

# TOWN COUNCIL MINUTES



Gate City Town Council Minutes  
January 14, 2020  
156 E Jackson Street  
6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:54 P.M. BY: Mayor - Frances Perry**

**II. ROLL CALL –** Town Clerk – Lydia Morales

	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: Marley Brooks; Debbie Kindle; Casey Wells; Jason Snapp, Mattern & Craig; Justin Miller; David Jones, Census 2020

**III. INVOCATION –** Mayor Frances Perry

**IV. PLEDGE OF ALLEGIANCE -** Interim Chief of Police, Justin Miller

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Roger Cassell

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye, 4  
Nay,  
Absent, 1  
Abstain

**Motion Carried.**

**VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS.** – Council Member Roger Cassell stated that Diana Stoddard’s daughter received extra credit for her project that she conducted during last month’s Town Council Meeting.

**VII. APPROVAL OF MINUTES**

- **Approval of December 10, 2019 Public Hearing: Solicit Public Input Concerning the Proposed 2019 Comprehensive Plan Minutes.**

**Motion made to approve minutes as presented.**

Motion by: Ron Kindle

2<sup>nd</sup> by: Wallace W. Ross, Jr.

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

**Motion Carried.**

- **Approval of December 10, 2019 Town Council Minutes.**

**Motion made to approve minutes as presented.**

Motion by: Roger Cassell

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

**Motion Carried.**

## **VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for December 2019 as presented.**

Motion by: Roger Cassell

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

**Motion Carried.**

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

Mayor Perry closed the public comment session at 6:59 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** – The Engineer's Status Report was delivered by Jason Snapp.

**DEQ Sewer I&I Rehab Job:** Project has been bid. The low bidder was Estes Brothers Construction out of Jonesville, VA at \$1,696,106.83. The construction estimate included in the funding package was \$1,280,378. The Town has requested and received additional loan money from DEQ to cover the entire project cost. DEQ has agreed to the additional funding and the loan is scheduled to close the last week of January. We have scheduled the Project Pre-Construction Conference for Wednesday, January 15<sup>th</sup>. The contractor plans to begin construction in early February. Mr. Snapp stated materials should be arriving shortly to the water plant and the park on highway 23.

**Water Treatment Plant Upgrades:** Project is complete and the VDH final inspection was held on Thursday, December 12<sup>th</sup>. The final pay application has been submitted to the Town for processing. Once this is complete VDH will approve the last disbursement to the Town. Mr. Snapp stated that he believes the project was a success.

**Asset Management Plan:** M&C has submitted the Water Asset Management Plan to VDH and the Town for approval.

**H/C Ramp HSIP Project:** VDOT has issued additional comments for revision. We are in the process of addressing these comments and will submit for final advertisement approval. Mr. Snapp stated that if the approval comes through, advertising should be able to begin in February. Mr. Snapp stated that constructions could begin in early spring.

**B. Manager's Report** – The Town Manager's Report was delivered by Town Manager Greg Jones.

## Capital Projects

### Water Treatment Plant

- **Water Treatment Plant Upgrade Project/WSL 21-17** - 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.

A certificate of substantial completion was signed on October 28, 2019 and sent to the Virginia Department of Health.

Project is complete except for the VDH approval of the Asset Management Plan and punch list items. The Virginia Department of Health conducted an inspection and audit for this project on December 12<sup>th</sup>, 2019.

Substantial completion deadline was not met on January 11<sup>th</sup>, 2019. Mattern & Craig has received a time extension request.

### Town

- **Highway Safety Improvement Project (HSIP)**

#### **Ramp/Safety Rail West Jackson Street**

HSIP grant application for the sidewalk replacement project on Manville Road was submitted on November 1<sup>st</sup>, 2017. Environmental Review has been completed and has been approved. Mattern & Craig, Inc. is currently addressing VDOT's comments on this project. Once the final plans are approved, we will be ready to bid.

#### **Manville Sidewalk Project**

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

#### **Gate City High School Sidewalk Project (Shoemaker, Beech, Bishop, and Jones Streets)**

HSIP Grant Application has been submitted. The project total including Engineering Fees is \$578,475.00. If awarded, the project will be included in VDOT's six-year plan with the expectation that funding will occur in 2024.

