

TOWN COUNCIL MINUTES



Gate City Town Council Minutes

December 14, 2021

156 E. Jackson St., Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:33 P.M. BY: Mayor – Bob Richards

II. ROLL CALL – Town Clerk – Lydia Morales

	PRESENT:	ABSENT:
Mayor, Bob Richards	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, Tyler Kilgore	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Jason Snapp, Mattern & Craig; Hasson Kasongo; Deborah Williams, Long John Silvers; Lois Quillin, Quillin Hardware, LLC; Jim Addington, Gate City Quik Stop Markets; Pastor Danny Grizzle, Gate City United Pentecostal Church; Gabriel Edmunds, Scott County Virginia Star; Justin Miller, Chief of Police; Cory Tate, Town of Gate City Police Officer; Derek Percy, Town of Gate City Police Officer; Bill Aubright, Kingsport MTPO

III. INVOCATION – Pastor Danny Grizzle, Gate City United Pentecostal Church

IV. PLEDGE OF ALLEGIANCE – Chief of Police Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Allan “Cotton” Roberts

2nd by: Roger Cassell

VOTE: Aye, 5
Nay,
Absent,
Abstain

Motion Carried.

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

- **Beautification Award – Quillin Hardware Company, LLC** – Mayor Richards presented Lois Quillin, owner of Quillin Hardware with a beautification award in recognition of the efforts to improve the façade of the downtown business.
- **Beautification Award – Charter Foods Inc. – Long John Silver’s** – Mayor Richards presented Debbie Williams with the beautification award for Long John Silver’s in recognition of the improvements made to the Gate City location.
- **Introduction of Police Officers: Cory Tate and Derek Percy** – Chief Miller introduced the newly hired officers, Cory Tate and Derek Percy, who both previously worked for the Bluff City Police Department in Tennessee.

- **2021 Christmas Open House Gift Basket Drawings – Thank you to all the local businesses that participated!** Each Council Member drew a name at random from the drawing box and then read the name aloud for each of the six baskets. Council Member Roger Cassell chose Julie Hensley, Vice-Mayor Robin Richards chose Dorinda Bradshaw, Mayor Richards chose Sandra Hammonds, Council Member Tyler Kilgore chose Cynthia McFarland, Council Member Allan “Cotton” Roberts chose Sandra Catron, and Council Member Wallace W. Ross, Jr. chose Tammy Payne as the winners of the 2021 Christmas Open House Gift Baskets. Town Manager Jones recognized Town Clerk Lydia Morales for her efforts in organizing various portions of the Christmas Open House.

VII. APPROVAL OF MINUTES

1. **Approval of November 09, 2021 Public Hearing Minutes: Park Street Housing Rehabilitation Phase II Project – Draft Proposal Community Development Block Grant (CDBG) Funding.**
Motion made to approve minutes as presented.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

2. **Approval of November 09, 2021 Town Council Minutes.**
Motion made to approve minutes as presented.

Motion by: Allan “Cotton” Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

VIII. APPROVAL OF PAYMENTS

- **Motion made for approval for payment of bills for November 2021 as presented.**

Motion by: Roger Cassell

2nd by: Allan “Cotton” Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

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

Mayor Richards closed the public comment session at 6:43 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 Status Report.

H/C Ramp HSIP Project: Construction has commenced. The contractor has completed all concrete work at all three ramps and installed temporary safety rails. The contractor is currently working on shop drawing approvals for fabrication of the handrails. Handrails at all ramps will be the last item to be installed due to the long lead time to fabricate. M&C and the Contractor have met onsite to confirm handrail locations at the curb crossovers. Handrail

shop drawings were submitted to VDOT for review due to them not meeting pedestrian access standards. VDOT has provided comments and the required revisions have been submitted back to the contractor for resubmittal.

