

# TOWN COUNCIL MINUTES



## Gate City Town Council Minutes

December 10, 2019

156 E Jackson Street

6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 7:01 P.M. BY: Mayor - Frances Perry**

**II. ROLL CALL –** Town Clerk – Lydia Lane

	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: Commonwealth Attorney Andrew Johnson; Marley Brooks; Chief Terry Sivert; Jason Snapp, Mattern & Craig; Cindy White, Scott County Virginia Star Newspaper; Kevin Barnett; Brandi Trinkle; Joshua Trinkle; Joshua Callahan, C Group Insurance; Jessica Keith; Scott Service Coordinator; Nathan Kilgore, CrossFit Ionracas; Bob Richards; Deana Stoddard, LENOWISCO; Mattie Stoddard

**III. INVOCATION-** Kevin Barnett

**IV. PLEDGE OF ALLEGIANCE –** Chief Terry Sivert

**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  
Nay,  
Absent,  
Abstain

**Motion Carried.**

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

Town Manager Greg Jones presented Joshua Callahan, C Group Insurance, with an award for his development of a building and beautification efforts within town.

Town Manager Greg Jones presented Gordon Wood, James Powell, Robert Goff, Ali Kasongo, and Joshua Trinkle (present) with certificates for their heroic efforts shown on September 14, 2019 that helped to aide in saving a life. Brandi Trinkle accepted the certificates on behalf of the individuals that were not present.

Mayor Frances Perry and Mattie Stoddard, guest student, drew the names for the Christmas gift basket giveaway. These names included Tabitha Miller, Joshua Taylor, Syble Trent, and Susan Looney.

**VII. APPROVAL OF MINUTES**

- **Approval of October 15, 2019 Town Council Minutes**

- Motion made to approve minutes as presented.**

- Motion by: Allan “Cotton” Roberts

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

- VOTE: Aye: 5

- Nay:

- Absent:

- Abstain:

- Motion Carried.**

- **Approval of October 22, 2019 Special Called Emergency Council Minutes**

- Motion made to approve minutes as presented.**

- Motion by: Allan “Cotton” Roberts

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

- VOTE: Aye: 5

- Nay:

- Absent:

- Abstain:

- Motion Carried.**

- **Approval of November 12, 2019 Town Council Minutes**

- Motion made to approve minutes as presented.**

- Motion by: Allan “Cotton” Roberts

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

- VOTE: Aye: 5

- Nay:

- Absent:

- Abstain:

- Motion Carried.**

**VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for November 2019 as presented.**

Motion by: Ron Kindle

2<sup>nd</sup> by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

**IX. PUBLIC COMMENT (Will be limited to 3 minutes per speaker.) - NONE**

Mayor Perry closed the public comment session at 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** – Jason Snapp delivered the Engineer’s Report.

**DEQ Sewer I&I Rehab Job:** Project has been bid. The low bidder was Estes Brothers Construction out of Jonesville, VA at \$1,696,106.83. The construction estimate included in the funding package was \$1,280,378. Mattern & Craig recommends the Town ask for additional funding from DEQ in the amount

of \$391,317.00. DEQ has offered to fund the additional needed monies at 0% interest, which the Gate City Sanitation Authority has voted to accept. We expect to officially award the project by the end of the year, then schedule a pre-construction conference for mid-January. Construction is expected to begin in early February.

**Water Treatment Plant Upgrades:** Project is complete and we have scheduled the final VDH administration audit for Thursday, December 12<sup>th</sup>, at 10:00AM. Once VDH approves the project files the last Pay Application will be submitted to pay the contractor the project retainage which will complete the project.

**Asset Management Plan:** M&C has submitted the Water Asset Management Plan to VDH for approval.

**H/C Ramp HSIP Project:** VDOT has issued additional comments for revision. We are in the process of addressing these comments and will submit for final advertisement approval. Jason Snapp stated that he estimates that everything can be tied up by late spring or early summer.

B. **Manager's Report** – Town Manager Greg Jones delivered the 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.

A certificate of substantial completion was signed on October 28, 2019 and sent to the Virginia Department of Health.