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

DHCD has awarded \$522,200 for the Park Street Housing Rehabilitation Project. The funds will be used to rehabilitate seven residential homes, reconstruct two residential homes, and demolition of two vacant residential structures on Park Street. Our budget is as follows:

\$522,200 – DHCD

\$12,000 – Town (In-Kind)

\$534,200 – Total

The Park Street Housing project will be set up on a reimbursement. This project will coincide with the DEQ Wastewater Line replacement project valued at \$1.7 million. The Town may need to obtain a Bond Anticipation Note (BAN) to provide interim financing for both projects.

The Management Team and Rehabilitation Board met on January 6<sup>th</sup>, 2020. The Department of Housing and Community Development is in the process of approving the Request for Qualification “RFQ” for contractors. The Town will need to procure a Project Sign and place on location.

- **Dog Park & Gateway Park**

The Gateway Park has been funded \$5,000 in FY 2020 Budget to continue development. Our next project will be the installation of the Stack Fence along the front of the property.

The dog park located at Grogan Park has been funded \$5,000 in FY 2020 Budget to continue development. The next project will be to address the drainage issue and locate interior fencing.

- **Banner Placement – Kane & Jackson Streets**

\$25,000 has been allocated through the FY 2019 budget to place new streetlight banners along Kane and Jackson Streets. The FY 2019 funding for this project has been transferred to the Capital Improvement Savings to continue the project in FY 2020.

I met Mr. Joel Mosca, Mosca Designs – Glenn Allen, VA during the Main Street meeting in Lynchburg, VA. Mosca Designs stated that they can help with the engineering requirements needed for permitting. This project should start soon.

- **Sidewalks – West Jackson Street**

Currently there are no sidewalks located on West Jackson Street past the Scott County Life Saving Crew: Council has approved to submit a HSIP application for the installation of sidewalks on West Jackson Street.

We have learned that VDOT will not be accepting HSIP applications this year. Further Council discussion will be required.

- **Grogan Park/Baseball Fields Flooding Issue**

I met with Scott County Schools, Gate City Little League, and Michele Brooks, Attorney on March 12<sup>th</sup>, 2019 to discuss the flooding issue at Grogan Park Baseball Fields. Under our agreement with Gate City Little League, the Little League is responsible for the maintenance of the baseball fields. Gate City Little League states that they are not using the High School Baseball Field and should not have to provide maintenance to the field. Gate City Schools stated that they will not be playing home games at Grogan Park due to the damage caused by the recent flooding. Gate City Schools did state that they will repair the fence wall at the High School Baseball Field.

I contacted Mr. Hubert Thomas with the U.S. Army Corp of Engineers for assistance in handling the flood issue at Grogan Park. He indicated that a creek survey will need to be conducted prior to determining a plan of action. A site visit was conducted on May 13<sup>th</sup>, 2019.

As a result of the site visit, the Army Corp of Engineers stated that they are expecting to receive additional budget funding due to the increase of flooding issue in our area. Mr. Thomas stated that the Army Corp of Engineers can do a stream study for Big and Little Moccasin Creeks.

Council has approved the letter of engagement for the Army Corp of Engineers to proceed with this survey.

I was informed by Mr. Thomas Hubert, Army Core of Engineers, that this project will start by the end of 2019. I have called several times and left a message. To date I have not received a return call.

