

TOWN COUNCIL MINUTES

Gate City Town Council Minutes
May 10, 2022
156 E. Jackson St., Gate City, VA
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:36 P.M. BY: Mayor – Bob Richards

II. ROLL CALL – Deputy Town Clerk – Lisa Loggans

	PRESENT:	ABSENT:
Mayor, Bob Richards	X	
Vice Mayor, Robin Richards	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Roger Cassell		X-Arrived 7:08 p.m.
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Tyler Kilgore	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Jeff Casteel, Pastor, First Assembly of God; Lois Quillin; Tucker Barker; Jim Addington; Chief Justin Miller; Jason Snapp, Mattern & Craig

III. INVOCATION – Jeff Casteel, Pastor, First Assembly of God

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS.

VII. APPROVAL OF MINUTES

1. Approval of April 12, 2022, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Allan “Cotton” Roberts

2nd by: Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

VIII. APPROVAL OF PAYMENTS

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

Motion by: Allan "Cotton" Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

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

Lois Quillin: Ms. Quillin is concerned about a trash pickup on Hill St. Work order is already in place. Mr. Jones states we will take care of it, it just hasn't been taken care of yet.

Mayor Richards closed the public comment session at 6:43 P.M. 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

H/C Ramp HSIP Project: Construction has commenced. The contractor has completed all concrete work at all three ramps and installed temporary safety rails. The contractor has begun fabrication of the safety handrails. Handrails at all ramps will be the last item to be installed due to the long lead time to fabricate. Contractor has indicated an expected delivery date of May 2022 for the handrails. No update, although contractor is reaching out to manufacturer.

DEQ Sanitary Sewer Evaluation Study: The smoke testing of the sanitary sewer system has been completed except for a few areas that are inaccessible due to manholes being covered over, these manholes will need to be uncovered by the Town to be able to complete overall system smoke testing. Mapping has been delivered to the Town detailing these areas for uncovering if desired. Several inflow locations (consisting of illegal connections) have been identified so far. Manhole inspections have been completed as well and the project is considered 80% complete overall currently. Flow monitoring is complete. CCTV of critical lines has been completed and is being reviewed. A final report with recommendations is expected to be delivered to the Town Spring 2022.

DEQ has relayed that they will have a round of ARPA funding available this spring (Application period is June 1st – June 30th tentatively) that the corrective actions identified in the SSES report will be a good candidate for. M&C would recommend submitting a construction project application for this funding round as it will be 100% grant funds.

VDH Backup Generator Project: VDH has granted additional funding to complete calibration of the Town's water system hydraulic model. Calibration of the model has been completed. A Preliminary Engineering Report has been delivered to

VDH for approval. VDH has now returned comments that have been addressed and returned for final approval. Once the PER approved by VDH, Project design will commence. Project is considered 12% complete currently.

VDH has indicated there is the option to request additional funding to cover the additional components of the project identified in the PER. This funding would most likely be a mix of loan and grant funds. M&C has submitted an additional funding request on behalf of the Town that will allow the design and construction of all the improvements recommended in the PER.

The PER and the additional funding request have been approved by VDH as of May 6.

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: The Town voted to submit the final application for consideration by the Commonwealth Transportation Board. M&C submitted the final application to the VDOT Smart Portal on Wednesday, September 29th prior to the October 1st deadline. The VDOT Bristol District Office called with some questions concerning the Town's procurement of engineering which we were able to show documentation that the Town had checked all applicable federal procurement guidelines with their initial advertisement for engineering services. The Bristol District indicated this would help the application score well. They also indicated the District level review was nearly complete and the application would be sent to Central Office for review shortly. A decision on funding approval is not expected till the summer of 2022.

During the agency meetings in Richmond a favorable review of the project was relayed by VDOT. It appears Gate City has ranked high and will most likely receive at least a portion or possibly all of the requested funding.

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.

B. Town Manager's Report

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

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**

May 2022- Tombstone restoration by Highland Monument Conservation is ongoing. Fence has been repaired. **Council Action: Approve Transfer from Estill Cemetery VIP Investment Pool Acct to General Fund: FY 2022 Expenditures.**

- **Banner Project**

Council has approved the banner design for the AEP Street Light Poles on June 8th, 2021. Council Action: Banners has been ordered; however, we do not have an expected arrival date.

