



***GATE CITY TOWN COUNCIL MINUTES  
MAY 12, 2015  
156 E. JACKSON ST.  
6:30 PM***

- I. COUNCIL MEETING CALLED TO ORDER AT 6:31 P.M. BY: Mayor - Frances Perry**
- II. ROLL CALL – Deputy Town Clerk – Judy Guinn**

**PRESENT:**

Mayor, Frances Perry  
Vice Mayor, Allan “Cotton” Roberts  
Council Member, Roger Cassell  
Council Member, Robin Richards  
Council Member, Wallace W. Ross, Jr.  
Council Member, Walter Salyers  
Town Manager, Greg Jones  
Town Attorney, Michele Brooks

**ABSENT: 0**

Others present: Debbie Kindle, Cody A. McElroy, Ken Potter, Tommy Holtzclaw, Robert Barker, Police Chief Scott Fink, Sergeant Justin Miller, Officer Dustin Folk, Officer Logan Vermillion, Office Manager Lisa Loggans, Amanda McKenna

- III. INVOCATION – Tommy Holtzclaw**
- IV. PLEDGE OF ALLEGIANCE – Police Chief Scott Fink**
- V. APPROVAL OF AGENDA**

Mayor Frances Perry stated that the Workplace Violence Training item under new business would be moved to the front of the agenda. Mr. Ken Potter presented a program on Workplace Violence and Armed Shooter to the attendees. This program concluded at 7:27 at which time a 5 minute break was given.

The meeting resumed at 7:35 pm.

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

Police Chief Scott Fink introduced new officers, Dustin Folk and Logan Vermillion, who are both certified. Town Manager G. Jones introduced Office Manager Lisa Loggans and Town Clerk applicant, Amanda McKenna.

- **Approval of Appointment of new Town Clerk Amanda McKenna**  
**Motion made to hire Amanda McKenna as new Town Clerk.**

Motion by: Council Member R. Cassell 2nd by: Vice Mayor A. Roberts

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

**VII. APPROVAL OF MINUTES**

- **Council Meeting on April 14, 2015 as presented**  
**Mayor Frances Perry, with no changes, stated that Minutes were approved as submitted.**

**VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for April, 2015.**

Motion by: Council Member R. Richards 2nd by: Vice Mayor A. Roberts

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

**IX. PUBLIC COMMENT**

**Debbie Kindle** – Questioned how it worked for a Council Member who was not up for election in the current year, if they wanted to run for Mayor. Is it necessary for them to resign before they run? This is new because of the rotation of Council members. Town Attorney M. Brooks stated that it depends on the charter and she will research.

**Robert Barker** – Stated that he is and has been Treasurer of the Estil Cemetery Association for nine years. He would like for the Town to consider taking the Cemetery over as well as the funding, which would be restricted for the use of the cemetery only. Town Attorney says that a commitment from the Town is necessary and a Trust and Trustee would need to be set up. Mayor F. Perry stated that the Town Attorney would need some time to look into this since she had received nothing on it before.

Mayor Perry closed the public comment session at 7:50 P.M. and opened the consent agenda session.

**X. COMMUNICATIONS**

## **XI. REPORTS**

- A. **Engineer's Status Report** – **Mattern & Craig Engineer C. McElroy** stated that he has been on the job for the Town a month. They had identified a few projects and looked at some grant applications. They are checking into leak detection and master meters. He had attended a Park committee meeting and was trying to identify funding.
- B. **Treasurer's Report** none
- C. **Codification Committee/Property Maintenance Council Member R. Richards** wanted to know the status on the property 946 W. Jackson St. She thought there should have been a March court date. **Town Attorney M. Brooks** stated that they were not able to get a service in process on owner of that property. They will have to do an order of publication to get service and taxes. It will have to run 30-45 days and hopefully be done soon and will take at least a couple of months. There was a discussion of the mowing of properties and the demolition of properties that were advertised. The deadline on those properties is approaching.
- D. **Police Department Report** **Mayor F. Perry** stated that they were proud of the **Officer of the Month, Justin Miller**.
- E. **Council Reports** – **Council Member R. Cassell** – none,  
**Council Member R. Richards** stated that she is working on Veterans Day plans and will bring them to the Events Committee. Food City will need to know way ahead of time. She also stated that they had purchased some dog bags for residents to pick up feces. They will give them out to people who need them and were thinking about a dispenser somewhere.  
**Council Member W. Salyers** – none.  
**Council Member W. W. Ross Jr.** – attended Water Work Excellence Award banquet in Roanoke, Virginia. He also attended seminar and learned that Southwest Virginia is not educated in protecting well water. He went over information from the seminar and possible grants.  
**Vice Mayor A. Roberts** stated that he had received a compliment on the Public Works sidewalk repair in front of Walgreens. He also expressed his concerns about the skateboards on the lower end of Town. He had received complaints.
- F. **Economic Development Committee** – **Vice Mayor A. Roberts** – Committee is meeting every two weeks. On Monday, they have a planning meeting with St. Paul to learn about their successes. He wanted to advise everyone that the building on the corner of Cleveland and Jackson has a “For Sale” sign in the window.
- G. **Historical Committee** – **Council Member R. Richards** – They are on hold with the Estil Cemetery and they have nothing else at this time.
- H. **Manager** – **Town Manager G. Jones** reviewed his report. He stated that sponsorship letters had gone out and that we have already received \$4,500 in sponsorships for the Events. The Mountains of Music webpage has been developed and Gate City is on it. He stated that the Park Committee had met with the engineers and were working on expanding parking for Grogan Park. He explained that he had met with the County concerning Animal Control. There was really no resolution from that meeting.