- **Kane Street & Jackson Street Paving & Parking Plan**

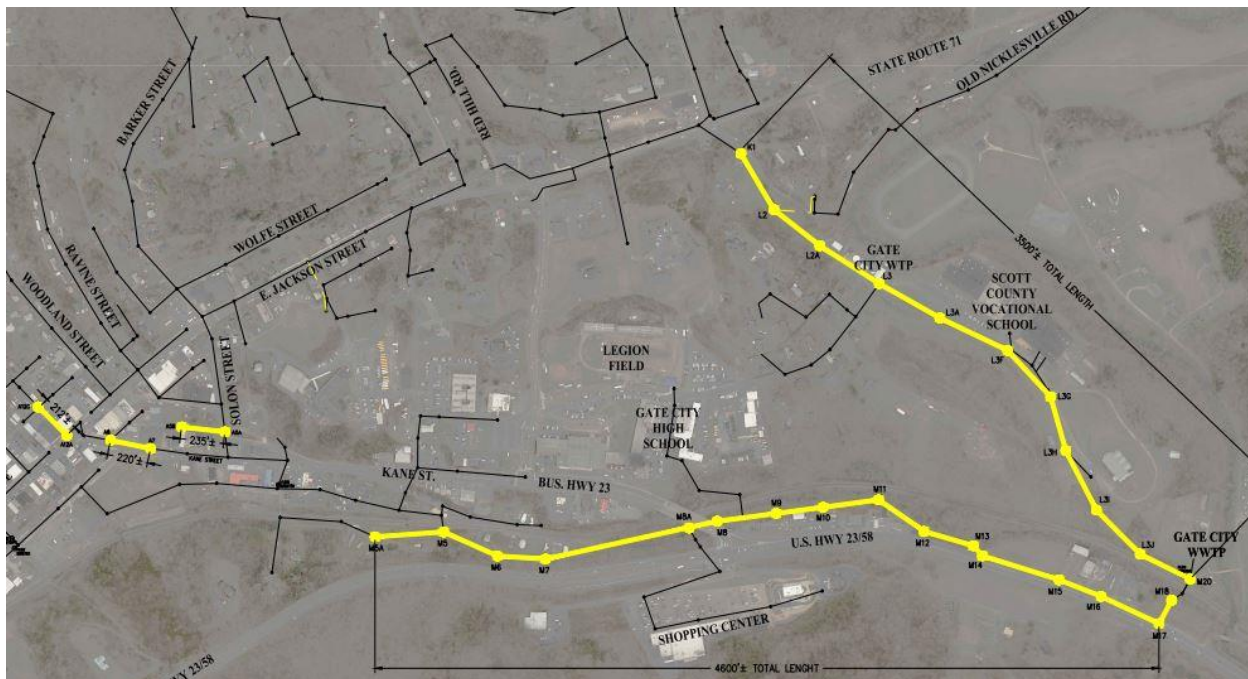
The Virginia Department of Transportation (VDOT) informed the Town that Kane Street and Jackson Street – Sue Street to Aurora Street will be repaved in the coming weeks. VDOT will be responsible for replacing the crosswalks and centerline striping, but the Town is responsible for parking spaces striping.

A Parking Plan has been developed by Mattern & Craig, Inc and approved by VDOT. Out of the six contractors that have been contacted to submit a bid, only two responded.

Council has approved the Parking Plan and has awarded the bid to Precision Pavement Markings. A kick-off meeting was held on November 5<sup>th</sup>, 2019 with Precision Pavement Markings. This project had been scheduled and cancelled on two separate occasions due to the weather.

- **Wastewater Line Replacement Project**

The Gate City Sanitation Authority has been awarded funding to replace the aging wastewater truck lines.



The original funding has been awarded. The loan will be for twenty years at zero percent interest.

<b>Base Funding</b>			
Total	Grant	Loan	Yearly Payment
\$ 1,726,278	\$ 700,000	\$ 1,026,278	\$ 51,314

The bid opening ceremony was conducted on October 30<sup>th</sup>. The lowest bid was received at \$2,117,595.00. DEQ has agreed to the loan the difference under the same terms as the original offer.

<b>Ammended Funding</b>			
Total	Grant	Loan	Yearly Payment
\$2,117,595	\$700,000	\$ 1,411,595	\$ 70,580

The Sanitation Authority did request additional grant funding, but DEQ stated that all the grant funds have already been allocated.

The increase in cost will drive an increase to our sewer billing rates. The funding for this project is expected to close before January 30, 2020. The construction phase will begin in the spring of 2020.

**Council Action: Approve the new amended funding resolution for \$1,411,595**

## **2019 Town Events**

### **Christmas Parade**

The Christmas Parade was held on Saturday, December 7<sup>th</sup>, 2019. The event was hosted by the Gate City Fire Department and this year’s theme was “Clinch Mountain Christmas Memories. Mr. and Mrs. Stan & Ruby Rogers were this year’s Grand Marshal.

