



VIII. APPROVAL OF PAYMENTS

- Motion made for approval for payment of bills for September and October 2023 as presented.

Motion by: Dexter Harmon 2nd by: Wallace W. Ross, Jr.
VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0 Motion Carried

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

No Public Comments

Mayor Lawson closed the public comment session at 6:46 PM and opened the consent agenda session.

X. COMMUNICATIONS: No 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

VDH Backup Generator Project: Project is considered 35% complete currently. VDH has approved the original Categorical Exclusion request for public comment. The CE has advertised for public comment (ran in Kingsport Times on 7/2 and 7/9). Public comment period has closed. VDH has indicated the needed water pump station in the Williams Mill Tank area can be added to the project in place of the one we removed from the project previously. The design can be part of the VDH funding project, but the survey will be the responsibility of the Town since it was not originally included in the budget. The CE will have to be readvertised to include the new location. Next steps after meeting in the field to scope the new site will be to procure easements and final design.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project survey has been completed, preliminary design has begun, and project is currently approximately 18% complete. We are having to work through a pre award audit on the project with VDOT due to federal requirements which appears to be very close to approval. Once 30% plans are complete we will schedule a public hearing for the project.

Manville Road Highway Safety Improvement Plan Funding Application: Project survey is complete, preliminary design (30% plans) are completed, and project is currently approximately 25% complete. 30% plans have been reviewed with the Town, from that review it was determined that a public hearing should be scheduled to discuss and address any questions or concerns the affected residents may have. Public Hearing scheduled prior to the December Council Meeting. The required VDOT pre award audit has been approved by VDOT.

Daniel Boone Water Master Meter Replacement: The new meter has been installed and the telemetry equipment is on backorder. As soon as it is delivered it will be installed.



**Alley Extension (behind Sam's Auto Service):** Design has been submitted to VDOT for final review/comment. Once VDOT approves the Town can procure a contractor for the work or can construct in-house.

**Retaining Wall Construction Plans (Walgreen's Parking Lot):** Field survey is complete and design is in process.

## **B. Gate City Frontier Report**

### **Foundational Growth and Organization with GCF**

- Spent the month of August organizing upcoming fall/winter events including Harvest Moon, King Alleyween, Veteran's Day, and Christmas Open House.
- Participated in an online VMS meeting for upcoming grant information.
- The GCF board of directors gathered for a semi-annual meeting.
- VMS grant award meeting scheduled for September with Virginia Main Street Program Administrator, Zachary Whitlow.
- The Virginia Main Street State Coordinator and Program Manager, Courtney Mailey, will be meeting with us in September to discuss the Water Street parking lot/economic development project after the lease agreement is signed.

### **Business & Community Outreach**

- We were awarded the Community Vitality Grant that was submitted back in April. This is a 2:1 grant where we will receive \$15,000 from DHCD/VMS along with a match from Gate City Frontier in the amount of \$2,500, and the additional \$5,000 match from in-kind volunteer hours. With the \$17,500, we plan to purchase new trash cans to be placed on Jackson Street.
- This will be a kickoff to our "Gate City Proud Project" in which we would like to formally work to strategically plan to obtain matching trash cans, flower planters, streetlights, and a wayfinding system as a streetscape initiative. This is something that will be a positive and visual change for the citizens of Gate City as well as guests that we welcome to our town.
- This is clearly a plan that could take a few years, but we are hopeful that with this grant and working alongside the Town of Gate City, we can make this a reality sooner, rather than later.
- The Gate City Proud project is a 23-page grant that I would be glad to share via email for your review if interested.

### **Events**

- **Back to School Bash**  
This event brought together over 40 local individuals, churches, small businesses, organizations, and corporations to help prepare area students for back to school. We were able to provide a backpack, all needed school supplies, and hygiene items to 360+ school aged children.
- **Gravel the Gate**  
This bike race was rescheduled in June for September 30th and upon suggestion by the event committee, this race has been canceled.

### **Upcoming Events:**

Harvest Moon Celebration Sept. 23rd,  
Oct. 21st King Alleyween,  
November Veterans Day program, Nov. 18th, Christmas Open House, Nov. 25th, Small Business Saturday,  
December 2nd, Christmas Parade and Tinsel the Town kickoff.

