

TOWN COUNCIL MINUTES



Gate City Town Council Minutes
February 11, 2020
156 E Jackson Street
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:32 P.M. BY: Vice-Mayor – Robin Richards

II. ROLL CALL – Town Clerk – Lydia Morales

	PRESENT:	ABSENT:
Mayor, Frances Perry	X	(Mayor Perry arrived at 6:34 p.m.)
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, Mattern & Craig; Kevin Barnette; Marley Brooks; Bob Richards; Sergeant Justin Miller; Clinton Miles; Debbie Kindle

III. INVOCATION – Kevin Barnette

IV. PLEDGE OF ALLEGIANCE - Sergeant Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Allan “Cotton” Roberts

2nd 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. - NONE

VII. APPROVAL OF MINUTES

- **Approval of January 14, 2020, Town Council Planning Workshop Minutes**

Motion made to approve minutes as presented.

Motion by: Ron Kindle

2nd by: Roger Cassell

VOTE: Aye: 4
Nay:
Absent:
Abstain: 1

Motion Carried.

- **Approval of January 14, 2020, Town Council Minutes.**

Motion made to approve minutes as presented.

Motion by: Robin Richards

2nd by: Roger Cassell

VOTE: Aye: 4

Nay:

Absent:

Abstain: 1

Motion Carried.

- **Approval of January 28, 2020, Continuation Town Council Minutes.**

Motion made to approve minutes as presented.

Motion by: Allan “Cotton” Roberts

2nd by: Ron Kindle

Mayor Frances Perry stated that there needs to be a correction made on page six of the minutes.

Motion to approve the January 28, 2020, Continuation Town Council Minutes as presented was rescinded by Vice-Mayor Robin Richards.

2nd by: Allan “Cotton” Roberts

Motion made to approve the January 28, 2020, Continuation Town Council Minutes with the correction suggested by Mayor Perry; the word leaved to be changed to the word levied.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for January 2020 as presented.

Motion by: Allan “Cotton” Roberts

2nd by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

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

Clinton Miles – 325 W Jackson St. Apt. 405 – Mr. Miles stated his concerns about the handicap ramp that the Town is planning to install near Gateway Terrace Apartments. Mr. Miles asked when the ramp will be installed? Mayor Frances Perry stated that we are currently waiting on the state to give us what we need to proceed. Mr. Miles also expressed his concern for individuals crossing the street on Jackson Street. Mr. Miles stated that sometimes he crosses the road in his electric, battery powered wheel-chair and is afraid he will be hit by a car. Mr. Miles stated that he doesn’t know where the police are when drivers do not slow down at the crosswalks. Mayor Perry stated that the town police officers have been instructed to watch for individuals who do not stop at the crosswalks. Mr. Miles stated that there was a lady who was killed crossing the road and something should have been done then. Council Member Roberts stated that they put signs up and redid the crosswalks, but individuals still don’t stop. Mr. Miles stated that it would help if the police officers would patrol. Sergeant Justin Miller stated that he has recently

increased patrol in the area that Mr. Miles is concerned about. Sergeant Miller stated that unfortunately, the lady that passed away, was not a speed related incident and the individual that hit her had sun in his eyes and sadly did not see her. Mr. Miles stated that drivers really need to watch and stated that it would really help if the officers would patrol more often. Town Attorney Michele Brooks stated that the road in concern is a VDOT road and the town can not change anything as far as the crosswalks or putting up signs without their consent. Mr. Miles stated that he understands that there is just so much the Town can do and appreciates being able to attend the meeting.

Mayor Perry closed the public comment session at 6:51 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: Preconstruction Conference was held at Town Hall on Wednesday, January 15th. Preconstruction line inspections have been completed and the Town Manager, engineer, and contractor will sit down this week to review. The EPSC Permit is in progress and line construction will commence as soon as the permit is approved. Mr. Snapp stated that the land use permit has been approved by VDOT. Mr. Snapp stated that the EPSC permit will be needed from Scott County and requires a linear exemption from DEQ. Mr. Snapp stated that he and Town Manager Greg Jones will be meeting with the contractor tomorrow to review video footage of the sewer lines. Mr. Snapp stated that the contractor has recommended lining some of the pipes rather than pipe bursting them. Council Member Allan "Cotton" Roberts asked if it would benefit him as a business owner to attend the meeting? Mr. Snapp stated that the meeting would probably not cover the lines that Mr. Roberts is concerned about, but that he would meet with Mr. Roberts anytime to show him exactly what is going on. Council Member Roberts stated that he just needs to know when construction will take place because he cannot afford to shut down for a long period of time. Mr. Snapp stated that they will be starting at the line on HWY 23 and then on the line at the vocational school and doesn't expect construction to start in Mr. Roberts section for at least a few months. Mr. Snapp stated that there will be progress meetings each month starting in April.