The Events Committee meeting was held on January 7<sup>th</sup>, 2020. Planning is underway for 2020 events.

### **The following businesses are our FY 2020 event sponsors.**

**Gold Sponsors:** First Community Bank and Scott County Board of Supervisors.

**Silver Sponsors:** New Peoples Bank and Scott County Life Saving Crew.

**Bronze Sponsors:** Pal’s Sudden Service, Mattern & Craig, Jenkins School of Dance, Commercial Electronics, Farmers and Miners Bank, Mountain Region Family Medicine, Pizza Plus, and State Farm Insurance.

**Friends of Gate City:** Tucker and Becky Coleman, Dr. David Templeton, and Quillin Hardware.

The Events Committee is currently in the process of planning the events for FY 2020.

## **Budget Calendar for FY2021**

February 25th, 2020 - First Finance Committee Meeting Scheduled.  
(Unconfirmed)  
February 28th, 2020 - Department Head's deadline in submitting needs.  
March 10th, 2020 - Submit Needs Assessment (Committees)  
March 24th, 2020 - Finance Committee Meeting (unconfirmed)  
April 2nd, 2020 - Complete Proposed FY 2019 Budget  
April 7th, 2020 - Finance Committee Meeting (unconfirmed)  
April 14th, 2020 - Council to vote on holding a Public Hearing  
Submit proposed budget to Council for input  
April 29th, 2019 - First Public Hearing Notice/Advertising  
May 6th, 2019 - Second Public Hearing Notice/Advertising  
May 12th, 2020 - Public Hearing  
June 9th, 2019 - Adopt FY 2020 Town Budget

## **Tourism Zone Amendment**

The Finance Committee met on January 7<sup>th</sup>, 2020 to discuss amending the incentive offered to retail businesses by our current Tourism Zone ordinance:

*(1) Rebate on business, professional and occupational license tax imposed by the town pursuant to chapter eleven of the town Code, in an amount equal to 50 percent of the tax paid by the qualified tourism business each year of the incentive period that is directly attributable to the qualified tourism business. For those qualified tourism businesses that are existing tourism businesses, rebates shall only be applicable to taxes assessed and paid on the portion of gross receipts directly attributable to the expansion of the business.*

*(2) Rebate on real estate tax imposed by the town pursuant to chapter six of the town Code, in an amount equal to 100 percent of the tax paid by the qualified tourism business each year of the incentive period that is directly attributable to the qualified tourism business. Real estate must be located in the defined tourist zone and be listed on the National Register of Historic Places. Improvements, remodeling, and construction work must be approved by the department of historic resources to qualify for this incentive. Qualified tourism businesses shall receive the benefits of the tourism zone incentives for a period of three calendar years (the "incentive period"), or until such time that the business no longer operates or qualifies as a qualified tourism business, whichever is the first to occur. If the business ceases to be a qualified tourism business or removes its operation from the tourism zone during a year in which the rebate applies, the business shall not be qualified or receive the rebate for that year or thereafter.*

Our discussion included offering 100% BPOL and Real Estate Tax reimbursement, along with water/sewer tap credit up to \$1,000. A draft version is being developed and reviewed by the Virginia Tourism Corporation.

## **Other**

### **VDOT/Safety Class**

The Gate City Town Crew will be attending a VDOT safety class in Wise, Virginia on January 16<sup>th</sup>, 2020. The purpose of this class is to re-certify the public works team's traffic control/flagging certification.

### **Engineering Procurement**

Town Council has voted to accept Request for Qualifications (RFQ) for qualified engineering firms. The RFQ has been drafted and approved by the Virginia Department of Health (VDH) and Virginia Department of Transportation (VDOT). Direct solicitation to Women Business Enterprise (WBE) and Minority Business Enterprise (MBE). Our direct solicitation has been submitted to VDH and VDOT and we are awaiting approval. The RFQ deadline is on February 20<sup>th</sup>, 2020.