Council stated that a workshop will be scheduled for Monday, January 8<sup>th</sup>, 2024 at 7.00 PM to discuss future projects

**C. Town Manager's Report**

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

Phase two of the Park Street project includes the rehabilitation of five housing units, the substantial reconstruction of one unit and the clearance and demolition of one blighted unit, serving nineteen low- to moderate-income persons.

**December 2022** – DHCD was awarded funding for the Phase II Park Street Housing Rehabilitation Project on November 16<sup>th</sup>, 2022.

Funding Awarded:

DHCD: CDBG:	\$687,968
AEP	\$35,000
Town (In-Kind)	<u>\$12,000</u>
Total	\$734,968

**August 2023** – All of our contract items are complete. Before we can execute the contract with DHCD, the Management Team and Housing Rehabilitation board members must be seated. We have a few vacancies on each board.

**September 2023** – As a part of our pre-contract activities, LENOWISCO Planning Authority and myself will be meeting with DHCD for a facilitated management session on September 20<sup>th</sup>, 2023.

**November 2023** – The Town is very close to being under contract with DHCD. We will need to readopt the revised Rehab Program Design and the Admin Agreement.

The vacancies on the Management Team and Housing Rehabilitation board have been populated.

● **Dog Park Project**

**August 2023** – The Planning Commission noted that the fence is damaged again due to a fallen tree. The Planning Commission also indicated that the latches on the fence were not closing properly. Factory to You Fence will be working to correct these issues. The Planning Commission is currently working on sign development and placement, placement of concrete benches, developing rules that will be posted onsite, and placing three dog waste stations.

**September 2023** – I have received a soft quote in the amount of \$2,400 to remove the dead trees around the parameter of the dog park. This should help mitigate trees falling and damaging the fence. Work is expected to be completed on September 18<sup>th</sup>, 2023.

**October 2023** – The dead trees around the Parmenter of the dog park have been removed. Factory to You Fence will be completed the fence repair shortly.

**November 2023** – We have received a preliminary quote and sign renderings for the dog park. Council action: Approval to develop and advertise a Request for Proposals (RFP)

- **US Department of Transportation: Safe Streets and Roads for All (SS4A) Grant Program**

**July 2023** – We are currently in process of developing a funding proposal to address a better access to the Scott County Recreational Park, development of the Gate City to Weber City trail, and a mobility path between the recreation park and the proposed trail. Our grant deadline is July 10<sup>th</sup>, 2023.

**August 2023** – The grant application was submitted on July 10<sup>th</sup>, 2023.

- **Department of Criminal Justice System (DCJS)/ARPA Funding Grant**

**April 2023** – The Town was allocated \$152,000 through DCJS/ARPA funding. The Town submitted the grant application on March 24<sup>th</sup>, 2023. Below is our budget:

Item	QTY	Cost/Each	Vendor	Budget
Axon in Car Cameras x5	5	\$ 9,685	Axon	\$ 48,425
Axon Taser 10's x4	4	\$ 4,827	Axon	\$ 19,308
Star Chase GPS x2	2	\$ 9,983	Starchase	\$ 19,966
Less Lethal Wilson Shotguns x3	3	\$ 1,207	Wilson's Combat	\$ 3,621
Handgun's with red dot x4/holster/light	3	\$ 1,155	Craig's Firearm Supply	\$ 3,465
Grogan Park Cameras	10	\$ 3,743	SCTV	\$ 37,430
Police Department Cameras	8	\$ 2,440	SCTV	\$ 19,520
<b>Total</b>				<b>\$ 151,735</b>

**May 2023** – Award notifications are expected after May 11<sup>th</sup>, 2023.

**June 2023** – The Town has been awarded \$152,000 through the DCJS ARPA grant funding. I met with SCTV and reviewed the security camera project for Grogan Park and the Town Hall. The cameras are on order and will be installed upon arrival. The remaining equipment: car camera, tasers, star chase system has been ordered.

