

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
December 4, 2018
156 E Jackson St
6:30 p.m.

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

II. ROLL CALL – Deputy Town Clerk – Lisa Loggans

	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: Jason Snapp, Debbie Kindle, Billy McClellan, Ruby Rogers, Elizabeth Robinson, Chief Terry Sivert, Marley Brooks, Becky Coleman, Tihlee Anderson, Ethan Penley

III. INVOCATION - Allan “Cotton” Roberts

IV. PLEDGE OF ALLEGIANCE - Chief Terry Sivert

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Council Member, Ron Kindle

2nd by: Council Member, Allan “Cotton” Roberts

VOTE:

Aye, 4

Nay,

Absent, 1 - Vice Mayor, Robin Richards

Abstain

Motion carries.

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

- Introduction, Mrs. Irene Robinson, PT Clerical
- Introduction, Mr. Tihlee Anderson, PT Police Officer
- Recognition of Excellence, Officer Ethan Penley
- Recognition of Excellence, Greg Jones, Continuing Education

VII. APPROVAL OF MINUTES

- **Approval of November 13, 2018, Council Meeting Minutes**
Motion made for approval of November 13, 2018, Council Meeting Minutes.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Ron Kindle

VOTE: Aye, 4
 Nay,
 Absent, 1 - Vice Mayor, Robin Richards
 Abstain

Motion carries.

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for November 2018.

Motion by: Council Member, Roger Cassell

2nd by: Council Member, Allan “Cotton” Roberts

VOTE: Aye, 4
 Nay,
 Absent, 1 - Vice Mayor, Robin Richards
 Abstain

Motion carries.

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

- Phillip McClellan
Mr. McClellan resides at 2358 Red Hill Road, which is located approximately 2 miles outside of the Town of Gate City limits. Mr. McClellan said the Police Chief visited his residence, claiming “harassment” over a civil matter. Mr. McClellan said he had met with the Town Manager but was dissatisfied with that meeting. Mr. McClellan also stated that he received a water bill today (12/4/18) in the amount of \$500.00. He says he has never lived at the residence he was billed for and has evidence that he does not reside at the residence of billing. Mr. McClellan also suggested that the town grant annual permits to kids to park at the Flea Market parking lot and be allowed “to be kids”.

Town Attorney Michelle Brooks asked Mr. McClellan if a complaint form had been filed. Mr. McClelland said he had not, but the Town Manager had told him to complete a complaint form. Mayor Frances Perry indicated that she had also advised Mr. McClelland of the process of complaint.

Mayor Perry closed the public comment session at 6:46 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

DEQ Server I&I Rehab Job:

- Received VDOT and DEQ approval to advertise.
- Acquiring easements on the Town's behalf under a supplemental agreement. Approximately 7 easements left to acquire before Town can proceed with advertisement.
- Soliciting a revised endangered species survey scope and fee to cover needed species required by FWS and DGIF. Project ready to advertise after these items are complete.

Water Treatment Plant Upgrades:

- Roofing complete and SCADA/Telemetry complete.
- Change Order #1 approved by VDH.
- Coordination on updated meter replacement list complete.
- Meters to be installed December 10.
- WTP doors and backwash system to follow meter installation.
- Expected completion date: Jan 11, 2019.

Asset Management Plan:

- Submitting a preventive maintenance and operational plan for the town to extend the life and performance on assets to VDH.
- Plan includes inventory of Town assets associated with waterworks system.
- Finalizing plan as the WTP Project begins within the next 2 months.

H/C Ramp HSIP Project:

- Survey field work completed April 27.
- Preliminary plans completed and discussed with VDOT.
- Submitted basic document of Categorical Exclusion to satisfy federal environmental requirements.
- Deadline for responses on environmental document: Dec. 5. Finalization of plans and approval to advertise from VDOT to begin after this date.

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.

Construction is underway. The Roofing/Door project and the Telemetry system with grounding treatment is nearly complete. Commercial Water meters replacement will start shortly.

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 1st, 2017. Environmental Review is currently under review and due by December 5th, 2018.

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 Street)

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.

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.

Lenowisco Planning Authority has hired The Lane Group to complete the architectural report and marketing analysis. Scope of work has been completed. The Lane Group will be contacting the Town shortly to complete this project.

Department of Housing and Community Development (DHCD): Town-Wide Housing Needs Assessment 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.

On October 9th, 2018, DHCD has awarded the Town \$40,000.00 to complete the Town-wide Housing Needs Assessment Planning Grant.

