

# TOWN COUNCIL MINUTES



## Gate City Town Council Minutes

September 11, 2018

156 E Jackson St

Held at Conclusion of Public Hearing Scheduled for 6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:30 P.M. BY: Mayor - Frances Perry**

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

	PRESENT:	ABSENT:
Mayor, Frances Perry	Yes	
Vice Mayor, Robin Richards	Yes	
Council Member, Allan “Cotton” Roberts	Yes	
Council Member, Roger Cassell	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: Mr. & Mrs Tommy Quillin, Mrs. Debra Kindle, Mr. Jason Snapp, Mr. Steve Jennings

**III. INVOCATION - Council Member, Allan “Cotton” Roberts**

**IV. PLEDGE OF ALLEGIANCE - Sergeant Justin Miller, Gate City Police Department**

**V. APPROVAL OF AGENDA**

**Motion made to approve the agenda.**

Motion by: Council Member, Allan “Cotton” Roberts      2<sup>nd</sup> by: Council Member, Ron Kindle

VOTE:	Aye,	5	
	Nay,	0	
	Absent,	0	
	Abstain	0	<b>Motion carries</b>

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

(None)

**VII. APPROVAL OF MINUTES**

- Approval of August 14, 2018 Council Meeting Minutes

**Motion made for approval of August 14, 2018 Council Meeting Minutes**

Motion by: Council Member, Allan “Cotton” Roberts

2<sup>nd</sup> by: Vice-Mayor, Robin Richards

VOTE:	Aye:	5	
	Nay:	0	
	Absent:	0	
	Abstain:	0	<b>Motion carries</b>

## VIII. APPROVAL OF PAYMENTS

### Motion made for approval for payment of bills for August 2018.

Motion by: Council Member, Roger Cassell  
2<sup>nd</sup> by: Council Member, Allan "Cotton" Roberts  
VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0

**Motion carries**

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

Mr. Tommy Quillin – Hill Street/Quillin Water Tank Overflow Issue & Easement for Quillen Water Tank

1. Mr. Quillin stated that the Quillin Tank has been overflowing all summer. Pictures were presented to Council showing the overflow that occurred on August 6<sup>th</sup>, 2018. Town Manager Greg Jones stated that a new telemetry system is being installed on all the Water Tanks. Greg Jones stated that he will discuss this issue with the operators.

2. Mr. Quillen stated that he had been receiving a (Real Estate) tax ticket for the water tank. Mr. Quillen informed Council that he discussed this issue with the Scott County Commissioner of Revenue and he was informed that there isn't any record of the Town owning the land that the water tank sits on. Town Attorney Michele Brooks stated that she is aware of this issue but has not finished researching the matter. Mrs. Brooks apologized and stated that she will make this issue a priority. Mayor Perry asked if the water tank was on the property prior to purchase. Mr. Quillen stated that water tank was on the property when he purchased the property. Mrs. Brooks stated that she will get Mr. Quillen an answer.

Mayor Perry closed the public comment session at 6:55 P.M. and opened the consent agenda session.

## X. COMMUNICATIONS

- Mayor Frances Perry read a Thank-you letter from Mrs. Lisa Loggans expressing her gratitude for the flowers that were received for Mr. Pat Loggans Celebration of Life.

## 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

**DEQ 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 begun construction on the roofing portion of the contracted work, other items will follow in the next few weeks.

**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. M&C will submit the basic document a Categorical Exclusion to satisfy federal environmental requirements. This process will notify all needed agencies of proposed work in the area and ask for their comments to be delivered for consideration. This will be an approximately 90 day process.

**VDOT HSIP Funding:** M&C to submit a new application for the extension of the East Jackson Street Sidewalk to Gate City High School. M&C will coordinate with Greg to get application turned in by the November 1st deadline.

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

### **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.

Virginia Resource Authority (VRA) has approved funding for the Water Treatment Plant Upgrade Project. Our budget for this project includes:

<u>Cost Category</u>	<u>Budget</u>
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	<u>\$47,100</u>
Total	\$570,330
Principal Forgiveness	<u>(\$153,990)</u>
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:

The Public Hearing was conducted on August 14<sup>th</sup>, 2018. Town Council approved the Funding Resolution on August 14<sup>th</sup>, 2018. The required Debt Reserve Savings Account for this project has been opened and funded in the amount of \$20,429.98. The bond closing was held on August 28<sup>th</sup>, 2018 without issue.