March 2021 – A letter of default has been sent to Southern Graphics. The deadline to meet the conditions of the default letter is March 7th, 2022.

July 2021 – No recent updates. We are still waiting for the banner and bracket order to arrive. – This project has been affected by the current national supply chain issue.

February 2022 – On July 13th, 2021, Council approved a quote from Southern Graphics for \$5,456.44 to print the banners. Southern Graphics has stopped communicating the status of this order after repeated attempts. Council Action: Approve letter of default.

April 2022 – Letter of default has been sent to Southern Graphics. They did not respond. We are in the process of obtaining new quotes.

May 2022 – Interstate Graphics was the second-place bidder in June 2021 of \$5,814.00. They have recently submitted a second bid at a lower cost of \$4,814.00 (without the pole brackets). We are in the process of ordering the banners and securing the pole brackets from another vendor.

- **Dog Park Project**

March 2021 - The Public Works Team has completed cleaning out the drainage line so that it will have better flow. The drainage line is managing the flow.

- **946 West Jackson Street and 337 Willow Street Demolition Project**

The demolition orders have been sent out to the property owners and advertised according to State Code § 15.2-906. Notices has also been posted at the property, Courthouse, and Town Hall.

Asbestos inspection has been completed on both properties. I have contacted eight contractors and only two contractors have expressed interested in this project.

March 2021 – Egan Construction has been awarded the contract to raze both houses. Work should be complete in thirty days.

April 2022 - Egan Construction will begin the demolition within two weeks.

May 2022 - Egan has razed both houses. The debris needs to be hauled away and dirt replaced. This project will be completed this week. **Council Action: Approve transfer: ARPA Funding/VIP NAV Liquidity Pool to General Fund. This activity qualifies for ARPA funding.**

- **ARPA – VDH Grant - Water Tank Rehabilitation Project**

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.

- **ARPA – VDH Grant – Advance Meter Infrastructure Project (AMI)**

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.

- **Budget FY 2023**

The Finance Committee has met on March 17th, March 31st, April 7th, and April 11th. The draft Capital Improvement Plan, Long Term Debt, Employee cost, and draft budgets have been produced and submitted to Council. **Council Action: Conduct Public Hearing on May 10th, 2022.**

- **Franklin Street Paving Project**

We have received three quotes to pave Franklin Street. Council Action: Approved Turner Paving proposal in the amount of \$13,900.00.

- **GATE CITY WATER LEAKS**

Location	Repair Date	Materials used for Repair
3143 Manville Road	4/7/2022	CTX, ¼”, 30 ft; 3/4” copper line; 2 ton rock

Rye Engineering surveyed 28.5 miles of water lines and found six leaks. This survey was completed on April 29th. All the leaks have been repaired as of May 9th, 2022.

C. Attorney's Report

- **169 Reed Hollow Road**
Lawsuit – Hearing on 5/3/22, defendant did appear. Stated to judge that they have hired a contractor and are intending to make repairs. Judge gave another 30 days to get in compliance, but will start fining per day if repairs are not made. Back to court 6/15/22 @ 10AM.
- **248 Ravine Street**
Lawsuit – Hearing set for 6/15/22 @ 10AM
- **195 Ravine Street**
Lawsuit - Hearing set for 6/15/22 @ 10AM
- **394 Highland Street**
Lawsuit - Hearing set for 6/15/22 @ 10AM
- **209 Highland Street**
Lawsuit - Hearing set for 6/15/22 @ 10AM
- **00000 Red Hill Road**
Lawsuit – Waiting on Service of Process

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

Vice-Mayor Robin Richards: Residents looking forward to summer and to Town events.

Council Member Tyler Kilgore: No comments from the public.

Can the request for paving quotes be extended to quoting for Water St? Town Manager Jones states that has been done and is on the agenda for discussion.

Can NOV's be applied to businesses? Town Manager Jones states that they are. It must be able to be viewed from the public right of way.

