

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

June 14, 2022

156 E. Jackson St., Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:31 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: Danny Grizzle, Loretta Cruby, Sam Cruby, Wendle Dougherty, Gabe Edmund (VA Star), Jason Snapp (Mattern & Craig), Lisa Crabtree (VA Dept of Health, Office of Drinking Water), David Dawson (VDH-ODW), Jim Addington (7:40 PM)

III. INVOCATION – Danny Grizzle

IV. PLEDGE OF ALLEGIANCE - Bob Richards

V. APPROVAL OF AGENDA

Motion made to approve the agenda.

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

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

2021 Gold Standard Award by VDH (VA Dept of Health, Office of Drinking Water) – presented by David Dawson and Lisa Crabtree. This is the 12th year in a row that the Town of Gate City Water Department has received this award. The Gold Standard Award began in 2005. The Gold Standard Award is for water quality that is 3 times standard. The Gate City Plant is the only one of 70 plants in the district that has received the award for 12 years. The Gate City Plant is also an example of many “best practices”.

VII. APPROVAL OF MINUTES

1. Approval of May 10, 2022, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

2. Approval of May 10, 2022, Public Hearing Minutes-FY 2023 Budget

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

3. Approval of May 10, 2022, Public Hearing Minutes-FY 2023 Council Pay Increase

Motion made to approve minutes as presented.

Motion by: Allan Roberts 2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

VIII. APPROVAL OF PAYMENTS

• Motion made for approval for payment of bills for May 2022 as presented.

Motion by: Allan 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.) - None

Mayor Richards closed the public comment session at 6:44 P.M. and opened the consent agenda session.

X. COMMUNICATIONS

Virginia Town & County Magazine features Town Manager Greg Jones receiving an ICMA.

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 6/7/22

H/C Ramp HSIP Project: Project is complete except for the installation of the handrails. The Contractor initially indicated an expected delivery date of May 2022 for the handrails. No update on delivery date, 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 90% 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 shortly.

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: The project PER and additional funding request has been approved by VDH. Project is considered 12% complete currently. M&C is in the process of trying to schedule a meeting with VDH and the Town to discuss the requirement indicated in the VDH PER approval letter.

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.

No update on approval status.

Gate City Theatre Structural Assessment Report: Onsite assessment has been completed and the rough draft report of findings and recommendations have been delivered to the Town for review. M&C is currently working to get preliminary cost estimates for the two separate repair options recommend in the report.

B. Town Manager's Report

Town Manager Report – June 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**

May 2022- Tombstone restoration by Highland Monument Conservation is ongoing. The fence has been repaired.

June 2022 – Council has approved to transfer funds from the Cemetery VIP Investment Account to the General Fund to reimburse for the ongoing rehabilitation cost. The transfer has been completed.

- **Banner Project**

Council has approved the banner design for the AEP Street Light Poles on June 8th, 2021.

June 2022 – The Banners and Brackets have been received. The banners are in the process of being installed.

- **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 have also been posted at the property, Courthouse, and Town Hall.

June 2022 – This project has been completed.

- **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: Approve FY 2023 proposed budget.**

- **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.

June 2022 – This project is completed.

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
360 Woodland Street	5/2/2022	¾”, 5 ft line; 1 meter box
247 Willow Street-Jail	5/2/2022	8 ft pipe; 2, 6” bands; 30 ton of rock
341 Fir Street	5/3/2022	Repaired; stem of hydrant not all the way off (Rye Engineering reported Fire Hydrant Leak)

231 Quillen Drive	5/3/2022	No leak found (Rye Engineering reported Fire Hydrant Leak)
Old Nickelsville Road/	5/3/2022	Repaired; stem of hydrant not all the way off Alley Valley Road (Rye Engineering reported "Replace Hydrant")
Corner of Massey and	5/4/2022	2" cast line; 1, 2" band; 1 ton of rock (Rye Engineering Cross Streets reported "Repair Line")
171 Massey Drive	5/2/2022	2" cast line; 1, 2" band; 1 ton of rock
494 West Jackson Street	5/4/2022	1, ¾" band
Corner of Elliott and Cherry Streets	5/5/2022	1" band; ¾ steel line
Library Avenue	5/5/2022	3, ½" bands (Egan broke a pipe during demolition)
Sidewalk between 153 East	5/6/2022	100 ft of 1" pipe; 4 tees; 2 meter boxes Jackson and 137 East Jackson