Our first task is to advertise a Request for Proposals (RFP) for an individual or firm to complete DHCD's requirements for implementing and administering a Housing Needs Assessment planning grant. Town Council has approved the RFP and the deadline for proposal submission has been set.

Dog Park & Gateway Park

Trees and brush have been removed from the project area. Town Crew has installed drainage tile to improve drainage at the Dog Park. The Outer chain link fence will be installed in the next couple weeks.

Town Council has approved a change in the scope of work and has awarded the bid to Factory To You Fence of Kingsport. The fence will be installed in a couple weeks.

Stack Fence for the Gateway Park will be completed under Force Account. We are presently obtaining quotes.

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 Veterans Day event was held on Monday, November 12th, 2018 at 11:00 AM. Mr. Marshall Tipton was this year's keynote speaker. We had a good turnout despite the weather.

The Christmas Open House was held on Saturday, November 17th, 2018. We received positive feedback from business owners. The event was well attended.

Small Business Saturday was held on Saturday, November 24th, 2018.

Gate City Christmas Parade will be held on Saturday, December 8th, 2018 at 7:00 PM. Mrs. Kim Jenkins of Jenkins School of Dance will be this year's Grand Marshall.

Other:

We had a significant rain event on September 27th, 2018. The rain appeared to be focused on the west end of Town. The drainage issue on Water Street caused a flooding issue to Broadwater Trading Company. Mattern & Craig, Inc will be drafting recommendations to improve the storm drains in that area.

On October 29th, 2018 the Finance Committee and Town Manager met with Scott County School Board Director, members of the Scott County School Board, and Delegate Terry Kilgore regarding the access to the Scott County Sports Complex. The last time this group met and discussed the Scott County Sports Complex was on September 21st, 2016. In 2016 the Town obtained informal quotes to pave the dirt road between Broadwater Ave and Filter Plant Road. (No action or meetings have taken place since the September 21st, 2016 meeting.) At the October 29th, 2018 meeting, we discussed ideas to achieve access to the Scott County Sports Complex. VDOT will not provide funding to help pave the dirt road between Broadwater Ave and the Filter Plant unless the low-lying bridge that crosses Little Moccasin Creek near the Filter Plant Road is replaced making the project cost prohibited. (Under VDOT specs, bridges cannot be in a flood plain). It was determined that if

local funds are going to be needed to address this issue, the low-lying bridge near the Filter Plant road will need to be inspected. The bridge belongs to the Town. Mattern and Craig, Inc has submitted a cost estimate to inspect the bridge of \$2,700.00. Council Action: Approve the Bridge Inspection Project.

The Employee Appreciation Dinner was held on Wednesday, November 21st, 2018. On behalf of the employees, I would like to thank Town Council for the dinner.

On November 27th, 2018, Council Member Allan "Cotton" Roberts and myself attended the Virginia Commission for the Arts Grant Workshop that was held at the Heartwood in Abingdon, Virginia. The Virginia Commission for the Arts funds nine grant programs for 501 (c)3 foundations, Schools, Art Organizations, and Units of Governments. The Kickin Back @ King Alley Free Summer Concert series appears to be an eligible program for The Creative Community Partnership Grant.

The Virginia Commission for the Arts also has a Presenting Tour Assistance Grant for 501 (C)3 organizations. The Arts Commission has a roster of performing artist who can perform in Gate City, VA. The Presenting Tour Assistance Grant will be for 100% of the cost for the performers.

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

Roger Cassell:

None

Ron Kindle:

Asked about Town Car repairs. Town Manager Greg Jones said that he had talked with the repair shop and estimates are \$300-400 for bumper repair.

Wallace W. Ross, Jr.:

Mentioned bulbs on Jackson Street need to be replaced. Roger Cassell indicated that the CFL bulbs currently used do not withstand weather very well.

Allan "Cotton" Roberts:

Gate City Frontier has met with representative from Main Street. A second level may be available as an option to moving onto the main street level.

2018 major accomplishments were discussed at the Gate City Frontier meeting.

They include:

- Partnership with Rally SW Virginia and with Town of Gate city to use Gate City theatre as an outdoor venue via a \$3,000 grant award.
- 2nd Annual Run the Gate, doubling the number of participants and amount of funding raised through the event.
- Gate City Theatre opened in June as an outdoor venue. Events were held in June and July 2018, as well as a back-to-school event shortly before the opening of the 2018-19 Scott County School Systems year. A Halloween-themed event was also held.
- Participated in 5 Town of Gate City events throughout the year.
- 1,953 volunteer hours dating from 2015 – November 2018, resulting in a savings of \$40,000 (\$20/hour)
- \$4,787 raised through donations, T-shirt sales, etc.

