

# TOWN COUNCIL MINUTES

## Gate City Town Council Minutes

August 13, 2024

156 East Jackson Street, Gate City, VA

6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:32 PM BY: Mayor Jamie Lawson**

**II. ROLL CALL – Deputy Town Clerk – Lisa Loggans**

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

**Others present:** Chief Terry Sivert; Mike Still, Kingsport Times-News; Quentin Miles; Kevin Barnett; Donnie Alley; Alicia Alley; Frances Perry; Jason Snapp, Mattern & Craig; Gabe Edmunds, VA Star; Kristie Hammonds; Craig Forrester

**III. INVOCATION – Kevin Barnett: Scott County Ministerial Association**

**IV. PLEDGE OF ALLEGIANCE – Chief Terry Sivert**

**V. APPROVAL OF AGENDA**

**Motion made to approve the August 13, 2024, agenda.**

Motion by: Dexter Harman                      2<sup>nd</sup> by: Pat Elliott

VOTE: Aye:                      5  
Nay:                              0  
Absent:                        0  
Abstain:                       0

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

None

**VII. APPROVAL OF MINUTES**

**1. Approval of July 9, 2024, Town Council Minutes**

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

Motion by: Pat Elliott                      2<sup>nd</sup> by: Tyler Kilgore  
VOTE: Aye:                      5  
Nay:                              0  
Absent:                        0  
Abstain:                       0

2. **Approval of July 29, 2024, Town Council/Sanitation Authority Minutes**  
**Motion made to approve minutes as presented.**

Motion by: Dexter Harmon                      2<sup>nd</sup> by: Pat Elliott  
VOTE:    Aye:                      5  
            Nay:                      0  
            Absent:                    0  
            Abstain:                    0

3. **Approval of June 11, 2024, Public Hearing Minutes (Gate City Theatre Donation to Gate City Frontier, Inc.)** **NOTE: Item was not included on July's Agenda for approval.**  
**Motion made to approve minutes as presented.**

Motion by: Tyler Kilgore                      2<sup>nd</sup> by: Michele Rusek  
VOTE:    Aye:                      5  
            Nay:                      0  
            Absent:                    0  
            Abstain:                    0

4. **Approval of June 11, 2024, Public Hearing Minutes (FY25 Budget).** **NOTE: Item was not included on July's Agenda for approval.**  
**Motion made to approve minutes as presented.**

Motion by: Pat Elliott                              2<sup>nd</sup> by: Tyler Kilgore  
VOTE:    Aye:                      5  
            Nay:                      0  
            Absent:                    0  
            Abstain:                    0

**III. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for August 2024 as presented.**

Motion by: Dexter Harmond                      2<sup>nd</sup> by: Tyler Kilgore  
VOTE:    Aye:                      5  
            Nay:                      0  
            Absent:                    0  
            Abstain:                    0

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

1. Mr. Craig Forrester, Recovery Resources, Inc and Ms. Kristie Hammonds, Frontier Health, requested that Recovery Resources, Inc be heard in a matter of a Recovery Resource Home to be located in a R-1 Residential Zone. Ms. Hammonds stated that Recovery Resources petitioned the Gate City Planning Commission for a Special Exception and Use Permit but they were unable to get their approval do to Gate City Zoning Ordinances. Mr. Forrester stated that he runs Recovery Resources, Inc and has eleven homes in Tennessee. He runs a very strict program for people coming out of jails and prisons with a drug problem. Mr. Forrester asked if he could be heard next month. Ms. Hammonds stated that Frontier Health is in partnership with Recovery Resources with the Community Services Board. Ms. Hammonds stated that the Scott County Board of Supervisors has already approved funding through the Opioid Abatement allocation the county received. Ms. Hammonds stated she has already obtained approval at the state and local level. Mr. Forrester stated there are no recovery resources.



Mayor Jamie Lawson stated that Recovery Resources will be placed on the agenda for September 10<sup>th</sup>, 2024 Town Council meeting.

2. Mrs. Frances Perry stated that she is in support of Mr. Craig Forrester and Ms. Kristie Hammonds. Mrs. Perry stated that her church sponsors a Community Center on Main Street and feeds as many as 350 people on a Monday. Mrs. Perry stated that her church takes donations for clothing and household things. Mrs. Perry stated that Gate City is overloaded with people who need help particularly what Recovery Resources is representing. Mrs. Perry stated we need to help these homeless people. Mrs. Perry stated that she did not have any objections to Recovery Resources locating to her neighborhood. Mrs. Perry stated that she has collected seven signatures from the Hellen Heights subdivision who are in support of locating a recovery resource home on Jay Street. Mrs. Perry stated that there are homeless people walking back and forth on Jay Street every day. Mrs. Perry stated she is support of Recovery Resources, Inc and hope that Council will consider their request.