Sewer Asset Management Plan: M&C is working on the Sewer Asset Management Plan and will be coordinating with DEQ over the next few months to complete. Mr. Snapp stated that this document will contain the information necessary to understand the health of the sanitary sewer system and how to maintain it for the future.

H/C Ramp HSIP Project: VDOT has indicated there is a budget shortfall, but has indicated they have found some additional monies to fund the project in its entirety. M&C has made this request for additional funds and expects approval and funding in the near future. Mr. Snapp stated that this project has federal funds, and this is part of the reason it has been so delayed. Mr. Snapp stated that federal money in a project creates multiple layers of review for the project. Mr. Snapp stated that the ramps being put in are retro fit to the existing conditions and are more customized. Mr. Snapp stated that this has introduced a lot more review time from VDOT and the federal agencies. Mr. Snapp stated that VDOT now has everything that they need to issue an approval to advertise but there is a budget shortfall on the project. Mr. Snapp stated that VDOT has stated that there are additional monies available and we have put in a request for that. Mr. Snapp stated that we are currently waiting on them to state how much more money we can get to fund the project in its entirety. Mr. Snapp stated that then we will get the Town to write a letter stating that we accept these additional funds so we can build all three handicap ramps and the handrails and get approval to advertise. Mr. Snapp stated that the original funding package had

approximately \$86,000 in it and the final cost estimate is almost \$116,000. Mr. Miles asked if Mr. Snapp has any idea when? Mr. Snapp stated that he is unsure of an exact date and will have to wait until VDOT determines the amount of funds, but he doesn't expect it to take very long. Mr. Snapp stated once this happens we will get approval to advertise and after 30 days in the local newspaper, we have 60 days to award the contract. Mr. Snapp stated that even if we got the approval tomorrow it would still be four months before we could ever start construction. Mr. Miles asked if they will cut into the sidewalk? Mr. Snapp stated that they will tear out a 30 ft. section of the sidewalk and it will be almost a ramp style where you can go into it, it will turn and you will come out onto the existing sidewalk. Mr. Miles stated that it is difficult for the ambulance crew to get people in and out of the apartments. Mr. Snapp stated that it will be a big help for situations like that. Mr. Miles asked if it will be summertime when the project starts? Mr. Snapp stated that would be his best guess. Mr. Snapp stated that he would be giving an update each month at the council meetings and Mr. Miles is welcome to come and listen anytime.

Council Member Wallace W. Ross, Jr. stated that he has been involved with this project for ten years and asked when the federal money became involved? Mr. Snapp stated that the original funding application had federal money in it. Mr. Snapp stated that the HSIP program is 90% federally funded. Mayor Frances Perry stated that originally, the vocational school was going to do the project and that is what Council Member Ross is talking about. Council Member Wallace W. Ross, Jr. stated that each month the report states that the project is moving forward but at the same time there are reasons that it is not moving forward. Mr. Snapp stated that VDOT has only been involved since 2017 and I cannot speak to anything that happened before that because I was not involved with it before then. Mayor Frances Perry stated that she had previously gone to the vocational school to ask them if they could do the project. Mayor Perry stated that the vocational school would have done the project but did not start due to summer break. Mayor Perry stated that in the meantime, the town found out that they could not let the vocational school do the project because it is a VDOT street. Council Member Wallace W. Ross, Jr. stated that the project has been very confusing because of if's and and's. Mayor Perry stated that we did try to go forward with the project but when VDOT got involved with it, there are different things that may pop up from time to time that we have to comply with. Council Member Wallace W. Ross, Jr. stated that he has seen VDOT come in and correct problems instantly, such as flooding. Council Member Wallace W. Ross, Jr. stated that this is an emergency because the rescue squad cannot get into the building. Town Manager Greg Jones stated that under the original proposal that was suggested for Council, for the Town to do the work, if this had been done, if someone had gotten injured the Town would have been 100% liable in addition to the Town paying 100% of the cost. Town Manager Greg Jones stated that what we have done is gone through the HSIP program and gained 100% grant approval which means we are not paying anything for the project plus the ramps involved are ADA compliant. Council Member Wallace W. Ross, Jr. stated that he hopes the project will go forward. Mr. Snapp stated that he believes the Town was looking for the most economical solution and the HSIP grant is 100% funded. Vice-Mayor Robin Richards stated that we knew if we waited and took the HSIP route, we would get it funded. Vice-Mayor Robin Richards stated that the taxpayers are actually receiving the project with full funding so it is better for everyone but there is a delay. Mr. Snapp stated that another good example is the Manville sidewalk project that we put in an application two years ago for and the design on it isn't even funded for two more years. Mr. Snapp stated from the time you put the grant application in to the time you start construction will probably be about six years.

