



***GATE CITY TOWN COUNCIL MINUTES***  
***March 14, 2017***  
***156 E. JACKSON ST.***

**I. COUNCIL MEETING CALLED TO ORDER AT 6:33 P.M. BY: Mayor - Frances Perry**

**II. ROLL CALL – Town Clerk – Wayne Bledsoe**

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

Others present: Debbie Kindle, Rita Tipton, Nick Shepherd, Tyler Estep, Jordan Sloan, David Wright, Chief Scott Fink, Kevin Barnett, Matt Clabaugh, Wendy Chambers

**III. INVOCATION – Kevin Barnett**

**IV. PLEDGE OF ALLEGIANCE – Chief Scott Fink**

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Roger Cassell

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

VOTE:       Aye,       5  
              Nay,  
              Absent,  
              Abstain

**Motion carries.**

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

- **100-Year Proclamation for Civitan**

A proclamation was read by Town Manager Greg Jones, and signed by Mayor Frances Perry proclaiming Friday, March 17, 2017 as “Civitan International 100<sup>th</sup> Anniversary Day”. This proclamation was farmed and presented to Rita Tipton.

*This proclamation is attached to these minutes.*

## **VII. APPROVAL OF MINUTES**

- Approval of Council Meeting Minutes on February 14, 2017, as presented.  
Ron Kindle wishes to add his name to the list of people attending the VML Meeting in Richmond, VA (page 4).  
Roger Cassell wishes to add his name to the list of people wishing to attend the Mayor’s Conference (page 7).

Motion made to approve the minutes of the February 14, 2017, Council Meeting with amendments.

Motion by: Allan “Cotton” Roberts

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

VOTE:	Aye,	5
	Nay,	
	Absent,	
	Abstain	

**Motion carries.**

## **VIII. APPROVAL OF PAYMENTS**

Motion made for approval for payment of bills for **February (change from original wording of January), 2017.**

Motion by: Roger Cassell

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

VOTE:	Aye,	5
	Nay,	
	Absent,	
	Abstain	

**Motion carries.**

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

Debbie Kindle:

Several newspaper articles written about the loss of Washington’s Birthday and the removal of the holiday for Town employees. Ms. Kindle distributed the articles to Council and suggested the removal of the Black Friday (day after Thanksgiving) holiday, replacing with Washington’s Birthday. Ms. Kindle also suggested that Town Employees use available PTO time for that Friday, if the Town employees wished to have that day off. Ms. Kindle also stated that Federal

Government offices are not allowed to close 4 days in a row. Mayor Frances Perry reminded Ms. Kindle that there is a difference between business days and calendar days and that Town employees did not work Saturday and Sunday. Ms. Kindle suggested Council reconsider the amount of time given at Thanksgiving. Council Member Roger Cassell said that the distributed articles reflect 1 person's view, and that person's view is generally a negative one. Council Member Wallace W. Ross, Jr. commented that the Council may need to revisit the idea of placing the original holidays back on the calendar. Council Member Wallace W. Ross, Jr. also suggested extending the Wednesday before Thanksgiving to a full day, and excluding the traditional employee dinner usually held on that day. Mayor Frances Perry added if discussion were to take place on this matter, it needed to be placed on a future agenda. Council Member Roger Cassell said that these holidays have passed for the current Fiscal year, so that a year would be needed to discuss and vote on changes.

Mayor Frances Perry reiterated to Mr. Nick Shepherd (Kingsport Times-News) that the discussion was not intended to reflect negatively toward him, and commented that the published article highlighting last month's Town Council meeting was accurate as reported. Council Member Allan "Cotton" Roberts reiterated that the article in question was a separate opinion piece, and not the article written by Mr. Shepherd. Allan "Cotton" Roberts also said to remember this was an opinion piece that appeared on the newspaper's Op-Ed page, and the holiday is no longer called Washington's Birthday, but rather – President's Day – which recognizes both George Washington and Abraham Lincoln.