**Council Action: Appoint committee to interview engineering firms.**

### **Leak Detection Equipment Training**

Our new leak detection equipment has been ordered and received by Rye Engineering. The total cost including training was \$4,500.00. The Town Crew received formal training from Rye Engineering on the new equipment on December 11<sup>th</sup>, 2019.

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

**Council Member Roger Cassell – NONE**

**Council Member Ron Kindle - NONE**

**Vice-Mayor Robin Richards** – Vice-Mayor Robin Richards expressed her concern for the safety of citizens walking and exercising on the west end of town at late hours.

**Council Member Wallace W. Ross, Jr.** – Council Member Ross expressed his concern for the safety of individuals pulling out from Manville Road on to Jackson Street next to the court house. Mayor Frances Perry suggested installing a red light at this intersection. Town Attorney Michele Brooks stated that since this is a VDOT road, they would have to conduct a survey before installation of a red light would be considered. Council Member Ross stated that the trees on Manville Road, across from the court house, are shedding their leaves and stopping up the water drains.

**Council Member Allan “Cotton” Roberts – ABSENT**

**Mayor Frances Perry-** Mayor Perry stated that the streets are beginning to accumulate more and more debris. Mayor Perry suggested hiring someone specifically to clean the streets. Town Manager Greg Jones stated that the streets get cleaned and the public works crew make them look nice, but then the streets get trashed every, single day. Mayor Frances Perry suggested having an extra police officer to monitor litter control. Interim Chief of Police Justin Miller asked what areas the council believes that there are individuals littering? Town Manager Greg Jones stated that litter is occurring throughout the downtown area and on sidewalks. Town Attorney Michele Brooks stated that some individuals are putting their excess trash next to the town trash cans on the sidewalk. Mayor Frances Perry stated that an individual who owns property on highway 23 is looking to establish a new convention but can not do anything until an access road is created. Town Manager Greg Jones stated that there probably won't be an access road created until there is someone to pay for it. Town Manager Jones stated that it would be a \$1,000,000 plus easement, that typically a developer would handle. Mayor Frances Perry stated that the individual is looking for the right to have an access road. Town Manager Greg Jones stated that it would be difficult for an individual to do this by themselves due to liability issues.



D. Sanitation Authority -NONE

XII. UNFINISHED BUSINESS

- **Mr. Andrew Johnson, Commonwealth Attorney- Scott County Occupational Training and Treatment/Scott Service Proposal.**

TAKE NO ACTION.

- **CrossFit Gym Proposal.**

Town Manager Greg Jones stated that the employees had been surveyed concerning this item and none were interested in joining the CrossFit Gym.

TAKE NO ACTION.

XIII. NEW BUSINESS

- **VRA/DEQ - Funding Resolution Amendment for the Wastewater Line Replacement Project.**

Town Manager Greg Jones explained that this is the amendment to the funding resolution for the wastewater line replacement project that shows the increase in the amount of the bond. Town Manager Greg Jones stated that the amendment has already been approved by the Sanitation Authority and this approval will support it. Vice-Mayor Robin Richards asked if this will mean a tax payer increase to fund the project? Town Manager Greg Jones stated that it will be an increase in user rates, not taxes. Vice-Mayor Robin Richards asked if this will be an increase in the sewer only? Town Manager Greg Jones stated that is correct. Vice-Mayor Robin Richards asked what the percentage of increase will be? Town Manager Greg Jones stated that they will not know exactly how much until it is worked out through the budget, but the first payment will not be until October 2021.

Vice-Mayor Robin Richards asked if there is a choice? Town Manager Greg Jones stated that there is not really another option, without this approval, the project will die. Council Member Wallace W. Ross, Jr. asked why is there such a shortfall in the numbers? Town Manager Greg Jones stated that the bids came in higher than what the engineer's expected, primarily due to inflation. Town Manager Greg Jones stated that prices have gone up since the project began two years ago. Council Member Wallace W. Ross, Jr. asked how much of an increase will there be on the sewer bill? Town Manager Greg Jones stated that based on rough projections it will be approximately a \$3-\$4 increase. Vice-Mayor Robin Richards stated that if we end up having to raise our water rates, individuals are going to be hit with two increases. Mayor Frances Perry stated that the sewer rates are already higher than the water rates, but if we don't maintain the sewer system, we could be hit with larger fines. Town Manager Greg Jones stated that another offer with 0% for twenty years is highly unlikely.

