

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

June 13, 2023

190 Beech St., Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:40 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	

Others present: Chief Justin Miller, Officer Derek Percy, Jason Snapp (Mattern & Craig), Leslie Crawford (Gate City Frontier), Cody Ferguson, Gabe Edmunds (VA Star), Kevin Helms, Greg Hogston (TrueBlue), Michael Brickey

III. INVOCATION – Council Member Pat Elliott

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the June 13, 2023, agenda.

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 May 9, 2023, Town Council Public Hearing Minutes (Budget)

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 4

Nay:

Absent:

Abstain: Motion carried

2. Approval of May 9, 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 May 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.)

Michael Brickey – Mr. Brickey is asking for help from the Gate City Town Council in dealing with VDOT, regarding the intersection of Kane St. and Hwy 23 and the roadside park located on Hwy 23. He has also been appointed to the PSA board and has questions regarding the contract between PSA and the Town of Gate City. He would appreciate some help in understanding the language of the contract. Town Attorney Michele Brooks offered to assist. Mr. Brickey is also asking for negotiations with PSA regarding water to also include discussions about sewer.

Mayor Lawson 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 6/12/23

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 7% complete.

Manville Road Highway Safety Improvement Plan Funding Application: Project survey is complete, preliminary design (30% plans) has begun, and project is currently approximately 10% complete.

Theatre Beam Rehabilitation: Project is complete and a final inspection was completed on Friday, May 25th.

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.

Alley Extension (behind Sam's Auto Service): Task Order (#8) has been submitted for review.

Retaining Wall Construction Plans (Walgreen's Parking Lot): Task Order (#7) is being prepared to submit for review.

B. Gate City Frontier Report

Gate City Frontier Report June 2023



Please accept this brief report on behalf of GCF volunteer 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.

.Foundational Growth and Organization with GCF

▫Registered for the Exploring Main Street Community Interchange

▫Working on rebranding with Push the Pixels. We are hopeful to have a new logo by the end of this month that will better reflect our organization.

.Business & Community Outreach

▫Attended Town Council Night at the Ballfield to take pictures

▫Assisted Gate City Little League with their Movie Night at the Ballpark. They had a phenomenal attendance.

▫Attended the Scott County Virginia250 meeting. Will be meeting monthly as their dates allow in order for GCF to be connected and knowledgeable of upcoming events.

- › Made contact with the new Scott County reporter for the Times News and was able to gain three positive articles about The Ice Box, Jeep Jamboree, and the library's upcoming festival, Spinning the Yarn.
- › Worked with four new adult volunteers and a community service volunteer at the Jeep Jamboree.
- › Vikki Roberts worked with a community service volunteer to pick-up trash along Jackson Street.
- › Tall wooden planters were also cleaned, weeded, and planted on East and West Jackson. The planters were completed from Town Hall down to Quillin Hardware on the upper and lower street.

.Events

Jeep Jamboree, May 27th

Four food trucks and all were successful and/or sold out

Sold 191 event tees out of 200

140 Jeeps on Jackson Street with additional parked in lower parking lot

34 pre-registered; 56 registrations on the day of event

Turned away groups of additional jeeps as we ran out of room on Jackson

WJHL and Kingsport Times News both came to cover the majority of the event

The biggest problem that we see moving forward with this event is to determine a way to utilize more space to allow for growth.

›Gravel at the Gate, June 24th

› Worked on the tasks given to GCF including partnership letters, inflatables, music, food tickets, giveaways, rest stop, and snacks.

› Brian Edwards from Just Ride Bikes & Fitness is taking care of all registration information.

›Theater Project

› With repaired beams, we are working to schedule a clean-up day.

› We are hopeful to get the theater clean and ready for events.

Upcoming Events: Red, White, & Blue Bash July 1st, Back to School Bash Aug. 5th, Harvest Moon Celebration Sept. 23rd

IV. Follow Up Town Council Topics

› In regards to Mr. Ross's past question about Daniel Boone and his importance to Scott County; we feel that the Harvest Moon Celebration will be the best event to tie in a historical component about Daniel Boone and the Wilderness Trail. This is also something that we are hopeful that the Virginia250 Committee might want to help work on since they have asked for upcoming events in town and how they can participate. I will update as I gain specific details on this topic.

V. May 2023 Part-Time Hours:

May 1-6 (38 hours)

May 8-13 (30 hours)

May 15-20 (28 hours)

May 22-27 (42 hours)

May 29-31 (8 hours)

Town Manager Report – June 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 one 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

June 2023 – I met with DHCD and LENOWISCO Planning Authority on June 8th, 2023 for our contract negotiations. We will need to conduct two public hearings to inform the public about the project. The environmental review has been completed. We will have 120 days to get under contract with DHCD. We anticipate getting under contract well before the deadline.