DEQ Sanitary Sewer Evaluation Study: The smoke testing of the sanitary sewer system has been completed except for a few areas that are inaccessible due to manholes being covered over, these manholes will need to be uncovered by the Town to be able to complete overall system smoke testing. Mapping has been delivered to the Town detailing these areas for uncovering if desired. Several inflow locations (consisting of illegal connections) have been identified so far. Manhole inspections have been completed as well and the project is considered 60% complete overall currently. Flow monitors have collected the needed data and will be removed next week. CCTV of critical lines is expected within the next month. A final report with recommendations is expected to be delivered to the Town in late 2021 or early 2022. Council Member Cassell asked if the manholes have been uncovered? Town Manager Jones stated no, the crew has been looking for water leaks the last few weeks.

VDH Backup Generator Project: VDH has granted additional funding to complete calibration of the Town's water system hydraulic model. Calibration of the model has been completed. A Preliminary Engineering Report is in process with findings, options, and recommendations for review by the Town prior to submittal to VDH for approval. Once the PER is approved by VDH Project design will commence. Project is considered 12% complete currently. Mr. Snapp stated that the original project with the backup generators is a part of the PER and the tag along project will address pressure issues within the system. Town Manager Jones stated that this can also be discussed with VDH in Richmond in February. Town Manager Jones stated that we cannot have federal dollars coming into this grant because ARPA strictly forbids us to use the matching towards any other project that has federal funds. Town Manager Jones stated that the funds must be local or state. Council Member Roberts requested that the master meters be listed under this section of the Engineer's Report. Mr. Snapp stated that there are now six master meters in the plan.

VDH Planning & Design Grant Application: The Town has voted to submit a Planning Grant Application to complete a water efficiency study. M&C conducted a Preliminary Engineering Conference with VDH on Tuesday, November 30th to discuss the appropriate scope for the project. M&C is in the process of revising the scope and completing the application. Upon completion it will be submitted to the Town for review. Upon approval by the Town it will be submitted to VDH for official consideration for funding.

Kane St. Sidewalk Transportation Alternatives Funding Application: The Town voted to submit the final application for consideration by the Commonwealth Transportation Board. M&C submitted the final application to the VDOT Smart Portal on Wednesday, September 29th prior to the October 1st deadline. The VDOT Bristol District Office called with some questions concerning the Town's procurement of engineering which we were able to show documentation that the Town had checked all applicable federal procurement guidelines with their initial advertisement for engineering services. The Bristol District indicated this would help the application score well. They also indicated the district level review was nearly complete and the application would be sent to Central Office for review shortly. A decision on funding approval is not expected till the summer of 2022.

B. Manager's Report

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

DHCD has awarded \$522,200 for the Park Street Housing Rehabilitation Project.

December 2021 – A DHCD CDBG Grant Application for the second phase of the Park Street Housing Rehabilitation Project was submitted on December 1st, 2021. Our total requested grant amount is \$425,759.00 which will address seven properties: four housing rehabs, one substantial rehab, and two demolitions. The project recognizes Gate City Frontier, Inc as a partner along with AEP.

- **Estil Cemetery Restoration Project**

December 2021- Tombstone restoration by Highland Monument Conservation is ongoing. The fence around Estil Cemetery has been replaced.

- **Spectrum Designs – Kickoff Meeting Scheduled**

November 2021: Spectrum Designs met with the Capital Improvement Committee of the Planning Commission, Mayor Richards, and the Town Manager on October 15th, 2021. We discussed potential development projects including the Gate City Theater, Street Lights, and Sidewalks projects. We also discussed potential funding opportunities and took a walking tour of the downtown business district. **Council Action:** Approve Spectrum Design Contract

- **Banner Project**

Council has approved the banner design for the AEP Street Light Poles on June 8th, 2021. Council Action: Banners have been ordered; however, we do not have an expected arrival date.

July 2021 – No new updates. We are still waiting for the banner and bracket order to arrive. – This project has been affected by the current national supply chain issue.

