

# TOWN COUNCIL MINUTES

Gate City Town Council  
September 09, 2025  
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: Town Clerk, Kristie Tipton

|                                      | PRESENT: | ABSENT: |
|--------------------------------------|----------|---------|
| Mayor, Jamie Lawson                  | X        |         |
| Vice-Mayor, Kevin Barnett            | X        |         |
| Council Member, Wallace W. Ross, Jr. | X        |         |
| Council Member, Pat Elliott          | X        |         |
| Council Member, Dexter Harmon        | X        |         |
| Council Member, <i>Vacant</i>        |          |         |
| Town Manager, Greg Jones             | X        |         |
| Town Attorney, Michele Brooks        | X        |         |

**Others present:** Mike Still, Kingsport Times News; Allen Dougherty; Anna Barnett; Gabriel Edmunds, Scott Co. Virginia Star; Michelle Bowen; Quentin Miles

III. INVOCATION: Father Tim Drake, St. Bernard's Catholic Church

IV. PLEDGE OF ALLEGIANCE: GCPD Chief Sivert

V. APPROVAL OF AGENDA

Motion made to approve the September 09, 2025 agenda.

|            |             |                     |                        |
|------------|-------------|---------------------|------------------------|
| Motion by: | Pat Elliott | 2 <sup>nd</sup> by: | Kevin Barnett          |
| VOTE:      | Aye: 4      |                     |                        |
|            | Nay:        |                     |                        |
|            | Absent:     |                     |                        |
|            | Abstain:    |                     | <i>*Motion Carried</i> |

VI. PROCLAMATIONS, CONGRATULATORY RESOLUTIONS, AWARDS, APPOINTMENTS, RESIGNATIONS AND CONFIRMATIONS, ADMINISTRATION OF OATHS AND INTRODUCTION OF GUESTS. – None

VII. APPROVAL OF MINUTES

1. Approval of August 12, 2025 Town Council Minutes  
Motion made to approve minutes as presented.

|            |               |                     |                      |
|------------|---------------|---------------------|----------------------|
| Motion by: | Dexter Harmon | 2 <sup>nd</sup> by: | Wallace W. Ross, Jr. |
| VOTE:      | Aye: 4        |                     |                      |
|            | Nay:          |                     |                      |

Absent:  
Abstain:

*\*Motion Carried*

# VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for September 2025 as presented.

Motion by: Kevin Barnett  
VOTE: Aye: 4  
Nay:  
Absent:  
Abstain:

2<sup>nd</sup> by: Pat Elliott

*\*Motion Carried*

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

- **Michelle Bowen:** asked why Town Council minutes have not been posted to the town's website since April. She was looking for information on the back-up generator project to see if it was going to affect her where she lives. She said Grogan Park isn't in good shape, like it was 15 years ago. She said gravel needs to be replaced, there's grass growing up through it and it's a tripping risk. Ms. Bowen said some trees have been cut down, maybe because of Hurricane Helene, and the stumps are still there. She also inquired if volunteers are allowed to help keep it up. Ms. Bowen informed council that the gravel in the sidewalk squares (where the decorative lights were removed) is another tripping hazard because the loose gravel ends up all over the sidewalk.
- **Quentin Miles:** Goes to Grogan Park every day. From the Scott Co. Lifesaving Crew to the park, the sidewalks are overgrown. There are limbs and stuff sticking out onto the sidewalks. Down past the park it isn't overgrown. He volunteered to clean the restrooms at Grogan Park when needed, if the town will supply the materials.

# 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 – Jason Snapp, Mattern & Craig

**VDH Backup Generator Project:** Final Plans and Specification have received approval to advertise from VDH. The Town will still need to acquire the required Utility Easements prior to advertisement.

**Kane St. Sidewalk:** VDOT has completed the environmental coordination efforts to satisfy NEPA requirements, the Town has received the Programmatic Categorical Exclusion from VDOT which clears NEPA for the project. Final construction plans are expected to be completed this week and will be submitted to VDOT for final review by Sept 15<sup>th</sup>. Pending VDOT review and approval, the project can be advertised for construction. VDOT's current schedule shows a construction start of approximately Feb 2026.