- **Virginia Tourism Corporation: Marketing Leverage Grant**

**March 2023** - The Town applied for the VTC's Marketing Leverage Grant. The proposed funding will be used to create a new website for our tourists: YourGateCity.com. The proposed funding will also include marketing and web page utilization funds for the new website. The total funds requested for the project are \$15,000 with a 50% match from the Town.

**May 2023** – A Request for Proposals (RFP) for website development vendors has been developed and should be advertised shortly.

**September 2023** – The deadline for the VTC Marketing Leverage Grant is on September 28<sup>th</sup>, 2023.

**October 2023** - The grant application has been submitted. We should receive notice in the next few weeks.

**November 2023** – I have been informed via email that this funding proposal was not granted by VTC. We can reapply during the next VTC funding cycle.

- **Department of Housing and Community Development (DHCD): Industrial Revitalization Fund Grant (IRF)**

**April 2023** - The Town has been awarded \$44,800 from DHCD: IRF grant fund. The funding will be used to evaluate the commercial building located on 114 W Jackson Street. The Economic Development Committee held a Kick-Off meeting on March 23<sup>rd</sup>, 2023, with Spectrum Designs attending. The project has a short turnaround and will be completed by July 31<sup>st</sup>, 2023.

**July 2023** – The Economic Development committee met with Spectrum Designs, LLC on June 19<sup>th</sup> to go over the preliminary findings of our marketing plan. A meeting has been scheduled for July 26<sup>th</sup>, 2023. This project is expected to be completed by the end of July.

**August 2023** – The Economic Development committee met with Spectrum Designs, LLC on July 26<sup>th</sup>, 2023. The committee reviewed the concept drawings and environmental assessment. This project is scheduled to be completed by the end of August.

**September 2023** – This project will close on September 15<sup>th</sup>, 2023. The deliverables will be received in the next few days.

**October 2023** – The final documents have been completed and submitted. The grant pay request has been submitted and fund received. This project is now complete.

- **COPS Hiring Grant**

**June 2023** – The US Department of Criminal Justice COPS hiring grant which will be used to hire one full time police officer has been submitted on June 10<sup>th</sup>, 2023. The amount of the proposed grant is valued at \$125,000 over the course of the next three years.

**November 2023** – I have been informed via email that this funding proposal was not granted by the U.S. Department of Justice. We can reapply during the next funding cycle.

- **Request for Proposals: Scott County Historic Society Building and Wall Repair**

**May 2023** - The deadline for the RFP has been extended to April 5<sup>th</sup>, 2023. We did not receive any proposals. A local contractor is interested in the project but wants engineering plans for the drainage. Council has approved Mattern & Craig to develop a drainage plan. A new RFP will be developed once the drainage plan is complete.

**September 2023** – Council has accepted Mattern & Craig, Inc proposal to manage the project under the Town's GES contract. This project should start shortly.

- **Raze 242 Chestnut Street Project**

**September 2023** - Upon the recommendation of the Codification Committee, Council has approved to raze 242 Chestnut Street due to property maintenance violations. The notice to raze the structure has been sent to the property, posted at the Town Hall and Courthouse. In accordance with VA Code§ 15.2-906(2), the notice must also be published in the newspaper for two weeks and observe a 30-day waiting period after the date of the last publication. The notice was published in the VA Star on August 30<sup>th</sup> and September 6<sup>th</sup>, 2023. The waiting period will be over on October 6<sup>th</sup>. In the meantime, I'm developing the Request for Proposal (RFP) for contractors to perform the work. The RFP will be advertised by the end of September.

**October 2023** – The RFP to raze the building has been created and advertised. The deadline for the RFP is October 25<sup>th</sup>, 2023.

**November 2023** - DH Griffin Wrecking Company submitted the lowest bid. We did receive one bid that was disqualified. **Council Action: Award contract to DH Griffin Wrecking Company.**



- **2023 Real Estate Taxes**

The Town's Real Estate Taxes have been mailed and are due on December 20<sup>th</sup>, 2023.

- **2023 VDOT Snow Contract**

VDOT has awarded the 2023 Snow Contract to the Town. Our GPS units have all been tested and are working correctly. Our snow removal equipment has been inspected and is ready for service.