- **Gateway and Sampson Mini Park Sign Installation**

November 2021 – This project was completed on October 12th, 2021

December 2021 – The Planning Commission has asked that a second sign be installed so that it is visible from Route 23 Southbound Lane. The Planning Commission asked that the sign be raised 1'-2'. I am in the process of getting proposals from Bristol Signs.

Council Member Wallace W. Ross, Jr. stated that you can see the back of the sign from various points on the road. Council Member Cassell asked Town Manager Jones to check on the by way sign that V-DOT had stated that they would put up when they did the park and ride.

- **Dog Park Project**

Factory to You Fence will be repairing 140' of fence line that was damaged due to a fallen tree. The estimated cost to repair is \$2,784.00 and expected to be completed on January 24, 2022.

The Public Works Team is going to clean out the drainage line so that it will have better flow. We looked at creating a new ditch line behind the fence to help with drainage, but the area is full of rocks.

- **946 West Jackson Street and 337 Willow Street Demolition Project**

The demolition orders have been sent out to the property owners and advertised according to State Code § 15.2-906. Notices have also been posted at the property, Courthouse, and Town Hall.

Asbestos inspection has been completed on both properties. I am currently looking for quotes from contractors to raze the buildings.

- **ARPA SLFRF Municipal Utility Assistance Grant**

November 2021 - The Department of Housing and Community Development (DHCD) informed the Town of funding for utility assistance for residents that have been impacted by COVID-19 on October 13th, 2021. I had applied for the grant on October 21st, 2021. The Town was awarded \$112,470.84 on October 29th, 2021.

December 2021 – Update; This grant will provide water and sewer billing relief for residents impacted by COVID-19. The water and/or sewer billing must be 60 days past due and fall between March 12th, 2020, and August 31st, 2021.

- **2021 Events**

- Christmas Parade – December 4th, 2021
- Gate City Frontier and the Event Committee are currently planning the events for 2022.

Council Member Kilgore stated that he had discussed doing a gravel bike ride event with Town Manager Jones to kick off the 2022 events in town. Council Member Kilgore suggested that the funds raised at this event could be donated to a local nonprofit. Council Member Kilgore suggested that the event be held in the early Summer or late Spring and that he and a group of bike riders could help put on the event.

- **GATE CITY WATER LEAKS - November 2021**

Location	Repair Date	Materials used for Repair
807 Slabtown Circle	11/8/2021	20 ft, ¾” line
Library Avenue	11/15/2021	1 ½” line; one band; one ton rock
Ravine Street	11/21/2021	6” cast line; 1, 6” band; 2 ton rock
141 Cross Street	11/29/2021	2” steel line; 8 ft, 2” PVC; 8 ton rock

Mayor Richards asked if the water loss is higher this month than it was last month? Town Manager Jones stated that it is still high at 38%. Town Manager Jones stated that the reports lag and repairs may not show up until the following month. Town Manager Jones stated that he has been in touch with Rye Engineering who have made time for us in January in the event that we need to bring them in for leak detection.

C. **Attorney’s Report** Town Attorney Michele Brooks stated that all of these properties are ready to be set for hearing and none have filed response of pleadings. Town Attorney Brooks stated that she is hoping to get a date set in mid-January.

- **169 Reed Hollow Road**

Lawsuit

- **248 Ravine Street**

Lawsuit

- **195 Ravine Street**

Lawsuit

- **394 Highland Street**

Lawsuit

- **209 Highland Street**

Lawsuit

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

Council Member Roger Cassell – Council Member Cassell stated that there is a request from Planning Commission to re-appoint Jo Ann Castle to another four year term on the Planning Commission. Council Member Cassell stated that the finance committee met last week and there is some business concerning the ARPA funding and the sanitation and garbage trucks to be discussed tonight as well as the new Durango for the Police Department. Council Member Cassell stated that Town Manager Jones sent Safety Supervisor Dale McConnell to Coeburn to look at the trucks that they are using for refuse collection.