Mayor Lawson closed the public comment session at 8:20 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 Status Report

**VDH Backup Generator Project:** Project design is nearing completion with remaining efforts mostly consisting of the electrical design. The required easements to facilitate the project have been delivered to the Town for acquisition. Final Plans and Specs are expected to be submitted to VDH for approval by October 1<sup>st</sup>.

**Kane St. Sidewalk Transportation Alternatives Funding Application:** We've received 30% comments from VDOT and are working to set up a meeting to discuss.

**Manville Road Highway Safety Improvement Plan Funding Application:** We've received 30% comments from VDOT and are working to set up a meeting to discuss.

**Retaining Wall Construction Plans (Walgreen's Parking Lot):** Design is nearly complete with the exception of working out drainage onto the adjacent parking lot. M&C is working to set up a meeting with Mike Carrico who will represent the owner in discussions regarding the needed construction easement.

### B. Gate City Frontier Report

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. As stated in our agreement with the Town of Gate City.

"GCF will provide the Town with a monthly report on monthly activities, accomplishments, and planned projects, said report being due by the first Thursday of the month, for inclusion in the Town Council package."

The part time GCF Director will attend monthly council meetings as available to present this report. If any council member would like to gain additional information in regards to any part of this report, please email those to [gcfborderdirector@gmail.com](mailto:gcfborderdirector@gmail.com). The questions will then be presented to the GCF Board and followed up with in the next monthly report.

## I. Foundational Growth and Organization with GCF

- Participated in the CVG onboarding with current VMS representative, Amy Guizilitis. This onboarding session was held to go over the MOU for the FY25 CVG award to go towards the Gate City Proud Phase II Project.
- At the last board meeting, Vikki Roberts was voted as the chair of the theater committee.
- We are awaiting information in regards to the theater deed before we move forward with our committee for that project. We are anxious to get started and very grateful to the Town of Gate City for working with us to make this a reality.
- Signed up to attend the Mobilizing Main Street Tier Program on behalf of GCF. This meeting will be held on August 27th and will highlight the guidelines required for applying to join this program.

## II. Business & Community Outreach

- Planning alongside local stakeholders for the Back to School Bash. We currently have 46 partners for this event.
- GCF has worked to try to publicize local businesses on social media as a support for the slow summer season. Businesses are in need of town support in regards to advertising and exposure. As talked about before, a sign on Highway 23 would be an exceptional way to funnel tourists into Gate City as they are traveling through.

## III. Events

**Upcoming Events:** Back to School Bash August 3rd (rescheduled to August 10th due to rain)

\*All other events are on currently hold as we do not have our budget approved for FY25. At this point, we are unsure if we will be able to get the remainder of the events booked as we have to pay deposits for certain vendors and are running out of time to finalize our September and October events without proper funding.

### **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) \$12,000  
 Total \$734,968

**March 2024** – The monthly Management Team and Rehabilitation Board meetings have been changed to the second Tuesday of each month. We did not have a quorum for February’s meeting.

**May 2024** – The Management Team and the Housing Oversight Rehab Board voted to approve the rehabilitation of 326 Park Street and 308 Park Street.

**July – 2024** – Due to telephone issues with LENOWISCO Planning Commission, the Management Team and Housing Oversight Rehabilitation Board did not meet.

**August – 2024** – 326 Park Street project is now complete.

- **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.

**February 2024** – Factory to You Fence has completed the repairs to the fence. The sign project can be incorporated into a planning grant from the Tobacco Commission and Appalachian Regional Commission (ARC).

**July 2024** – Council has awarded \$5,000 in funding through the FY 2025 budget for this project. The Planning Commission will be moving forward in developing signage and amenities for the dog park in the coming months.

- **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>

**December 2023** – SCTV has informed the town that the equipment has been received. SCTV anticipates installation to be completed in January or February 2024.

**February 2024** – The security cameras for the Town Hall have been installed. We are expecting the security cameras for Grogan Park to be installed in a few weeks.

**May 2024** – The security cameras for Grogan Park have been installed. The in-car cameras have been installed and the new tasers have been received. The training for the new tasers will be completed shortly. This grant will be closed in in early June 2024.

**August 2024** – This grant has been completed.

- **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.

**December 2023** – VTC has awarded \$10,000.00 to the Town for this project.

**July 2023** – This project is nearing completion. We have received positive feedback for both the Town and visitor websites. Corporate Image, Inc. is currently working on our business directory.

**August 2023** – Both ‘MyGateCity.com’ and ‘visitgatecity.com’ has been completed and online.

- **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.

**December 2023** – Mattern & Craig has completed the survey on the property and is currently working on designing the project. Currently awaiting on property owners to decide on easements issues.

**April 2024** – The property owner has approved a construction easement but not a permanent easement.

**July 2024** – Plans are 90% complete.

- **Decorative Street Light Removal**

**June 2024** – AEP will be installing the new LED lights to their poles on Jackson and Water Street starting in late July. AEP will install a few lights at a time. Our Town Crew will remove the decorative lights as AEP progresses.