Project is complete except for the VDH approval of the Asset Management Plan and punch list items.

Substantial completion deadline was not met on January 11<sup>th</sup>, 2019. Mattern & Craig has received a time extension request.

### 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 1<sup>st</sup>, 2017. Environmental Review has been completed and has been approved. Mattern & Craig, Inc. is currently addressing VDOT's comments on this project. Once the final plans are approved, we will be ready to bid.

#### **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 Streets)**

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.

- **Department of Housing and Community Development (DHCD): Park Street Housing Rehabilitation Project.**

DHCD has awarded \$522,200 for the Park Street Housing Rehabilitation Project. The funds will be used to rehabilitate seven residential homes, reconstruct two residential homes, and demolition of two vacant residential structures on Park Street. Our budget is as follows:

\$522,200 – DHCD  
\$12,000 – Town (In-Kind)  
\$534,200 – Total

The Park Street Housing project will be set up on a reimbursement. This project will coincide with the DEQ Wastewater Line replacement project valued at \$1.7 million. The Town may need to obtain a Bond Anticipation Note (BAN) to provide interim financing for both projects.

All the DHCD preliminary contract activities have been completed. DHCD and Housing Specialist contract have been executed. Housing Specialist is currently conducting a need assessment survey of the project area. There have been four applications submitted.

Monthly meetings for the Management Team and Rehabilitation Board have been scheduled for the first Monday of every month. The meetings will be at the Town Hall starting at 10:00 AM. The first monthly meeting of the Management Team and Rehabilitation was held on December 2<sup>nd</sup>, 2019.

As a part of the requirement for this project, I attended the Governor's Housing Conference in Hampton, Virginia on November 20<sup>th</sup> – 22<sup>nd</sup>, 2019.

- **Dog Park & Gateway Park**

The Gateway Park has been funded \$5,000 in FY 2020 Budget to continue development. Our next project will be the installation of the Stack Fence along the front of the property.

The dog park located at Grogan Park has been funded \$5,000 in FY 2020 Budget to continue development. The next project will be to address the drainage issue and locate interior fencing.

- **Banner Placement – Kane & Jackson Streets**

\$25,000 has been allocated through the FY 2019 budget to place new streetlight banners along Kane and Jackson Streets. The FY 2019 funding for this project has been transferred to the Capital Improvement Savings to continue the project in FY 2020.

I met Mr. Joel Mosca, Mosca Designs – Glenn Allen, VA during the Main Street meeting in Lynchburg, VA. Mosca Designs stated that they can help with the engineering requirements needed for permitting. This project should start soon.

- **Sidewalks – West Jackson Street**

Currently there are no sidewalks located on West Jackson Street past the Scott County Life Saving Crew: Council has approved to submit a HSIP application for the installation of sidewalks on West Jackson Street.

We have learned that VDOT will not be accepting HSIP applications this year. Further Council discussion will be required.

- **Grogan Park/Baseball Fields Flooding Issue**

I met with Scott County Schools, Gate City Little League, and Michele Brooks, Attorney on March 12<sup>th</sup>, 2019 to discuss the flooding issue at Grogan Park Baseball Fields. Under our agreement with Gate City Little League, the Little League is responsible for the maintenance of the baseball fields. Gate City Little League states that they are not using the High School Baseball Field and should not have to provide maintenance to the field. Gate City Schools stated that they will not be playing home games at Grogan Park due to the damage caused by the recent flooding. Gate City Schools did state that they will repair the fence wall at the High School Baseball Field.

I contacted Mr. Hubert Thomas with the U.S. Army Corp of Engineers for assistance in handling the flood issue at Grogan Park. He indicated that a creek survey will need to be conducted prior to determining a plan of action. A site visit was conducted on May 13<sup>th</sup>, 2019.

As a result of the site visit, the Army Corp of Engineers stated that they are expecting to receive additional budget funding due to the increase of flooding issue in our area. Mr. Thomas stated that the Army Corp of Engineers can do a stream study for Big and Little Moccasin Creeks.

Council has approved the letter of engagement for the Army Corp of Engineers to proceed with this survey.