Vice-Mayor Robin Richards – Vice-Mayor Richards complimented the Fire Department and Gate City Frontier regarding the Christmas Parade and tree lighting.

Council Member Tyler Kilgore – Nothing to Report.

Council Member Allan “Cotton” Roberts – Council Member Roberts stated Gate City Frontier met last night to discuss the events for 2022. Council Member Roberts stated that the Gate City Frontier Executive Director has a different platform for small business and corporate sponsors for the 2022 events.

Council Member Wallace W. Ross, Jr. – Council Member Ross, Jr. stated that some of the lights on Water Street are out and on the East end of town. Council Member Cassell stated that he emailed Town Clerk Lydia Morales regarding the lights on the East End and she informed him that a car had hit one of the lights near that location causing them all to remain off until the repair is made.

Council Member Ross, Jr. stated that as much work and paper work as the Council is responsible for, he hopes that a raise can be given.

Council Member Ross, Jr. stated that since the crisis that happened in Kentucky, he has been thinking about the app that was previously discussed so that we would be able to notify citizens of an emergency.

E. Sanitation Authority – Town Attorney Michele Brooks stated that the Sanitation Authority will meet again in January.

F. Police Department – Chief Miller stated that the next police academy starts on January 10th. However, there are too many individuals signed up for the academy, and they plan to vote to hold a third academy in a year where they typically only have two. Chief Miller stated that if this happens, we are looking at sending Officer Tate on January 10th and in the meantime Officer Stewart will work on getting Officer Percy’s 200 hours of field training and then get him into the academy in April. Chief Miller explained the increase in membership prices for the academy and the training and benefits that the officers experience through that membership.

XII. UNFINISHED BUSINESS

1. Kingsport Metropolitan Transportation Planning Organization (MTPO): Bicycle and Pedestrian Plan

Town Manager Greg Jones introduced Mr. Bill Aubright with the Kingsport MTPO, our planning commission for V-DOT on our side in Virginia. Town Manager Jones stated that they have been working on a regional bicycle and pedestrian plan that involves Gate City. Mr. Aubright explained the responsibilities of the MTPO and the various areas that they focus on. Mr. Aubright stated that there were a lot of grant applications that went into building the greenbelt. Mr. Aubright stated that a lot of individuals are starting to move back into the city which creates shorter trips. Mr. Aubright reviewed his presentation with Council. Mr. Aubright stated that supporting public health by providing places to walk or bike lanes is attractive for businesses. Vice-Mayor Richards stated that we have an issue with people having to walk in the road on the west end of town. Mr. Aubright stated that Gate City could add speed tables, greenery, and bump outs to improve the downtown area. Mr. Aubright stated that it is recommended that the parking downtown be changed from angled parking to parallel parking which would open more space for bike lanes downtown. Town Manager Jones stated that we are having issues finding planning grants. Mr. Aubright gave a few options, but they were only available in Tennessee. Council Member Ross, Jr. asked if certain items in the master plan for the Greenbelt were prioritized for upgrading? Mr. Aubright stated that nothing was upgraded it was a completely new build. Town Manager Jones stated that some of the businesses have been asking to get trees back into the downtown area. Mr. Aubright also recommended brick stamping which is a process where the pavement is heated and then stamped and painted to look like brick. Mr. Aubright stated that the Daniel Boone theme could be an asset to Gate City by creating a primitive trail

“through the gap” that recreates the Daniel Boone Wilderness Trail. Mr. Aubright offered his assistance for any grant applications that the town may be interested in pursuing.

Motion made to support the Kingsport Metropolitan Transportation Planning Organization Bicycle and Pedestrian Plan.

Motion by: Allan “Cotton” Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

2. Spectrum Designs: Contract Approval

Town Manager Jones stated that this is the architectural support that we will need for the development of the Gate City theater and other downtown community development projects.

