

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

October 11, 2022

156 E. Jackson St., Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:32 P.M. BY: Mayor – Bob Richards

II. ROLL CALL – Town Clerk – Lora Matthews

	PRESENT:	ABSENT:
Mayor, Bob Richards	X	
Vice Mayor, Robin Richards	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Roger Cassell	X	
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Tyler Kilgore	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Gabe Edmunds - Virginia Star; Jason Snapp - Mattern & Craig; Tyler Smith; Landen Smith; Michael Bedenbaugh

III. INVOCATION – Mayor Bob Richards

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to amend the October 11, 2022, agenda to change the Town Council meeting from 11/8/22 to 11/15/22 at 6:30 PM due to the election.

Motion by: Allan Roberts 2nd by: Robin Richards

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

Motion made to approve the October 11, 2022, 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 September 13, 2022, Public Hearing Minutes

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Robin Richards

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

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: Robin Richards, Allan Roberts, Roger Cassell, Wallace W. Ross, Jr., Tyler Kilgore, Bob Richards
Nay:
Absent:
Abstain:

XVII. MOTIONS FROM CLOSED SESSION:

Motion made to apply for IRF planning grant

Motion by: Tyler Kilgore 2nd by: Robin Richards

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

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

Mayor Richards closed the public comment session at 8:34 PM and opened the consent agenda session.

X. COMMUNICATIONS

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 10/10/22

H/C Ramp HSIP Project: Project is complete except for the installation of the handrails. The contractor has indicated that the handrail panels have been delivered to their shop. They are currently trying to schedule a date for installation.

VDH Backup Generator Project: Project is considered 22% complete currently. Survey portion of the project has been completed and design coordination has begun. An onsite design kickoff meeting was held on Thursday, September 15th at 9:30AM to visit all project locations. It was determined that two of the sites selected for waterline replacements were modeled inaccurately per the original model compiled by the Town's previous engineering firm. Due to this discrepancy the model indicated the need for a water pump station along Richmond St. due to inadequate system pressures. Pressures in this area have

been determined to be adequate per discussions with Town Staff and the proposed waterlines have been deleted from the project accordingly. The reduction in scope includes removing one small pump station, and approximately 830 linear feet of waterline that was originally to be installed with the project at a savings of approximately \$100,000.

VDH Planning & Design Grant Application: The Town has voted to submit a Planning Grant Application to complete a water efficiency study. M&C conducted a Preliminary Engineering Conference with VDH on Tuesday, November 30th to discuss the appropriate scope for the project. M&C is in the process of revising the scope and completing the application. Upon completion it will be submitted to the Town for review. Upon approval by the Town it will be submitted to VDH for official consideration for funding.

Planning grant app is on hold till all ARPA, BIL, and DWSRF applications are submitted and confirmed.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project has been awarded funding by VDOT. M&C has submitted the Request to Administer form to VDOT for consideration. Funding included \$1,191,744 (80%) in grant funds with the remainder of the project cost \$297,936 (20%) in Town match.

Manville Road Highway Safety Improvement Plan Funding Application: Project has been awarded funding by VDOT. M&C has submitted the Request to Administer form to VDOT for consideration.

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. Decisions on whether these projects were funded are expected any day.

B. **Gate City Frontier Report** – presented by Allan Roberts

Gate City Frontier Report September

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.

Foundational Growth and Organization with GCF

- Participated in the Virginia Main Street Webinar: Exploring Main Street Community Exchange (Woodstock, VA) September 22, 2022

Business & Community Outreach

- Met with Staff Sergeant Naomi Williams with the National Guard on September 7, 2022. They enjoyed their time at the Back to School Bash in August and wanted to learn about additional opportunities for the Guard to become more engaged in community projects and activities through Gate City Frontier.
- This month we focused on community engagement through the Rise Up Gate City concert and the Harvest Moon

Celebration.

- We utilized as many community businesses as possible to fulfill specific band rider requests.
 - Food City
 - Subway Gate City
 - Dollar General Gate City
 - Pal's
 - B2C2 Farms (Nickelsville)
- We hosted a family fun pumpkin contest in September where the community was able to vote for their favorite pumpkin(s). We had a total of ten entries and a community voted winner using Facebook. The winner received a prize pack using local businesses.
- The GCPD and GCFD have been instrumental in helping us and participating in our events recently. We are very thankful for their generosity of time and service to help make these community events safe and inviting!