I spoke to Mr. Hubert Thomas who stated that this project is being funded through a continuing resolution. He expects this project to start by the end of the year.

- **Kane Street & Jackson Street Paving & Parking Plan**

The Virginia Department of Transportation (VDOT) informed the Town that Kane Street and Jackson Street – Sue Street to Aurora Street will be repaved in the coming weeks. VDOT will be responsible for replacing the crosswalks and centerline striping, but the Town is responsible for parking spaces striping.

A Parking Plan has been developed by Mattern & Craig, Inc and approved by VDOT. Out of the six contractors that have been contacted to submit a bid, only two responded.

Council has approved the Parking Plan and has awarded the bid to Precision Pavement Markings. A kick-off meeting was held on November 5<sup>th</sup>, 2019 with Precision Pavement Markings. The project is expected to begin on December 15<sup>th</sup>, 2019 and take three days to complete. This date is dependent on weather.

- **Manville Fire Hydrant Issue**



Town Council has approved to solicit the Virginia Department of Health for a Planning Grant to install backup generators for the water treatment plant and distribution system. The Planning Grant will also address the installation of master/zone water meters in our distribution system as a means to help find water leaks. This issue has been turned over to Mattern & Craig, Inc.

Per Town Council's instruction, the Fire Hydrant located on Sherman Street has been inspected. The inspection report (as of this writing) has not been submitted to the Town; however, Mattern & Craig, Inc has informed me that the hydrant in question is operating correctly with no issues.

- **Scott County Sports Complex Access Road**

Town Council has awarded the paving contract to Bracken Paving in the amount of \$26,800.00. The Town of Gate City, Scott County School Board, and Scott County Board of Supervisors have agreed to share the cost. Each party will contribute \$8,933.33 towards this project.

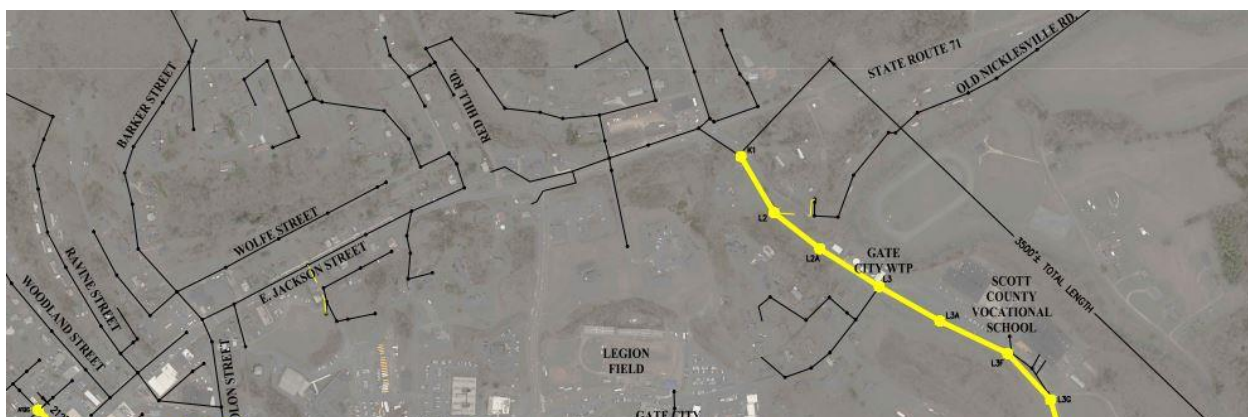
The scope of the project will include: 10'x 565' road with 6" PUG Stone Base, 2" Binder Asphalt Mix, and 1" Surface Asphalt Mix. The project is expected to start on November 19<sup>th</sup> and will take three days to complete.

The paving project for the Scott County Complex Access Road has been completed.



- **Wastewater Line Replacement Project**

The Gate City Sanitation Authority has been awarded funding to replace the aging wastewater truck lines.



The original funding has been awarded. The loan will be for twenty years at zero percent interest.