Motion made to approve the Spectrum Designs Contract.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 4

Nay: 1

Absent:

Abstain: **Motion Carried.**

XIII. NEW BUSINESS

1. Property Maintenance Enforcement: 414 East Jackson Street

Town Manager Jones stated that a NOV went out and the property owner did not comply. Town Manager Jones stated that he is asking for Council approval to abate this issue to Town Attorney Brooks to bring the owner to court and the property into compliance. Town Manager Jones stated that this is a rental. Town Attorney Brooks stated that the property owner is ultimately responsible.

Motion made to file lawsuit 414 East Jackson Street Property Maintenance Violation.

Motion by: Allan “Cotton” Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

2. Gate City Fire Department: Personal Protection Equipment Purchase: \$16,436.00

Town Manager Jones stated that this is a request from the Gate City Fire Department for PPE. Town Manager Jones stated that the proposal states that this will come from two funding sources and the amount requested is \$16,436.00. Town Manager Jones stated that the CARES Act portion will be \$2,526.51 and this will be the remainder of these funds. Town Manager Jones stated that the \$13,909.49 portion will be coming from ARPA funding that we received a few months ago.

Motion made to fund the Gate City Fire Department Personal Protection Equipment Purchase at \$16,436 from the CARES Act and ARPA Funding as presented.

Motion by: Roger Cassell

2nd by: Allan “Cotton” Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

3. Emergency Paid Leave Policy: Proposed Extension Through 6/30/22.

Town Manager Jones stated that this is the Emergency Paid Leave Policy for the employees that will expire at the end of this month. Town Manager Jones stated that there is another variant coming through and he is asking that the Council extend this policy through 6/30/22. Council Member Roberts asked if this policy has already been extended once? Town Manager Jones stated yes. Council Member Roberts stated that he is okay with extending this another six months, but we can not keep giving this because there may continue to be more variants. Council Member Ross, Jr. asked if employees contract this, is it because they haven't taken the shot and do they have to take the shot? Town Attorney Michele Brooks stated that we are not asking our employees whether they are immunized or not.

Motion made to extend the Emergency Paid Leave Policy through June 30th, 2022.

Motion by: Roger Cassell

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent:

Abstain: 1

Motion Carried.

4. Approve Transfer from the State Corporation Commission CARES Act Municipal Utility Relief Grant Account to the Water Fund Account: \$22,524.39

Town Manager Greg Jones stated that this is the final amount of CARES Act Municipal Utility Relief Grant funds that we had available for our customers. Town Manager Jones stated that this grant expires on December 1st, 2021 and the funds have been applied to customer accounts. Town Manager Jones stated that the deadline for this grant has changed twice. Town Manager Jones stated that all of the \$75,000 of funds was applied to water and sewer utilities to customers accounts except for about \$10,000.

Motion made to approve transfer from the State Corporation Commission CARES Act Municipal Utility Relief Grant Account to the Water Fund Account in the amount of \$22,524.39.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

5. Close: State Corporation Commission CARES Act Municipal Utility Relief Grant Account

Town Manager Jones stated that these funds were kept in a separate bank account and now that they have all been transferred, we can close the account.

Motion made to close the State Corporation Commission CARES Act Municipal Utility Relief Grant Account.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

6. February 3rd, 2022: VML's Local Government Day: Who will be attending?

Town Manager Jones stated that the plan is to drive down on February 1st and go to the agency meetings and then go to the VML Day on that Thursday and then drive back on Friday. Town Manager Jones stated that this would be February 1st through February 4th. Council Member Cassell stated that the more people that you have, the better off you do and St. Paul has proven that. Council Member Cassell stated that it has made a big difference in our funding with the increase in support that we have shown. Mayor Richards, Council Member Cassell, and Council Member Ross, Jr. stated that they would like to attend. Vice-Mayor Richards stated that she will not be able to attend. Council Member Kilgore stated that he will not be attending.