**Manville Road Sidewalk:** VDOT has completed the environmental coordination efforts to satisfy NEPA requirements, the Town has received the Programmatic Categorical Exclusion from VDOT which clears NEPA for the project. 60% of construction plans are expected to be completed by the end of September which will define the needed ROW and easements for the project (these plans will finalize the drainage design to fully establish the limits of disturbance in regard to

ROW/easements). Once required ROW and easements are established the Town can request VDOT to open the ROW phase of the project. This will allow negotiations with the affected property owners to procure the needed ROW/easements. Once ROW is procured 100% can be finalized.

**Retaining Wall Construction Plans (Walgreen's Parking Lot):** Mattern & Craig to coordinate advertisement of project with the Town.

**B. Town Manager's Report – Greg Jones**

- **Dog Park Project**

**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.

**August 2025** – The Planning Commission is currently working on developing temporary signs for the dog park. The signs will be for the dog park itself, large and small dog areas. The signs will be used until the wayfinding sign project is complete.

- **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. Town Council has approved Mattern & Craig to develop a drainage plan. A new RFP will be developed once the drainage plan is complete.

**July 2025** – Preliminary final bid documents are under review and are expected to be delivered to the Town this week.

- **VDH Backup Generator Project- WSL 007-21**

**November 2024** - I am currently working with the Virginia Resource Authority (VRA) to close on the backup generator project. VRA has requested data to assist them with their credit analysis. This will be completed in the next couple of weeks.

**December 2024** – All of the documents VRA requested have been submitted. We are expecting to close this project very soon.

**January 2025** - The required easements needed for this project were turned over to Town Attorney Michele Brooks on January 14<sup>th</sup>, 2025 to prepare deeds.

**March 2025** - Project design is complete and submitted to VDH for review. This project is expected to close with the VRA soon.

**April 2025** - Project design is complete, and plans and specs have been submitted to VDH Central Office for review. The required easements to facilitate the project have been

delivered to the Town for acquisition.

**May 2025** - Utility easements from the Town is needed. To date, we have not received the deeds back from Town Attorney Michele Brooks.

**July 2025**- Currently awaiting the Utility easements from Town Attorney, Michele Brooks.

**August 2025** - Currently awaiting the Utility easements from Town Attorney, Michele Brooks.

**September 2025** - Currently awaiting the Utility easements from Town Attorney, Michele Brooks.

- **Water Street Parking Lot Development Project**

**September 2025** - A preconstruction meeting was held on August 25<sup>th</sup>, 2025. Quesenberry Construction mobilized their equipment to the project site on Monday, September 1<sup>st</sup>, 2025. The construction phase is expected to start the week of September 8<sup>th</sup>, 2025 with the removal of the existing asphalt.

- **Gate City Little League: Batting Cage Roof Replacement**

**April 2025** - The batting cage for the Gate City Little League needs to be replaced. We anticipate the cost to be around \$10,000. Mayor Jamie Lawson has identified Walmart's Spark Good as a potential funding source to help offset the cost. Walmart funding can cover as much as \$5,000 towards the project. **Council Action:** approve to apply for the Walmart Spark Good grant program.

**May 2025** - Council has approved to apply for the grant. The grant cycle will run through July 15<sup>th</sup>, 2025. I have reached out to the Little League for additional information.

**June 2025** - I have received the requested information from the Little League and the requested information from the IRS. The grant application will be submitted shortly.

**September 2025** - The IRS 4076C Determination Letter has been received. This document is needed to apply. I am currently working on the grant application, and it will be submitted before the October 15<sup>th</sup>, 2025 deadline.

- **Hurricane Helene - September 27<sup>th</sup>, 2024**

**August 2025** - Most of the debris removal has been completed. The RFP for our predisposition storm debris removal and monitoring has been reviewed and approved by VDEM. The RFP will be advertised over the next month.

- **Events**

The following events are currently being planned for the Fall 2025.

09.13.25 Kickin Back at King Alley Concert

- 5:00 PM - Retroville
  - 6:00 PM - Joe Young, Magician
  - 6:30 PM - Railway Express
  - 7:30 PM - Joe Young, Magician
  - 8:00 PM - Asylum Suite
- 09.20.25 Gate City Frontier, Inc: Harvest Moon event  
 10.24.25 King Alleyween: Trunk or Treat event  
 11.11.25 Veterans Day Event  
 11.22.25 Christmas Open House  
 11.29.25 Small Business Saturday  
 12.06.25 Christmas Parade

- **Department of Environmental Quality (DEQ) funding awards**

**July 2025 - Little Moccasin Interceptor - Phase I**

- Project Amount: \$720,300
- Principal Forgiveness (grant funding): \$540,225
- Loan Amount: \$180,075
- Interest: 0%
- Terms: Up to 30-year debt retirement

**High School Collector Line Replacement Project**

- Project Amount: \$704,000
- Principal Forgiveness: \$528,000
- Loan Amount: \$176,000
- Interest: 0%
- Terms: Up to 30-year debt retirement

- **Engineering Procurement**

**September 2025** – Mattern & Craig, Inc. contract has expired. Council has previously appointed Council Members Pat Elliott and Michele Rusek to the interview committee.

