

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
August 14, 2018
156 E Jackson St
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT P.M. BY: Mayor - Frances Perry

II. ROLL CALL – Town Clerk – Wayne Bledsoe

	PRESENT:	ABSENT:
Mayor, Frances Perry	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, Ron Kindle	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Jason Snapp, Chief Terry Sivert, Father Tim Drake, Officer Matt Stewart, Bob Richards, Andrew Barnes, Rebecca Barnes, Tyler Kilgore

III. INVOCATION – Father Tim Drake

IV. PLEDGE OF ALLEGIANCE - Police Chief Terry Sivert

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.

• **Award of Recognition – Sgt. Justin Miller**

- A plaque of recognition was presented by Mayor Frances Perry, and Town Manager Greg Jones recognizing Sgt. Justin Miller for his work during the transition between Police Chiefs for the Town of Gate City. Sgt. Miller was commended for his outstanding work in keeping the department operational during this time.



- Council Member Allan “Cotton” Roberts introduced three new town residents in attendance at the Council Meeting. These individuals have expressed interest in being involved in volunteering with committees and events in town.

VII. APPROVAL OF MINUTES

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

Motion by: Council Member, Allan “Cotton” Roberts
 2nd by: Vice Mayor, Robin Richards
 VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: **Motion carries.**

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for July 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.)

NONE

Mayor Perry closed the public comment session at 6:37 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

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.

USACE has requested a Mussel Habitat Assessment be conducted on the upper section of the Little Moccasin Creek Line. M&C is in the process of getting quote to TV inspect this section of line as well as pricing to complete a habitat assessment. Town will make decision to continue with replacement or remove this section of line from the project.

Water Treatment Plant Upgrades: Notice to Proceed was issued for July 16th. Additional funding has been granted for grounding equipment as well as compound meter upgrades. Contractor has said construction will begin on the roof August 13th.

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 plans have been submitted and discussed with VDOT. It appears an environmental assessment will be required by VDOT. M&C will submit the basic document a Categorical Exclusion to satisfy federal environmental requirements. This process will notify

VDOT HSIP Funding: The HSIP Grant for Manville Road has been awarded. It appears design funding will not be available till 2022 and construction funding will be available in 2023. The total award amount is \$402,000 with \$351,000 being construction funds. M&C will confirm tentative start dates with VDOT.

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:

Cost Category	Budget
Construction	\$433,330
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	\$570,330
Principal Forgiveness	(\$153,990)
Net Cost	\$416,340

Our bond will consist of \$416,340 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: Conduct a Public Hearing on August 14th, 2018.

Town Council must approve the authorizing issuance of bonds to fund the Water Upgrade Project WSL 21-17.

Council Action:

Motion to approve adoption of the authorizing resolution - GO/Revenue bond not to exceed \$416,340 for the Water Upgrade Project WSL 21-17

The Debt Reserve for this project has been set at \$20,429.98. Town Council has approved the water fund transfer up to \$20,000.00 on April 10th, 2018. This amount will need to be amended.

Council Action:

***Rescind (April 10, 2018 motion): Open and Transfer \$20,000.00 from Water Fund to Saving Account WSL 17-12 (wrong account number in the minutes)**

***Motion to approve: Open and Transfer \$20,429.98 from Water Fund to TOGC Water Reserve WSL 21-17 Closing for the Water Upgrade Project will be held on August 28th, 2018. Our first pay request will be processed on closing day.**

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.

VDOT has awarded \$402,000.00 for this project. This project will begin July 2021.

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 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): Construction Grant - Park Street

A construction 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 enable homeowners to reach DHCD Housing Quality Standards.

Department of Housing and Community Development (DHCD): Town Wide Planning Grant

A Planning Grant has been awarded to the Town from DHCD. The planning grant will identify housing needs in Gate City. The successful completion of the Planning Grant will allow the Town to submit Construction Grant Application for the target area(s) of need identified from the Planning Grant process. The following is our task list for the Planning Grant:

1. Submit most recent audit in CAMS system - completed
2. Completion of initial public meeting - completed on August 7th, 2018
3. Determine Management Team: Frank Kibler & Anna Meade - LENOWISCO Planning District, Wayne Bledsoe & Greg Jones - Town of Gate City, Debra Williams & Debbie Kindle - Community Sparkplugs.
4. Completion of initial Management Team meeting - Scheduled for August 15th, 2018.
5. Completion of assessment of Town-wide housing conditions - In Process
6. Completion of infrastructure assessment - Completed
7. Completion of second Management Team Meeting - TBA

Deadline to complete Planning Grant: September 10th, 2018.

