

# TOWN COUNCIL MINUTES

Gate City Town Council Minutes  
July 12, 2022  
156 E. Jackson St., Gate City, VA  
6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:33 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: Jeff DeBoard, Leslie Crawford (Gate City Frontier), Donnie Alley (Gate City Frontier), Contrinia Payne, Gabe Edmund (VA Star), Jason Snapp (Mattern & Craig), Ellen Bailey

**III. INVOCATION –** Jeff DeBoard, Pastor at the First Baptist Church in Gate City

**IV. PLEDGE OF ALLEGIANCE –** Chief Justin Miller

**V. APPROVAL OF AGENDA**

**Motion to add Gate City Frontier Report to July 12, 2022 Agenda**

Motion by: Allan Roberts      2<sup>nd</sup> by: Tyler Kilgore  
VOTE:      Aye: 5  
              Nay:  
              Absent:  
              Abstain:              Motion carried

**Motion made to approve the July 12, 2022, agenda.**

Motion by: Allan Roberts      2<sup>nd</sup> 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 June 14, 2022, Town Council Minutes**

**Motion made to approve minutes as presented.**

Motion by: Allan Roberts                      2<sup>nd</sup> by: Robin Richards

VOTE:     Aye: 5

           Nay:

           Absent:

           Abstain:

Motion carried

**2. Approval of June 14, 2022, Public Hearing Minutes – Sec. 30-3, Sec. 30-119, Sec. 30-150, Sec. 30-182, Sec. 30-214: Zoning Ordinance Amendments**

**Motion made to approve minutes as presented.**

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

VOTE:     Aye: 5

           Nay:

           Absent:

           Abstain:

Motion carried

**VIII. APPROVAL OF PAYMENTS**

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

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

VOTE:     Aye: 5

           Nay:

           Absent:

           Abstain:

Motion carried

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

Contrinia Payne: Speaking regarding 176 Elliott Drive. Her mother’s home burned recently and she is requesting to put in a double wide trailer in place of the burned house. Town Manager Jones stated that he had given instructions regarding this issue to Ms. Payne’s daughter earlier and that he will help them with the process.

Mayor Richards closed the public comment session at 6:42 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. Gate City Frontier Report**

**Gate City Frontier Report June**

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 VMS Exploring Main Street Interchange; was presented with many great

tips for an organization/town our size, made contact with the newly hired SWVA VMS representative, Nicole Childress and she would like to come visit Gate City this month

- 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
- Working with Holston Broadcasting for July and September events.
- Increased attendance at our June GCF meeting from average of 8-10 to 21 community members, organizations, and business owners.

### **Business & Community Outreach**

- Kingsport Times News publication to advertise the Clinch Mountain Summer Celebration; no cost for this coverage
- Utilizing our private FB group to post event updates for businesses as well as giving businesses an opportunity to share news, sales, etc for us to feature on the Frontier FB page.
- Worked with a variety of new volunteers on the Clinch Mountain Summer Celebration as well as upcoming events
- Meeting requested by Terry Kilgore and attended to discuss GCF needs going forward. We had a great conversation about possible grant funding that he would help us to obtain with future endeavors.
- Attended the Economic Development meeting on June 20th to present the IRF grant packet that was presented to me during my VMS interchange. Presented this packet to Greg Jones, Roger Cassell, and Allan Roberts with others in attendance.
- Following ED meeting on June 20th and per request by Greg Jones and Roger Cassell, myself and Vice-chairman, Donnie Alley, went and spoke to Ms. Lois Quillin in regards to the pool hall building; we have created a good working relationship with Ms. Quillin since Fall and correspondence needs to remain with Gate City Frontier
- Created funding requests to the Scott County Board of Supervisors and the Scott County Life Saving Crew. We received funds from both towards our firework display.

### **Business & Community Outreach**

- Met with the branch manager at Gate City First Community Bank in regards to a corporate sponsorship. I was informed that her boss would like to become a partner with us so we are just waiting on her response with total amount being funded.