**August 2024** – AEP has informed that they will start installing the new LED lights in late September. They are behind on their work orders due to the recent storms.

- **United States Department of Justice (USDOJ) COPS Hiring Grant**

**June 2024** - The COPS grant is due on June 12<sup>th</sup>, 2024. The application has been completed and will be turned in on time.

**July 2024** – The COPS grant was completed and submitted. We are expecting award notices to be received around October 2024.



- **Water Street Parking Lot Development Project**

**July 2024** – Spectrum Designs, LLC has completed a couple of site plans. They need feedback. I am currently working on scheduling a meeting time for the Economic Development Committee to meet with Spectrum Designs. \*Note: ARPA funding must be spent or under contract by December 31<sup>st</sup>, 2024.

**August 2024** – The Economic Redevelopment Committee met with Spectrum Design, Inc and Gate City Frontier, Inc on August 5<sup>th</sup>, 2024 to discuss the Parking Lot development project on Water Street.

- **2024 Comprehensive Plan**

**July 2024** – The Comprehensive Plan for Gate City is due by December 31<sup>st</sup>, 2024. The Planning Commission will need to adopt by December 3<sup>rd</sup>, 2024. Town Council will need to conduct a Public Hearing and adopt on December 10<sup>th</sup>, 2024. Both Council and the Planning Commission will receive draft copies by the beginning of November 2024.

- **Byrne/Justice Assistance Grant**

**July 2024** – The Town has been awarded the DCJS Byrne/Justice Assistance Grant. The funding will be used to purchase and install mobile data terminals in five of our patrol vehicles. The total value of the grant is \$25,169.00.

- **Lead and Copper Compliance Program**

**August 2024** – In May 2024, the U.S. Environmental Protection Agency (EPA) released final revisions to the Lead and Copper Rule (LCR). The rule requires all utility services to create an inventory of public and private water service lines by October 16, 2024.

The Environmental Protection Agency (EPA) has required monitoring of lead and copper content in drinking water since 1991. The town's water has been in compliance with safe standards since monitoring began.

The Town of Gate City must compile a Lead Service Line Inventory (LSL Inventory). The inventory must include the Town's portion of the water service line (before and including the water meter) and the customer's portion of the service line (after the water meter into the home or business). Lead service lines were primarily installed during the late 1800s through the 1940s with a federal lead ban effective June 19, 1986.

All municipalities in the United States are required to complete the Lead Service Line inventory. The Town of Gate City will be conducting a customer survey in order to gain information on the type of service lines going into their homes. Please look for this survey in your next water bill. LENOWISCO has secured \$25,000 in funding for the Town of Gate City to help complete the inventory.

**D. Attorney Report:** No Report

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

Pat Elliott: No Report

Dexter Harmon: No Report

Tyler Kilgore: Personnel Committee recommendation is being made under #5 in new business.

Michele Rusek: No Report

Wallace W. Ross, Jr.: Stated that the VML Conference is coming up in October. Decorative Street Lights are out near the dentist office on East Jackson Street. VDOT should install an overhead street sign on Rt. 23 north.

**F. Police Department:** Submitted

**G. Sanitation Authority:** The Authority has not met since the last council meeting.

**H. Public Works:** Submitted

**XII. UNFINISHED BUSINESS:**

No Unfinished Business

**XIII. NEW BUSINESS**

**1. Public Hearing: CDBG Planning Grant – September 10, 2024**

**Motion made to conduct Public Hearing on September 10, 2024**

Motion by: Tyler Kilgore	2nd by: Michele Rusek
VOTE: Aye: 5	
Nay: 0	
Absent: 0	
Abstain: 0	

**2. Solicit RFQ for Engineering Firms**

**Motion made to solicit RFQ for and Engineering Firm**

Motion by: Dexter Harman	2nd by: Pat Elliott
VOTE: Aye: 5	
Nay: 0	
Absent: 0	
Abstain: 0	

**3. Interview Committee: Need two Council Members**

**Motion made to appoint Pat Elliott and Michele Rusek to the Interview Committee to interview prospective engineering firms.**

Motion by: Dexter Harman	2nd by: Pat Elliott
VOTE: Aye: 5	
Nay: 0	
Absent: 0	
Abstain: 0	







**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: Jamie Lawson, Tyler Kilgore, Michele Rusek, Pat Elliott, Dexter Harmon, Wallace W. Ross, Jr.

Nay: None

Absent: None

Abstain: None

**XVII. MOTIONS FROM CLOSED SESSION:** No motions from Closed Session

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Pat Elliott                      2<sup>nd</sup> by: Wallace W. Ross, Jr.

VOTE: Aye:                      5

      Nay:                        0

      Absent:                    0

      Abstain:                   0

\*Mayor Lawson adjourned the meeting at 9:01 PM, until the next scheduled Council Meeting on October 8th, at 6:30 PM

  
\_\_\_\_\_  
Jamie Lawson – Mayor

  
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Lisa Loggans – Deputy Town Clerk