

# TOWN COUNCIL MINUTES

Gate City Town Council Minutes  
November 15, 2022  
156 E. Jackson St., Gate City, VA  
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:30 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: Leslie Crawford, Gate City Frontier

III. INVOCATION – Council Member Tyler Kilgore

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the November 15, 2022, agenda as presented.

Motion by: Allan Roberts 2<sup>nd</sup> by: Wallace W. Ross, Jr.

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

Approval of October 11, 2022, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2<sup>nd</sup> by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent:

Abstain:

Motion carried

VIII. APPROVAL OF PAYMENTS

- Motion made for approval for payment of bills for October 2022 as presented.

Motion by: Allan Roberts 2<sup>nd</sup> by: Wallace W. Ross, Jr.

VOTE: Aye: 4

Nay:

Absent:

Abstain:

Motion carried

**IX. PUBLIC COMMENT** (Will be limited to 3 minutes per speaker.) – None

Mayor Richards closed the public comment session at 6:34 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** – No report, Jason Snapp absent. Town Manager Greg Jones states that he will be meeting with Jason Snapp and that handrails have been put up on Jackson St.

**B. Gate City Frontier Report** - Leslie Crawford

**Gate City Frontier Report October**

**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 a planning meeting with Nicole Childress and Courtney Mailey, Community Vitality Program Administrators for Virginia Main Street. They came to Gate City to talk about progress and possible projects for GCF.

**Business & Community Outreach**

- Leslie Crawford judged the Gate City High School talent competition by request of the school.
- The GCF board judged the Food Lion Pumpkin Painting Contest by request of the store manager, Billy Bledsoe.
- This month GCF focused on community engagement through the King Alleyween event and also through preparation for the Veterans Day program and upcoming Christmas events.
- Leslie has worked with a multitude of individuals to plan the annual veterans program including Gate City High School, Carters Fort DAR, SAR, Delegate Terry Kilgore, American Legion Post 265 and Hammond Post 3, the Gate City Civitan, American Gold Star Mothers, and the Town of Gate City.
- We had great participation from area businesses for King Alleyween and with pre-Christmas planning.
- Planning for our first "Tinsel the Town" community outreach activity took place and was posted on social media November 1st. We sold out of trees for this activity in less than 24 hours.

## Events

### King Alleyween, Oct 22nd 6-9 PM

- We had a total of 26 signed up to pass out for Trunk or Treat. Several of those were Gate City Community partners including:
  - Scott County Ministerial Association Food Bank
  - Hope House
  - GCFD
  - GCPD
  - Scott County Sheriff's Office
  - Scott County Republican Party
  - 76 Strength & Fitness
  - The Family Bakery
  - Scott Vet Services
  - GCHS Cheerleaders
  - GCHS Dance Team
  - Miss Gate City
  - Wildwood on Jackson
  - GC United Methodist Church
  - Dollar General
  - Kane Street Smokehouse
  - Riverside Fabrics & Antique Mall
  - Jenkins School of Dance
  - Close Quarters
  - Southern Collective
  - Scott County Library
  
- The event also included a DJ, magician, four inflatables, a community led flash mob, dance performances by Gate City Cheer and Gate City Dance. We also hosted a street dance towards the end of the night that included people of all ages and filled the street from the red light down to the karate building.
- The costume contest had 65 participants.
- The participation level was phenomenal with streets completely full from 6-9 PM.

### Christmas Open House, Nov 19th 10 AM- 6 PM

- Thus far, Leslie has created town coupon cards and had them printed by Scott County Career and Technical School to be placed in area businesses and at Town Hall.
- GCF was unable to get another horse and carriage secured after five possibilities were already booked.
- We booked a holiday train that can hold up to 24 individuals of all ages and will be free for the public.
- Traditional Carolers will serenade the street along with holiday characters from the Lamplight Theater.
- Food trucks will be on the street along with the local church group selling goodies.

Christmas Open House November 19th, Small Business Saturday November 26th, Christmas Parade (hosted by GCFD) December 3rd, Christmas Village December 3rd,



## October Part-Time Hours:

October 3-7 (22 hours)  
October 10-14 (24 hours)  
October 17-21 (36 hours)  
October 24-29 (30 hours)  
October 31 (4 hours)

### **C. Town Manager's Report**

## **Town Manager Report – November 2022**

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

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

**November 2022** – I have been informed that DHCD has made the award notice and has submitted to the Governor for his signature. Once the Governor signs, DHCD will announce the award recipients.

- **Estil Cemetery Restoration Project**

**November 2022** – Work is ongoing. Highland Monument has been onsite for the past several weekends. 90% 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**

**November 2022** – This project is complete.

- **Dog Park Project**

**November 2022** – Council has approved the quote for the interior fence. Work is expected to be completed mid-December. The Planning Commission is reaching out to the public for assistance in naming the Dog Park.