Motion made to approve and advertise that Mayor Bob Richards, Council Member Roger Cassell, Council Member Wallace W. Ross, Jr., Council Member Allan “Cotton” Roberts, and Town Manager Greg Jones will attend VML’s Local Government Day on February 3rd, 2022.

Motion by: Roger Cassell

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

7. Cigarette Tax Rate

Town Manager Jones stated that the finance committee would like to come back and discuss the rate considering Mr. Jim Addington’s comments from last Council Meeting. Town Attorney Michele Brooks stated that nothing can be changed without a public hearing because it is an ordinance that has been duly passed. Vice-Mayor Richards asked if anyone has any new information other than what was provided to Council to make that decision. Council Member Cassell stated that he met with Mike Carrico and Weber City passed 2 cents per pack or 20 cents per carton on any tobacco product sold. Town Attorney Brooks stated that she never intended to mislead anyone about what Weber City was doing and she had discussed this issue with Mike Carrico and there was a communication breakdown somewhere. Town Manager Jones stated that he has informed the businesses who sell cigarettes that we are on hold because they are already wanting to purchase the stamps. Mayor Richards asked if we can refer this back to the finance committee to come up with a rate and then hold a public hearing? Council Member Roberts stated that we need to evaluate our costs of the stamps and make sure this is worth doing.

Motion made to advertise for Public Hearing: Cigarette Tax Rate to be held on January 11, 2022 at 6:30 P.M.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion Carried.

8. Purchase: 2023 Kenworth Trash Truck

Town Manager Jones stated that this is a bid for a 2023 Trash Truck that comes with a 20 yard packer with a rear loading body and it can pick up trash bins and dumpsters as well. Town Manager Jones stated that we did an RFP through Source well and they have already completed the RFP and bids for us. Town Manager Jones stated that the bid price came from National Auto Fleet. Town Manager Jones stated that this particular truck will cost \$189,526 and will be an eligible expense through the ARPA funding funded at 100%. Town Manager Jones stated that if Council approves this, we need to make sure at budget that we have vehicle replacement costs, making sure that we are putting money back every year that way in 10 years time, we are not coming back to the tax payers stating that we need to take out a loan for a \$200,000 piece of equipment. Vice-Mayor Richards asked what is the eta on getting the trash truck? Town Manager Jones stated that it will be some time next year, but that is the only information that we have. Town Manager Jones stated that we have to have the ARPA funds committed by 2024 and spent by 2026.

Council Member Ross, Jr. asked if this truck will be able to go into all of the spaces in town? Town Manager Jones stated no, not all of them just where the one we have now can get to. Council Member Ross, Jr. asked if there will be enough funds to purchase the trash cans? Town Manager Jones stated that it is an approved purchase through the ARPA funds, but our main goal is to go ahead and get the trash truck on order.

Motion made to purchase the 2023 Kenworth Trash Truck.

Motion by: Allan "Cotton" Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

9. Purchase: 2023 Kenworth Sanitation Truck

Council Member Cassell stated that this truck will have the same chassis but an aluminum dump bed.

Vice-Mayor Richards asked what do we need this for? Council Member Cassell stated that it will replace the old one. Town Manager Jones stated that this will be used for trash pick up wherever the trash truck can not go. Council Member Cassell stated that this will be hydraulic and automatic, which will be beneficial for snow plowing. Town Manager Jones stated that this can be purchased with ARPA funds in the amount of \$145,119.

Motion made to purchase the 2023 Kenworth Sanitation Truck.

Motion by: Roger Cassell

2nd by: Allan "Cotton" Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

10. Purchase: 2022 Police Dodge Durango

Town Manager Jones stated that with the ARPA funds, if we can show a revenue loss through a calculation that the Department of Treasury has given us, we can supplement the revenue that we have lost over the past several years and use it back towards the general fund services such as funding equipment for the police department. Town Manager Jones stated that we had do an analysis of revenue that was sourced locally and make a comparison to see if we had a revenue loss. Town Manager Jones stated that we had approximately a 2 to 2.5% revenue growth over the last two or three years. Town Manager Jones stated that the Department of Treasury stated that if it is less than 4.1% that the difference you have is a revenue loss that can be claimed from the ARPA funds. Town Manager Jones stated that this is a calculation that we can do over 2021 through 2023 and it is compounded interest from our base year of 2019. Town Manager Jones stated that he is recommending that the new police vehicle be funded 100% through this funding.