B. Manager's Report – The Town Manager's Report was delivered by Greg Jones.

Capital Projects

Water Treatment Plant

- **Water Treatment Plant Upgrade Project/WSL 21-17**
This project is now completed.

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 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. Currently there is a budget shortfall on this project. The additional funding is expected to be provided by VDOT under the HSIP program.

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.

The Management Team and Rehabilitation Board met on February 3rd, 2020. The Department of Housing and Community Development (DHCD) is in the process of approving the Request for Qualification “RFQ” for contractors. The project sign has been approved by DHCD. Intake applications are ongoing.

- **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 12th, 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 13th, 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 was informed by Mr. Thomas Hubert, Army Corp of Engineers, that this project will start by the end of 2019. I have called several times and left a message. To date I have not received a return call.

Grogan Park along with the Town of Gate City received significant flooding on Wednesday, February 5th, 2020. The Big and Little Moccasin Water Shed was documented with pictures and turned over to the Army Corp of Engineers to help with the assessment project.

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

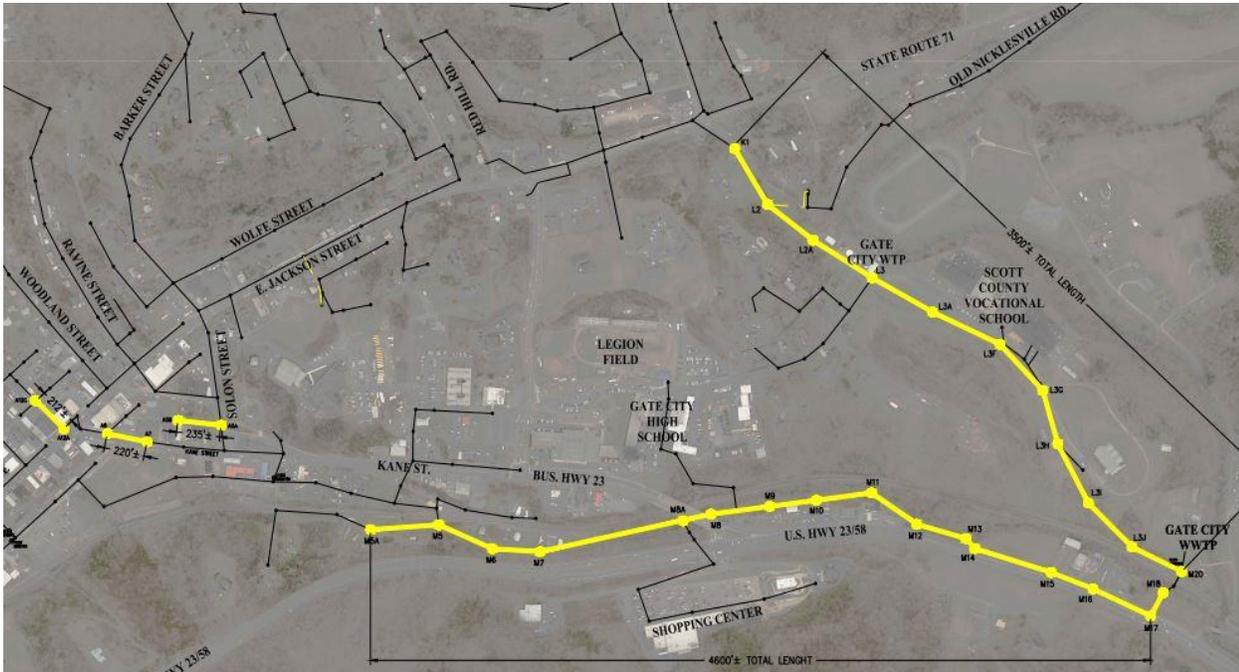
The Virginia Department of Transportation (VDOT) informed the Town that Kane Street and Jackson Street – Sue Street to Aurora Street will be repaved in the coming weeks. VDOT will be responsible for replacing the crosswalks and centerline striping, but the Town is responsible for parking spaces striping.