- **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 6<sup>th</sup>, 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 and ARPA providing 100% in grant funding.

Request to Administer (RTA) has been submitted.

**November 2022** - Engineering Request for Proposals (RFP) was requested by VDOT to ensure procurement procedures were followed. There formal review was finalized and approved last week.

- **Water Leak Survey**

**November 2022** – Virginia Rural Water Association (VRWA) was in town on November 9<sup>th</sup> and 10<sup>th</sup>, 2022. They found a few small leaks near Estill Height Subdivision and a potential leak on Fir Street. VRWA will be back again after the Thanksgiving holidays.

- **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.

**November 2022** - 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 as approved by Council. The Truck has been received and is now in service.

- **Finance Committee & Economic Development Committee**

The Finance Committee and Economic Development Committee met on November 1st, 2022.

The following issues were discussed:

- AEP submitted a proposal to a) Retrofit the decorative streetlights at a cost of \$516,010 or b) replace the streetlights at a cost of \$1,152,714. The committee decided it would be best to solicit an RFP to see if we can get a better price. **Council Action: Approved RFP solicitation.**

- The Industrial Revitalization Fund (IRF) grant has been successful completed and submitted to the Department of Housing and Community Development (DHCD) for consideration. We should receive a response in January 2023.
- Annual Employee Appreciation Dinner: The employees expressed their desire to receive a gift card from a grocery store in lieu of a dinner. The committee agreed and suggested giving the employees a \$100.00 gift card. **Council Action: approve \$100.00 gift card for the employees.**
- Town Manager advised the committee that the PSA Contract renegotiation is underway. Mattern & Craig, Inc will be submitted the transfer cost. The Town Manager also informed the committee that the Water Business and Operation Plan (WBOP) will be completed by Mattern & Craig by the end of the year.
- The committee discussed the water loss issue. American Leak Detection company submitted a bid for \$67,000 to conduct a water loss survey. Virginia Rural Water Association (VRWA) has conducted surveys on three separate occasions and is schedule for another survey shortly. The committee recommended we wait until VRWA has exhausted their efforts.
- The Town Manager reported that the Department of Criminal Justice (DCJS) grant to fund the equipment purchases for the Gate City – Weber City Emergency Response team has been completed and closed out.
- The Town Manager reported that the FY21 Audit is currently underway and should be completed in the next few weeks.
- The Town Manager submitted an updated ARPA budget recognizing the new 2022 Ford F350 purchase.
- The Committee discussed and recommended moving the Town’s savings accounts with New Peoples Bank to the Town’s Virginia Investment Pool (VIP) accounts. **Council Action: Approve Transfers**

- **Gate City to Weber City Trail**

**October** - 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 27<sup>th</sup>, 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.

**November** – I met with the Delegate Terry Kilgore along with members of the Mayor’s Visioning Committee to discuss funding opportunities on October 21<sup>st</sup>, 2022. It was recommended that LENOWISCO Planning Authority arrange a meeting with potential funders to see what our options are.

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
395 Vanzant Drive	10/5/2022	30 ft, ¾” pipe; 4 tons gravel; 1 ton pavement; mini excavator; small dump truck; Ram 1500 pickup; 3 employees; 15 hrs
Cypress Street	10/20/2022	2” line; 12 x 2 band equipment; mini excavator; small dump truck; Ram 1500 pickup; 3 employees; 5 hrs
352 West Jackson Street	10/25/2022	¾” CTX line; cut line and capped; mini excavator; small dump truck; Ram 1500 pickup; leaking 20 gallons/minute; 4 employees; 3 hrs

D. **Attorney’s Report** - None

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

Council Member Roger Cassell – None

Council Member Tyler Kilgore – None

Council Member Allan Roberts – None

Council Member Wallace W. Ross, Jr. – He’s seeing lots of banners, but no “Welcome to Gate City” signs. He would like VDOT to put up an overhead Gate City sign. He would like an early warning system for weather, emergency, etc.

F. **Police Department** – Introduction of Sgt. Cody Johnson by Chief Justin Miller

G. **Sanitation Authority** – PSA issues are status quo

**XII. UNFINISHED BUSINESS**

1. **Gate City Theatre: I-Beams Repair** – Move to December Council Meeting. Meeting with Spectrum 11/14/22.

2. **Trash Pickup Policy** - Discussion: No changes or additions.