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.
- 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.

- **Council Action: Approve solicitation of quotes to construct stackable fence around Gateway Park**

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

Both the Gate City Rocks! (July 28th) and Country Cruisin (August 11th) were held. Both events were well attended and many positive comments were received.

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 next event will be the Cruiser Palooza event on September 8th, 2018. Asylum Suite, The Benny Wilson Band, and Southern Accents - Tom Petty Tribute Band will be in attendance. Jenkins School of Dance will have a special performance.

The Gate City Frontier, Inc will host a Leadership & Retail Revival Workshop on Wednesday, August 29th, 2018 at the First Baptist Church - The Bridge Meeting Room. Pastor Andy Barnes, Certified Maxwell Leadership Coach, will discuss "The Law of the Rubber Band" and Mr. Marc Willson, The Willson Company, will speak on the topic of "Competing with Big Boxes" This event is made possible by funding provided by the Small Business Association. This is a free event and everyone is invited to attend.

The Events Committee will meet with Gate City Frontier, Inc. Board of Directors on Saturday, August 25th, 2018 to plan for the 2019 events.

Other Items

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.

Council Action: Approve to purchase CUSI - Continental Utility Solutions, Inc, utility billing: \$26,283.00
Council Action: Approve to purchase I am GIS software: \$4,500.00

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

Allan "Cotton" Roberts:

- Gate City Frontier to hold Back to School Event at Gate City Theatre site: Saturday, August 18, 2018
 - Movie: "The Incredibles" + Looney Tunes ® cartoons
 - Ice Cream and Popcorn available.
 - Taco Bell is sponsoring the movie showing, with available applications and hiring event.
- Gate City Frontier will also host a Leadership & Retail Revival Workshop on Wednesday, August 29th, 2018 at the First Baptist Church - The Bridge Meeting Room.
 - Fliers distributed to businesses earlier today (8/14/18)

Wallace W. Ross, Jr.

- Concerns about street lights on Jackson Street – some brighter than others.
 - Council Member Allan "Cotton" Roberts mentioned that there had been some previous problems with breakers at prior events, and that a breaker check may need to be done.
- Mentioned inclusion of merchants in Gateway Plaza with possible events/recognition.
 - Town Manager Greg Jones said this was private property, and it was difficult to plan events for entities on private property.

Robin Richards

- Concerns about Park Street speeding – asked about speed limit signs on Park Street.

- Town Manager Greg Jones has repeatedly reached out to VDOT – VDOT currently attempting a study for feasibility of placing a town-wide limit of 25 MPH unless otherwise posted.

Roger Cassell

- Nothing to report.

D. Sanitation Authority

- Has not met since last Council meeting; Town Manager Greg Jones has attended a meeting with Mr. Dishman and the Scott County Public Service Authority.

XII. UNFINISHED BUSINESS

(none)

XIII. NEW BUSINESS

~~● Request for Proposal: Water Utility Billing Software~~

The RFP has already been approved by Council. 2 requests have been submitted. A motion to amend the agenda was needed at this time.

MOTION TO AMEND AGENDA FROM NEW BUSINESS ITEM “Request for Proposal: Water Billing Software” to “Purchase Water Billing Software”.

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

VOTE: Aye: 5

Nay:

Absent:

Abstain:

- **Purchase Water Utility Billing Software**

Low Bid (2 Bids received – both bids presented to Council): CUSI – 26,283.00

3 Day Training Included

Interface with Meters

License: \$2,250.00/yr.

Motion to: Purchase Water Utility Billing Software: CUSI @ \$26,283.00

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Council Member Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

~~● Request for Proposal: GIS Software~~

The RFP has already been approved by Council. 2 requests have been submitted. A motion to amend the agenda was needed at this time.

MOTION TO AMEND AGENDA FROM NEW BUSINESS ITEM “Request for Proposal: GIS Software” to “Purchase GIS Software”.