Events

#### **● Run the Gate 5K Run/Walk**

- 22 runners
- All fees/donations going towards theater project

#### **● Clinch Mountain Summer Celebration, June 11th**

- 25 craft vendors / 12 booked immediately for Harvest Moon Market in Oct.
- Food truck /rebooked
- T-Mobile bus/ rebooked
- Storefronts saw higher foot traffic/sales
- Music in King Alley (three artists gave an in-kind donation of their time)
- Money making event for GCF's donation and operating budget

**Upcoming Events:** 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**

- Meeting with VMS representative, Nicole Childress, in Gate City to discuss our options available as an Exploring Main Street Community.

**B. Engineer's Status Report**



Engineer Report  
Town of Gate City, VA  
Status as of 7/8/22

**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. Contractor indicated the rails should be fabricated in early July and then would be sent to the galvanizing contractor for the galvanization process. Once that's complete the contractor will install.

**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.

**VDH Backup Generator Project:** The project PER and additional funding request has been approved by VDH. Project is considered 17% complete currently. Additional funding was granted to cover the cost of all upgrades recommended in the PER. Survey on the project has commenced and preliminary design will follow.

**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 30<sup>th</sup> 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 is in the process of submitting the Request to Administer form to VDOT for consideration.

**Manville Road Highway Safety Improvement Plan Funding Application:** Project has been awarded funding by VDOT. M&C is in the process of submitting 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 6<sup>th</sup> deadline.

No update on approval status.

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

## **Town Manager Report – July 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.

- **Estil Cemetery Restoration Project**

**July 2022** - 90% of monuments have been cleaned and we still have a relative handful to re-level and reset.

- **Banner Project**

**July 2022** – This project is nearly complete. We still need to locate a few more banners on Jones Street. There have been good reports on the Jackson Street flags and the Gate City flags.

- **Dog Park Project**

**July 2022** – The Planning Commission is currently working on plans to complete this project now that funding has been approved with the FY 23 budget.

- **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**

**July 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.

- **DHCD - Industrial Revitalization Fund (IRF)**

The IRF fund has been increased to \$23.5 million for the FY 23 and FY 24 as a result of additional funding received from appropriations made from American Rescue Plan Act (ARPA). This funding source had been planned to be used with the Gate City Theatre Project. The Economic Development Committee met on June 20<sup>th</sup> and on July 5<sup>th</sup>, 2022. Gate City Frontier, Inc informed the Town that the Pool Hall maybe still available. The Economic Development Committee has recommended that the Town apply for the IRF fund to develop a building in the downtown business district. The deadline for the IRF grant is August 19<sup>th</sup>, 2022.

- **VRSA Safety Meeting**

Mr. Dale McConnell, Safety Coordinator and I met with Mr. Edward Shelton with the Virginia Risk Sharing Association (VRSA) on June 23<sup>rd</sup>, 2022. Mr. Shelton advised the Town on OSHA new targeted program to protect workers when the outdoor heat exceeds 80 degrees. Mr. Shelton is also reviewing and making recommendations to update our Employee Safety Manual.

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
281 Old Nickelsville Road	6/17/2022	1, ¾” nut
319 Depot Street	6/27/2022	25 ft, 1” pipe; 3 workers; 3 hours

272 Elm Street	6/30/2022	No leak found (Rye Engineering reported service line leak)
----------------	-----------	--

<b><u>Location</u></b>	<b><u>Repair Date</u></b>	<b><u>Materials used for Repair</u></b>
------------------------	---------------------------	---

961 East Jackson Street	6/30/2022	No leak found (Rye Engineering reported service line leak)
-------------------------	-----------	--

207 Elm Street	6/30/2022	7 ft, 2” pipe; 2 pipe unions; 4 workers; 4 hours
----------------	-----------	--

**D. Attorney’s Report**

“Take no action”