Events

Rise Up Gate City Concert: Morgan Culbertson, GCUPC Worship Team, Unspoken Sept. 3rd

- Received great remarks from the community on this event. I am including an email that was sent to us from an out of town guest. I thought it would be important for you to see how others see our community and what it can be!
 - Leslie, Since we don't do facebook, just wanted to follow up with special thanks for all the effort you and your team put in to make the Rise Up Gate City event happen. We had a very memorable and enjoyable time that made the 2+ hour drive back home at night seem like a small sacrifice. We've been to outside concerts at the Biltmore House in Asheville, NC with the sun setting behind the Blue Ridge mountains during the concert, but there's a very cool raw vibe to being on the main street of a small town as the sun sets while a concert is going on. We will try to stay in touch with future events at Gate City. Feel free to add my email to announcement mailings, and maybe we can get back to the smokehouse to try their brisket soon. Faithfully, John & Frances Cone

Harvest Moon Celebration (Market, music, food) Sept. 24th (11AM-9PM)

- The early morning rain didn't stop this event from being a success. Many vendors reported phenomenal sales, the food truck sold out by 4, inflatables for the kids were utilized all day, face painted 75+ kids, and street storefronts reported increased foot traffic and sales. The jazz band brought a good crowd to King Alley.
- Upcoming Events: King Alleyween October 22nd, Veteran's Day Program November 11th, Christmas Open House November 19th, Small Business Saturday November 26th

September Part-Time Hours:

September 1-3 (38 hours)*Unspoken concert week
September 6-9 (18 hours)
September 12-16 (20 hours)
September 19-24 (42 hours)*Harvest Moon week
September 26-30 (12 hours)

C. Town Manager's Report

Town Manager Report – October 2022

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

April 2022 - The Public Hearing was conducted on March 29th, 2022. Council approved the resolution of support during the Called Meeting on March 29th, 2022. The grant application was submitted on April 1st, 2022.

- **Estil Cemetery Restoration Project**

August 2022 - 90% of monuments have been cleaned and we still have a relative handful to re-level and reset. The project will be completed in about 3-4 months. Highland Monument has been posting updates on the Estil Cemetery Facebook page.

- **Banner Project**

August 2022 – VDOT has declined our request to locate banners on the streetlights at the new Park and Ride on Rt. 23. Gateway Plaza has approved our request to locate banners on their streetlights in the parking lot. Double bracket banner poles are on order.

September 2022 – New seasonal banner designs have been created to match the permanent banners for Jackson Street. Town Council has approved the seasonal banner design.

October 2022 – Interstate Graphics has submitted a quote for \$10,251.08 for 40 x 4 seasons (160 total) 30” x 60” banners. **Council Action: Approve quote.**

- **Dog Park Project**

August 2022 – The Planning Commission is currently working on plans to complete this project now that funding has been approved with the FY 23 budget. The Planning Commission has reviewed plans to install fencing that will create space for large and small dogs plus a shared area.

October 2022 – The Planning Commission has reviewed a quote received in the amount of \$6,496.00 from Factory to You Fence to install the interior fence. The Planning Commission has recommended that the quote be approved. **Council Action: Approve quote.**

- **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-Elliot 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.

- **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.

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

August 2022 – VDOT has awarded the Kane Street Sidewalk project to the Town. The total project cost is \$1,450,190.00 with VDOT providing \$1,160,152.00 in grant funding.

Request to Administer (RTA) has been submitted. Engineering Request for Proposals (RFP) was requested by VDOT to ensure procurement procedures were followed.

- **Water Leak Survey**

October 2022 -Virginia Rural Water Association (VRWA) will be back in Town towards the end of the month to conduct another leak survey. Our current water loss is at 39%. We are also working on obtaining a leak survey proposal from American Leak Detection Company.

Our Town Crew is continuing their efforts in inspecting and pulling water meters to terminated accounts.

- **Virginia Department of Transportation (VDOT) Snowplow Contract**

VDOT's solicitation for Snowplow vendors opened on August 2nd, 2022. Our contract submitted due date is September 1st, 2022. Equipment inspection will occur prior to October 14th, 2022.

October 2022 – VDOT has approved our Snowplow Contract and all equipment has been inspected.

- **ARPA Equipment Purchase**

October 2022 - We have located a 2022 Ford F350 Super Duty Truck. The Truck is located at Lenz Truck in Wisconsin. The truck has 209 miles and is offered for \$70,996.00 including shipping.

Gate City Sanitation Authority has agreed to fund \$40,000 towards the purchase. The remaining balance of \$30,996.00 will be funded by ARPA fund if approved by Council. Council Action: Approve \$30,996 in ARPA funding towards the purchase of the 2022 Ford F350 Super Duty Truck.

- **Finance Committee & Economic Development Committee**

The Finance Committee and Economic Development Committee met on September 27th, October 5th, and October 11th, 2022.

The following issues were discussed:

- Virtual meetings with Spectrum Designs were held on September 27th and October 5th to discuss the Industrial Revitalization Grant (IRF).
- Discussed the Department of Housing and Community Development (DHCD) Planning Grant regarding the proposed project area.
- Discussed concerns about the Water Business and Operation Plan (WBOP) that is being updated by Mattern & Craig.

- Discussed the need to update the Scott County Public Service Authority (PSA) water contract.
- Reviewed the ARPA Fund Budget, Proposed Public Works and Police Department Wage Classification proposal, Website development proposal, and proposed 2022 Ford F350 Super Duty Truck Purchase.
- Discussed Water Fund six-year forecast model.

