



**GATE CITY TOWN COUNCIL MINUTES**  
**December 13, 2016**  
**156 E. JACKSON ST.**

- I. COUNCIL MEETING CALLED TO ORDER AT 6:30 P.M. BY:** Mayor - Frances Perry
- II. ROLL CALL –** Deputy Town Clerk – Lisa Loggans

	PRESENT:	ABSENT:
Mayor, Frances Perry	yeah	
Vice Mayor, Roger Cassell	yeah	
Council Member, Allan "Cotton" Roberts	yeah	
Council Member, Robin Richards	yeah	
Council Member, Wallace W. Ross, Jr.	yeah	
Council Member, Ron Kindle	yeah	
Town Manager, Greg Jones	yeah	
Town Attorney, Michele Brooks	yeah	

Others present: Debbie Kindle, Matt Clabaugh, Nick Shepard with Kingsport Times-News, Jim Addington, Rick Fink, Chief Scott Fink, Officer Lucas Shelley

- III. INVOCATION**-Mayor Frances Perry
- IV. PLEDGE OF ALLEGIANCE** –Chief Scott Fink
- V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Allan "Cotton" Roberts

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

VOTE: Aye, 5

Motion carried.

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

- Appointment of Christy Justice to Gate City Town Clerk

Council temporarily passed on this agenda item since Ms. Justice had not yet arrived. Council returned to act on said item later during the meeting. Ms. Justice did not appear at Town Council Meeting.

Motion made to appoint Christy Justice to Gate City Town Clerk.

Motion by: Allan "Cotton" Roberts

2<sup>nd</sup> by: Robin Richards

VOTE: Aye, 5

**Motion carried.**

- Reappointment of Vickie Roberts to a 4-year term on the Planning Commission to run from January 1, 2017, through December 31, 2020 (excerpt from minutes of Planning Commission Meeting 12/6/16 attached hereto)

Motion made to reappoint Vickie Roberts to a 4-year term on the Planning Commission to run from January 1, 2017, through December 31, 2020.

Motion by: Robin Richards

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

VOTE: Aye, 4  
Abstain, 1

**Motion carried.**

- Appointment (December 13, 2013, Agenda stated "Reappointment" in error) of Margaret Falin to a 1-year term on the Gate City Board of Zoning Appeals, effective January 1, 2017, and ending December 31, 2017 (excerpt from minutes of Planning Commission meeting 12/6/16 attached hereto)

Motion made to appoint Margaret Falin to a 1-year term on the Gate City Board of Zoning Appeals, effective January 1, 2017, and ending December 31, 2017.

Motion by: Roger Cassell

2<sup>nd</sup> by: Allan "Cotton" Roberts

VOTE: Aye, 5

**Motion carried.**

## VII. APPROVAL OF MINUTES

- Council Meeting on November 8, 2016, as presented?  
Motion made to approve the minutes of the November 8, 2016, Council Meeting, as presented.

Motion by: Roger Cassell

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

VOTE: Aye, 4  
Nay, 1

**Motion carried.**

- Public Hearing on November 8, 2016, as presented?  
Motion made to approve the minutes of the November 8, 2016, Public Hearing as presented.

Motion by: Allan "Cotton" Roberts      2<sup>nd</sup> by: Roger Cassell  
VOTE:                      Aye, 5

**Motion carried.**

### VIII. APPROVAL OF PAYMENTS

**Motion made for approval for payment of bills for November, 2016.**

Motion by: Allan "Cotton" Roberts      2<sup>nd</sup> by: Roger Cassell  
VOTE:                      Aye, 5

**Motion carried.**

### IX. PUBLIC COMMENT (Will be limited to 3 minutes per speaker.) – No Public Comment

Mayor Perry closed the public comment session at 6:46 P.M. and opened the consent agenda session.

### X. 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**-Matt Clabaugh, Mattern & Craig Engineers, provided update in his report on Jackson Street Sidewalk, Sanitation Authority, Sewer GIS Phase I, Phase II, Phase III, Leak Detection (Council Member Robin Richards interjected a question concerning meter readings' loss of accuracy every one to two years to which Greg Jones responded that this refers mainly to mechanical meters. The Town's residential meters are digital and the commercial meter upgrade will include digital meters, thereby eliminating the loss of accuracy), VDH Funding Applications, Downtown Striping, Commercial Electronics Sidewalk, and PSA Intermunicipal Sewer Agreement. Prior to concluding his report, Mr. Clabaugh stated that he and Calvin Clifton with Mattern & Craig would be attending the 2017 Legislative Meeting January 25-27, 2017.

#### B. **Manager's Report**-

Greg Jones provided update in his report on Water Treatment Plant Upgrade Project, East Jackson Street Sidewalk Project, Crosswalks, Pedestrian Signs, and Parking on Jackson Street, Dog Park, King Ford Property, Events (current update on Events: Clinch Mountain Musicfest is scheduled for June 17, 2017, Kickin' Back at King Alley will be changed from a weekly event to a monthly event to be held on Saturdays from 6:00 p.m. to 12:00 a.m. and scheduled for July 15, 2017, and August 12, 2017; Tailgate City will be held September 9, 2017). Question arose concerning the closing time for the Kickin' Back at King Alley at 12:00 a.m. and Michele Brooks, Town Attorney, stated she would research and report whether closing time will need to be 11:00 p.m. or 12:00 a.m. as scheduled.



Greg Jones further reported an update in his report on Municode Project, DEQ Meeting, addition of two new businesses in town, Employee Appreciation Lunch, and Mountains of Music Homecoming Press Conference.

