Agenda

Motion to approve the consent agenda

Approval of payment of bills May 2009

Approval of payment of bills June 2009

Approval of Minutes June 9, 2009

Approval of Minutes June 23, 2009

Approval of Minutes June 30, 2009

**Motion by:** Council Member, Frances Perry

**Seconded by:** Council Member, Tommy Herron

**Vote: Yeas** 5  
**Nays** 0  
**Absent** 0

## XIII. New Business

Town Manager, Steve Templeton discussed the benefits of a new sound system and a projector. The Council Member advised him to get estimates so that the purchase may be considered at next meeting.

Town Manager, Steve Templeton discussed the payment processing for reimbursement accounts he stated that the auditors had raised questions as to why we are writing checks to the banks and not individuals. The auditors said we should write checks to the people we owe money to not to the banks of those people. Mike Carrico said that this could be taken care of by the Town Manager not the Council Member.

Rena Carter, Executive director of Hope House of Scott County, made a request of Council to continue to provide free water, sewer, and trash pickup services. She cited a resolution of exemption granted by the Town at the time the Shelter came into existence in 1996, but provided no paper support of the agreement. The Town Manager advised that our staff had not been able to locate such an agreement as of this time either. The Town attorney advised that we cannot provide free services since we used grant funds for the water project. Council agreed and stated that Hope House will have to pay for those services.

Motion to have a public hearing on the four proposed ordinances' submitted by the planning commission.

Meeting date will be August 6, 2009 at 6:00 PM

**Motion by:** Council Member, Frances Perry

**Seconded by:** Council Member, Tommy Herron

<b>Vote: Yeas</b>	5
<b>Nays</b>	0
<b>Absent</b>	0

Motion to Apply for Burnt Cabin Branch Recreational Trail Grant

**Motion by:** Vice Mayor, Rita Tipton

**Seconded by:** Council Member, Cindy Coates

<b>Vote: Yeas</b>	5
<b>Nays</b>	0
<b>Absent</b>	0

Motion to adjourn

**Motion by:** Council Member, Cindy Coates

**Seconded by:** Council Member, Tommy Herron

<b>Vote: Yeas</b>	5
<b>Nays</b>	0
<b>Absent</b>	0

**Adjourned meeting until August 6, 2009at 6:00 PM.**

\_\_\_\_\_  
**Mayor Mark Jenkins**

\_\_\_\_\_

\_\_\_\_\_  
**Deputy Town Clerk Rhonda Stacey**

\_\_\_\_\_