Mayor Perry closed the public comment session at 6:48 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:

- **Sidewalk Project:** Still awaiting word from VDOT. Unable to construct sidewalks now due to weather – awaiting spring and more feasible temperatures.
- **Sanitation Authority:** Awaiting financial data from PSA to see if I&I implementation can occur. Sewer rates can then be analyzed to see if an increase is necessary. Also, awaiting a response from DEQ concerning principal forgiveness. The Town of Gate City does qualify, but the amount is unknown until EPA sets a budget.
- **Water Treatment Plant Update:** All requested data from VDH has been submitted.
- **Asset Management Plan:** This involves the Water Treatment Plan. Spreadsheets sent to Town Manager in regards to assets.
- **PSA Agreement:** To be discussed at next Sanitation Authority meeting – April 10.
- **Bridge Inspections:** M&C had proposed 2 bridge inspections, but VDOT has only required an inspection of the new bridge at Clyde Williams Road. VDOT requires these inspections every 2 years. This bridge was replaced last year. Council Member Roger Cassell asked about duplication of services since this bridge was completely rebuilt less than 6 months ago. Matt Clabaugh said that the bridge was inspected by structural engineers from M&C, but not inspected to VDOT standards. Mayor Frances

Perry reiterated the understanding that this is 2 different inspections, and not an oversight on the part of M&C. **Council agrees to postpone inspection of this bridge until the VDOT requirement of 2 year inspections draws nearer.**

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

- Town Manager Greg Jones read the presented report. Report accepted as presented.

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

- **Vice-Mayor Roger Cassell:** No report.
- **Council Member Robin Richards:** No report.
- **Council Member Wallace W. Ross, Jr.:** Had comments concerning the Treasurer's Report. He also stated he had not received it by Friday. Town Manager Greg Jones added that these reports had be sent electronically last Tuesday. Council Member Wallace W. Ross, Jr addressed concern on Page 5 of the Treasurer's Report entry of "6 tickets to Scott County Chamber Dinner". Council Member Wallace W. Ross, Jr asked if this number was a category entry, or was the actual the date of the event. Council Member Wallace W. Ross, Jr asked about tax rates entries based on salaries, as one entry was different. Town Manager Greg Jones stated that these numbers differ due to varying tax rates. Council Member Wallace W. Ross, Jr asked about possible School Zone signs being added at the high school. His concern was for safety, adding that the light changes while pedestrians are still in the crosswalk. Town Manager Greg Jones stated that he would ask VDOT about potential remedies to this situation.
- **Council Member Allan "Cotton" Roberts:** Residents are concerned about the crosswalk at the top of the hill near the library. Oncoming motorists in both directions are having a difficult time seeing pedestrians in the crosswalk, due to its location. There is an added concern of children using this crosswalk frequently. Council Member, Allan "Cotton" Roberts asked if purchasing or securing a flashing-light system for this crosswalk were feasible. Council Member, Allan "Cotton" Roberts also suggested if VDOT would fund a portion of this, perhaps Council could fund a portion of the cost. Town Manager Greg Jones said this has been discussed before with VDOT while in Richmond, but he would mention this issue again. Council Member Roger Cassell mentioned how this might be appropriated through annual budgets, and the possibility of funding through grants. Council Member, Allan "Cotton" Roberts said VDOT is now focusing more attention of foot and pedestrian traffic, and now may be the appropriate time to address the situation. Gate City Frontier also had a recent meeting, with 4 new volunteers added. Gate City Frontier's focus is on organization and Main Street, as well as the restoration of the Gate City Theater. Fundraising efforts include a 5K walk/run, in conjunction with the Clinch Mountain Music Fest. Vendors are being coordinated, and will be asked for a \$10 donation toward the Theatre restoration.

## **D. Sanitation Authority**

- No report. Next meeting in April (quarterly).