Base Funding			
Total	Grant	Loan	Yearly Payment
\$1,726,278	\$700,000	\$1,026,278	\$51,314

The bid opening ceremony was conducted on October 30<sup>th</sup>. The lowest bid was received at \$2,117,595.00. DEQ has agreed to fund to loan the difference with the same terms that were awarded.

Ammended Funding			
Total	Grant	Loan	Yearly Payment
\$2,117,595	\$700,000	\$1,417,595	\$70,880

The Sanitation Authority did request additional grant funding, but DEQ stated that all the grant funds have already been allocated.

The increase in cost will drive an increase to our sewer billing rates. The funding for this project is expected to close before December 30<sup>th</sup>, 2019. The construction phase will begin in the spring of 2020.

- VDOT Paving Projects for 2020**

The Virginia Department of Transportation has informed me of the following paving projects for 2020:

Lombard Street  
 Starnes Street  
 Virginia Ave  
 Highland Street  
 Campbell Street/Ave

The Gate City Town Council has approved Sharon Street to be paved in FY 2020. I would recommend that the Town's portion of Lombard Street be considered for paving in FY 2020. I have submitted this issue to the Street Committee for resolution.

Mayor Frances Perry asked if Franklin Street could be included in this? Town Manager Greg Jones stated he would have to see if it is a VDOT road. Council Member Allan "Cotton" Roberts asked if Park Street could be paved since the housing project will be taking place there? Town Manager Greg Jones stated that Park Street is a VDOT Street. Town Attorney Michele Brooks stated that VDOT has chosen the streets in this project.

Town of Gate City						
Capital & Community Improvement Plan						
2020-2023						
Fund	PROJECT NAME	Total Cost	Future Plan Years			
			2019	2020	2021	2022 2023
	<b>Street Paving Projects</b>					
GF	Sharon Street	\$ 15,000		\$ 15,000		
GF	Baker Alley	\$ 15,000			\$ 15,000	

## 2019 Town Events

# Veterans Day Event

The Veterans Day Event was held on Monday, November 11<sup>th</sup>, 2019 at Grogan Park. Our keynote speaker was Sergeant First Class Noah Taylor. The Gate City High School is now having a Veterans Day program. The Events Committee has discussed partnering with Gate City High School with the Veterans Day Event.

## Christmas Open House

The Christmas Open House was held on Saturday, November 23<sup>rd</sup>, 2019.

## Small Business Saturday

Small Business Saturday was held on Saturday, November 30<sup>th</sup>, 2019.

## Christmas Parade

The Christmas Parade is scheduled for Saturday, December 7<sup>th</sup>, 2019. The event will be hosted by the Gate City Fire Department and this year's theme will be "Clinch Mountain Christmas Memories and Mr. and Mrs. Stan & Ruby Rogers will be this year's Grand Marshal.

**The following businesses are our FY 2020 event sponsors.**

**Gold Sponsors:** First Community Bank and Scott County Board of Supervisors.

**Silver Sponsors:** New Peoples Bank and Scott County Life Saving Crew.

**Bronze Sponsors:** Pal's Sudden Service, Mattern & Craig, Jenkins School of Dance, Commercial Electronics, Farmers and Miners Bank, Mountain Region Family Medicine, Pizza Plus, and State Farm Insurance.

**Friends of Gate City:** Tucker and Becky Coleman, Dr. David Templeton, and Quillin Hardware.

The Events Committee is currently in the process of planning the events for FY 2020.

## Property Maintenance Issues

The following properties have been issued a notice of violation (NOV) letter:

Property Maintenance Report						
Tax Map Number	Violation(s)	Date NOV Sent	Years RE Tax Delinquent	RE Tax Due	Status	Notes
146A6 9-D 18, 19A	304.1 GENERAL	11/27/2019	2016 - 2019	\$ 818.80	Deadline 12/6/19	House needs to be razed.
	308.1 ACCUMULATION OF RUBBISH OR GARBAGE					Turn over to TACS
	301.3 VACANT STRUCTURES AND LAND.					
	302.1 SANITATION					
	304.1.1.13 WINDOW, SKYLIGHT AND DOOR FRAMES.					
	304.2 PROTECTIVE TREATMENT.					
	304.7 ROOFS AND DRAINAGE					
	105.1 UNSAFE STRUCTURES OR STRUCTURES UNFIT FOR HUMAN OCCUPANCY					
	18-13. REMOVAL OF WEEDS, GRASS AND OTHER FOREIGN GROWTH ON VACANT PROPERTY.					