- **Water Leaks Repaired**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
494 West Jackson St-Apt 101	10/3/2023	2 Blue tips; 2 couplings; 3" pipe; tool truck; 2 couplings; 3" pipe. Dug out around Meter box; covered it back; 2 hrs; 2 employees
Moccasin Hills Drive	10/5/2023	Placed fire hydrant; backhoe; Ram 1500; tool truck; 2-3' rods; mega lug; gasket; fire hydrant; ton dirt; 5 hrs; 5 employees
211 Ravine Street	10/23/2023	Backhoe; Ram truck; fork truck; ¾ PVC; 5 hrs 5 employees
Tucker Street (near Baker Alley)	10/24/2023	Backhoe; Ram truck; 2" line; 1-2" band; 2 ton rock; 4 hrs; 3 employees

**D. Attorney's Report:** Nothing to Report

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

**Wallace W. Ross, Jr.:** Attended the VML Conference in Norfolk Virginia on October 8<sup>th</sup> through the 10<sup>th</sup>. Discussed parking issues and charging stations for electric vehicles. Mr. Ross stated that with the growth of the Town, we should look into having a paid Fire Department instead of volunteer members.

**Tyler Kilgore:** Stated there are Personnel and Codification Committee issues on the agenda that will be discussed.

**Dexter Harmon:** No Report

**Pat Elliott:** No Report

**F. Police Department:**

Sergeant Cody Johnson discussed completed training for the officers. Officer Derek Collins was nominated for the "Mothers Against Drunk Driving" (MADD) award. The Gate City Police Department assisted the Virginia State Police in coordinating search warrants for the sale of marijuana that involved local businesses. The Police Department assisted with the "Jeepers Back the Blue", "Harvest Moon", and the "King Alleyween Event". The police department purchased new equipment from the drug seizure fund with no expense to the taxpayers.

**G. Sanitation Authority:** Nothing to Report





Abstain: 0 Motion Carried

**3. Spectrum Designs: Water Street Parking Lot/Micro-Business Feasibility Study**

Motion made to approve Spectrum Designs proposal at a cost of \$16,000.00. ARPA funding will be used for this project.

Motion by: Dexter Harmon 2nd by: Pat Elliott  
VOTE: Aye: 3  
Nay: 1  
Absent: 1  
Abstain: 0 Motion Carried

**4. Approval to issue RFP: West Gateway Sign Rehab Project**

Motion made to issue RFP to rehab the existing sign and explore options to place a Gateway Sign on Rt. 23.

Motion by: Pat Elliott 2nd by: Dexter Harmon  
VOTE: Aye: 4  
Nay: 0  
Absent: 1  
Abstain: 0 Motion Carried

**5. Approval to issue RFP: Rt 23 to Kane Street Gateway Sign Relocation Project**

Motion made to issue RFP

Motion by: Dexter Harmon 2nd by: Pat Elliott  
VOTE: Aye: 3  
Nay: 0  
Absent: 1  
Abstain: 1 Motion Carried

**6. Approval to issue RFP: Park Sign design and project approval.**

Town Manager Greg Jones stated that Gate City Frontier, Inc. is recommending that the wayfinding signs should be changed from a green color to black and white.

Mrs. Leslie Crawford, Director of Gate City Frontier, Inc stated that the new trash cans and planter will be black. The contrasting black and white color will "pop" instead of the outdated green color.

**Motion made to issue RFP**

Motion by: Pat Elliott 2nd by: Dexter Harmon  
VOTE: Aye: 4  
Nay: 0  
Absent: 1  
Abstain: 0 Motion Carried

**7. Public Hearing: Manville Sidewalk Project**

Motion made to conduct a Public Hearing to inform the affected property owners of the sidewalk project in their neighborhood. The Public Hearing will be conducted on Tuesday, December 12<sup>th</sup>, 2023, at 6.30 PM.

Council Member Pat Elliott stated that a list of property owners should be created that the Town can work from.

Motion by:	Pat Elliott		2nd by:	Wallace W. Ross, Jr.
VOTE:	Aye:	4		
	Nay:	0		
	Absent:	1		
	Abstain:	0		Motion Carried

**8. DHCD Park Street Housing Rehab Project: Revised Rehab Program Designs Adoption**

Motion made to adopt the revised rehab Program Designs as required by DHCD.