We are expecting the final approval from VDOT for the engineering procurement RFP soon. Council will need to replace Mrs. Michele Rusek as she has resigned from Town Council.

**C. Attorney Report – No Report**

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

**Pat Elliott:** Nothing to report.

**Dexter Harmon:** Has received concerns about how dark it is past Red Hill Road (New People's Bank) and the old Thriftway Market. There are some citizens who walk near dusk and wanted to know if the town could add a couple of streetlights out in that area.

**Kevin Barnett:** Asked what time the Small Business Christmas Open House event is going to start. *(Town Manager said it has not been decided yet; we're still planning.)*

**Wallace W. Ross, Jr.:** Grogan Park needs a facelift. A tree is down on top of Shelter #1 and some trees on the ground – makes it hard to walk. It needs a facelift. Some of the picnic tables are pretty low – makes it hard to try and sit down and get up. We need to look at a way to have someone maintain the bathrooms during the peak months – at least once or twice a week, during the summer months. We haven't had an upgrade in a long time.

The park needs more playground equipment for the kids. Out near the Gazebo and Shelter #1 parking is a problem if both shelters are in use and baseball games are going on.

Way-finding signage: It has been 14 years since he first asked, and he can't understand why we haven't got signs up around our Gate City border so that when people pass through, they know where they are. We have some signs, but they're in a different place. We still haven't maintained our identity (with "Welcome to Gate City" signs). Everywhere else in the Commonwealth they've got them, "Welcome to Our Community" and we don't. Why can't we have them? *(Town Manager explained that it's in the budget, the Council has approved to get a Preliminary Engineering Report (PER) on Way-finding signs. The way VDOT works is they want a PER to submit it to get it approved, so we're doing the engineering work this year, so hopefully next year we can start writing some grants for it and maybe we can get some of that addressed.)*

Mr. Ross commented that we have got behind on grass that's growing on abandoned properties – we used to do a better job than that. *(Town Manager shared that the process we have is based on citizen complaints, which requires complainants to fill out a form and submit to Town Hall so it can be addressed by the Codification Committee).*

Mr. Ross also inquired about street paving this summer, if the town has done any, and commented there are a lot of potholes in town and we are getting behind, far behind.

#### **E. Police Department – Terry Sivert**

|                          | July       | August     | Year to Date |
|--------------------------|------------|------------|--------------|
| <b>Calls for Service</b> | <b>289</b> | <b>234</b> | <b>1683</b>  |
| <b>Arrest</b>            | <b>4</b>   | <b>4</b>   | <b>33</b>    |
| <b>Summons</b>           | <b>57</b>  | <b>27</b>  | <b>302</b>   |
| <b>Incident Reports</b>  | <b>7</b>   | <b>4</b>   | <b>44</b>    |
| <b>Accident Reports</b>  | <b>4</b>   | <b>3</b>   | <b>30</b>    |
| <b>DUI Arrests</b>       | <b>2</b>   | <b>1</b>   | <b>7</b>     |
| <b>Vehicle Unlock</b>    | <b>6</b>   | <b>5</b>   | <b>50</b>    |

#### **Significant Activity & Reporting for August 2025**

- Our officers are working plenty of DMV selective enforcement for speed and alcohol. All grants are currently on schedule.

- GCPD was awarded DMV grants for the upcoming year starting October 2025 – September 2026 in the amount of \$13,500.00
- GCPD held its Civilian Concealed Firearms safety class; there were 20 participants. The next class is scheduled for October 20<sup>th</sup>. Moving forward, it will be held every other month.
- Kevin graduates from the Police Academy next month – he is doing well; his training officer was bragging on him.
- The road construction going on in Weber City has caused problems with traffic.
- There are some areas GCPD plans to put the mobile Speed notification sign. They plan to apply for a second one next year if grants are available. It is only a speed monitoring sign and does not issue tickets.

