

TOWN COUNCIL MINUTES

Gate City Town Council Minutes

March 12, 2024

156 East Jackson Street, Gate City, VA

6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 7:00 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: Frances Perry; Leslie Crawford – GC Frontier; Jason Snapp – Mattern & Craig; Jim Addington; Gabe Edmunds – VA Star; Vikki Roberts; Wade Massey; Officer Derek Percy; Carol Dixon; Maddie Percy – FCCLA; Miley Taylor - FCCLA, Susan Addington - FCCLA; Tim Addington – 911 Regional Coordinator; Amanda Dean, Dane McClellan; Carolyn and Ellen Bailey (arrived 7:15 PM); Diana Colbert (arrived 7:15 PM)

III. INVOCATION – Council Member Pat Elliott

IV. PLEDGE OF ALLEGIANCE – Officer Derek Percy

V. APPROVAL OF AGENDA

Motion made to approve the March 12, 2024, agenda.

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye:	4
Nay:	0
Absent:	1
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 February 13, 2024, Public Hearing Minutes (Vacant Lot on Chestnut Street: 146A2A-15)

Motion made to approve minutes as presented.

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye:	4
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Nay: 0
Absent: 1
Abstain: 0

2. Approval of February 13, 2024, Public Hearing Minutes (Vacant Lot at 649 Park Street: 146A6A-17)

Motion made to approve minutes as presented.

Motion by: Tyler Kilgore 2nd by: Wallace W. Ross

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

3. Approval of February 13, 2024, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Pat Elliott 2nd by: Tyler Kilgore

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

III. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for March 2024 as presented.

Motion by: Pat Elliott 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

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

Maddy Pearcy and Miley Taylor (FCCLA, Gate City High School) – Presentation: Revitalization/development of the Daughtery Brothers Parking Lot.

Vikki Roberts and Leslie Crawford - Spoke about trash not getting picked up.

Mayor Lawson closed the public comment session at 7:15 PM and requested a motion to enter into closed session.

XV. CLOSED SESSION

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

Motion by: Pat Elliott 2nd by: Dexter Harmon
VOTE: Aye: 4
Nay:

Absent: 1
Abstain:

Mayor Lawson opened the closed session at 7:15 PM

XVI. RETURN FROM CLOSED SESSION
Motion made for Council to return from closed session.

Motion by: Pat Elliott 2nd by: Dexter Harmon

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

Council returned from closed session at 8:31 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: Kilgore, Ross, Elliott, Harmon, and Lawson
Nay: 0
Absent: Rusek
Abstain: 0

XVII. MOTIONS FROM CLOSED SESSION: NONE

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

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). The public comment period has closed and official CE approval was received from VDH on 11/30. 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. New pump station site has been scoped with the Town and M&C, M&C is in process of delivering supplement to Town for review. The Town, VDH and M&C conducted a site visit on 3/7/24 to reissue the CE request. Survey field work for the Williams Mill Pump Station was completed on 3/6/24.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project survey has been completed, preliminary design has begun, and project is currently approximately 25% complete. Pre award audit by VDOT has been completed and approved. 30% Plans are complete. Public Hearing to discuss the project with town residents is scheduled for 3/12/24.

Manville Road Highway Safety Improvement Plan Funding Application: Project survey is complete, preliminary design (30% plans) are completed, and project is currently approximately 35% 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 was held January 9th. 30% plans have been reviewed with Town staff to determine whether or not to include retaining walls to minimize ROW takes. Next step is to discuss with residents that are affected by ROW and/or easement takes.

Retaining Wall Construction Plans (Walgreen's Parking Lot): Field survey is complete. M&C met with Mr. Brack Slate (owner of adjacent property) to determine the possibility of gaining an easement to construct the wall. Currently awaiting response from Mr. Slate.