C. Attorney's Report

- **169 Reed Hollow Road**
Lawsuit – Hearing set for 6/15/22. Town Manager Greg Jones on call to attend.
- **248 Ravine Street**
Lawsuit - Hearing set for 6/15/22. Town Manager Greg Jones on call to attend.
- **195 Ravine Street**
Lawsuit - Hearing set for 6/15/22. Town Manager Greg Jones on call to attend.
- **394 Highland Street**
Lawsuit – Possibly going to court 7/22/22.
- **209 Highland Street**
Lawsuit - Possibly going to court 7/22/22.
- **00000 Red Hill Road**
Lawsuit – They have been served and are currently in the 21 day time frame.

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

Vice-Mayor Robin Richards – In the area of Elm St and Jackson St, there is a dip in the road. No word yet from VDOT. She will check back with them.

Kane St – Grass is overgrown near the BBQ Restaurant

Jeep Event – Event went well. There are a few ideas to tweak for upcoming events.

Red White & Blue Bash (Gate City Frontier) on 7/2/22 – Parade, fireworks, fun zone

Council Member Wallace W. Ross, Jr. – Manville Rd water tank area has very high grass. Town Manager Greg Jones commented that the Town has contractors mowing, including Jackson St, Kane St and the park.

Chestnut St – There are several trees that are falling

VML conference – Would we want to have a booth? Most who participate have a paid staff member to do tourism. Would take a lot of time.

Traffic lights – Would like to see overhead road signs at the lights with upcoming towns. Town Manager Greg Jones will ask VDOT about the possibility of this.

Council Member Tyler Kilgore – Bike race – Would like to see the race brought back in house to be managed. Lots of local support.

Mayor Bob Richards – Still having issues with PSA.

Council Member Allan Roberts – Gate City Frontier Report

Veterans Day – Trying to coordinate the Town event with the Gate City High School event this year.

Gate City Frontier Report May 2022



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 toward foundational growth and organization, business outreach, community outreach, events, and downtown revitalization through Virginia Main Street.

Foundational Growth and Organization with GCF

- Setup a UltraSignUp account to acquire and manage race sign up for Run the Gate.
- Setup a Square account to take online payments during events (was used to take card payments at the Jeep Jamboree)
- Had a meeting with our Back to School Bash Committee chair for organizational purposes
- Continuing to work to update the branding of all Gate City Frontier logos, templates, etc for better understanding of who we are in the community; voting on these at our next meeting.

Business & Community Outreach

- Two newspaper interviews with articles/photos being published on behalf of GCF's revitalization efforts and the Jeep Jamboree
- Utilizing the private FB group to post event updates for businesses.
- Worked with eight new high school student volunteers, four adult volunteers, and two children as volunteers.
- Held a volunteer night at the Bakery to work on organization and small tasks for the Jeep Jamboree.

Events

- **Gravel at the Gate**
 - Rebranded event logo by request of Councilman Kligore
 - Acquired property clearances for aid stations 1 & 2
 - Completed land use request for Twin Springs High School (aid station 3)
 - Community communication with Dewayne from All Trails Cycling
 - Partnership donations for event from HMG & Reedy Creek
 - In-kind donation of "at cost" medals from Athletics Unlimited
 - Obtained water, food, and volunteers for event
 - Had 27 riders for this event
 - Received zero monetary return on this event; this company was not chosen by GCF

Gate City Frontier Report January-June



- **Jeep Jamboree**
 - 26 total vendors
 - Three food trucks and all were successful
 - Library was very pleased with their attendance for storytime & craft
 - Increased sales for businesses on Jackson
 - 85 show Jeeps
 - 154 reported Jeeps in attendance
 - Times News Reporter spent the entire day at the event and provided a great article with 49 accompanying photos