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 5th, 2019 with Precision Pavement Markings. This project had been scheduled and cancelled on two separate occasions due to the weather.

- Wastewater Line Replacement Project**

The Gate City Sanitation Authority has been awarded funding to replace the aging wastewater trunk 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, 2019. The lowest bid was received at \$2,117,595.00. DEQ has agreed to loan the difference under the same terms as the original offer.

Ammended Funding			
Total	Grant	Loan	Yearly Payment
\$2,117,595	\$700,000	\$1,411,595	\$70,580

The Sanitation Authority did request additional grant funding, but DEQ stated that all the grant funds have already been allocated. Town Council has approved the Support Resolution. This project successfully closed on January 30th, 2020. Construction for this project has begun.

2020 Town Events

The planning for the 2020 events is underway. The Events Committee met on February 4th, 2020.

Budget Calendar for FY2021

February 25th, 2020 - First Finance Committee Meeting Scheduled.

(Confirmed)

February 28th, 2020 - Department Head's deadline in submitting needs.

March 10th, 2020 - Submit Needs Assessment (Committees)

March 24th, 2020 - Finance Committee Meeting (unconfirmed)

April 2nd, 2020 - Complete Proposed FY 2019 Budget

April 7th, 2020 - Finance Committee Meeting (unconfirmed)

April 14th, 2020 - Council to vote on holding a Public Hearing;

Submit proposed budget to Council for input

April 29th, 2019 - First Public Hearing Notice/Advertising

May 6th, 2019 - Second Public Hearing Notice/Advertising

May 12th, 2020 - Public Hearing

June 9th, 2019 - Adopt FY 2020 Town Budget

Tourism Zone Amendment

The Finance Committee met on January 7th, 2020 to discuss amending the incentive offered to retail businesses by our current Tourism Zone ordinance:

(1) Rebate on business, professional and occupational license tax imposed by the town pursuant to chapter eleven of the town Code, in an amount equal to 50 percent of the tax paid by the qualified tourism business each year of the incentive period that is directly attributable to the qualified tourism business. For those qualified tourism businesses that are existing tourism businesses, rebates shall only be applicable to taxes assessed and paid on the portion of gross receipts directly attributable to the expansion of the business.

(2) Rebate on real estate tax imposed by the town pursuant to chapter six of the town Code, in an amount equal to 100 percent of the tax paid by the qualified tourism business each year of the incentive period that is directly attributable to the qualified tourism business. Real estate must be located in the defined tourist zone and be listed on the National Register of Historic Places. Improvements, remodeling, and construction work must be approved by the department of historic resources to qualify for this incentive. Qualified tourism businesses shall receive the benefits of the tourism zone incentives for a period of three calendar years (the "incentive period"), or until such time that the business no longer operates or qualifies as a qualified tourism business, whichever is the first to occur. If the business ceases to be a qualified tourism business or removes its operation from the tourism zone during a year in which the rebate applies, the business shall not be qualified or receive the rebate for that year or thereafter.

Our discussion included offering 100% BPOL and Real Estate Tax reimbursement, along with water/sewer tap credit up to \$1,000. A draft version is being developed and reviewed by the

Virginia Tourism Corporation. The proposed revision should be ready for Council consideration on March 10th, 2020.

Other

Engineering Procurement

Town Council has voted to accept Request for Qualifications (RFQ) for qualified engineering firms. The RFQ has been drafted and approved by the Virginia Department of Health (VDH) and Virginia Department of Transportation (VDOT). Direct solicitation to Women Business Enterprise (WBE) and Minority Business Enterprise (MBE). Our direct solicitation has been submitted to VDH and VDOT and we are awaiting approval. The RFQ deadline is on February 20th, 2020. Council appointed Council Members Mr. Roger Cassell and Mr. Ron Kindle to the interview committee.