**Motion made to have a Public Hearing on the Trash Pickup Policy**

Motion by: Allan Roberts                      2nd by: Tyler Kilgore

VOTE:     Aye: 4

           Nay:

           Absent:

           Abstain:

Motion carried

**XIII. NEW BUSINESS**

**1. Grand Marshall for the Christmas Parade**

**Motion made to ask Lois Quillen to be the Grand Marshall for the Christmas Parade**

Motion by: Tyler Kilgore                      2nd by: Allan Roberts

VOTE:    Aye: 4  
          Nay:  
          Absent:  
          Abstain:                      Motion carried

**2. Annual Employee Appreciation Lunch: \$100 gift card instead**

**Motion made to have \$100 gift card instead of Annual Employee Appreciation Lunch**

Motion by: Allan Roberts                      2nd by: Roger Cassell

VOTE:    Aye: 4  
          Nay:  
          Absent:  
          Abstain:                      Motion carried

**3. RFP: Decorative Street Lights approval**

**Motion made to advertise RFP for decorative street lights**

Motion by: Allan Roberts                      2nd by: Tyler Kilgore

VOTE:    Aye: 4  
          Nay:  
          Absent:  
          Abstain:                      Motion carried

**4. RFP: Building Official: No Response**

**Motion made to continue advertising RFP for Building Official**

Motion by: Allan Roberts                      2nd by: Roger Cassell

VOTE:    Aye: 4  
          Nay:  
          Absent:  
          Abstain:                      Motion carried

**5. New Peoples Bank Capital Outlay account: \$45,382.23 – Transfer to VIP Account due to NPB dormant fees**

**Motion made to transfer \$45,382.23 from NPB Capital Outlay account to VIP account**

Motion by: Allan Roberts                      2nd by: Roger Cassell

VOTE:    Aye: 4  
          Nay:  
          Absent:  
          Abstain:                      Motion carried

**6. New Peoples Bank Water Debt account: \$23,835.57 (Change name to Water Fund Savings) – Transfer to VIP Account due to NPB dormant fees**

**Motion made to transfer \$23,835.57 from NPB Water Debt account to VIP account and change account name to Water Fund Savings.**

Motion by: Allan Roberts                      2nd by: Roger Cassell

VOTE:    Aye: 4  
          Nay:  
          Absent:  
          Abstain:                      Motion carried



7. **New Peoples Bank Gate City SA Savings: \$51,532.38 (Change name to GCSA Savings) – Transfer to VIP Account due to NPB dormant fees. Add to 1/9/23 Sanitation Authority Agenda.**  
**Motion made to transfer \$51,532.38 from NPB Gate City SA Savings account to VIP account and change account name to GCSA Savings.**  
 Motion by: Allan Roberts                      2nd by: Roger Cassell  
 VOTE:    Aye: 4  
             Nay:  
             Absent:  
             Abstain:                      Motion carried
8. **New Peoples Bank Estill Cemetery Association: \$17,197.12 – Transfer to VIP Account due to NPB dormant fees**  
**Motion made to transfer \$17,197.12 from NPB Estill Cemetery Association account to VIP account.**  
 Motion by: Allan Roberts                      2nd by: Roger Cassell  
 VOTE:    Aye: 4  
             Nay:  
             Absent:  
             Abstain:                      Motion carried
9. **New Peoples Bank Debt Reserve WSL-021-17: \$20,491.13 – Transfer to VIP Account due to NPB dormant fees**  
**Motion made to transfer \$20,491.13 from NPB Debt Reserve WSL-021-17 account to VIP account**  
 Motion by: Allan Roberts                      2nd by: Roger Cassell  
 VOTE:    Aye: 4  
             Nay:  
             Absent:  
             Abstain:                      Motion carried
10. **New Peoples Bank PSA Force Main Issue: \$106,054.33 (Change name to GCSA Savings) – Transfer to VIP Account due to NPB dormant fees. Add to 1/9/23 Sanitation Authority Agenda.**  
**No Motion**
11. **New Peoples Bank Utility Care Act Funding: \$22,536.19 – Transfer to VIP Account due to NPB dormant fees**  
**Motion made to transfer \$22,536.19 from NPB Utility Care Act Funding account to VIP account**  
 Motion by: Allan Roberts                      2nd by: Roger Cassell  
 VOTE:    Aye: 4  
             Nay:  
             Absent:  
             Abstain:                      Motion carried
12. **Change the Due Date for the Real Estate taxes**  
**Motion made to Change the Due Date for the Real Estate taxes to 30 days after mailing.**  
 Motion by: Allan Roberts                      2nd by: Tyler Kilgore  
 VOTE:    Aye: 4  
             Nay:  
             Absent:  
             Abstain:                      Motion carried

**XIV. PUBLIC COMMENT – NEW BUSINESS - None**

**XV. CLOSED SESSION – None**

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Allan Roberts 2<sup>nd</sup> by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent:

Abstain: Motion carried

\*Mayor Richards adjourned the meeting at 7:16 PM, until the next scheduled Council Meeting on December 13, 2022, at 6:30 PM

  
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Bob Richards – Mayor

  
\_\_\_\_\_  
Lora Matthews – Town Clerk