- **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**

June 2023 – The banner brackets located at Gateway Plaza have failed due to wind. I have ordered high wind double brackets with bandings. They will be replaced once the order comes in.

- **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.

June 2023 – The Town has been awarded \$152,000 through the DCJS ARPA grant funding. I met with SCTV and reviewed the security camera project for Grogan Park and the Town Hall. The cameras are on order and will be installed upon arrival. The remaining equipment: car camera, tasers, star chase system has been ordered.

- **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.

June 2023 – We have been advised the SCADA telemetry system will be installed in July. I have ordered fiber internet service for the pump station from SCTV.

- **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.

June 2023 – The new Trash Truck is now in service. We received the final Solid Waste Ordinance on June 6th, 2023. The new ordinance has been uploaded to Municode. We will be able to start trash can distribution on Monday, June 12th, 2023.

The Mini-Trash Compactor is in. It is currently being installed on our new 2023 Kenworth Truck. We are expecting the new compactor to be placed in service in a couple of weeks.

- **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.

- **COPS Hiring Grant**

June 2023 – The US Department of Criminal Justice COPS hiring grant which will be used to hire one full time police officer has been submitted on June 10th, 2023. The amount of the proposed grant is valued at \$125,000 over the course of the next three years.

- **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.

June 2023 – The Finance Committee meet on Thursday, June 1st, 2023. PSA wholesale water rate and retail water rates have been developed and reviewed with the committee. Given the timing of the production of the new rates, we will not be able to publish the required 14 day public hearing notice: **Council Action; Rescind the Public Hearing scheduled for June 13th, 2023 and approve a Public Hearing for July 11th, 2023.**

The committee also reviewed the 4th version of the FY 24 proposed budget which includes updated revenue from the proposed water rate increase. **Council Action: Approve the FY 24 Town Budget**

The committee also reviewed Crossfit's rent. **Council Action: Approve rent increase from \$850.00/month to \$950.00/month.**

The committee discussed a new grant opportunity from the U.S. Department of Transportation: Local Road Safety Plan Grant. This is a planning grant that can help design a better access road to the Scott County Recreation Park. **Council Action: Approve grant scope and application.**

The committee also discussed a new grant opportunity from the Virginia Department of Transportation (VDOT): National Electric Vehicle Infrastructure (NEVI) Program. The is a grant to install electric vehicle charging stations. This grant will cover 80% of the cost of installation. Council Action: **Approve grant scope and application.**

- **Personnel Committee Meeting**

The Personnel Committee Met on June 7th, 2023. The purpose of this meeting was to review the employee annual evaluations. Greg Jones reported that the employees have requested to have two additional holidays: George Washington Day and Columbus Day. The employees have requested that the Paid Time Off Hours (PTO) be increased from 40 hours to 80 hours for new hires up to one year's service which will be prorated over the course of the first years' service. Personnel Committee agreed to make the recommendation to Council. **Council Action: Approve the additional two holidays and PTO hours for new hires.**

- **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**

May 2023

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
755 Moccasin Hills Drive	5/31/2023	Replaced setter; ¾" union; 3 ft pipe; hand dug out meter and setter; fixed and replaced meter box; placed meter cover; raked dirt around meter box; 5 workers; 1 ½ hrs

D. Attorney's Report - None

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

Council Member Pat Elliott – None

Vice-Mayor Tyler Kilgore – Will have comments regarding Items #13 & #14 and Personnel

Council Member Allan Roberts – Sidewalk project (addressed by Jason Snapp)

Council Member Wallace W. Ross, Jr. – Need a “Welcome to Gate City” sign and overhead green signs on US Hwy 23. There is a new Wilderness Road sign across from Quillin Hardware. He is curious about who put it up. Flower boxes on Jackson need to be replaced. Need to maintain the decorative street lights. Need to work more closely with tourist organizations. Grass is not being cut on Manville Rd at the old water tower. Wonders what it would cost to beautify the old Nickels Store (comments from other council member that the store is private property).

F. Police Department – Presented by Chief Justin Miller. Also, digital radios are being set up.

G. Sanitation Authority – Town Manager Greg Jones: Passed FY2024 Budget 6/12/23

XII. UNFINISHED BUSINESS

1. Gate City Frontier, Inc Contract

Motion made to open the floor for discussion

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 4

 Nay:

 Absent:

 Abstain: Motion carried

Discussion: Having a multi-year contract will allow Gate City Frontier to better plan events, apply for grants, etc. Allan Roberts presented the proposed contract to the Gate City Frontier Board 6/12/23 and they approved.