2020 Legislative Visit – Richmond, VA

Mayor Frances Perry, Vice-Mayor Robin Richards, Council Members Roger Cassell and Allan “Cotton” Roberts, and I attended the annual legislative visit on January 21st through January 23rd, 2020. Presentations were made to Tobacco Commission (Gate City Theater Project), Virginia Tourism Corporation (Gate City Theater and Town Events), Virginia Department of Health (Backup Generators, Zone Meters, and closing the Reclaim Station), Department of Conservation and Recreation (Grogan Park Flooding and Sports Complex), Virginia Department of Transportation (Sidewalk Projects: Shoemaker, Beech, Bishop, and Jones Streets, Manville, and West Jackson Street), USDA – Rural Development (Gate City Theater Project). Also attended the Southwest Virginia Legislative Reception on January 22nd, 2020.

2020 Census

Met with Mr. David Jones, Census Bureau, on January 28th, 2020. Discussed the importance of the 2020 Census and making sure that everyone is counted. Mr. Jones recommended forming a Count Committee. It is recommended that the committee engage civic groups: School Board, Chamber of Commerce, Churches, Department of Social Services, Library, and Sheriff’s Office to name a few. Residents can access the survey online beginning March 12th, 2020. Also discussed is Census employment opportunities. Census is hiring. The starting wage is \$13.50/hour plus \$.58/mile.

Council Action: Appoint Complete Count Committee

Vice-Mayor Robin Richards suggested that Council move ahead to interviews since individuals were waiting. Council Member Allan “Cotton” Roberts agreed. Council moved into New Business and went into closed session.

XII. CLOSED SESSION

Motion made for Council to enter into closed session to discuss 1.) personnel issues – individual interviews

Motion by: Vice-Mayor Robin Richards

2nd by: Allan “Cotton” Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

Mayor Perry opened the closed session at 7:20 P.M.

XIII. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

Council returned from closed session at 9:18 P.M.

CERTIFICATION OF CLOSED MEETING – Read by: Town Attorney 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.

ROLL CALL VOTE: Aye: Vice Mayor, Robin Richards
Council Member, Allan “Cotton” Roberts
Council Member, Roger Cassell
Council Member, Wallace W. Ross, Jr.
Council Member, Ron Kindle
Mayor, Frances Perry

Nay:

Absent:

Abstain:

Motion Carried.

XIV. MOTIONS FROM CLOSED SESSION:

• **Interviews: Chief of Police**

Motion made to hire Justin Miller as the Chief of Police of the Town of Gate City.

Motion by: Allan “Cotton” Roberts

2nd by: Vice-Mayor Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

Council returned from closed session and resumed the meeting.

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

Council Member Allan “Cotton” Roberts – Council Member Roberts complimented the decrease in water loss. Council Member Roberts stated that he has received complaints concerning the burnt home on Willow Street. Council Member Roberts stated that there are individuals attempting to sell homes in that area and it is an eye sore. Council Member Roberts stated that he has already spoken with the Town Manager about this issue and the Town Manager is moving forward on it. Town Manager Greg Jones stated that he has this issue submitted to the building code official, Robert Mullins.

Council Member Wallace W. Ross, Jr. – Council Member Ross stated he has noticed that a lot of the town street lights are out, especially on the east end. Council Member Ross stated that we have someone who has to walk to their car when they get off, in front of the CEI building, and it is dark without the streetlight. Council Member Roger Cassell stated that the lights are out from Red Hill Rd. down to the Bank of Marion.

Council Member Ross stated that the Towns of Big Stone Gap and Saint Paul have had booths at the VML and are getting more recognition.

Council Member Ron Kindle – Nothing to Report

Vice-Mayor Robin Richards – Vice-Mayor Robin Richards stated that the council had a successful meeting in Richmond. Vice-Mayor Richards stated that it has been the most positive visit yet. Vice-Mayor Robin Richards stated that Town Manager Greg Jones and Events Coordinator Lydia Morales did a fabulous job putting together presentations.

Council Member Roger Cassell – Nothing to Report

D. **Sanitation Authority** – Council Member Roger Cassell stated that the PSA now has a new attorney. Town Attorney Michele Brooks stated that she has a meeting set up with the new attorney next Wednesday.