- **Gate City to Weber City Trail**

The Gate City Town Council has approved a letter of support for the development of a trail between Weber City and Gate City. This effort is being spearheaded by the Mayor’s Visioning Committee. I met with the committee on September 27th, 2022, along with VDOT and LENOWISCO Planning Authority. If a sidewalk is developed, then the project would easily exceed six million dollars. Grants are available through VDOT that would pay up to 80% of the cost. The committee discussed challenges in trying to locate funding to pay for the planning. The committee is going to arrange a meeting with Delegate Terry Kilgore soon.

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
356 Reed Hollow Rd	9/6/2022	4 ft pipe; 3 employees; 5 hrs.
227 Anderson St	9/13/22	1” line; 2 1” band; 1 ton rock

D. Attorney’s Report - No report

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

Council Member Roger Cassell – None

Vice-Mayor Robin Richards – Tree on Solon St. taken down by VDOT.

- VML Conference – participated in the “Conflict to Conversation” Panel, discussion regarding how to agree to disagree – Marijuana & HR panel, no regulations so far from State of VA, make it legal to make products safe
- Public Works – Field Logic tests, there were 12 last month. Isn’t that a lot? Comment made by Town Manager Jones that this is common. The reports give data going back 30 days, so it’s important for customers to let us know as soon as they notice something different.

Council Member Tyler Kilgore – None

Council Member Allan Roberts – None

Council Member Wallace W. Ross, Jr. – VML Conference: He has had difficulty in the past checking into the hotel with Lisa’s credit card. They look at him funny. This year was better since he had Chief Miller’s card. Would like the council to explore the possibility of council members having credit cards.

- He attended the conflict panel. Also panels on Broadband and affordable housing. Met lots of new elected officials.
- Grass was high across from the Court House. Contractor cutting that grass, but hasn't been done.
- VML conferences are worthwhile. He would like to see the budget increased.
- VML has lots of new policy changes. There should be new Mayor and Council handbooks.
- We belong to the VCC Grant Finder.
- Would be good to work with the county on VML issues.

F. **Police Department** – Jared Collins finishing training 10/12/22

G. **Sanitation Authority** – None

XII. UNFINISHED BUSINESS

1. Gate City Theatre: I-Beams Repair

Motion made to do an RFP for I-Beams Repair at the Gate City Theatre

Motion by: Robin Richards 2nd by: Allan Roberts

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

2. Trash Pickup Policy – Discussion: Look over handout, suggest changes. Take no action

XIII. NEW BUSINESS

1. Update plans for the Gate City Theater Project

Motion made to approve payment of \$14,490 to Spectrum Designs to update plans for the Gate City Theatre Project

Motion by: Tyler Kilgore 2nd by: Allan Roberts

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

2. Wage Classification Adjustment: Police Dept & Public Works

Motion made to adopt the Wage Classification Adjustment as presented. 4 Full time Police Officers

Motion by: Roger Cassell 2nd by: Allan Roberts

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

3. ARPA Purchase: 2022 Ford F350 Super Duty Truck

Motion made to move forward with the ARPA Purchase: 2022 Ford F350 Super Duty Truck

Motion by: Allan Roberts 2nd by: Roger Cassell

VOTE: Aye: 5
 Nay:

Absent:
Abstain: Motion carried

4. **Approval to develop RFP for new webpages** – Discussion: Would like something the Town can maintain; May be able to get grants.

Motion made to develop RFP for new webpages.

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: Motion carried

5. **ARPA Budget Review – Look over handout, make comments.**
Take no action

6. **Approve quote for Dog Park**

Motion made to approve quote for Dog Park

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain: Motion carried

7. **Approve quote for the Seasonal Banners – Discussion: Wait until have more information on new decorative light poles**

Take no action

8. **Approval to purchase 10x10 white vinyl gazebo: Gateway Park – Discussion: There will also be a Welcome Sign; Look into putting a spotlight on the pole near the gazebo**

Motion made to purchase 10x10 white vinyl gazebo: Gateway Park

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

VOTE: Aye: 5

Nay:

Absent:

Abstain: Motion carried

9. **Close New Peoples Bank Account: GCPD Asset Seizure Account and Transfer \$13,297.81 to the VIP Investment Account – Discussion: NPB charging \$20 per month dormant fee**

Motion made to Close New Peoples Bank Account: GCPD Asset Seizure Account and Transfer \$13,297.81 to the VIP Investment Account

Motion by: Allan Roberts 2nd by: Roger Cassell

VOTE: Aye: 5

Nay: 0

Absent: 0

Abstain: 0 Motion carried

10. **Change the Town Council meeting from 11/8/22 to 11/15/22 at 6:30 PM due to the election.**

Motion made to change the Town Council meeting from 11/8/22 to 11/15/22 at 6:30 PM due to the election.

Motion by: Allan Roberts 2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain: Motion carried

XIV. PUBLIC COMMENT – NEW BUSINESS - None

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts

2nd by: Robin Richards

VOTE: Aye: 5

Nay:

Absent:

Abstain:

Motion carried

*Mayor Richards adjourned the meeting at 9:45 PM, until the next scheduled Council Meeting on November 15, 2022, at 6:30 PM


Bob Richards – Mayor


Lora Matthews – Town Clerk