

TOWN COUNCIL MINUTES

Gate City Town Council Minutes August 8, 2023 190 Beech St., Gate City, VA 6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:30 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, Leslie Crawford (GC Frontier), Connor Pierson,
Gabe Edmunds (VA Star) (arrived approx. 6:50PM)

III. INVOCATION – Council Member Pat Elliott

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the Amended August 8, 2023, agenda as presented.

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS. – None

VII. APPROVAL OF MINUTES

1. Approval of July 11, 2023, Town Council Public Hearing Minutes (Special Exception & Use Permit)

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

2. Approval of July 11, 2023, Town Council Public Hearing Minutes (Water Rates)

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Dexter Harmon

VOTE: Aye: 5

 Nay:

 Absent:

 Abstain: Motion carried

3. Approval of July 11, 2023, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Pat Elliott

VOTE: Aye: 5

 Nay:

 Absent:

 Abstain: Motion carried

VIII. APPROVAL OF PAYMENTS

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

Motion by: Dexter Harmon 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 5

 Nay:

 Absent:

 Abstain: Motion carried

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

Connor Pierson – Mr. Pierson had questions regarding the Town noise ordinance. He noticed that businesses are exempt. He is concerned that businesses are being given preference over town residents. He feels that everyone is not being treated the same. He is also concerned about the dogs at the park and barking dogs in his neighborhood.

Mayor Lawson closed the public comment session at 6:53 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 8/8/23

VDH Backup Generator Project: Project is considered 35% complete currently. VDH has approved the Categorical Exclusion request for public comment. The CE has advertised for public comment (ran in Kingsport Times on 7/2 and 7/9). Public comment period has closed.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project survey has commenced, and project is currently approximately 15% complete. We are having to work through a pre award audit on the project with VDOT due to federal requirements that has held up progress to some extent.

Manville Road Highway Safety Improvement Plan Funding Application: Project survey is complete, preliminary design (30% plans) has begun, and project is currently approximately 25% complete. 30% plans will be submitted to the Town for review shortly, M&C to tentatively meet with Town sometime the week of 8/14. We are having to work through a pre award audit on the project with VDOT due to federal requirements that has held up progress to some extent.

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): Field survey was completed on 7/10 and prelim design is complete and will be delivered to the Town prior to coordinating the Land Use Permit with VDOT.

Retaining Wall Construction Plans (Walgreen's Parking Lot): Task Order (#7) has been delivered to the Town for review/consideration.

Gate City Frontier Report August 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.

I. Foundational Growth and Organization with GCF

- Worked with multiple agencies on marketing packages to increase upcoming reach for our August-December events.
- Continued to work with Push the Pixels on our organization rebrand.
- Worked to draft initial plans and proposals for the Water Street parking lot meeting in July.
- Meeting occurred on July 25th with GCF board members, Friends of Frontier, and the Gate City Town Manager
- Submitted a summary/proposal for the Water Street parking lot to Greg Jones for review by the planning commission.
- GCF received a CAMS audit approval by DHCD and are still awaiting grant award notifications to begin for the community vitality grant. This grant was applied for on April 28, 2023, and awards should be announced soon.

II. Business & Community Outreach

- Worked to obtain needed partnerships for the Back to School Bash
- Contacted and secured over 40 partnerships for the Back-to-School Bash supply giveaway.
- Worked alongside downtown merchants to plan for the August event.
- Completed a support letter for the Town of Gate City for the Safe Streets and Roads for All grant program.

III. Events

• Red, White, and Blue Bash, July 1

The Red, White, and Blue Bash was a huge success with a much larger attendance than in 2022. Participation was up for each event that occurred that day and the first Scott County's Got Talent event was a tremendous success with hundreds of guests filling King Alley and Jackson Street to listen. Fireworks capped off the night with both Jackson and Kane Street full of viewers. We also had many reports that the Food Lion parking lot was full as well to view the fireworks.

Upcoming Events: Back to School Bash Aug. 5th, Harvest Moon Celebration Sept. 23rd, Oct. 21st King Alleyween, November Veterans Day program, Nov. 18th, Christmas Open House, Nov. 25th, Small Business Saturday, December 2nd, Christmas Parade and Tinsel the Town kickoff.

July 2023 Part-Time Hours: Total: 138

July 1-7 (38 hours)

July 10- 15 (30 hours)

July 17-22 (30 hours)

Jul 24- 29 (36 hours)

July 31 (4 hours)

C. Town Manager's Report – Town Manager Greg Jones

Town Manager Report – August 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 unit, serving nineteen low- to moderate-income persons.

December 2022 – DHCD was 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

August 2023 – All of our contract items are complete. Before we can execute the contract with DHCD, the Management Team and Housing Rehabilitation board members must be seated. We have a few vacancies on each board.

Council Action – Determine who will fill the vacancies.

- **Estil Cemetery Restoration Project**

August 2023 – Highland Monument has not been seen since last November. It appears the vendor has defaulted on the contract. This issue has been turned over to the Town Attorney for disposition.

- **Banner Project**

August 2023 – This project is complete. All of the new high wind brackets have been installed.

- **Dog Park Project**

August 2023 – The Planning Commission noted that the fence is damaged again due to a fallen tree. The Planning Commission also indicated that the latches on the fence were not closing properly. Factory to You Fence will be working to correct these issues. The Planning Commission is currently working on sign development and placement, placement of concrete benches, developing rules that will be posted onsite, and placing three dog waste stations.

- **US Department of Transportation: Safe Streets and Roads for All (SS4A) Grant Program**

July 2023 – We are currently in process of developing a funding proposal to address a better access to the Scott County Recreational Park, development of the Gate City to Weber City trail, and a mobility path between the recreation park and the proposed trail. Our grant deadline is July 10th, 2023.

August 2023 – The grant application was submitted on July 10th, 2023.

- **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.

August 2023 – The internet service for the pump station has been installed. The SCADA telemetry system will be installed shortly.

- **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.

July 2023 – The Economic Development committee met with Spectrum Designs, LLC on June 19th to go over the preliminary findings of our marketing plan. A meeting has been scheduled for July 26th, 2023. This project is expected to be completed by the end of July.

August 2023 – The Economic Development committee met with Spectrum Designs, LLC on July 26th, 2023. The committee reviewed the concept drawings and environmental assessment. This project is scheduled to be completed by the end of August.

- **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.

- **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.

August 2023 – Mattern & Craig, Inc has developed the proposal. **Council Action: Discuss under new business.**

- **Water Leaks Repaired**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
Monte Vista Drive	7/2/2023	Dug out by hand; placed 6' pipe; union; 4 employees; 3 hrs.
Valleyview and Ellen Drive	7/5/2023	Backhoe; dump truck; Ram 1500; 1/2" band; 4 employees; 4 hrs.
150 Broadwater Avenue	7/20/2023	Backhoe; 3/4" union, 3' PGX; packnut; Ram 1500; 4 employees; 2 hrs.
590 West Jackson Street	7/21/2023	Backhoe; 2-2" bands; small dump truck; Ram 1500; 5 employees; 5 hrs.
308 Margie Street	7/27/2023	Backhoe; Ram 1500; 1" band; 4 employees; 2 hrs.

D. Attorney's Report – None

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

Mayor Jamie Lawson – Interested in painting or doing something with the retaining walls. Would also like to see speed tables put in at the busy spots on Jackson Street.

Pat Elliott – Heard from Luanne McMurray, Director of Hope House: There is not a stop sign at the street next to Hope House

Dexter Harmon – None

Tyler Kilgore – Has comments regarding property maintenance/codification (will be under New Business)

Allan Roberts – A+ for the Town Crew for cleaning up Jackson Street. Would like to get new Town of Gate City shirts.