## **XII. UNFINISHED BUSINESS**

- **Approval to purchase Spectrophotometer for the lab at the Water Treatment Plant**  
**TAKE NO ACTION. Place on next month's agenda.**
  
- **Approval for old Gate City Theater Asbestos Abatement**
  - Bids presented to Council by Council Member Allan "Cotton" Roberts:
    - DH Griffin Wrecking Company: \$16,600
    - Eli Green Company: \$20,300
    - Tap and Frye: \$21,450

**Motion made to accept low bid of \$16,600 – DH Griffin Wrecking Company.**

Motion by: Allan "Cotton" Roberts	2 <sup>nd</sup> by: Robin Richards
VOTE: Aye, 5	
Nay,	
Absent,	
Abstain	

**Motion carries.**

## **XIII. NEW BUSINESS**

- **Advertise for Public Hearing: Ordinance authorizing participation by the Town of Gate City, VA in the VACO/VML Virginia Investment Pool for the purpose of investing – in accordance with § 2.2-4501 and 15.2-1300 of the Virginia code. Public Hearing on April 11, 2017.**

**Motion made to advertise for Public Hearing**

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

**Motion carries.**

- **Advertise for Public Hearing: FY 2018 Budget. Public Hearing to be held May 9, 2017.**

**Motion made to advertise for Public Hearing**

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

**Motion carries.**

- **Advertise for Public Hearing: FY 2017 Budget Amendments. Public Hearing to be held April 11, 2017.**

**Motion made to advertise for Public Hearing**

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

**Motion carries.**

- **Close the Credit Card Account with Bank of America.**  
**Motion made to close the Credit Card Account with Bank of America.**

Discussion: Why? Bank of America no longer is an in-town business.

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

**Motion carries.**

- **Open a new Credit Card Account with New Peoples Bank.**  
**Motion made to open a new Credit Card Account with New Peoples Bank.**

Motion by: Roger Cassell      2<sup>nd</sup> by: Ron Kindle  
 VOTE:      Aye,      5  
               Nay,  
               Absent,  
               Abstain

**Motion carries.**

- **Open Sealed Bids for K-9 Unit “Bax”**

**Motion made to accept sealed bid of \$300 from Robert M. and Teresa Gillenwater, 846 Highway 113, Rogersville, TN 37857 - contingent upon referral checks.**

Motion by: Roger Cassell	2 <sup>nd</sup> by: Allan “Cotton” Roberts
VOTE: Aye,	5
Nay,	
Absent,	
Abstain	

**Motion carries.**

- **Appoint Robert Mullins as Code Enforcement Official for Town of Gate City**

**Motion made to appoint Robert Mullins as Code Enforcement Official for Town of Gate City**

Discussion:

Town Attorney Michelle Brooks: Is anyone from the Gate City office assisting with this?

Town Manager Greg Jones: “leg work” to be done here, with Robert Mullins’s representation in court.

Council Member Roger Cassell: Discuss with Robert Mullins concerning repeat offenders and possible penalties for continued violations. This exists in Wise County and has been suggested the Town of Gate City attempt to adopt a similar policy.

Motion by: Roger Cassell	2 <sup>nd</sup> by: Allen “Cotton” Roberts
VOTE: Aye,	
Nay,	
Absent,	
Abstain	

**Motion carries.**

- **Re-establish Auxiliary Officer Program within Gate City Police Department.**

**Motion made to re-establish Auxiliary Officer Program within Gate City Police Department, with 3 officers.**

Discussion:

Chief Scott Fink explained the cost of VML insurance per officer is \$900 annually. The program would require the same certification for auxiliary officers as full and part-time officers, and each auxiliary officer would be responsible for providing their own equipment, including vest. Chief Fink reiterated that the department’s vests would soon be retired, as the 5-year period of use would soon expire. He suggested the auxiliary officers could use the retired vests, but Town Attorney Michelle Brooks states this would be a liability issue, and discouraged the suggestion. Council Member Robin Richards also asked what the screening process would be and who would be evaluating this process. Chief Fink assured that the program had a rigorous screening and interview process, and requested the Council put their trust in his discretion as Chief to address this issue. Chief fink also said an existing policy is in place, and that policy would be followed until revisions were made and approved by Council. Town Attorney Michelle Brooks stated that the only concern with existing policy is that it was written before current DCJS rules were adopted, and a revision would be needed. Chief Fink

agreed, saying the new DCJS rules were more restrictive and require the same training as full-time officers.