XV. UNFINISHED BUSINESS - NONE

XVI. NEW BUSINESS

- **Interviews: Chief of Police**
Motion made after closed session.
- **Appoint Complete Count Committee: 2020 Census**

Town Manager Greg Jones explained that the Census wants the council to form a CCC and engage the civic organizations within town to reach the public and show the importance of participating in the census count. Mayor Frances Perry stated that we could put something in the county paper, and we need to follow every avenue that we could to possibly reach people. Vice-Mayor Robin Richards stated that we could put something on the Town website. Town Manager Greg Jones stated that we have been posting on social media, specifically related to the job positions with Census. Town Manager Greg Jones stated that the Census is having trouble getting people to respond and get counted. Mayor Frances Perry asked if there were any volunteers who would like to be on the committee? Council Member Allan “Cotton” Roberts stated that he would leave information out at the bakery. Town Manager Greg Jones stated that we will print a message on the water cards. Mayor Perry stated that as individuals we can mention the Census

wherever we go. Town Manager Greg Jones stated that now is the time to talk to people and tell them to fill the Census out online or they will be getting a knock at the door. Council Member Wallace W. Ross, Jr. stated that many individuals do not have computers and when you knock on doors people are not going to give out information because they do not trust others. Town Manager Greg Jones stated that we can create flyers to hand out. Mayor Frances Perry stated that we need to stress that this is where part of our money comes from and if citizens want things done like paving roads, etc. they need to fill this out. Town Manager Greg Jones stated that it costs \$2,000 per year per person and over a ten-year period would cost \$20,000 per person if they do not fill out the Census. Council Member Roberts stated that we could run a Census ad on channel 30 for free.

TAKE NO ACTION.

- **Approval to seek judgment (recover maintenance expense): Tax Map: 146A6 8 R B; 146A6 8 R 4-6; 146A 6-8 S 6-8**

Town Manager Greg Jones stated that these are properties on Highland Street that we went out and cleaned up and it cost the tax payers \$6,200 to clean up the properties. Mayor Frances Perry asked if Town Manager Greg Jones knew that someone has bought one of the properties? Town Manager Greg Jones stated that as of a few weeks ago, they hadn't. Town Attorney Michele Brooks stated that it is a lien as of right due to the property maintenance issues and will go with the property. Town Manager Greg Jones stated that he checked with the courthouse a couple of weeks ago and they said that no one has sold it. Mayor Frances Perry stated that it has been a couple of months since someone has told the individuals living there that they had bought the property and that they needed to move out. Town Manager Greg Jones stated that he is not referring to the property with the apartment.

- **Motion made to seek judgment to recover maintenance expense for properties: Tax Map: 146A6 8 R B; 146A6 8 R 4-6; 146A 6-8 S 6-8**

Motion by: Allan "Cotton" Roberts

2nd by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

- **Request for Proposal – Banking Services**

Town Manager Greg Jones stated that the finance committee has discussed looking at some service offerings from other banks in town.

Motion made to request for proposal for banking services.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

- **Approve Professional Engineering (PER) for Backup Generators for Water Plant and Water Distribution System**

TAKE NO ACTION

- **Authorize Town Attorney to Take Legal Action for Insufficient Funds for Town Business**

RESOLVED

• **Home Town Take Over: Approval to Submit Grant**

Town Manager Greg Jones stated that the grant has already been submitted. Town Manager Greg Jones stated that it was suggested by two council members that we apply for it and we had a little less than a week to put something together and get it submitted. Town Manager Greg Jones stated that we are going back to make sure it is okay with council. Vice-Mayor Robin Richards stated that she had found the grant on HGTV and sent it to Town Manager Jones and we have applied for it. Town Manager Greg Jones and Council Member Roberts stated that Town Clerk Lydia Morales did a great job on the grant. Town Clerk Lydia Morales stated that she could not have done it without McKenzie Templeton and Cindy White.

Motion made to approve the submission of the Home Town Take Over Grant.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

• **Request Approval to Apply for Partnership Grant through the Virginia Tourism Corporation**

Town Manager Greg Jones stated that this is in regard to the events. Town Manager Greg Jones stated that we talked to the VTC in Richmond and they have funding available to do marketing partnerships. Town Manager Greg Jones stated that Scott County Tourism, the Town, and Gate City Frontier can all work together in a partnership arrangement; that way, everyone will mutually benefit from it. Council Member Roberts stated that the VTC was excited about our events last year, especially the fifty years of love event. Town Manager Greg Jones stated that event is the perfect example of partnership.

Motion made to apply for Partnership Grant through the Virginia Tourism Corporation.

Motion by: Allan “Cotton” Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

XVII. PUBLIC COMMENT – NEW BUSINESS - NONE

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan “Cotton” Roberts

2nd by: Ron Kindle

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

*Mayor Perry adjourned the meeting at 9:45 P.M., until the next scheduled Council Meeting on March 10, 2020.

Frances Perry – Mayor

Lydia Morales - Town Clerk