Motion by:	Pat Elliot		2nd by:	Dexter Harmon
VOTE:	Aye:	4		
	Nay:	0		
	Absent:	1		
	Abstain:	0		Motion Carried

**9. DHCD Park Street Housing Rehab Project: Admin Agreement**

Motion made to adopt the Admin Agreement for the Park Street Housing Project

Motion by:	Dexter Harmon		2nd by:	Pat Elliott
VOTE:	Aye:	4		
	Nay:	0		
	Absent:	1		
	Abstain:	0		Motion Carried

**10. Public Hearing: Auction Lot on Chestnut Street: 146A2A-15**

No action taken. Attorney Michele Brooks stated the Town will need to have a public hearing before property can be auctioned or sold. Mrs. Brooks stated that the Town will need an ordinance to sell or auction property before this action can occur.

**11. Public Hearing: Auction Lot at 649 Park Street: 146A6A-17**

No action taken. Attorney Michele Brooks stated the Town will need to have a public hearing before property can be auctioned or sold. Mrs. Brooks stated that the Town will need an ordinance to sell or auction property before this action can occur.









**Vice-Mayor dismissed Council who will reconvene on November 21<sup>st</sup>, 2023.**

**Council reconvenes on November 21<sup>st</sup>, 2023 at 6.30 PM.**

**ROLL CALL** – Deputy Town Clerk: Lisa Loggans

	PRESENT:	ABSENT:
Mayor, Jamie Lawson	X	
Vice-Mayor, Tyler Kilgore	X	
Council Member, Allan “Cotton” Roberts		X
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Pat Elliott	X	
Council Member, Dexter Harmon	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

**23. Mayor Lawson stated the nominations to fill Mr. Roberts Council seat vacancy is Mrs. Vikki Roberts and Mrs. Michele Rusek.**

Council voted by secret ballot: 2 votes for Mrs. Roberts and 2 votes for Mrs. Rusek.  
Mayor Lawson broke the tie by voting for Mrs. Rusek.  
Mrs. Michele Rusek was appointed to the vacant Council seat with a majority vote.

**24. Mayor Lawson called for a motion to amend the agenda to go into Closed Session for legal and personnel matters.**

Motion by: Tyler Kilgore	2 <sup>nd</sup> by: Dexter Harmon
VOTE: Aye: 4	
Nay: 0	
Absent: 1	
Abstain: 0	Motion Carried

Vice-Mayor Kilgore opened the closed session at 6:40 PM

**25. RETURN FROM CLOSED SESSION**

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

Motion by: Tyler Kilgore	2 <sup>nd</sup> by: Dexter Harmon
VOTE: Aye: 4	
Nay: 0	
Absent: 1	
Abstain: 0	Motion Carried

Council returned from closed session at 7:37 PM

**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: 4  
Nay: 0  
Absent: 1  
Abstain: 0

**26. MOTIONS FROM CLOSED SESSION:**

Terminate Employee Number: 100329

Motion by: Pat Elliott 2<sup>nd</sup> by: Tyler Kilgore  
ROLL CALL VOTE: Aye: 4  
Nay: 0  
Absent: 1  
Abstain: 0

**27. MOTIONS FROM CLOSED SESSION:**

Employee Number: 9578 be given a \$2.00/hour raise.


Motion by: Pat Elliott 2<sup>nd</sup> by: Dexter Harmon  
VOTE: Aye: 4  
Nay: 0  
Absent: 1  
Abstain: 0 Motion Carried

**XIV. ADJOURN**

Motion made to adjourn.

Motion by: Tyler Kilgore 2<sup>nd</sup> by: Wallace W. Ross, Jr.  
VOTE: Aye: 4  
Nay: 0  
Absent: 1  
Abstain: 0 Motion Carried

\*Mayor Lawson adjourned the meeting at 7:41 PM, until the next scheduled Council Meeting on December 12, 2023, at 6:30 PM

  
~~Janie Lawson - Mayor~~  
Tyler Kilgore - Vice-Mayor

  
Deputy Town Clerk - Lisa Loggans