

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

April 18, 2023

156 E Jackson St., Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:30 PM BY: Vice-Mayor – Tyler Kilgore

II. ROLL CALL – Town Clerk – Lora Matthews

	PRESENT:	ABSENT:
Vice-Mayor, Tyler Kilgore	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Pat Elliott	X	
Council Member, Dexter Harmon	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Gabe Edmunds (VA Star), Jason Snapp (Mattern & Craig), Rachel Elliott, Luanne McMurray (Hope House), Jamie Lawson, Trey Lawson, Sherry Shaffer, Amy Dean, Josh Bolling

III. INVOCATION – Council Member Allan Roberts

IV. PLEDGE OF ALLEGIANCE – Sgt. Cody Johnson

V. APPROVAL OF AGENDA

Motion made to approve the April 18, 2023, agenda.

Motion by: Pat Elliott 2nd by: Allan Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

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

- Mac McClung: Resolution and Key to the Town
– Thursday 4/20/23 7PM @ Gate City Middle School
- Mayor Bob Richards: Appreciation of Service Plaque

VII. APPROVAL OF MINUTES

Approval of March 14, 2023/March 21, 2023, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Allan 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 March 2023 as presented.**

Motion by: Allan Roberts 2nd by: Dexter Harmon

VOTE: Aye: 5

 Nay:

 Absent:

 Abstain: Motion carried

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

Josh Bolling – He is working with a group to give youth in Little League more practice and more experience. The children on the team are 9 years old and under and are required to participate in Little League. These children are in the Gate City High School feeder schools. They would like to use the ball fields at Grogan Park for practice, when Little League isn't using them.

Vice-Mayor Kilgore closed the public comment session at 6:47 PM 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



Engineer Report
Town of Gate City, VA
Status as of 4/5/23

H/C Ramp HSIP Project: Project Construction is complete. Final Payment Recommendation has been submitted to the Town.

VDH Backup Generator Project: Project is considered 35% complete currently. Survey portion of the project has been completed and preliminary design on both the site work and electrical has commenced. M&C, Blaser and the Town staff met onsite Thursday February 23rd to gather additional site data required for both the electrical and site design as well as verify the level of environmental clearance required with VDH. VDH has confirmed a Categorical Exclusion will be adequate for the Project and that request has been submitted to VDH for review and the public comment phase. Preliminary plans will be submitted to the Town for review once completed. Upon town approval final construction plans will be completed and submitted to VDH for review.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project has been awarded funding by VDOT. VDOT, the Town, and M&C held a kick-off meeting on 2/7/23. Upfront efforts and

schedules were discussed at this meeting and the Town is now approved and ready to proceed with design of the project. M&C has submitted the agreement to VDOT for Civil Rights review and will start the survey portion of the project once the review is complete and the Town is able to sign the agreement. It is expected the design process will wrap up and construction will start in early 2025.

Manville Road Highway Safety Improvement Plan Funding Application: Project has been awarded funding by VDOT. VDOT, the Town, and M&C held a kick-off meeting on 2/7/23. Upfront efforts and schedules were discussed as well as the expected funding shortfall. An updated project cost estimate was provided to VDOT for consideration of additional HSIP funds. Additional funds have been approved by VDOT bringing the project estimate from the original \$400,000 +/- to the current amount of \$1,672,787.89. All funds for this project are 100% grant. M&C has submitted the agreement to VDOT for Civil Rights review and will start the survey portion of the project once the review is complete and the Town is able to sign the agreement.

VDH ARPA/BIL/DWSRF Applications: M&C has submitted 2 separate projects to VDH for consideration for funding. The first project consists of the recoating/rehab of 3 of the Town's water storage tanks, the second consist of installing a Town wide Advanced Meter Infrastructure network. ARPA, BIL, and DWSRF applications were submitted for each project with the hopes of securing the most economical funding package for the Town. All 6 applications were submitted prior to the May 6th deadline.

VDH is currently ranking projects to determine funding availability. BIL and ARPA funding has been denied for both projects. SRF funding decisions are still in the process of being ranked by VDH for funding consideration.

Theatre Beam Rehabilitation: Project has been awarded to TJC Painting. M&C is working with the sub-contractor to set a begin construction date ASAP.

Daniel Boone Master Meter Replacement: The new meter has been installed and the telemetry equipment is on backorder. As soon as it is delivered it will be installed.

VDH WTP Treatment Plant Raw Water Line Funding Application:

M&C held a funding application discussion with VDH on Monday, April 3rd in anticipation of submitting a funding application to replace the failing raw water line. VDH indicated this is viable project and encouraged the Town to submit an application for funding consideration. M&C will submit a scope and fee proposal for the required preliminary engineering report for the Town's consideration.

B. Gate City Frontier Report – Leslie's public contact phone number is now 276-690-9251

Gate City Frontier Report March 2023

Please accept this brief report on behalf of GCF director, Leslie Crawford. This report will outline the capacity at which GCF has been actively working towards foundational growth and organization, business outreach, community outreach, events, and downtown revitalization through Virginia Main Street.

I. Foundational Growth and Organization

- Met with Michelle Workman from VTC to discuss possibilities for Gate City Frontier.
 - Applied for all free VTC literature and swag to pass out at events.
 - Applied for usage agreement to start branding our events with the official VTC logos

including Virginia is for Lovers, Virginia is for Outdoor Lovers, Virginia is for Mountain Lovers, Virginia is for Music Lovers.

- The application was accepted and I am now working on applying for a social media co-op grant with VTC that will reimburse us at 25% on boosted posts in return for using their VIFL logo and hashtags.
- Working on a Mailchimp account that will allow us to better contact guests.
- Working on financial audit paperwork and policy to move forward with our Community Vitality Grant that is presented by VMS and funded through DHCD.
- Setup a Google Voice account on my personal phone to better assist community members during my part-time hours.
 - Gate City Frontier's **only contact number** to be given out: 276-690-9251
- Created all digital graphics for signage, event logos, banners, copies, and promo materials.

II. GCF Regular Meeting Agenda Points of Interest

- Regular March Meeting Public Comment
 - We had four individuals come to speak and present on behalf of themselves and organizations during this public comment portion of our March meeting.
 - Specifically they were reaching out to us for assistance in helping with upcoming events and/or wanting ideas on how we could become partners in upcoming events.

III. Business & Community Outreach

- **Building relationships with area organizations**
 - **Gate City Little League:** Helping them plan special events including Little League Days featuring a movie at the ballpark night. We are also helping with promotion of their program.
 - **Nickelsville Planning Commission:** We focused on ways to get people to their Nickelsville Days celebration from the GC Jeep Jam.
 - We concluded that changing the route of our scenic ride and having it travel through Nickelsville would be best for all involved. We are pleased to work alongside our neighbors to cooperatively benefit both events.
 - **Walk for Diabetes:** Quentin Miles along with Kevin Barnett from the Scott County Ministerial Association made a presentation about having this walk along with another event.
 - GCF voted to help Quentin make this event happen in cooperation with our Run the Gate 5K. This event has been moved to take place in September along with the Harvest Moon Celebration to allow for better planning and optimum participation.
- **Gravel at the Gate & Bike Expo**
 - I met with this committee on March 22nd to discuss planning details. This event is being hosted by Just Ride Bikes & Fitness (formerly Larry's Bike Shop).
 - It has been agreed upon that this will be treated as a family friendly bike expo where bike shops will come in and showcase their goods along with local interests such as Scott County

- Tourism, Natural Tunnel, etc.
- We are hopeful to grow this into a “must ride” event and I feel that with the committee that we currently have working on it, it will be memorable and profitable.
- Money will be staying in Gate City this year unlike in the past.

IV. Upcoming Events:

- Jeep Jam (May 27, 2023)
- Gravel at the Gate (June 24, 2023)
- Red, White, and Blue Bash (July 1, 2023)
- Back to School Bash (August 5, 2023)

March 2023 Part-Time Hours:

- March 1-4 (16 hours)
- March 6-11 (36 hours)
- March 13-18 (32 hours)
- March 20-25 (36 hours)
- March 27-31 (20 hours)

C. Town Manager’s Report

Town Manager Report – April 2023

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

Phase two of the Park Street project includes the rehabilitation of five housing units, the substantial reconstruction of one unit and the clearance and demolition of two blighted units, serving nineteen low- to moderate-income persons.

December 2022 – DHCD awarded funding for the Phase II Park Street Housing Rehabilitation Project on November 16th, 2022.

Funding Awarded:

DHCD: CDBG:	\$687,968
AEP	\$35,000
Town (In-Kind)	<u>\$12,000</u>
Total	\$734,968

January 2023 – Mayor Richards, Councilman Elliot, and Town Manager Jones met with DHCD Director Bryan Horn and staff during our legislative visit to Richmond, VA on January 31st, 2023. We briefly reviewed the phase II project. We are currently waiting on DHCD for a kick-off meeting.

April 2023 – DHCD has issued their final compliance review letter on March 24th, 2023, for the Park Street Phase I project. There were no findings noted. DHCD stated that a kickoff meeting will be held in the next month or so.

- **Estil Cemetery Restoration Project**

November 2022 – Work is ongoing. Highland Monument has been onsite for the past several weekends. Ninety percent of monuments have been cleaned and we still have a relative handful to re-level and reset. Highland Monument has been posting updates on the Estil Cemetery Facebook page.

- **Banner Project**

April 2023: We have several banners down due to wind. We have ordered and received stronger banner brackets and the bucket truck has been repaired. We have ordered an additional 25 Blue Devils banners with wind slits. The new high wind brackets that were installed on Jones Street held up well during the windstorm we experienced on Saturday, April 1st, 2023.

- **Dog Park Project**

January 2023 – The repairs have been made to the outer perimeter fence line. We are currently waiting for the contractor to install the interior fence line. At the January 2023 Council meeting, Council voted to name the Dog Park: “The Bark Park”

April 2023 – The interior fence line has been installed. The contractor ordered the wrong size gates. The correct gates are expected to be installed this week. The Planning Commission will be installing the interior amenities and signs over the next few months.

- **ARPA – VDH Grant - Water Tank Rehabilitation Project**

July 2022 - ARPA Grant Application for rehabilitation of three (3) of the Town’s water storage tanks including the Smith-Elliott Tank, Williams Mill Tank, and Quillen (Estil Hts.) Tank was submitted on May 6th, 2022. The total grant funding requested is \$491,000.

Grant application has been made to VDH. We are currently awaiting an award notice.

January 2023 – Mayor Richards, Councilmember Elliott, and Town Manager Jones met with the Virginia Department of Health (VDH) during our legislative visit to Richmond, VA on January 31, 2023. VDH informed the Town that it was not likely this project would be funded through the ARPA funding due to the volume of requests that they received. It is still possible that our SRF application will be funded.

- **ARPA – VDH Grant – Advance Meter Infrastructure Project (AMI)**

July 2022 - ARPA Grant Application for the installation of AMI to allow the more efficient collection of water system flow data. The total grant funding requested is \$812,240.

Grant application has been made to VDH. We are currently awaiting an award notice.

January 2023 – Mayor Richards, Councilmember Elliott, and Town Manager Jones met with the Virginia Department of Health (VDH) during our legislative visit to Richmond, VA on January 31, 2023. VDH informed the Town that it was not likely this project would be funded through the ARPA funding due to the volume of requests that they received. It is still possible that our SRF application will be funded.

- **VDOT TAP Project: Kane Street & Manville Sidewalk Project**

March 2023 – VDOT has awarded the Kane Street Sidewalk project to the Town. The total project cost is \$1,450,190.00 with VDOT and ARPA providing 100% in grant funding. The total updated project cost for the Manville Sidewalk project is \$1,672,788 which is 100% funded through VDOT’s HSIP program. VDOT has approved the additional funding for the Manville Sidewalk project and will be merged with the Kane Street Sidewalk project. The kick-off meeting for this project was held on February 7th, 2023.

- **Gate City to Weber City Trail**

April 2023 – Dr. Greear, Vice President for Institutional Advancement, Mountain Empire Community College submitted a grant proposal to Cumberland Forest Opportunity Fund for \$25,000 on March 29th, 2023. The grant funding will help pay for the proposed trail PER.

- **Department of Criminal Justice System (DCJS)/ARPA Funding Grant**

April 2023 – The Town was allocated \$152,000 through DCJS/ARPA funding. The Town submitted the grant application on March 24th, 2023. Below is our budget:

Item	QTY	Cost/Each	Vendor	Budget
Axon in Car Cameras x5	5	\$ 9,685	Axon	\$ 48,425
Axon Taser 10's x4	4	\$ 4,827	Axon	\$ 19,308
Star Chase GPS x2	2	\$ 9,983	Starchase	\$ 19,966
Less Lethal Wilson Shotguns x3	3	\$ 1,207	Wilson's Combat	\$ 3,621
Handgun's with red dot x4/holster/light	3	\$ 1,155	Craig's Firearm Supply	\$ 3,465
Grogan Park Cameras	10	\$ 3,743	SCTV	\$ 37,430
Police Department Cameras	8	\$ 2,440	SCTV	\$ 19,520
Total				\$ 151,735

- **Daniel Boone Master Water Meter Replacement Project**

January 2022 - Cantrell Automation has submitted a quote through Mattern & Craig, Inc. to replace the master water meter located at the Daniel Boone Pump station for \$19,529.00. Council has approved the purchase and we are now working with the contractor to install.

March 2023 – The Daniel Boone Master Water Meter was replaced last Friday. The telemetry will be installed once the parts come in.

April 2023 – The new Daniel Boone Master Water Meter was installed on March 10th, 2023. The telemetry system will be installed once the equipment is received.

- **2022 Real Estate Taxes Billing Status**

The Real Estate taxes have been mailed on January 13th, 2023. The deadline for payment is on February 17th, 2023.

The late notices were sent out on March 3rd, 2023. Delinquent balance as of May 1st, 2023, will be sent to Taxing Authority Consulting Services, PC (TACS – collection services).

- **2023 Kenworth Trash Truck and Dump Truck**

The new Trash Truck and Dump Truck that is being purchased through our ARPA funding allocation should be delivered in two weeks. We are currently working on developing protocols to deliver the new trash cans and implement our new trash collection policy.

March 2023 – The new Kenworth Trash Truck was received, but it had a wiring issue. It was sent back for repairs.

- **Virginia Tourism Corporation: Marketing Leverage Grant**

March 2023 - The Town applied for the VTC's Marketing Leverage Grant. The proposed funding will be used to create a new website for our tourists: YourGateCity.com. The proposed funding will also include marketing and web page utilization funds for the new website. The total funds requested for the project are \$15,000 with a 50% match from the Town.

- **Department of Housing and Community Development (DHCD): Industrial Revitalization Fund Grant (IRF)**

The Town has been awarded \$44,800 from DHCD: IRF grant fund. The funding will be used to evaluate the commercial building located on 114 W Jackson Street. The Economic Development Committee held a Kick-Off meeting on March 23rd, 2023, with Spectrum Designs attending. The project has a short turnaround and will be completed by July 31st, 2023.

- **Finance Committee Meeting**

April 2023 – The Finance Committee will meet on Monday, April 10th, 2023. The draft of the FY 2024 budget is nearly complete. We have an opportunity to hire a full-time water plant operator, but our current wage classification plan will need to be amended. **Council Action: Approve the proposed wage classification plan for the water plant operators. Council will also need to set the Public Hearing Day. Council Action: Approve the public hearing on May 9th, 2023, at 6.30 PM.**

- **Request for Proposals: Scott County Historic Society Building and Wall Repair**

April 2023 - The deadline for the RFP has been extended to April 5th, 2023. We did not receive any proposals. A local contractor is interested in the project but wants engineering plans for the drainage. **Council Action: Approve Mattern & Craig to develop drainage plan.**

- **Water Leaks Repaired**

March 2023

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair.</u>
Shadowood Lane (near 198) Ford	3/6/2023	¾" line; 2" band; 1 ton rock; backhoe; F-250; dump truck; 4 employees; 3 hours
166 Shadowood Lane dump employees;	3/6/2023	¾" line; 2" band; 1 ton rock; small truck; backhoe; Ford F-250; 3 4 hours
389 Wolfe Street truck;	3/27/2023	1 union; 1 ton rock; backhoe; Ram 4 employees; 4 hours

D. Attorney's Report - None

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

- **Council Member Pat Elliott** – Working on the budget
- **Council Member Dexter Harmon** – Grogan Park baseball field done, softball field to be done soon
- **Vice-Mayor Tyler Kilgore** – Little League would like to have a Town Council Appreciation Night, Thursday 5/4/23 @ 6PM
- **Council Member Allan Roberts** – Has received complaints by the dance school parents about traffic going too fast on Jackson St.
- **Council Member Wallace W. Ross, Jr.** – A section of decorative lights are out on E Jackson St.

F. Police Department

G. **Sanitation Authority** – Town Manager Greg Jones: Submitted budget for FY 2024, discussed PSA billing

XV. CLOSED SESSION

Motion made for Council to enter into closed session to discuss 1.) Personnel
2.) Legal
3.)

Motion by: Allan Roberts 2nd by: Dexter Harmon
VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

Vice-Mayor Kilgore opened the closed session at 7:31 PM

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Pat Elliott 2nd by: Allan Roberts
VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

Council returned from closed session at 8:10 PM

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: Tyler Kilgore, Allan Roberts, Wallace W. Ross, Jr., Pat Elliott, Dexter Harmon
Nay:
Absent:
Abstain:

XVII. MOTIONS FROM CLOSED SESSION: None

XII. UNFINISHED BUSINESS

1. Gate City Frontier, Inc Contract – Take no action

2. Little League Contract – Take no action

XIII. NEW BUSINESS

- 1. PER Approval/VDH Grant Application: Replace Raw Water Line at Water Treatment Plant**
Motion made to move forward with PER Approval/VDH Grant Application to Replace Raw Water Line at Water Treatment Plant

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion Carried

- 2. PER Approval: Complete alleyway beside 115 W Jackson St.**
Motion made to move forward with PER Approval to complete alleyway beside 115 W Jackson St

Motion by: Allan Roberts 2nd by: Dexter Harmon

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

- 3. RFP Scott County Historic Society Building**
Motion made to move forward with the RFP for Scott County Historic Society Building

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

- 4. RFP Mowing**
Motion made to approve the bids selected

Motion by: Allan Roberts 2nd by: Dexter Harmon

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

- 5. LENOWISCO, Fair Housing Proclamation**
Motion made to accept the proclamation

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

- 6. Hope House: Luanne McMurray – Presentation about Hope House**
Motion made to increase the Hope House contribution from \$500 to \$1000

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye:
 Nay:
 Absent:
 Abstain: Motion carried

7. Vote for FY 2024 Town Budget Public Hearing: May 9th, 2023
Motion made to advertise FY 2024 Town Budget Public Hearing May 9, 2023

Motion by: Allan Roberts 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

8. Submit FY 2024 Town Budget draft to Council (Information only)

9. Water Treatment Plant Operators: Wage Classification Adjustment
Motion made to move forward with wage classification adjustment for Water Treatment Plant Operators

Motion by: Allan Roberts 2nd by: Dexter Harmon

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

10. Council Pay Increase – Take no action

11. Accept Mayor Bob Richards Resignation

Motion made to move forward to accept Mayor Bob Richards Resignation

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

12. Vote to appoint Interim Mayor pursuant to the Town Charter in Virginia Code Section 24.2-228

Roger Cassell nominated by Allan Roberts

Jamie Lawson nominated by Pat Elliott

Tyler Kilgore nominated by Wallace W. Ross, Jr. – Nomination declined

Motion made to close the nominations

Motion by: Pat Elliott 2nd by: Allan Roberts

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

Motion made to vote by paper ballot

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

Ballot votes for Interim Mayor read aloud by Town Clerk Lora Matthews. Totals were 3 votes for Jamie Lawson and 2 votes for Roger Cassell.

Motion made to accept the vote totals, to be effective May 1, 2023

Motion by: Allan Roberts 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

Jamie Lawson has been chosen to be Interim-Mayor, to be effective May 1, 2023.

13. Authorize Town Attorney Michele Brooks to pursue a writ of election to fill the unexpired term of Mayor

Motion made to Authorize Town Attorney Michele Brooks to pursue a writ of election to fill the unexpired term of Mayor

Motion by: Allan Roberts 2nd by: Dexter Harmon

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

XIV. PUBLIC COMMENT – NEW BUSINESS

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

*Vice-Mayor Kilgore adjourned the meeting at 9:04 PM, until the next scheduled Council Meeting on May 9, 2023, at 6:30 PM


Tyler Kilgore – Vice-Mayor


Lora Matthews – Town Clerk