Wallace W. Ross, Jr. – Some yellow lines need painting. Several street lights are out.

F. Police Department – Chief Justin Miller

G. Sanitation Authority – Next meeting is October 2, 2023

XV. CLOSED SESSION

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

Motion by: Dexter Harmon 2nd by: Pat Elliott
VOTE: Aye: 5
Nay:
Absent:
Abstain: **Motion carried**

Mayor Lawson opened the closed session at 7:32 PM

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

Council returned from closed session at 8:26 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, Dexter Harmon, Tyler Kilgore, Allan Roberts,
Wallace W. Ross, Jr., Jamie Lawson

Nay:

Absent:

Abstain:

XVII. MOTIONS FROM CLOSED SESSION: None

XII. UNFINISHED BUSINESS

1. TrueBlue Speed Monitoring

Motion made to deny the TrueBlue Speed Monitoring program

Motion by: Pat Elliott

2nd by: Allan Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

XIII. NEW BUSINESS

1. Approval to raze 242 Chestnut Street

Motion made to raze 242 Chestnut Street

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

2. **Approval of Salt Spreader Purchase – Handout: Quote**
Motion made to approve the purchase of a salt spreader for \$9650.00, to be installed by B&H Sales
Motion by: Allan Roberts 2nd by: Dexter Harmon
VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried
3. **Park Street Housing Rehab Phase II: Board member vacancies: Management Team and Housing Rehabilitation Board – Information**
4. **Corporate Image: Approval to update brochures and video advertising – Discussion: Suggested leaving events off. They date the brochure.**
Motion made to move forward with updating brochures and video advertising.
Motion by: Allan Roberts 2nd by: Tyler Kilgore
VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried
5. **VTC 2023 Microbusiness Marketing Leverage Grant: Max \$5,000 award; 50/50 match**
Motion made to move forward with the VTC 2023 Microbusiness Marketing Leverage Grant
Motion by: Allan Roberts 2nd by: Pat Elliot
VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried
6. **Gate City Frontier Lease: Gate City Theatre – Take no action**
7. **Gate City Frontier Lease: Parking Lot – Take no action**
8. **Spectrum Designs: Approve Parking Lot design phase cost. Use ARPA funds. – Take no action**
9. **Council members to attend VML Conference – October 8th-10th, 2023**
Motion made to allow Wallace W. Ross, Jr. to attend the VML Conference
Motion by: Allan Roberts 2nd by: Dexter Harmon
VOTE: Aye: 5
 Nay:
 Absent:
 Abstain: Motion carried

10. Mayor to attend Mayor's Conference – October 7th-8th, 2023

Motion made to allow Jamie Lawson to attend the Mayor's Conference and VML Conference; Tyler Kilgore to attend if Mr. Lawson is unable.

Motion by: Pat Elliott 2nd by: Wallace W. Ross, Jr.

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

11. Approval to seek bid (RFP) to restripe parking spaces on Jackson Street

Motion made to move forward with seeking a bid to restripe parking spaces on Jackson Street

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

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

12. Mattern & Craig, Inc retaining wall and drainage plan proposal (project area is behind the Historic Society building on Jackson Street)

Motion made to move forward with retaining wall and drainage plan proposal using ARPA funds

Motion by: Allan Roberts 2nd by: Pat Elliott

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

13. Approve COV 457 Retirement Plans for Employees

Motion made to move forward with COV 457 Retirement Plans for Employees

Motion by: Allan Roberts 2nd by: Dexter Harmon

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

XIV. PUBLIC COMMENT – NEW BUSINESS

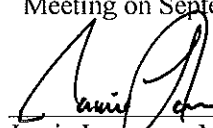
XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts 2nd by: Pat Elliott

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

*Mayor Lawson adjourned the meeting at 8:50 PM, until the next scheduled Council Meeting on September 12, 2023, at 6:30 PM



Jamie Lawson – Mayor



Lora Matthews – Town Clerk