Council Member Allan Roberts: Report from Gate City Frontier

Gate City Frontier Report January-June

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

- Restructuring to an active board of directors only
- Setup a PayPal and Eventbrite account in order to take online payments for events and card payments during events
- Designation of organization of committee heads for events

- Created new email accounts for easier communication
- Updated our existing Facebook account as well as created an Instagram, Youtube, and Canva account
- Working to update the branding of all Gate City Frontier logos, templates, etc for better understanding of who we are in the community

Business & Community Outreach

- Leslie met with Delegate Terry Kilgore to discuss the vision and mission of GCF with a supportive outcome.
- Personal visits to downtown businesses and organizations when open/owners available to speak about GCF's mission and vision
- Two newspaper interviews with articles/photos being published on behalf of GCF's revitalization efforts
- Created a private Facebook group for Downtown Business owners to join. This is used as a communication method to post meeting reminders, event updates, etc. Leslie is working daily to add/invite all current business owners to the group.
- Talked with local guidance counselors to access a volunteer pool of students who are interested in helping with town events
- Scheduled meetings with local community members and organizations wanting to get involved with specific downtown activities and events
- Held a Community Meet & Greet on April 21st. This meeting yielded ten new community members interested in being involved with GCF efforts.

Gate City Frontier Report January-June

Events

- **Shamrock Shimmy {cancelled due to snow}**
- **CarShow**
 - o First night we had a good showing and food truck
 - o Second night we had an unexpected snow
 - o Decided to cancel due to Weber City Volunteer Fire Dept. car show
- **Community Clean-Up Event**
 - o Picked up 6 contractor bags full of overgrown plants, trash, debris, cigarette butts, weeds, etc.
 - o Cleaned out weed filled cracks
 - o Planted 72 flowers in boxes and flower beds on Jackson
 - o Used blower to blow off entire street once completed
 - o Put in 21 volunteer hours
- **Gravel at the Gate**
 - o Rebranded event logo by request of Councilman Kilgore
 - o Acquired property clearances for aid stations 1 & 2
 - o Completed land use request for Twin Springs High School (aid station 3)
 - o Monthly communication with Dewayne from All Trails Cycling
 - o Partnership donations for event from HMG & Reedy Creek
 - o In-kind donation of "at cost" medals from Athletics Unlimited
 - o Obtained water, food, and volunteers for event

FACEBOOK IMPRESSIONS:

People Reac... Responses

2,170 41

+613 last 7 days +3 fast 7 days

- **Jeep Jamboree**
 - o Currently have twenty vendors to setup on Jackson street
 - o Four food trucks & an icee truck
 - o Jeeps + Java at The Family Bakery, Jeep Story + Craft with the Scott County Public

Library, Patriotic Pet Contest, RC Car Racing in King Alley, Storefront shopping, etc.
o We have vendors coming from VA, TN, NC for this event

FACEBOOK IMPRESSIONS:

People Reac... Responses

17,044 821

+386 last 7 days +26 last 7 days

Gate City Frontier Report January-June

Events

- **Clinch Mountain Summer Celebration**
- o Will start with **RUN THE GATE 5K RACE/WALK**
- Pre-registration is opm
- Using Athletic Unlimited for shirts/medals
- All proceeds to go to downtown revitalization efforts
- o Currently booking a growing list of vendors for this market
- o Music in King Alley starting at 12 PM
- o Two food trucks
- Trevor Meade 12-2
- Talent Showcase 3-5
- Kaden + John Kilgore 6-8

FACEBOOK IMPRESSIONS:

People Reac... Responses

5,482 528

+142 last 7 days +16 last 7 days

Downtown Revitalization through Virginia Main Street

- Completed several Exploring Main Street Zoom meetings, focus groups, and surveys since January.
- GCF is working on leveraging the main street status in formally completing two grant requests as an Exploring Main Street community
- Leslie communicates with her Richmond rep for VMS, Courtney Mailey, in regards to GCF best practices
- Working to obtain local/regional/national partnerships that will help to revitalize Historic Gate City, Virginia
- Making community connections through in order to gain the help needed with downtown projects

Council Member Roberts shared that they had recently had guests at the B&B from out of country. A visitor from France came to attend the Dirt Race at Bristol. A visitor from Spain came to attend the Carter Fold. Also had a recent guest from Switzerland. Travelers seem to be finding Gate City.

Council Member Wallace W. Ross, Jr: Would like to see some sort of Emergency System (Early Warning System) put in place due to the unusual weather lately.

Property on Cleveland St – May be a NOV, will get an address for Town Manager Jones.