Motion made to purchase the 2022 Police Dodge Durango from Blue Ridge Auto at \$34,813 with the General Services portion of the ARPA Fund.

Motion by: Robin Richards

2nd by: Allan "Cotton" Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

11. Transfer: \$24,157.51 from General Fund to Capital Outlay Savings

Mayor Richards stated that this is the insurance money from the totaled police vehicle that will be transferred into capital savings. Council Member Cassell stated that our most expensive items that we designate capital outlay for are a backhoe, dump truck, garbage truck and police cruisers. Council Member Cassell stated that since this money is coming from a police cruiser, can we go ahead and allocate this money toward a future purchase of a police cruiser? Town Manager Jones stated yes.

Motion made to transfer \$24,157.51 from General Fund to the Capital Outlay Savings Account designated for the future purchase of a police vehicle.

Motion by: Robin Richards

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

12. Planning Commission Appointments - Reappoint Mrs. Jo Ann Castle to a Four-Year Term on the Gate City Planning Commission, Beginning January 1, 2022 and Ending December 31, 2025.

Motion made to reappoint Mrs. Jo Ann Castle to a Four-Year Term on the Gate City Planning Commission, Beginning January 1, 2022 and Ending December 31, 2025.

Motion by: Allan "Cotton" Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

Council Member Roger Cassell asked if anyone has been found to serve on the Board of Zoning Appeals? Town Manager Jones stated that we are still looking for members of the community to serve on the BZA. Council Member Cassell stated that we have thirty more days. Town Attorney Brooks stated that if no one volunteers, the Mayor may need to start appointing people. Council Member Cassell stated that once they make that appeal, we have 60 days. Town Attorney Brooks stated that we need four more people to serve. Council Member Kilgore stated that he believes his wife may be interested in participating. Town Manager Jones asked Mr. Edmunds if the Virginia Star could assist in getting the word out? Mr. Edmunds stated yes. Mr. Kasongo stated that he would ask his wife if she would be interested as well.

13. ARPA Funds: Fire Department Request to Purchase SCBA units/PPE's.

Town Manager Jones stated that the quote is for nine breathing apparatuses for a total amount of \$51,948 and qualifies as PPE under the ARPA funds.

Motion made to approve ARPA funds for the Fire Department Request of SCBA units/PPE.

Motion by: Allan "Cotton" Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

14. Public Hearing: Change Local Election Date.

Town Attorney Michele Brooks stated that all localities are required to change their local election date. Town Attorney Brooks stated that the candidates who would be running in May and whose terms would expire on June 30th, will now be on the November ballot and will serve until the end of December and the

elected officials would take over on January 1st. Vice-Mayor Richards stated that she and Council Member Cassell will be the members up for re-election. Council Member Cassell asked if the date to get signatures has changed? Town Attorney Brooks stated that she did not see anything in the ordinance, but she will check on it.

Motion made to advertise for Public Hearing on January 11, 2022 at 6:30 p.m. to Change the Local Election Date.

Motion by: Allan “Cotton” Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

XIV. PUBLIC COMMENT – NEW BUSINESS - NONE

XV. CLOSED SESSION -NONE

XVI. ADJOURN

Motion made to adjourn.

Motion by: Allan “Cotton” Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: **Motion Carried.**

*Mayor Richards adjourned the meeting at 8:28 P.M., until the next scheduled Council Meeting on January 11, 2022 at 6:30 p.m.

Bob Richards – Mayor

Lydia Morales - Town Clerk