Motion by: Council Member Allan “Cotton” Roberts 2nd by: Council Member Roger Cassell
VOTE: Aye: 5
Nay:
Absent:
Abstain:

Discussion: Cost: \$2,500 annually, with a one-time initial set-up cost of \$2,000. This includes 2 card readers for credit/debit card purchases. Town Attorney Michele Brooks asked if there were provisions in the contract to ensure user fees are set and do not increase annually.

Motion to: Purchase GIS Software via I AM GIS. Purchase amount: \$4,500.00

Motion by: Council Member Allan “Cotton” Roberts 2nd by: Council Member Roger Cassell
VOTE: Aye: 4
Nay:
Absent:
Abstain: 1 – Wallace W. Ross, Jr. **Motion carries.**

- **Adoption of the authorizing resolution – GO/Revenue bond not to exceed \$416,340 for the Water Upgrade Project WSL 21-17.**

Motion to: Adopt authorizing resolution – GO/Revenue bond not to exceed \$416,340 for the Water Upgrade Project WSL 21-17.

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

ROLL CALL VOTE: Vice Mayor, Robin Richards AYE
Council Member, Allan “Cotton” Roberts AYE
Council Member, Roger Cassell AYE
Council Member, Wallace W. Ross, Jr. AYE
Council Member, Ron Kindle AYE
Motion carries.

- **Rescind April 10, 2018 motion: Open and transfer \$20,000.00 from Water Fund to Savings Account WSL 17-12 (incorrect account number)**

Motion to: Rescind April 10, 2018 motion: Open and transfer \$20,000.00 from Water Fund to Savings Account WSL 17-12 (incorrect account number) with correction.

Motion by: Council Member Allan “Cotton” Roberts 2nd by: Council Member Roger Cassell
VOTE: Aye: 5
Nay:
Absent:
Abstain: **Motion carries.**

- **Open and transfer \$20,429.98 from Water Fund to Town of Gate City Water Reserve WSL 21-17.**

Motion to: Open and transfer \$20,429.98 from Water Fund to Town of Gate City Water Reserve WSL 21-17.

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Council Member Ron Kindle

ROLL CALL VOTE:	Vice Mayor, Robin Richards	AYE
	Council Member, Allan “Cotton” Roberts	AYE
	Council Member, Roger Cassell	AYE
	Council Member, Wallace W. Ross, Jr.	AYE
	Council Member, Ron Kindle	AYE

Motion carries.

- **Receive quotes for installation of stacking fence: Gateway Park.**

Motion to: Receive quotes for installation of stacking fence for Gateway Park.

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Vice Mayor Robin Richards

Discussion: Wallace W. Ross, Jr asked what type of fencing is being researched. Town Manager Greg Jones said this is for stack-type fencing to be located approximately 30 feet from the existing Right of Way, behind the historical markers at Gateway Park.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

- **Advertise Public Hearing for September 11, 2018 - Close Grace Street between 1024 and 1042 W. Jackson Street.**

Motion to: Advertise Public Hearing for September 11, 2018 - Close Grace Street between 1024 and 1042 W. Jackson Street.

Comes from Planning Commission recommendation.

Motion by: Vice Mayor Robin Richards

2nd by: Council Member Allan “Cotton” Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carries.

XIV. PUBLIC COMMENT – NEW BUSINESS

Roger Cassell mentioned a potential Boy Scout project for earned badges to be potentially presented to Council. Further research and a potential project to be discussed at a later time.

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 7:45 P.M.

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Vice Mayor Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney 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.

ROLL CALLVOTE:

Vice Mayor, Robin Richards	AYE
Council Member, Roger Cassell	AYE
Council Member, Allan “Cotton” Roberts	AYE
Council Member, Wallace W. Ross, Jr.	AYE
Council Member, Ron Kindle	AYE

XVII. MOTIONS FROM CLOSED SESSION: NONE

Council returned from closed session at 8:40 P.M.

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Council Member Allan “Cotton” Roberts

2nd by: Vice Mayor Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

*Mayor Perry adjourned the meeting at 8:42 P.M., until the next regularly scheduled Council Meeting on September 11, 2018.

Frances Perry – Mayor

Wayne Bledsoe – Town Clerk