- **169 Reed Hollow Road**  
Lawsuit
- **195 Ravine Street**  
Lawsuit
- **394 Highland Street**  
Lawsuit
- **209 Highland Street**  
Lawsuit
- **00000 Red Hill Road**  
Lawsuit
- **507 Cleveland Street**  
Lawsuit
- **423 E Jackson St**  
Lawsuit
- **352 W Jackson St**  
Lawsuit

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

**Council Member Roger Cassell** – None

**Vice-Mayor Robin Richards** – Fireworks and parade went well, Community enjoyed.  
Dip in Jackson & Elm Street – Called VDOT – No action so far. Has been escalated in VDOT system.  
Lots of excitement regarding new BBQ and Mexican restaurants.  
Sidewalk near Smokehouse BBQ needs mowing and clearing.  
Hole in Kane Street (below steps near Jackson St) sidewalk needs repair.

**Council Member Tyler Kilgore** – None

**Council Member Allan Roberts** – None

**Council Member Wallace W. Ross, Jr.** – Town Crew is busy, but grass is getting away from us. Not cut on Manville Road yet. Overall, mowing (property owners) not seeming to be kept up this year. Does the crew have a blower to blow off the grass? Yes  
Gateway Park: Seems unwelcoming. Maybe put an extra picnic table or 2? Make it more obvious that it's a park. Add a "Doggie Comfort Zone"? Maybe add something to sign, Public Park or something similar? Travelers often ask "Where are we?". Add Welcome to Gate City signs? Add Gate City banners to park and ride or the Food Lion Shopping Center parking lot?  
Lights downtown – More people walking and sitting downtown. Work on replacing burnt out bulbs?  
Blind spots on Manville Road at the Courthouse.

**F. Police Department**

0 reportable crashes, 18 citations  
Reschedule legal training for December 2022

**G. Sanitation Authority**

Accepted new member, Jan Meade  
Working on PSA billing issues. Town Attorney Michele Brooks heard from County Attorney:  
Mr. Dishner will reply in a timely fashion.

**XII. UNFINISHED BUSINESS**

- 1. **Gate City Theatre: I-Beams Repair**      Table until next month
- 2. **Trash Can Policy**      Solid waste handout; Review and discuss further next month

**XIII. NEW BUSINESS**

- 1. **Transfer ARPA Funds to VIP Investment Account** (move funds once they come in to bank)  
**Motion made to Transfer ARPA Funds to VIP Investment Account**

Motion by: Roger Cassell      2nd by: Allan Roberts

VOTE:    Aye: 5  
          Nay:  
          Absent:  
          Abstain:

Motion carried

- 2. **Use of ARPA Funds: Planning Commission & Gate City Frontier, Inc suggestions**  
Table until next month. Town Manager Greg Jones to rework suggestions based on discussion.  
Focus on decorative lights and greenery downtown.



- 3. **Apply the DHCD Industrial Revitalization Fund (IRF)** Cancel: property unavailable
- 4. **Property Maintenance Lawsuit: 188 Richmond Street** Take no action
- 5. **Property Maintenance Lawsuit: 248 Ravine Street** Take no action
- 6. **Property Maintenance Lawsuit: 403 E Jackson Street** Take no action

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

**XV. CLOSED SESSION**

**Motion made for Council to enter into closed session to discuss** 1.) Legal Issues  
 2.) Personnel Issues  
 3.)

Motion by: Allan Roberts  
 2<sup>nd</sup> by: Robin Richards  
 VOTE: Aye: 5  
 Nay:  
 Absent:  
 Abstain: Motion carried

Mayor Richards opened the closed session at 9:00 P.M.

**XVI. RETURN FROM CLOSED SESSION**

**Motion made for Council to return from closed session.**

Motion by: Allan Roberts  
 2<sup>nd</sup> by: Tyler Kilgore  
 VOTE: Aye: 5  
 Nay:  
 Absent:  
 Abstain: Motion carried

Council returned from closed session at 9:29 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, Roger Cassell, Wallace W. Ross Jr.,  
 Tyler Kilgore, Bob Richards  
 Nay:  
 Absent:  
 Abstain:

