

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

May 9, 2023

190 Beech St., Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:34 PM BY: Mayor – Jamie Lawson

II. ROLL CALL – Town Clerk – Lora Matthews

	PRESENT:	ABSENT:
Mayor, Jamie Lawson	X	
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 (Arrived approx. 7:30PM)	

Others present: Gabe Edmunds (VA Star), Greg Hogston (TrueBlue), Tucker Barker, Kevin Barnett, Josh Bollins, Bill Gilliam, Jason Snapp (Mattern & Craig)

III. INVOCATION – Kevin Barnett, Jennings Mission Church of Jesus Christ

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the May 9, 2023, agenda as presented.

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: 4

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

1. Approval of April 11, 2023, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 4

Nay:

Absent:

Abstain:

Motion carried

VIII. APPROVAL OF PAYMENTS

- Motion made for approval for payment of bills for April 2023 as presented.

Motion by: Allan Roberts 2nd by: Pat Elliott
 VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried

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

Josh Bollins wished to speak regarding Little League and use of the ball fields at Grogan Park. Chose to wait since this issue is on the agenda.

Mayor Lawson closed the public comment session at 6:39 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 5/8/23

VDH Backup Generator Project: Project is considered 35% complete currently. VDH has approved the Categorical Exclusion request for public comment. The CE will be advertised for public comment over the next few weeks. Public comment has to last 30 days.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project survey has commenced, and project is currently approximately 5% complete.

Manville Road Highway Safety Improvement Plan Funding Application: Project survey has commenced, and project is currently approximately 5% complete.

VDH ARPA/BIL/DWSRF Applications: M&C has submitted 2 separate projects to VDH for consideration for funding for FY23. 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 submitted one project, the Water Treatment Plant Raw Water Line Replacement Project, to VDH for funding consideration for FY24. Decisions regarding funding approval are not expected till fall 2023 at the earliest.

B. Gate City Frontier Report

Gate City Frontier Report April 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

- Worked throughout this month on gathering data for our upcoming community vitality grant through DHCD and VMS.
- Grant Budget Overview TOTAL FUNDING: \$22,566.06
 - DHCD grant funding: \$15,000
 - Gate City Frontier match leverage: \$2,500 from donations account
 - In Kind Contributions and Volunteer Hours accounted for: \$5,066.66
- If fully funded, this grant will be used to buy twenty new black slatted metal trash receptacles for the business district starting on East Jackson Street at Town Hall and going down West Jackson. They will stop in front of Quillin Hardware and R-Mac Realty. This will allow for three trash receptacles to be on each block.
- Spent a total of 42 hours completing the final grant proposal, documents, and CAMS data entry. This was given a stamp of approval by Nicole Childress from VMS/DHCD. The award announcements will be made in summer and we are hopeful to be fully funded for this project.

I would be glad to send that grant proposal to anyone interested. Please let me know with an email: gcfborderdirector@gmail.com

II. Business & Community Outreach

- **Gate City Little League:**
 - Partnered with this community organization to help plan and organize two Little League Days events to occur the first week of May.
 - The organization is very honored to have Town Council with them on May 4th. I would like to thank you on their behalf for participating in this great night of community engagement.

- **Gravel at the Gate & Bike Expo**
 - Committee chairs and myself have been working with area businesses and organizations to be a part of this regional highlight event.
 - At this time, we have confirmed that we will be utilizing several local businesses including Kane Street Smokehouse, Athletics Unlimited, and First Step Rehab. They will be providing direct service to this event.
 - Currently have a \$1500 bike raffle confirmed for this event and several partners that plan to provide donations for bike riders.

- **Red, White, and Blue Bash**
 - Working directly with GCUPC to plan this upcoming event as a partner again for the Freedom Fun Zone.
 - We do have a local band booked to open the night of music.
 - We are currently speaking with East Coast Entertainment to find choices of popular cover bands that the town will enjoy prior to the fireworks.

- **Theater Project**
 - We are very hopeful that once the beams are completed, we will have a clean up day to prepare the theater for movie nights and possible summer music jam sessions.

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:

April 3-8 (30 hours)
April 10-15 (30 hours)
April 17-22 (36 hours)
April 24-29 (44 hours)

C. Town Manager's Report

Town Manager Report – May 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**

May 2023: The Gate City Blue Devils banners have been replaced. So far, the new high wind brackets and the installation of wind slits in the banners have held up to the recent windstorms. We do need to address the banners located at Gateway Plaza. There are a few brackets at that location that have failed.

- **Dog Park Project**

January 2023 – 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

May 2023 – Award notification are expected after May 11th, 2023.

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

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 3rd, 2023, has been 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.

May 2023 – The trash truck has been returned. We were informed that our issue with the truck was due to a loose wire to the computer. Now we are having issues with the throttle. The dealer is expected to investigate this issue on Monday, May 8th, 2023.

Council Action: Review trash can delivery protocol.

- **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.

May 2023 – A Request for Proposals (RFP) for website development vendors has been developed and should be advertised shortly.

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

April 2023 - 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**

May 2023 – The Finance Committee will meet on Monday, May 8th, 2023, to review the proposed FY 2024 budget. The latest version will recognize the increased appropriation to the Hope House. To date, no further comments have been received by Council.

Council Action: Conduct the Public Hearing.

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

May 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 has approved Mattern & Craig to develop a drainage plan. A new RFP will be developed once the drainage plan is complete.

- **Water Leaks Repaired**

April 2023

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
196 Ravine Street	4/5/2023	Backhoe; Ram 1500 truck; ½ band; 3 tons rock; 3 employees; 3 hours

D. **Attorney’s Report** – Town Attorney Michele Brooks: Writ of election filed for Mayoral Election in November 2023

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

Council Member Pat Elliott – None

Council Member Dexter Harmon – Baseball and softball fields at Grogan Park are done and look great. No remaining safety issues.

Vice-Mayor Tyler Kilgore – None

Council Member Allan Roberts – There was a movie night with the Little League. It went well and they are hoping to have more movie nights.

F. **Police Department** – Chief Justin Miller: They are in the beginning stages of setting up a Neighborhood Watch

G. **Sanitation Authority** – Town Manager Greg Jones: There was a public hearing for the FY 2024 Budget on 5/8/23. There will be a called meeting on 6/12/23

XV. CLOSED SESSION

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

Motion by: Pat Elliott 2nd by: Allan Roberts
VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: **Motion carried**

Mayor Lawson opened the closed session at 7:36 PM

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Allan Roberts 2nd by: Pat Elliott
VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: **Motion carried**

Council returned from closed session at 8:06 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, Pat Elliott, Dexter Harmon, Jamie Lawson
Nay:
Absent:
Abstain:

XVII. MOTIONS FROM CLOSED SESSION: None

XII. UNFINISHED BUSINESS

1. **Little League Contract** – Discussion with Josh Bollins
Motion made to adopt the policy as agreed upon on 4/24/23
Motion by: Allan Roberts 2nd by: Pat Elliott
VOTE: Aye:4
 Nay:
 Absent:
 Abstain: Motion carried

2. **Gate City Frontier, Inc Contract** – Take no action

XIII. NEW BUSINESS

1. **TrueBlue Speed Monitoring** – Presentation – Take no action

2. **RFP: Back Street**
Motion made to move forward with the RFP for paving the back street
Motion by: Allan Roberts 2nd by: Dexter Harmon
VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried

3. **Scott County PSA Water Contract**
Motion made to renegotiate the Scott County PSA Water Contract
Motion by: Allan Roberts 2nd by: Pat Elliott
VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried

4. **Public Hearing: Water Rates**
Motion made to advertise for a Public Hearing regarding Water Rates
Motion by: Allan Roberts 2nd by: Pat Elliott
VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried

5. **Public Hearing: Changes to Sec. 30-214.- Uses to Zone C-2**
Motion made to advertise for a Public Hearing regarding Changes to Sec. 30-214.- Uses to Zone C-2
Motion by: Allan Roberts 2nd by: Pat Elliott
VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried

- 6. Trash Can Delivery Protocol – 1st can is free, 2nd is \$5/mo**
Motion made to move forward with the Trash Can Delivery Protocol
 Motion by: Allan Roberts 2nd by: Tyler Kilgore
 VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried
- 7. Add authorized signer to New Peoples Bank accounts: Mayor Jamie Lawson**
Motion made to add authorized signer to New Peoples Bank accounts: Mayor Jamie Lawson
 Motion by: Allan Roberts 2nd by: Dexter Harmon
 VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried
- 8. USDOJ: COPS Hiring Grant: Approval to Apply**
Motion made to apply for the USDOJ COPS hiring grant
 Motion by: Dexter Harmon 2nd by: Allan Roberts
 VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried
- 9. American Legion Donation Request**
Motion made to donate \$500 to the American Legion to help with restoration
 Motion by: Allan Roberts 2nd by: Pat Elliott
 VOTE: Aye: 4
 Nay:
 Absent:
 Abstain: Motion carried
- 10. Gate City Volunteer Fire Department Donation Request**
Motion made to meet the request of \$3000 per month
 Motion by: Allan Roberts 2nd by: Dexter Harmon
 VOTE: Aye: 4
 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: 4

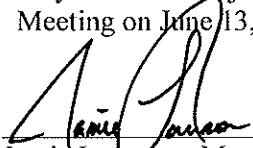
Nay:

Absent:

Abstain:

Motion carried

*Mayor Lawson adjourned the meeting at 9:11 PM, until the next scheduled Council Meeting on June 13, 2023, at 6:30 PM



Jamie Lawson – Mayor



Lora Matthews – Town Clerk