Town Manager Greg Jones stated that any property that is two years past due on their taxes has been turned over to TACS. Town Manager Greg Jones stated that once the notices are sent, the properties that have property maintenance violations will be dealt with first.

## **Other**

### **Virginia Rural Water Association – Workshop**

I attended the “Management of Water & Wastewater Facilities in the Real World” in Wise, Virginia on November 13<sup>th</sup>, 2019. This workshop focused on the management areas of budgets and financial reports, customer relations, project management, and regulatory relations.

### **Annual Employee Appreciation Lunch**

The annual Employee Appreciation Lunch was held on November 27<sup>th</sup>, 2019 at the First Baptist Church. The lunch was catered by North Fork Catering. Approximately 50 people attended.

### **POLCO**

Town Manager Greg Jones stated that his training with POLCO, a community involvement software, will begin next week.

### **RYE ENGINEERING TRAINING**

Town Manager Greg Jones stated that the training for the new leak detection equipment will happen tomorrow at 11 a.m.

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

**Mayor Frances Perry** – Mayor Frances Perry commended the Fire Department for their efforts and a job well done on the Gate City Christmas Parade. Mayor Perry stated that Grand Marshals Ruby and Stan Rogers were happy to be in the parade.

#### **Council Member Roger Cassell – NONE**

**Vice-Mayor Robin Richards** – Vice-Mayor Robin Richards stated that Lombard Street needs to be paved.

**Council Member Allan “Cotton” Roberts** – Council Member Allan “Cotton” Roberts stated that the water loss is down to 33% which is the best number that we have seen in a long time. Town Manager Greg Jones stated that this number should get better because there was a leak that was repaired in front of the Family Bakery. Council Member Roberts stated that he has received a few complaints regarding potholes on Park Street. Council Member Roberts stated that the town crew has filled in the potholes with gravel, but it is a VDOT street. Council Member Roger Cassell stated that there is a place on Park Street that needs to be repaired that currently has gravel in it. Council Member Roger Cassell stated that there is also a place on Benton Drive that currently has gravel in it but needs to be repaired.

**Council Member Wallace W. Ross, Jr.** - Council Member Wallace W. Ross, Jr. stated that he has turned in the outage of the light pole that is in front of Ivy Cottage twice and it is still not on. Council Member Roger Cassell stated that the order has already been turned in to AEP by the Town Clerk. Council Member Roger Cassell stated that the individual who repairs the streetlights for AEP waits until there are several

that need to be fixed in one area. Council Member Roger Cassell stated that Jesse Sallee with AEP said that he would create the orders for repair if he is provided with a list of outages. Council Member Wallace W. Ross, Jr. stated that there are still several street lights out in town that could be changed with the lift truck.

**Council Member Ron Kindle - NONE**

- D. **Sanitation Authority** – Chairman Roger Cassell stated that a letter was drafted by Town Attorney Michele Brooks and the Sanitation Authority voted to give the PSA until December 17<sup>th</sup> to respond before legal action is taken. Chairman Roger Cassell stated that he attended the PSA board meeting today and stressed the issue.

**XII. UNFINISHED BUSINESS**

- **Mr. Andrew Johnson, Commonwealth Attorney- Scott County Occupational Training and Treatment/Scott Service Proposal**

Commonwealth Attorney Andrew Johnson stated that the proposal he is presenting states that there will be no compensation to the Commonwealth Attorney's office for six months. Commonwealth Johnson stated that this would allow for the new council to be able to evaluate the data and determine a vote in June 2020. Town Attorney Michele Brooks stated that she had not had time to review the proposal since it was just submitted and could not recommend for the Council to vote on something that she and the Council Members have not had time to review.

