

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

September 12, 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: Sgt. Cody Johnson (GCPD), Dale McConnell (Public Works), Gabe Edmunds (VA Star), Jason Snapp (Mattern & Craig), Matthew Hensley, Hassan Kasongo, Aaliyah Kasongo

III. INVOCATION – Council Member, Allan Roberts

IV. PLEDGE OF ALLEGIANCE – Sgt. Cody Johnson

V. APPROVAL OF AGENDA

Motion made to approve the September 12, 2023, amended agenda.

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 August 8, 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

2. **Approval of August 21, 2023, Town Council Special Called Meeting Minutes**

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Dexter Harmon

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

VIII. APPROVAL OF PAYMENTS

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

Motion by: Pat Elliott 2nd by: Allan Roberts

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

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

Hassan Kasongo, Promise St. – Mr. Kasongo is concerned about overgrown lawns and property in the Manville Road and Chestnut Street areas. He states that he called Town Hall about picking up some brush at his house and that he took it off himself three weeks later. He has a lawn service business and would like to work with the Town of Gate City, if the Town needs some extra help with things like this.

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 – Jason Snapp, Mattern & Craig**



Engineer Report
Town of Gate City, VA
Status as of 9/11/23

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. Next steps are to procure easements and final design.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project survey has been completed, 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) are completed, and project is currently approximately 25% complete. 30% plans have been reviewed with the Town, from that review it was determined that a public hearing should be scheduled to discuss and address any questions or concerns the affected residents may have. M&C is in the process of preparing a public hearing document and the hearing will be scheduled accordingly once the exhibit is complete. We are having to work through a pre award audit on this project as well with VDOT due to federal requirements that has held up progress to some extent.

Daniel Boone Water 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): Design has been submitted to VDOT for review/comment. Once VDOT approves the Town can procure a contractor for the work or can construct in-house.

Retaining Wall Construction Plans (Walgreen's Parking Lot): Field survey is complete and design will follow.

B. Gate City Frontier Report

Gate City Frontier Report September 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

Spent the month of August organizing upcoming fall/winter events including Harvest Moon, King Alleyween, Veteran's Day and Christmas Open House.

Participated in an online VMS meeting for upcoming grant information.

The GCF board of directors gathered for a semi-annual meeting.

VMS grant award meeting scheduled for September with Virginia Main Street Program Administrator, Zachary Whitlow.

The Virginia Main Street State Coordinator and Program Manager, Courtney Mailey, will be meeting with us in September to discuss the Water Street parking lot/economic development project after the lease agreement is signed.

Business & Community Outreach

We were awarded the Community Vitality Grant that was submitted back in April. This is a 2:1 grant where we will receive \$15,000 from DHCD/VMS along with a match from Gate City Frontier in the amount of \$2,500, and the additional \$5,000 match from in-kind volunteer hours. With the \$17,500, we plan to purchase new trash cans to be placed on Jackson Street.

This will be a kickoff to our "Gate City Proud Project" in which we would like to formally work to strategically plan to obtain

atching trash cans, flower planters, street lights, and a wayfinding system as a streetscape initiative. This is something that will be a positive and visual change for the citizens of Gate City as well as guests that we welcome to our town. This is clearly a plan that could take a few years, but we are hopeful that with this grant and working alongside the Town of Gate City, we can make this a reality sooner, rather than later. The Gate City Proud project is a 23 page grant that I would be glad to share via email for your review if interested.

Events

Back to School Bash

This event brought together over 40 local individuals, churches, small businesses, organizations and corporations to help prepare area students for back to school. We were able to provide a backpack, all needed school supplies, and hygiene items for 60+ school aged children.

Travel the Gate

This bike race was rescheduled in June for September 30th and upon suggestion by the event committee, this race has been canceled.

Upcoming Events: Harvest Moon Celebration Sept. 23rd, Oct. 21st King Alleyween, November Veterans Day program, Nov. 28th, Christmas Open House, Nov. 25th, Small Business Saturday, December 2nd, Christmas Parade and Tinsel the Town Pickoff

August 2023 Part-Time Hours Total: 140

- August 1-5 (36 hours)
- August 7-11 (26 hours)
- August 14-18 (24 hours)
- August 21-26 (30 hours)
- August 28-31 (24 hours)

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

Town Manager Report – September 12th 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.

September 2023 – As a part of our pre-contract activities, LENOWISCO Planning Authority and myself will be meeting with DHCD for a facilitated management session on September 20th, 2023.

The vacancies on the Management Team and Housing Rehabilitation board have been populated.

- **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.

September 2023 – I have received a soft quote in the amount of \$2,400 to remove the dead trees around the parameter of the dog park. This should help mitigate trees falling and damaging the fence. Work is expected to be completed on September 18th, 2023.

- **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.

September 2023 – We have been informed that the equipment for the telemetry system is in. We are expecting this project to be completed very soon.

- **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.

September 2023 – The deadline for the VTC Marketing Leverage Grant is on September 28th, 2023.

- **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.

September 2023 – This project will close on September 15th, 2023. The deliverables will be received in the next few days.

- **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.

September 2023 – Council has accepted Mattern & Craig, Inc proposal to manage the project under the Town’s GES contract. This project should start shortly.

- **Raze 242 Chestnut Street Project**

September 2023 - Upon the recommendation of the Codification Committee, Council has approved to raze 242 Chestnut Street due to property maintenance violations. The notice to raze the structure has been sent to the property, posted at the Town Hall and Courthouse. In accordance with VA Code§ 15.2-906(2), the notice must also be published in the newspaper for two weeks and observe a 30-day waiting period after the date of the last publication. The notice was published in the VA Star on August 30th and September 6th, 2023. The waiting period will be over on October 6th. In the meantime, I’m developing the Request for Proposal (RFP) for contractors to perform the work. The RFP will be advertised by the end of September.

- **Water Leaks Repaired**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
Sue Street	8/10/2023	Repaired drainage pipe that had a hole opening up in pavement

D. Attorney’s Report – None

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

Council Member Pat Elliott – There’s no stop sign where Harry Fry Drive comes into Broadwater Avenue. Concern about liability to the Town in case of an accident. It’s a VDOT street.

Council Member Dexter Harmon – How are we coming along regarding the decorative lights being out? Town Manager Greg Jones: This has been turned over to the Town crew. If they are unable to fix, we’ll call Egan to check it out.

3. **DHCD: Park Street Housing Pre-Contract Compliance Documents:** (Handout: Map)

- Local Business and Employment Plan
- Program Income Plan
- Rehab Board By-Laws
- Program Design
- Project Management Plan
- Rehab Specialist Agreement

Motion made to accept the DHCD Park Street Housing Pre-Contract Compliance Documents

Motion by: Allan Roberts 2nd by: Tyler Kilgore

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

4. **Gate City Town Council and Staff shirts - Information**

XIV. PUBLIC COMMENT – NEW BUSINESS

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts 2nd by: Dexter Harmon

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

*Mayor Lawson adjourned the meeting at 8:37 PM, until the next scheduled Council Meeting on October 10, 2023, at 6:30 PM



Jamie Lawson – Mayor

Lora Matthews – Town Clerk