Motion made to accept the contract between the Town of Gate City and Gate City Frontier as presented

Motion by: Pat Elliott 2nd by: Tyler Kilgore

VOTE: Aye: 3

 Nay:

 Absent:

 Abstain: 1 Motion carried

XIII. NEW BUSINESS

1. Motion to approve: FY2024 Town Budget

Motion made to approve the FY2024 Town Budget

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: Pat Elliott, Tyler Kilgore, Allan Roberts

 Nay:

 Absent: Dexter Harmon

 Abstain: Wallace W. Ross, Jr. Motion carried

2. Motion to conduct Public Hearing: July 11, 2023: Special Exception and Use Permit

Discussion: Handout from Mr. Ferguson at 163 Eva St.

Motion made to conduct a Public Hearing on July 11, 2023 for a Special Exception and Use Permit regarding 163 Eva St.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 4

 Nay:

 Absent:

 Abstain: Motion carried

3. Motion to approve: TrueBlue Speed Monitoring – Discussion: Mr. Hogston will forward preliminary contract to Town Attorney for review.

4. Motion to apply: U.S. Department of Transportation: Local Road Safety Plan Grant: Better route to Scott County Recreation Park. Assign to Mattern and Craig, Inc.

Motion made to apply for U.S. Department of Transportation: Local Road Safety Plan Grant: Better route to Scott County Recreation Park. Assign to Mattern and Craig, Inc.

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: 4

 Nay:

 Absent:

 Abstain: Motion carried

5. Motion to apply: VDOT: National Electric Vehicle Infrastructure (NEVI) Program: EV charging grant 80/20 Grant. Assign to Mattern and Craig, Inc.

Motion made to apply for VDOT: National Electric Vehicle Infrastructure (NEVI) Program: EV charging grant 80/20 Grant. Assign to Mattern and Craig, Inc.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 4

 Nay:

 Absent:

 Abstain: Motion carried

6. Motion to approve: Changes to Sec. 30-214.- Uses to Zone C-2 of the Gate City Zoning Ordinance
Motion made to approve Changes to Sec. 30-214.- Uses to Zone C-2 of the Gate City Zoning Ordinance

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 3

 Nay:

 Absent:

 Abstain: 1 Motion carried

7. Rescind motion: Auction PD Vehicle: 2022 Dodge Durango

Motion made to rescind the motion to auction the extra PD vehicle: 2022 Dodge Durango

Motion by: Pat Elliott 2nd by: Allan Roberts

VOTE: Aye: 4

 Nay:

 Absent:

 Abstain: Motion carried

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent:

Abstain:

Motion carried

Council returned from closed session at 8:41 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: Pat Elliott, Wallace W. Ross, Jr., Allan Roberts, Tyler Kilgore, Jamie Lawson

Nay:

Absent: Dexter Harmon

Abstain:

XVII. MOTIONS FROM CLOSED SESSION: None

XIII. NEW BUSINESS (Cont.)

13. Motion to approve: Employee PTO Hours Policy Amendment – Take back to Council for clarification. Take no action.

14. Motion to approve: Holiday Policy Amendment – Take no action

15. Motion to approve: Certification of signature: Park Street Housing Project Phase II

Motion made to approve the Certification of signature for Park Street Housing Project Phase II

Motion by: Allan Roberts

2nd by: Pat Elliott

VOTE: Aye: 4

Nay:

Absent:

Abstain:

Motion carried

16. Motion to approve: Task Order to complete plans for King Alley Extension

Motion made to approve the Task Order to complete plans for the King Alley Extension

Motion by: Allan Roberts

2nd by: Pat Elliott

VOTE: Aye: 4

Nay:

Absent:

Abstain:

Motion carried

XIV. PUBLIC COMMENT – NEW BUSINESS - None

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Pat Elliott

2nd by: Allan Roberts

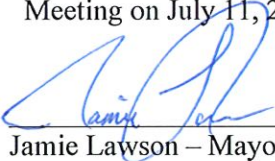
VOTE: Aye: 4

Nay:

Absent:

Abstain:

*Mayor Lawson adjourned the meeting at 8:48 PM, until the next scheduled Council Meeting on July 11, 2023, at 6:30 PM



Jamie Lawson – Mayor



Lora Matthews – Town Clerk