D. Sanitation Authority

PSA has hired an attorney, who has given his interpretation of the current contract. A meeting will be scheduled for an amicable resolve to the situation.

XII. UNFINISHED BUSINESS

None

XIII. NEW BUSINESS

- **Mrs. Elizabeth Roberts – Hope House donation request.**

Mrs. Roberts explained what Hope House is, what they do, and made a request for donation from the Town of Gate City to help offset costs and requirements of upfront expenses and grant reimbursement procedures.

Motion made for donation of \$500 to Hope House of Scott County.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

Motion carries.

- **Mr. Kendall Clark – No loitering at QSQ; junk vehicle at lawn mower shop.**

TAKE NO ACTION (Mr. Clark not present)

- **Replacement of Fire Hydrant – Manville Road**

Wallace W. Ross, Jr. said the Fire Department had reported in February 2017 that a fire hydrant was not working properly in response to a Chestnut Street house fire. A subsequent water leak further reduced the operation of the fire hydrant. Mr. Ross expressed concern over businesses and houses that may not have adequate protection. Council Member Roger Cassell said replacing this hydrant will place three hydrants within 300 feet of each other, with the general standard being 1000 feet of separation between hydrants.

Motion made for placement of new hydrant at 587 Manville Road.

Motion by: Council Member, Roger Cassell

2nd by: Council Member, Ron Kindle

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

Motion carries.

- **New Lease: Copy Machine**

Town Manager Greg Jones explained the current copy machine is between 3.5 and 4 years old and begin to experience problems nearly 2 months ago. Current lease is through Thermocopy and the company has recommended a new model. Average cost on current machine was \$580 per month; new lease cost will be \$430.

Motion made for acceptance of new lease agreement for copy machine.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

Motion carries.

- **Opposition resolution: Holston Valley Medical Center/Ballad Health changes to trauma and neonatal intensive care services**

Ballad Health has recently announced plans to close NICU facilities at Holston Valley Medical Center and to downgrade the Level I Trauma Center to Level 3. Numerous localities have passed similar resolutions opposing the plan.

Motion made to submit opposition resolution as prepared by Town Manager Greg Jones.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

Motion carries.

- **Bridge Inspection: Scott County Sports Complex**

Proposal to inspect low-lying bridge off Filter Plant Road. Paving of the dirt road off Filter Plant Road would provide the only access to the Sports Complex, but an inspection of the low hanging bridge needs to be completed before the plan can move forward.

Motion made for Bridge Inspection at Scott County Sports Complex

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

Motion carries.

- **Park Committee Appointments**
 1 Member of Town Council: Robin Richards
 1 Member of Planning Commission: Vickie Roberts
 1 Resident of the Town of Gate City: Ruby Rogers

Motion made for acceptance of Park Committee Appointments

Motion by: Council Member, Roger Cassell

2nd by: Council Member, Ron Kindle

VOTE: Aye: 3 (Includes “aye” from Mayor Perry)

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain: 2 – Allan “Cotton” Roberts; Wallace W. Ross, Jr.

Motion carries.

XIV. PUBLIC COMMENT – NEW BUSINESS

None

XV. CLOSED SESSION

Motion made for Council to enter closed session to discuss 1.) Personnel

2.) Legal

3.)

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

Mayor Perry opened the closed session at 7:45 P.M.

XVI. RETURN FROM CLOSED SESSION

Council returned from closed session at 7:52 P.M.

Motion made for Council to return from closed session.

Motion by: Council Member, Allan “Cotton” Roberts

2nd by: Council Member, Roger Cassell

VOTE: Aye: 4

Nay:

Absent: 1 – Vice Mayor, Robin Richards

Abstain:

CERTIFICATION OF CLOSED MEETING – Read by: Michelle 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: 4
 Nay:
 Absent: 1 – Vice Mayor, Robin Richards
 Abstain:

XVII. MOTIONS FROM CLOSED SESSION:

None

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Council Member, Allan "Cotton" Roberts
2nd by: Council Member, Ron Kindle
VOTE: Aye: 4
 Nay:
 Absent: 1 – Vice Mayor, Robin Richards
 Abstain:

*Mayor Perry adjourned the meeting at 7:57 P.M., until the next regularly scheduled Council Meeting on January 8, 2019.

Frances Perry – Mayor

Lisa Loggans – Deputy Town Clerk