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

**Allan "Cotton" Roberts**-Asked if a portion of the Estil Cemetary funds could be placed into a Certificate of Deposit for 60 months in order to earn some interest (suggested \$100,000 of the \$148,000 total funds be placed in a CD). Michele Brooks, Town Attorney, is to review and advise Council. Mr. Roberts also reported on behalf of Gate City Frontier that the old theatre building has been inspected and the whole area is contaminated with asbestos. The asbestos will need to be removed professionally and is securing estimates to be bring before Town Council.

**Wallace W. Ross, Jr.**-Passed to council members copies of a letter dated 7/12/16 (copy attached hereto) from Mr. Ross concerning his removal from three committees and wondering why a response to his letter has not been submitted. Mayor Perry explained the town is in a new council term and committees may be changed from the previous term. Mayor Perry polled council members who stated this issue had been previously discussed and settled. Mr. Ross also stated his concern about some of the street lights in town being out and concern about the cameras at the Water Department not working. Mr. Jones stated he has been to the Water Department and the cameras are working correctly.

**Ron Kindle**-Stated for the past two monthly council meetings, the Work Order Detail Sheets have not been included with the Public Works Report and also there was no Property Maintenance Report. Michele Brooks stated the Town currently does not have a full-time Property Maintenance person. The absence of the Work Order Detail Sheets was an accidental error on the part of the Deputy Town Clerk (Lisa Loggans).

**Robin Richards**-Nothing to report

**Roger Cassell**-Stated there were some issues with distrust and things not going as they should with Gate City Frontier in re: two members about whom Council was concerned. One has now resigned and the other will hopefully resolve itself in the near future. The organization appointed Craig Gardener as the New Director replacing interim Director, Greg Jones. Mr. Gardener is a retired engineer from Dupont and has acquired significant experience with community planning. Mr. Cassell stated Mr. Gardener is going to implement an immediate plan and a 5-year plan of goals to be accomplished. Council Member Roberts provided update that Mr. Gardener met with Kitty Barker, Heart of Appalachia, and Mr. Cassell further mentioned that Joey Rumley is back on board. Mr. Cassell said the Gate City Frontier is trying to find new members and asked council members to encourage business members to actively participate. He also noted that on future events, the Town could advertise as "Town of Gate City in conjunction with Gate City Frontier" in order to get the name before the public and secure funding to assist with its operation.

D. **Sanitation Authority**-Roger Cassell stated there is nothing to report. Sanitation Authority has not met since last council meeting; and meeting frequency has been changed from monthly to quarterly. Next scheduled meeting will be January 9, 2017.

XII. **UNFINISHED BUSINESS**

**XIII. NEW BUSINESS**

- **Christmas Basket Drawing**

Winner #1: Ann Sawyer (276-690-0729)

Winner #2: Karen Helms (276-393-4768)

Winners will be contacted to pick up their baskets at the Town Hall.

- **2017 Legislative Visit, Richmond, VA, January 25-27, 2017: Town Council Member(s) to attend?**

Mayor Perry inquired which Council Members would like to attend the conference and Council Member Wallace W. Ross, Jr., and Councilman Ron Kindle both stated they would attend as well as Town Manager Greg Jones.

Motion made to send Councilman Wallace W. Ross, Jr., and Councilman Ron Kindle to the 2017 Legislative Visit, Richmond, VA, January 25-27, 2017.

**Motion by:** Allan "Cotton" Roberts

**2<sup>nd</sup> by:** Robin Richards

VOTE: Aye, 4  
Abstain, 1

**Motion carried.**

- **Public Hearing, January, 10, 2017, to adopt Town Code**

Town Attorney Michele Brooks explained that the Town Code has been organized in logical fashion by Municode whereby all the town ordinances are contained in one single volume. The Town currently has 5 volumes and once the Council adopts the Town Code, it will be searchable online and available to anyone who wishes to review the town ordinances.

**Motion made to advertise for a Public Hearing, January 10, 2017, to adopt Town Code.**

**Motion by:** Allan "Cotton" Roberts

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

VOTE: Aye, 5

**Motion carried.**

**XIV. PUBLIC COMMENT – NEW BUSINESS – No Public Comment**

**XV. CLOSED SESSION**

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

Motion by: Allan "Cotton" Roberts

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

VOTE: Aye, 5

**Motion carried.**

Mayor Perry opened the closed session at 7:30 P.M.

**XVI. RETURN FROM CLOSED SESSION**

Council returned from closed session at 8:30 P.M.

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

Motion by: Robin Richards                      2<sup>nd</sup> by: Ron Kindle  
VOTE: Aye, 5

**Motion carried.**

**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

**XVII. MOTIONS FROM CLOSED SESSION:**

Council returned from closed session at 8:30 P.M.

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Allan “Cotton” Roberts                      2<sup>nd</sup> by: Robin Richards

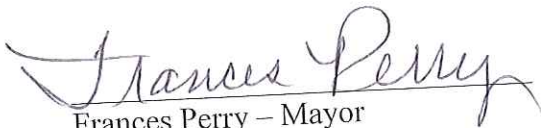
VOTE: Aye, 5


**Motion carried.**

Prior to adjournment, Mayor Perry read a letter from Tommy Quillin who was the Grand Marshall at the Gate City Christmas Parade on December 3, 2016. Mr. Quillin stated he considered it an honor to serve as the Grand Marshall.

There being no further business to come before the meeting,

\*Mayor Perry adjourned the meeting at 8:34 P.M., until the next regularly scheduled Council Meeting on January 10, 2017, at 6:30 p.m.

  
Frances Perry – Mayor

  
Lisa Loggans – Deputy Town Clerk