**TAKE NO ACTION**

**XIII. NEW BUSINESS**

- **Vote on 2019 Comprehensive Plan**

Vice-Mayor Robin Richards asked if the comprehensive plan can be updated if needed? Town Manager Greg Jones stated yes, it is a living document.

**Motion made to approve the 2019 Comprehensive Plan as presented.**

Motion by: Allan "Cotton" Roberts

2nd by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

- **Who will attend 2/6/2020 VML Legislative Day**

Council discussed who would attend the 2/6/2020 VML Legislative Day and decided that there would be no attendees for this meeting.

**TAKE NO ACTION**

- **Who will attend 1/21-24/2020 Legislative Visit**

Council discussed who would attend the 1/21-24/2020 Legislative Visit and decided that all council members, the town manager, and the mayor would like to attend. Council Member Allan “Cotton” Roberts recommended holding a workshop session to discuss what will be presented at the legislative visit.

**Motion made to allow all five council members, the town manager, and the mayor to attend the 1/21-24/2020 Legislative Visit.**

Motion by: Allan “Cotton” Roberts

2nd by: Ron Kindle

VOTE: Aye:5

Nay:

Absent:

Abstain:

**Motion Carried.**

- **Fill Vacancy on Management Team**

Town Manager Greg Jones recommended that someone from the community should fill the vacancy on the management team. Ms. Stoddard stated that the vacancy would have to be filled by someone from outside of the Park Street area. Council Member Roberts recommended Tyler Kilgore to fill the vacancy on the management team.

**Motion made to approve Tyler Kilgore to fill the vacancy on the management team for the Park Street Housing Project.**

Motion by: Allan “Cotton” Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

- **CrossFit Gym Proposal**

Nathan Kilgore stated that over the last four years he has discussed, with Town Manager Greg Jones, the possibility of partnering with the Town to provide a significant discount on membership fees to individuals who work for the Town and the Town Council. Mr. Kilgore stated that it would be \$3,500 worth of service for \$850 per month. Mr. Kilgore stated that spouses of employees would be a \$50 add on charge, which is less than the normal rate. Mr. Kilgore stated that the membership is transferrable if the employee does not want to participate but someone in their immediate family does. Mr. Kilgore discussed the health-related events that have been discussed during the events committee meetings. Mr. Kilgore stated he is working on providing a similar proposal to New Peoples Bank. Council Member Wallace W. Ross, Jr. asked what are the membership rates per year? Mr. Kilgore stated that it is \$139 per month. Council Member Wallace W. Ross, Jr. asked is the capacity of the gym able to handle that many people? Mr. Kilgore stated that he is able to have 140 people in the gym. Council Member Allan “Cotton” Roberts asked if only five people want to participate, will the rate stay the same? Mr. Kilgore stated yes that the rate will stay the same, but they can transfer the membership to someone else. Council Member Roberts stated that individuals should not be able to transfer the membership just because the Town is paying for it because it is for their personal health and fitness. Mr. Kilgore stated that it is a standard company rate that he has to implement even though he is still taking a loss if more than eight individuals become members. Council Member Wallace W. Ross, Jr. asked if such a big cut is being taken, how will equipment be maintained? Vice-Mayor Robin Richards stated that it is just a cut on our rate, not all of Mr. Kilgore’s customers. Mr. Kilgore stated that he is interested in helping the community and being a part of it. Council Member Roberts asked if any employees are interested in participating? Town Manager Greg Jones stated that Office Manager Lisa

Loggans has been asked to take a survey from the employees to see who is interested, but she has been out sick. Mayor Perry stated that it is important to wait until we see the response from our employees.

**TAKE NO ACTION**

**XIV. PUBLIC COMMENT – NEW BUSINESS**

**XV. CLOSED SESSION - NONE**

**XVI. RETURN FROM CLOSED SESSION - NONE**

**XVII. MOTIONS FROM CLOSED SESSION: NONE**

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Allan “Cotton” Roberts

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

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**Motion Carried.**

\*Mayor Perry adjourned the meeting at 8:14 P.M., until the next scheduled Council Meeting on January 14, 2020.

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Frances Perry – Mayor

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Lydia Lane - Town Clerk