**Motion made to approve the VRA/DEQ funding resolution amendment for the Wastewater Line Replacement Project as presented.**

Motion by: Roger Cassell

2nd by: Ron Kindle

ROLL CALL VOTE: Aye: Roger Cassell, Ron Kindle, Robin Richards  
Nay: Wallace W. Ross, Jr.  
Absent: Allan "Cotton" Roberts  
Abstain: **Motion Carried.**

- **Planning Commission Appointments - Reappoint Mr. Delany Herron to a Four-Year Term on the Gate City Planning Commission, Beginning January 1, 2020 and Ending December 31, 2023.**

**Motion made to reappoint Mr. Delany Herron to a four-year term on the Gate City Planning Commission, beginning January 1, 2020 and ending December 31, 2023.**

Motion by: Roger Cassell

2nd by: Robin Richards

VOTE: Aye: 4  
Nay:  
Absent: 1  
Abstain: **Motion Carried.**

- **Planning Commission Appointments - Appoint Mrs. Jo Ann Castle to a One Year Term on the Gate City Board of Zoning Appeals, Beginning January 1, 2020 and Ending December 31, 2020.**

**Motion made to appoint Jo Ann Castle to a one-year term on the Gate City Board of Zoning Appeals, beginning January 1, 2020 and ending December 31, 2020.**

Motion by: Ron Kindle

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4  
Nay:  
Absent: 1  
Abstain: **Motion Carried.**

- **Council to Appoint Interview Committee – General Engineering Services.**

Mayor Frances Perry asked if there are any nominations or volunteers to serve on the interview committee? Council Member Roger Cassell stated that he would like to volunteer. Vice-Mayor Robin Richards nominated Council Member Allan "Cotton" Roberts. Council Member Wallace W. Ross, Jr. nominated Council Member Ron Kindle. Mayor Frances Perry stated that a paper ballot would be conducted. Each Council Member received two ballots for voting. Town Clerk Lydia Morales read the paper ballots aloud. Town Clerk Lydia Morales stated the following votes: Council Member Ron Kindle, 3; Council Member Roger Cassell, 3; Council Member Allan "Cotton" Roberts, 2.

**Council Member Ron Kindle and Council Member Roger Cassell were appointed to serve on the interview committee for General Engineering Services.**

PAPER VOTE: Roger Cassell, 3  
Ron Kindle, 3  
Allan "Cotton" Roberts, 2

- **Travel Arrangement - Richmond Legislative Visit.**

Town Manager Greg Jones stated that the itineraries for the legislative visit are included in the council packets. Town Manager Greg Jones stated that the one issue is that the van has been rented for everyone to ride to Richmond, however, there is one Council Member who has stated before that they don't travel on the same day as the meetings and another is wanting to travel on the same day to save time and come back. Town Manager Greg Jones stated that he is seeking guidance from council on this issue. Vice-Mayor Robin Richards asked if the first meeting is at 3 o'clock on Tuesday? Town Manager Greg Jones stated yes. Vice-Mayor Robin Richards stated that she votes to leave on Tuesday and return home on Thursday after the final meeting. Mayor Frances Perry stated that she doesn't like traveling on the same day that there is a meeting if it can be helped. Council Member Roger Cassell stated that he would also like to return home on Thursday after the meeting. Council Member Wallace W. Ross, Jr. stated that there are too many variables to travel to Richmond on the same day as the meeting. Mayor Frances Perry stated that she preferred to travel on Monday to avoid any variables that may hinder getting to the meeting on time. Town Attorney Michele Brooks suggested getting two vehicles to travel and letting the members who want to go early go ahead. Discussion concerning travel arrangements continued. Town Manager Greg Jones stated that he will most likely travel on Tuesday morning. Vice-Mayor Robin Richards, Council Member Roger Cassell, and Mayor Frances Perry decided to take the town car and travel to Richmond on Monday evening at 3 p.m. and return home on Thursday after the meeting, along with Council Member Allan "Cotton" Roberts. Council Member Wallace W. Ross, Jr. stated that he will also return home on Thursday, but will ride separately due to a previous appointment. Town Manager Greg Jones stated that he will cancel the van reservation and the reservation at the hotel for Friday. Mayor Frances Perry stated that she will pick up the car key.