### **Town**

- **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 1<sup>st</sup>, 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) – TAT Grant  
\$5,500 Site assessment and environmental review – TAT Grant  
\$25,000 Marketing Analysis – Gate City Theater (match) – ARC Grant  
\$50,500 Total

The TAT grant has been awarded.

The ARC grant was awarded on August 15, 2018.

The Town will be working with USDA, ARC, and Lenowisco Planning Authority to complete this project.

- **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 provide assistance enabling 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 7<sup>th</sup>, 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 – Completed on August 15<sup>th</sup>, 2018.
5. Completion of assessment of Town-wide housing conditions – Completed on August 15<sup>th</sup>, 2018
6. Completion of infrastructure assessment – Completed on August 20<sup>th</sup>, 2018.
7. Completion of second Management Team Meeting – Completed August 22<sup>th</sup>, 2018.

Planning Grant finalized and uploaded to the CAMS system and submitted to DHCD on August 27, 2018.

Deadline to complete Planning Grant: September 10<sup>th</sup>, 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 located the new Historic Markers to the property.
- Quotes are in the process of being obtained for the outer fence for the Dog Park.
- Stack Fence for the Gateway Park will be completed under Force Account. A local business owner has expressed interest in helping the Town complete this project.
- DEQ Litter Grant will fund the trash receptacles for the Gateway Park upon award notice.

- **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**

The Cruzer Palooza event is scheduled for Saturday, September 8<sup>th</sup>, 2018. Asylum Suite, The Benny Wilson Band, and Southern Accents – Tom Petty Tribute Band will be in attendance. Special performance will be provided by Logan Cassell.

I would like to thank our 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 King Alleyween event on October 27<sup>th</sup>, 2018.

The Gate City Frontier, Inc hosted a Leadership & Retail Revival Workshop on Wednesday, August 29<sup>th</sup>, 2018 at the First Baptist Church - The Bridge Meeting Room. Pastor Andy Barnes, Certified Maxwell Leadership Coach, will discussed “The Law of the Rubber Band” and Mr. Marc Willson, The Willson Company, spoke on the topic of “Competing with Big Boxes” This event is made possible by funding provided by the Small Business Association.

The Events Committee met with Gate City Frontier, Inc. Board of Directors on Saturday, August 25<sup>th</sup>, 2018 to plan for the 2019 events.

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

#### **Council Member, Allan “Cotton” Roberts:**

- Received a compliment for the Police Department who helped a resident jump her vehicle
- Received a compliment for the Police Department who helped a resident parallel park.
- Council Member Allan “Cotton” Roberts thanked the Police Department for their efforts in community policing.

**Council Member, Wallace W. Ross, Jr.:**

- Mr. Ross stated that the Town did not make the time frame for hotel reservations. As a result the Town did not receive the VML rate for hotel accommodations for the VML Conference in Hampton Roads, VA. Mr. Ross stated it needed to be looked into. Council Member Roger Cassell stated that hotel accommodations in Hampton Roads, VA is very expensive that is why Council voted just to send the Mayor and Town Manager to the VML Conference the last time it was held in Hampton Roads, VA. Mr. Ross stated that it is odd and strange. We have a five million dollar budget and in the discussion all the Town Council members will be able to go. Mr. Ross stated that he has always had this problem that when he attended these activities that his rate always goes up. Council Member Roger Casell stated that the cost depends on where the conference is held. Mr. Ross disagreed and stated the cost depends on when the reservations are made. Mr. Ross stated that the Town Manager did not make the reservation before a certain date and did not make the reservation before the last meeting.
- Mr. Ross stated that he has brought it up several times that the lots near 413 Cleveland Street the grass is high.
- Mr. Ross stated that the Fire Hydrant on Manville (corner of Manville & Chestnut Street) has been taken out and the Community would like to have it put back. Mr. Ross said that the Community has been waiting very patiently. Town Manager Greg Jones stated that the reason why this hasn't been done was because there is a Fire Hydrant two hundred feet down the road. There is no need to put it back. Town Manager Greg Jones stated there will be no affect on homeowner's insurance. Council Member Roger Cassell stated that the standard is 1,000'.
- Mr. Ross stated that on August 21<sup>st</sup>, 2018 Council Member Ron Kindle and himself attended a meeting with Delegate Terry Kilgore, School Board, Scott County Community, and the Planning Commission. VDOT discuss the twenty million dollar project to improve traffic on Rt. 23, Jones Street, Jackson Street and Kane Street. VDOT also discussed installing a turning lane on Rt. 23 at the Filter Plant Road intersection. Mr. Ross stated that Town Manager Greg Jones should have been at the meeting. Vice-Mayor Robin Richards stated that they met with VDOT along with Town Manager Greg Jones in Richmond last January and went over all of these projects. Town Manager Greg Jones was already involved in the discussions of the VDOT projects. Town Manager Greg Jones stated that the project are a part of VDOT's Smart Scale Grant Application.
- Mr. Ross discussed issues about the Safety Committee, but it was not clear on his question(s). Mr. Ross stated that he will discuss with Town Attorney at another time.