Would like to see brighter, more efficient lighting downtown to show off the architecture and make the area safer for residents. Concerned that there may be too much bright light on the West end in the residential area. Council Member Roberts states that a resident approached him about stringing lights across Jackson St. Town Manager Jones states that there is a process to do things like this and it must go through VDOT.

Welcome to Gate City sign: Currently has Mr. Kilgore listed. Possibly add Marcus McClung? Possibly add another sign on the other end of town?

With the new BBQ restaurant going in on Water St and the increase in tourism, would like to see the municipal parking lot refurbished. Feels that is would add a lot of opportunity for both residents and tourists. Item is on the agenda so will be discussed further at that time.

Council Member Roger Cassell: Mr Bright put up lights at the Gateway Park. Cast iron light poles are breaking from having bulbs changed.

E. **Police Department:** Deferred to item on agenda – Task Force

F. **Sanitation Authority:** Planning Commission. Had Public Hearing for the 2023 Budget. Will vote on Budget at 6/13/22 Meeting. Still need a new member.

XII. UNFINISHED BUSINESS

None

XIII. NEW BUSINESS

1. 327 Walnut Street Sidewalk Request (Lois Quillin)

Motion made to remove sidewalk at 327 Walnut St

Motion by: Allan Roberts

2nd by: Roger Cassell

VOTE: Aye: 5

Nay:

Absent:

Abstain:

**2. MOU – Gate City Weber City Task Force (Enhanced Emergency Situations)
– Chief Justin Miller**

Motion made to adopt MOU for the Gate City Weber City Task Force

Motion by: Roger Cassell

2nd by: Tyler Kilgore

VOTE: Aye: 5

Nay:

Absent:

Abstain:

3. Transfer: Cemetery Account to General Fund – Reimbursement for Cemetery Rehabilitation Project

Motion made to transfer funds from Cemetery Account to the General Fund as reimbursement for cemetery rehabilitation project

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent:

Abstain: 1

4. Transfer: ARPA Funding/VIP NAV Liquidity Pool to General Fund – Reimburse for Fire Department SCBA and PPE's

Motion made to transfer funds as reimbursement for Fire Department SCBA and PPE's

Motion by: Roger Cassell

2nd by: Allan Roberts

VOTE: Aye: 5

Nay:

Absent:

Abstain:

11. Personnel Policy Amendment

Motion made to update the Personnel Policy regarding Medical Insurance to: "Employees are eligible on the first day after hire." Update to be effective immediately.

Motion by: Robin Richards 2nd by: Tyler Kilgore

VOTE: Aye: 5
Nay:
Absent:
Abstain:

12. Public Hearing: Zoning Ordinance Amendments

Motion made to set the date for the Public Hearing regarding Zoning Ordinance Amendments for 6/14/22 and to advertise said Public Hearing.

Motion by: Roger Cassell 2nd by: Allan Roberts

VOTE: Aye: 5
Nay:
Absent:
Abstain:

XIV. PUBLIC COMMENT – NEW BUSINESS None

XV. CLOSED SESSION

Motion made for Council to enter into closed session to discuss 1.) FOIA Issue

2.)

3.)

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 5
Nay:
Absent:
Abstain:

Mayor Richards opened the closed session at 8:22 P.M.

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:

Council returned from closed session at 8:33 P.M.

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: Roger Cassell, Robin Richards, Tyler Kilgore, Allan Roberts, Wallace W. Ross, Jr,
Bob Richards
Nay: None
Absent:
Abstain:

XVII. MOTIONS FROM CLOSED SESSION:

On 4/26/22, 6:00 PM there was a meeting held for citizens of the Town of Gate City. There was a request that advertisement be done for that meeting in conformity with the Virginia Freedom of Information Act. Inadvertently, that advertisement was not placed and the meeting was held at the Gate City United Methodist Church. This is an arguable technical violation of the Freedom of Information Act. The Virginia FOIA Council has been advised and they advised us to make this notice on the record.

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts
2nd by: Robin Richards
VOTE: Aye: 5
Nay:
Absent:
Abstain:

*Mayor Richards adjourned the meeting at 8.36 P.M., until the next scheduled Council Meeting on June 14, 2022, at 6:30 p.m.


Bob Richards – Mayor


Lora Matthews – Town Clerk