Motion by: Roger Cassell

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

VOTE:     Aye,             5  
              Nay,  
              Absent,  
              Abstain

**Motion carries.**

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

**XV. CLOSED SESSION- Council did not enter into closed session.**

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Allan “Cotton” Roberts

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

VOTE: Aye,  
          Nay,  
          Absent,  
          Abstain

\*Mayor Perry adjourned the meeting at 7:51 P.M., until the next regularly scheduled Council Meeting on April 10, 2017 at 6:30 p.m.

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Frances Perry – Mayor

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Wayne Bledsoe - Town Clerk



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Town Manager – Greg Jones  
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Mayor  
Frances Perry  
Vice Mayor  
Roger Cassell  
Council Members  
Allan "Cotton" Roberts  
Robin Richards  
Ron Kindle  
Wallace W. Ross Jr.

**AN ORDINANCE TO AUTHORIZE PARTICIPATION BY THE TOWN OF GATE CITY,  
GATE CITY, VA IN THE VACO/VML VIRGINIA INVESTMENT POOL FOR THE  
PURPOSE OF INVESTING IN ACCORDANCE WITH SECTION  
2.2-4501 *et seq.* AND 15.2-1300 OF THE VIRGINIA CODE.**

**WHEREAS**, Va. Code § 15.2-1500 provides, in part, that every locality shall provide for all the governmental functions of the locality, including without limitation, the organization of all departments, offices, boards, commissions and agencies of government, and the organizational structure thereof, which are necessary to carry out the functions of government; and

**WHEREAS**, the Investment of Public Funds Act (Va. Code §§ 2.2-4500 through 2.2-4519) lists the eligible categories of securities and investments in which municipal corporations, other political subdivisions and other public bodies are authorized to invest funds belonging to them or within their control; and

**WHEREAS**, Section 15.2-1300 of the Virginia Code provides that any power, privilege or authority exercised or capable of exercise by any political subdivision of the Commonwealth of Virginia may be exercised and enjoyed jointly with any other political subdivision having a similar power, privilege or authority pursuant to agreements with one another for joint action in accordance with the provisions of that Code section; and

**WHEREAS**, the City of Chesapeake, Virginia and the City of Roanoke, Virginia have jointly established and are participating in the Virginia Investment Pool Trust Fund (the "Trust Fund"), also known as the "VACO/VML Virginia Investment Pool," and have provided in their trust agreement for participation by other eligible governmental entities that execute a trust joinder agreement; and

**WHEREAS**, it appearing to the Town of Gate City of Gate City, VA that it is in the best interests of the Town of Gate City to become a Participating Political Subdivision in the Trust Fund; and

**WHEREAS**, the Treasurer of the Town of Gate City, has the authority and responsibility under Virginia law to determine the manner in which public funds other than sinking funds under his/her control will be invested;

*Where Mountains & Music Make Memories*

NOW, THEREFORE THE TOWN COUNCIL OF GATE CITY, VA HEREBY ORDAINS:

§ 1 That, pursuant to Sections 2.2-4501 *et seq.* and 15.2-1300 of the Virginia Code, the [Town Council of Gate City, VA hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the Virginia Investment Pool Trust Fund Agreement (the "Trust Fund Agreement") is attached and incorporated in this ordinance as Exhibit A.

§ 2 That the Town of Gate City agrees to become a "Participating Political Subdivision" in the Trust Fund, as further defined in the Agreement.

§ 3 That the Town Council of Gate City, VA does hereby designate the Treasurer of the Town of Gate City to serve as the trustee of the Town of Gate City with respect to the Trust Fund, and to determine what funds under his/her control shall be invested in the Trust Fund.

§ 4 That the Town Council of Gate City, VA hereby authorizes the Treasurer to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under the Virginia Investment Pool Trust Fund ("Trust Joinder Agreement"), a copy of which is attached and incorporated in this ordinance as Exhibit B.

§ 5 This ordinance shall become effective upon its adoption.

This ordinance shall be effective on or after the 14<sup>th</sup> day of March, 2017.

TOWN OF GATE CITY, VIRGINIA

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Mayor Frances Perry

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Town Clerk Wayne Bledsoe