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 gcfrepreneurdirector@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
 - Attended several program meetings and webinars with reps from DHCD and VMS.
 - Grants on queue for 2024

- Community Vitality Grant \$15,000 (2:1 match)
- T-Mobile Hometown Grant \$50,000 (no match)
- Additional grants have been discussed and will be dependent on the status of the theater.

II. Business & Community Outreach: Annual Community Meet & Greet

- GCF hosted a Community Meet & Greet in February that brought all stakeholders together into one casual meeting. This meeting allowed GCF to share our mission, vision, and accomplishments with business owners, community members, and interested folk alike. This meeting also allowed anyone in attendance to voice their ideas, concerns, and general support for the Town of Gate City.
- We were so pleased to have so many wonderful ideas launched during this meeting along with individuals who are willing to help and/or champion their ideas. We are hopeful to add some of these activities to our existing event lineup for 2024.
- We were also very encouraged by the entire group for a need to have vibrancy in Gate City through mobile, temporary, and/or permanent art installations and fine arts events. This could be an effective way to brighten up the town in a cost efficient manner. Leslie is currently working with Amy Guizilitis, VMS rep, to look at different options to address the lack of vibrancy along with possible solutions.

III. Events

- GCF has continued to organize, negotiate, and book all details for the upcoming 2024 events.
- We are working to streamline the current lineup of events so that we can focus more on the community development and revitalization aspect of our organization.
- Local and corporate sponsorships are being secured for our upcoming Jeep Jamboree event on

IV. Upcoming Dates of Interest

- March 23rd, 11AM-12PM, Community Easter Egg Hunt hosted by GCUMC
- May 25th, 10-4PM: Jeep Jamboree hosted by GCF

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 16th, 2022.

Funding Awarded:

DHCD: CDBG: \$687,968
 AEP \$35,000

Town (In-Kind) \$12,000
 Total \$734,968

February 2024 – The Project Management and Rehabilitation Board met on February 12, 2024 for the first monthly meeting for this project. So far, we have two houses committed to the project. The next meeting will be on March 11th, 2024.

- **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).

- **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 24th, 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
Total				\$ 151,735

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.

March 2024 – The security cameras for Grogan Park will be installed on March 12, 2024.

- **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.

January 2024 – Our letter of engagement with Corporate Image has been signed following Council RFP approval in December. Work should begin in February 2024.

February 2024 – The kickoff meeting for our website development project has been scheduled for February 15th, 2024. This project should be completed in a couple of months.

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

May 2023 - The deadline for the RFP has been extended to April 5th, 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.

- **FY 2025 Town Budget** – The Finance Committee met on March 7th, 2024. The Committee reviewed FY 25 Health Insurance cost, department and town funding requests, ARPA balance, and the Budget Calendar. **Council Action: Approve the budget calendar for FY 25.**

- **Water Leaks Repaired**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
141 Cross Street	2/3/2024	1-12” long band; Ram 1500 truck; small dump truck; backhoe; 5.5 hrs; 4 employees

D. Attorney’s Report – No Report

E. Council Reports – Pat Elliott- Light poles loose in ground at Middle School

Dexter Harmon- no report

Tyler Kilgore- Personnel issue; will be discussed under New Business

Wallace W. Ross Jr.- Trash cans getting out to everyone who needs them; some of the Christmas lights were out; streetlights need repaired; yellow marking on street needs repaired; EV stations; move Gate City sign closer to Gateway Park

F. Police Department – Officer Derek Percy – asked about JAG Grant

G. Sanitation Authority – Not met- Will meet April.

XII. UNFINISHED BUSINESS:

- 1. Gate City Theatre Lease Agreement with Gate City Frontier, Inc.
Alternate Motion made to Advertise Public Hearing: Donate GC Theatre to Gate City Frontier**

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

XIII. NEW BUSINESS

- 1. Abate Waterline Easement/Moccasin Hills Subdivision
Motion made to Abate Waterline.**

Motion by: Tyler Kilgore 2nd by: Dexter Harmon

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0
Abstain:

- 2. Public Hearing: Platted Road Closure/Portion of Clyde Williams Road (Should be Walnut Ave)
Motion made to Re-advertise the Public Hearing for April 9th, 2024.**

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

- 3. Approve: Zoning Ordinance Changes for C-1
Motion made to approve.**

Motion by: Pat Elliott 2nd by: Tyler Kilgore

ROLL CALL VOTE:

Aye: Kilgore, Ross, Elliott, Harmon, and Lawson
Nay: 0
Absent: Rusek
Abstain: 0

- 4. Approve: Zoning Ordinance Changes for C-2
Motion made to approve.**

Motion by: Dexter Harmon 2nd by: Pat Elliott

ROLL CALL VOTE:

Aye: Kilgore, Ross, Elliott, Harmon, and Lawson

Nay: 0
Absent: Rusek
Abstain: 0

5. Approve: Zoning Ordinance Definitions/Additions
Motion made to approve.

Motion by: Pat Elliott 2nd by: Tyler Kilgore
ROLL CALL VOTE:

Aye: Kilgore, Ross, Elliott, Harmon, and Lawson
Nay: 0
Absent: Rusek
Abstain: 0

6. FY24 – Byrne/Justice Assistance Grant Program: Approve to apply
Motion made to apply for the grant.

Motion by: Pat Elliott 2nd by: Tyler Kilgore
VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

7. Approve FY25 Budget Calendar
Motion made to approve.

Motion by: Pat Elliott 2nd by: Dexter Harmon
VOTE: Aye: 3
Nay: 0
Absent: 1
Abstain: 1, Wallace W. Ross, Jr.

8. Appointment: Chairperson-Sanitation Authority
Motion made to: No Action Taken

9. Remove lien on 114 West Jackson Street
Motion made to remove lien.

Motion by: Tyler Kilgore 2nd by: Pat Elliott
VOTE: Aye: 3
Nay: 0
Absent: 1
Abstain: 1, Wallace W. Ross, Jr.

**10. Auction Surplus Property: 1980s Case 580 Backhoe
Motion made to auction surplus property.**

Motion by: Dexter Harmon 2nd by: Pat Elliott

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

**11. Auction Surplus Property: 2005 GMC 7500 Trash Truck
Motion made to auction surplus property.**

Motion by: Tyler Kilgore 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

**12. Auction Surplus Property: 2006 GMC 8500 Dump Truck
Motion made to auction surplus property.**

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

**13. Auction Surplus Property: 1970s Ford 3600 Mowing Tractor
Motion made to auction surplus property.**

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

**14. Auction Surplus Property: 2012 Scag Mower
Motion made to auction surplus property.**

Motion by: Tyler Kilgore 2nd by: Pat Elliott

VOTE: Aye: 4
Nay: 0
Absent: 1
Abstain: 0

15. Auction Surplus Property: 2004 Meyer Salt Spreader

Motion made to auction surplus property.

Motion by: Tyler Kilgore

2nd by: Pat Elliott

VOTE: Aye:	4
Nay:	0
Absent:	1
Abstain:	0

16. Appointment of Town Clerk

Motion made to Appoint Samantha Vargas as the new Town Clerk.

Motion by: Tyler Kilgore

2nd by: Dexter Harmon

VOTE: Aye:	4
Nay:	0
Absent:	1
Abstain:	0

XIV. PUBLIC COMMENT – NEW BUSINESS

No Public Comment

XVIII. ADJOURN


Motion made to adjourn.

Motion by: Tyler Kilgore

2nd by: Pat Elliott

VOTE: Aye:	4
Nay:	0
Absent:	1
Abstain:	0

*Mayor Lawson adjourned the meeting at 9:08 PM until the next scheduled Council Meeting on May 14, 2024, at 6:30 PM



Jamie Lawson – Mayor



Lisa Loggans – Deputy Town Clerk