**I. Park Committee** - Council Member R. Richards – Stated that the parking at Grogan Park is a total disaster when there is a ball game. Gate City High School Varsity games are back at the park now and they are being charged when they drive in. There is no parking for someone just renting a shelter.

**J. Planning Commission** - Council Member R. Cassell stated that they met with a full commission and elected officers – Delaney Herron Chairman, Vicki Roberts Vice Chairman, and Jo Ann Castle Secretary. There is a VDOT representative coming to the next meeting to let them know what is in the works.

**K. Public Works** – Council Member W. Salyers and Vice Mayor A. Roberts stated that there has been a lot of missed trash pickups.

**L. Sanitation Authority** - none

**M. Street Commission** – Council Member W. W. Ross Jr. stated that the street lights need to be replaced (ones that are not working).

**N. Safety Committee** – Town Manager G. Jones stated that VML inspected the Town facilities and found only a few small problems that will be corrected.

**O. Water Plant** - Town Manager G. Jones explained that the 40 + % loss reported by the Water Department is not new leaks, but due to the fact that we are not producing as much, since we are getting water from PSA Duffield tank. They are pushing for a water leak study since we probably have a bunch of small leaks.

**P. Events Committee** - Vice Mayor A. Roberts stated that the Kickin' Back at King Alley series is scheduled and the lineup is almost complete. They are going to have gospel every 3<sup>rd</sup> week of the month. Council Member R. Cassell asked if they had considered letting food vendors set up. Council Member W. W. Ross Jr. stated that people were asking for more bathrooms to be available for the concert series.

## **XII. UNFINISHED BUSINESS - none**

## **XIII. NEW BUSINESS**

- **Workplace Violence Training** - This was moved to the beginning of the meeting.
- **Estil Cemetery: Council Discussion/Consideration** - Tabled until Town Attorney M. Brooks can research.
- **Facade Grant/ Promissory Note Litigation** - Tabled until after closed session.
- **VRA Water Bonds Refinance** – Tabled to next meeting.
- **Old Accounts Receivable Write-Offs (uncollectible accounts).** - Town Manager G. Jones had a handout that was not part of public record. \$100,000+ in accounts receivable that is

older than one year. The auditors had looked at this and said it looked bad. Some not water, but part of agreements to pay monthly in order to not be charged a hookup fee at a later time. He recommended writing them off since they are uncollectible. Council Member R. Cassell stated part of the debt came before we started charging deposit and that we are not exactly following policy and need to address collections. Town Manager G. Jones stated that we could write them off and keep and take a payment. It is really heavy on accounts receivable. Tabled to give Town Attorney M. Brooks a chance to look at time frame and until she is ready to give them answers.

- **Southwest Virginia Community Foundation, Inc. request.** – Town Manager G. Jones stated that he had a request that the Foundation will be doing family style garden and that they are Master Gardeners. He recommended a donation to the Foundation. They asked for \$500. He suggested \$750 and has hopes that this may help with a Farmer's Market in the future.

**Motion made to donate \$750 to Southwest Virginia Community Foundation, Inc.**

Motion by: Council Member R. Cassell 2<sup>nd</sup> by: Vice Mayor A. Roberts

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

- **Purchase the Community Center on Kane Street.** - Vice Mayor A. Roberts stated that the First Baptist Church of Gate City is thinking about selling Crossroads building and that it would be an excellent place for the Town to put in Community Center for employees and senior citizens, etc. He wanted to see if Council is interested in this. It will be before the Church In June. Tabled until next meeting.
- **Auction 1985 Chevrolet Blazer.** Town Manager G. Jones stated that the Blazer has been parked behind the Public Works building for several years.

**Motion made to put 1985 Chevrolet Blazer on Govdeals for the minimum days**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by: Council Member R. Cassell

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

- **Scott Farmers Co-op – Tax Lien.** Tabled to after Closed Session.
- **Transfer \$21,559 General Fund to Capital Outlay Savings Account: Funding for FY2016 Town Hall Roof Replacement Project.**

**Motion made to transfer \$21,559 General Fund to Capital Outlay Savings Account: Funding for FY2016 Town Hall Roof Replacement Project**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by: Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,

Abstain,

- **Transfer \$10,000 Water Fund to WSL 14-11 Water Bond Reserve Savings Account: WSL 14-11 Water Bond Convenient.**

**Motion made to transfer \$10,000 Water Fund to WSL 14-11 Water Bond Reserve Savings Account: WSL 14-11 Water Bond Convenient**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by: Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

- **FY 16 Budget Public Hearing. Greg – advertise for next council meeting**

**Motion made to advertise FY 16 Budget Public Hearing to be held June 9 prior to the Council meeting.**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by: Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

#### **IV. PUBLIC COMMENT – NEW BUSINESS**

Mayor Perry closed the public comment session for new business at 9:20 P.M.

#### **XV. CLOSED SESSION**

**Motion made for Council to enter into closed session to discuss legal or personnel issues.**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by: Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

Mayor Perry opened the closed session at 9:21 P.M.

#### **XVI. RETURN FROM CLOSED SESSION**

Council returned from closed session at 9:59 P.M.

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

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by: Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

**CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney M. 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: Yeas, 5  
Nays,  
Absent,  
Abstain,

**XVII. MOTIONS FROM CLOSED SESSION:**

**Motion made to table the Façade Grant/ Promissory Note Litigation and Scott Farmers Co-op – Tax Lien.**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Vice Mayor A. Roberts 2<sup>nd</sup> by Council Member R. Richards

VOTE: Yeas, 5  
Nays,  
Absent,  
Abstain,

\*Mayor Perry adjourned the meeting at 10 P.M., until the next regularly scheduled Council meeting on June 9, 2015, at 6:30 p.m.

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Frances Perry – Mayor

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Judy Guinn – Deputy Town Clerk