- **David Jones – 2020 Census Jobs**

Mr. David Jones stated that getting an accurate Census count is very important because it helps to determine funding every ten years. Mr. David Jones stated that Census jobs are temporary. Mr. David Jones stated that these jobs will start in April and pay \$13.50 an hour and .58 cents per mile along with a flexible schedule. Mr. David Jones stated that there are approximately 40% of the people needed in Scott County. Mr. David Jones stated that Scott County is divided into six tracts and the tract that includes Gate City has the least number of people hired. Mr. David Jones stated that a partnership representative works with entities within the area to try to get people hired and people counted. Mr. David Jones stated that he could set up at the events. Town Manager Greg Jones asked when will Census employees start working? Mr. David Jones stated that they will begin working sometime in April and information will be sent out by mail on March 12. Town Manager Greg Jones asked if Mr. David Jones has any promotional materials that could be posted on social media during the time that people can start expecting to receive this information in the mail? Mr. David Jones stated that the partnership representative will have content that could be posted. Council Member Wallace W. Ross, Jr. stated that putting it in the paper would be beneficial. Mr. David Jones stated that the Census employees are not allowed to talk to the media. Vice-Mayor Robin Richards asked if Mr. David Jones has reached out to Mountain Empire Community College? Mr. David Jones stated that there are individuals working in those counties that have reached out. Mayor Frances Perry stated that we need to encourage our citizens to take part in the Census. Council Member Wallace W. Ross, Jr. asked what is the age limit and where will the training be held? Mr. David Jones stated that you must be 18 and the training will be held locally. Town Manager Greg Jones stated that the National Guard may be able to help provide a training area. Town Manager Greg Jones stated that if we get promotional materials, we can start posting on social media. David Jones stated he will get the promotional materials ready and will schedule a meeting with Town Manager Greg Jones. Council Member Wallace W. Ross, Jr. asked how can someone apply? Mr. David Jones stated that you can apply online and if anyone has trouble, he will go through the process with them. Council Member Wallace W. Ross, Jr. asked if you have to be a resident of the county to apply for this? Mr. David Jones stated that he is unsure if there is a restriction, but it is definitely preferred that you be a resident of the county because of your proximity to and familiarity with the area and people.

- **Job Description - Chief of Police.**

Council went into closed session and scheduled a continuation of the January 14, 2020 meeting to January 28, 2020, which continued all remaining agenda items.

**XIV. PUBLIC COMMENT – NEW BUSINESS - NONE**

**XV. CLOSED SESSION**

**Motion made for Council to enter into closed session to discuss 1.) legal matters  
2.) personnel matters**

Motion by: Ron Kindle

2<sup>nd</sup> by: Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

**Motion Carried.**

Mayor Perry opened the closed session at 8:15 P.M.

**XVI. RETURN FROM CLOSED SESSION**

**Motion made for Council to return from closed session.**

Motion by: Roger Cassell

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

**Motion Carried.**

Council returned from closed session at 9:12 P.M.

**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 CALL VOTE: Aye: Council Member Wallace W. Ross, Jr., Council Member Ron Kindle, Vice-Mayor Robin Richards, Council Member Roger Cassell, Mayor Frances Perry

Nay:

Absent: Council Member Allan "Cotton" Roberts

Abstain:

**Motion Carried.**

**XVII. MOTIONS FROM CLOSED SESSION: NONE**

**XVIII. ADJOURN**

**Motion made to adjourn until January 28, 2020 at 6:30 P.M.**

Motion by: Robin Richards

2<sup>nd</sup> by: Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

**Motion Carried.**

\*Mayor Perry adjourned the meeting at 9:14 P.M., until the continuation of the January 14, 2020 Council Meeting on January 28, 2020 at 6:30 P.M.

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Frances Perry – Mayor

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Lydia Morales - Town Clerk