- **Cinch Mountain Summer Celebration June 11th**
 - Will start with **RUN THE GATE 5K RACE/WALK**
 - Pre-registration is open
 - Using Athletic Unlimited for shirts
 - All proceeds to go to downtown revitalization efforts
 - 25 booked vendors
 - Two food trucks
 - Music in King Alley starting at 12 PM
 - Trevor Meade 12-2
 - Morgan Culbertson 3-5
 - Kaden Kilgore 6-8



People Reached

12,634

+7,838 last 7 days



Responses

733

+197 last 7 days

Upcoming Events: Red, White, & Blue Bash July 2nd, Back to School Bash Aug. 6th, Rise Up Gate City featuring Unspoken Sept. 3rd, Harvest Moon Celebration Sept 24th

Downtown Revitalization through Virginia Main Street

- Signed up for **Virginia Main Street: Exploring Main Street Community Interchange** scheduled for **June 16, 2021**

WORKING WITH ^{R&D} TERRY KILGORE ON CONCERT/ELECTRIC POWER TO GREEN AREA • RESTROOMS DOWNTOWN PUBLIC

E. Police Department

Mayor Bob Richards – There appears to be nothing outstanding.

Town Attorney Michele Brooks – Commented that Sargent Stewart had asked for further legal training due to the law changing significantly in recent years. He wanted them to be as well trained as possible. Training has been arranged with the Commonwealth Attorneys Office and should be complete by the end of the month. Officers are really doing a good job.

Vice-Mayor Robin Richards – At the Jeep Event, the officers were excellent. They had lots of interaction with kids and families. It was really appreciated.

Council Member Allan Roberts – Resource Officers will be at the Back to School Bash. Kids will know their Resource Officer. Terry Kilgore says the Governor wants an officer for every school.

F. Sanitation Authority

Town Attorney Michele Brooks – She sent a letter to Sanitation Authority members regarding ongoing billing issues with PSA. Will meet again at the regular meeting on 7/11/22.

XII. UNFINISHED BUSINESS

None

XIII. NEW BUSINESS

1. FY 2023 Town Budget: Approve

Motion made to approve FY 2023 Town Budget

Motion by: Allan Roberts

2nd by: Tyler Kilgore

ROLE CALL VOTE:

Aye: Robin Richards, Allan Roberts, Tyler Kilgore

Nay:

Absent: Roger Cassell

Abstain: Wallace W. Ross, Jr.

2. Transfer VIP account to General Fund: 2022 Dodge Durango: \$34,970.00

Motion made to Transfer VIP account to General Fund: 2022 Dodge Durango: \$34,970.00

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

3. Gate City Theatre: I-Beams Repair – Table until July, after meeting with Spectrum Designs

4. Property Maintenance Lawsuit: 507 Cleveland Street

Motion made to move forward with Property Maintenance Lawsuit: 507 Cleveland Street

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Allan Roberts
2nd by: Wallace W. Ross, Jr.
VOTE: Aye: 4
Nay:
Absent: 1
Abstain:

Council returned from closed session at 8:59 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: Robin Richards, Allan Roberts, Wallace W. Ross, Jr., Tyler Kilgore, Bob Richards
Nay:
Absent: Roger Cassell
Abstain:

XVII. MOTIONS FROM CLOSED SESSION:

Motion made that Employee #100 be terminated effective immediately 06/14/22

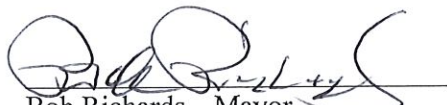
Motion by: Tyler Kilgore
2nd by: Robin Richards
VOTE: Aye: 4
Nay:
Absent: 1
Abstain:

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts
2nd by: Wallace W. Ross, Jr.
VOTE: Aye: 4
Nay:
Absent: 1
Abstain:

*Mayor Richards adjourned the meeting at 8:59 P.M., until the next scheduled Council Meeting on July 12, 2022, at 6:30 p.m.


Bob Richards – Mayor


Lora Matthews – Town Clerk