**Council Member, Ron Kindle:**

- No Report

**Vice-Mayor, Robin Richards:**

- Vice-Mayor Robin Richards stated that the Cruise-In last Saturday Night went really well. Vice-Mayor Robin Richards asked if there was something we could set up for the kids. Council Member Allan "Cotton" Roberts stated that we have done that in the past. We would need volunteers to watch the kids. Vice-Mayor Robin Richards stated that she received one comment about not having a beer garden. Council Member Allan "Cotton" Roberts stated that he had been directing people to the Mexican restaurant. They can get a beer there.

**Council Member, Roger Cassell**

- Council Member Roger Cassell stated that the Street Lights at the new Taco Bell should be back on. Council Member Ron Kindle asked when Taco Bell is supposed to open. Council Member Roger Cassell stated the middle of September.

#### **D. Sanitation Authority**

- Sanitation Authority Chairperson Roger Cassell, Town Attorney Michele Brooks and Town Manager Greg Jones attended the Scott County Public Service Authority's (PSA) Board of Directors meeting. PSA has formed a committee who will meet with the Gate City Sanitation Authority on October 8<sup>th</sup>, 2018 to review the billing audit. The PSA Committee has been authorized to make decisions.

#### **XII. UNFINISHED BUSINESS**

#### **XIII. NEW BUSINESS**

- **Adopt changes to Park Committee By-Laws**

**Motion made to:**

Motion by:

2<sup>nd</sup> by:

VOTE: Aye:

Nay:

Absent:

Abstain:

**Council Took No Action**

- **Close undeveloped portion of Grace Street between Benton Drive and West Jackson Street.**

**Motion made to:**

Motion by: Council Member, Allan "Cotton" Roberts

2<sup>nd</sup> by: Council Member, Ron Kindle

VOTE: Aye: 5

Nay: 0

Absent: 0

Abstain: 0

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

(None)

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

**Motion made for Council to enter into closed session to discuss**

1.)	<b>Legal Matters</b>
2.)	<b>Personnel Matters</b>
3.)	

Motion by: Council Member, Allan "Cotton" Roberts

2<sup>nd</sup> by: Vice-Mayor Robin Richards

VOTE: Aye: 5

Nay: 0

Absent: 0

Abstain: 0

Mayor Perry opened the closed session at P.M.

(Note: Council Member Ron Kindle did not attend the Closed Session due to Conflict of Interest)

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

Council returned from closed session at 7:47 P.M.

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

Motion by: Council Member, Allan "Cotton" Roberts  
2<sup>nd</sup> by: Vice-Mayor, Robin Richards  
VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0

### **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: 6  
Nay: 0  
Absent: 0  
Abstain: 0

## **XVII. MOTIONS FROM CLOSED SESSION:**

Council returned from closed session at 7:47 P.M.

No Motions from Closed Session

## **XVIII. ADJOURN**

### **Motion made to adjourn.**

Motion by: Council Member, Allan "Cotton" Roberts  
2<sup>nd</sup> by: Council Member, Ron Kindle  
VOTE: Aye: 5  
Nay: 0  
Absent: 0  
Abstain: 0

\*Mayor Perry adjourned the meeting at 7:50 P.M., until the next regularly scheduled Council Meeting on October 9, 2018.

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Frances Perry – Mayor

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Lisa Loggans – Deputy Town Clerk