**F. Sanitation Authority – No Report**

**G. Public Works – Dale McConnell**

- **August Brush Pickup:** 11,750 lbs.
- **Trash Pickup:** 159,200 lbs.
- **Work Orders:** 61
- **Water Leaks:** 1

**H. Water Plant – Submitted by Steve Rutherford**

**Virginia Dept. of Health – Division of Drinking Water Monthly Report**  
**Month / Year: August 2025**  
**PWS# 1169405**  
**Distribution System Performance**

|           |                                                                                                |                   |
|-----------|------------------------------------------------------------------------------------------------|-------------------|
| <b>A1</b> | Gallons of water placed into distribution system from Gate City treatment Plant                | <b>9,013,000</b>  |
| <b>A2</b> | Gallons of water placed into distribution system from Scott County PSA master meter            | <b>1,539,200</b>  |
| <b>A3</b> | Total Gallons of water placed into distribution system                                         | <b>10,552,200</b> |
| <b>B</b>  | Gallons of water transferred to Scott County PSA                                               | <b>1,639,985</b>  |
| <b>C</b>  | Gallons of water placed into distribution system that are not transferred to Scott Co. PSA     | <b>8,912,215</b>  |
| <b>D</b>  | Average gallons per day placed into distribution system for customers other than Scott Co. PSA | <b>287,490</b>    |
| <b>E</b>  | Gals of water metered to other customers                                                       | <b>4,864,400</b>  |
| <b>F</b>  | Total Gallons of water accounted for                                                           | <b>6,504,385</b>  |
| <b>G</b>  | Total Gallons of water unaccounted for                                                         | <b>4,047,815</b>  |
| <b>H</b>  | Apparent percent of water lost from distribution system                                        | <b>38.36%</b>     |
| <b>I</b>  | Number of connections                                                                          | <b>1,216</b>      |
| <b>J</b>  | Avg gals/day placed into distribution system per non-SCPSA                                     | <b>236</b>        |

**XII. UNFINISHED BUSINESS – None**

**XIII. NEW BUSINESS**

**1. Council Member resignation: Michele Rusek**

**Motion made to accept Michele Rusek's resignation as of August 19, 2025.**

Motion by: Kevin Barnett

2<sup>nd</sup> by: Pat Elliott

VOTE: Aye: 4

Nay:

Absent:

Abstain:

***\*Motion Carried***

**2. Appointment: Council Member**

**Motion made to nominate Allen Dougherty as the new Council Member.**

Motion by: Pat Elliott

2<sup>nd</sup> by: Kevin Barnett

VOTE: Aye: 4

Nay:

Absent:

Abstain:

***\*Motion Carried***

**3. Committee Appointments**

**Motion made to**

Motion by:

2<sup>nd</sup> by:

VOTE: Aye:

Nay:

Absent:

Abstain:

***\* Take No Action***

**4. VML Conference & Mayors Institute: Oct. 10<sup>th</sup> – 14<sup>th</sup>, 2025 (Informational, no vote)**

***Verified Kevin Barnett & Wallace Ross are attending, and confirmed that the rental car, itinerary, and accommodations have been arranged.***

Motion by:

2<sup>nd</sup> by:

VOTE: Aye:

Nay:

Absent:

Abstain:

***\*Take No Action***

**5. Postpone Council meeting from October 10<sup>th</sup> to the 21<sup>st</sup>, 2025 (due to VML conference)**

**Motion made to postpone the next meeting until October 21<sup>st</sup>, 2025.**

Motion by: Dexter Harmon

2<sup>nd</sup> by: Pat Elliott

VOTE: Aye: 4

Nay:

Absent:

Abstain:

***\*Motion Carried***

**6. Public Hearing: Revision to §18-4 Approved yard waste containers**  
**Motion made to**

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
VOTE: Aye: \_\_\_\_\_  
Nay: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_ **\*Take No Action**

**7. Appointment: Sanitation Authority member**  
**Motion made to**

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
VOTE: Aye: \_\_\_\_\_  
Nay: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_ **\*Take No Action**

**8. Gate City Frontier, Inc. Special Exception and Use Permit issues**  
**Motion made to (*Signed permit from property owner was not returned to Town Hall*).**

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
VOTE: Aye: \_\_\_\_\_  
Nay: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_ **\*Take No Action**

**9. Council Salary Increase**  
**Motion made to**

Motion by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_  
VOTE: Aye: \_\_\_\_\_  
Nay: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_ **\*Take No Action**

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

**XV. CLOSED SESSION**

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

Motion by: Dexter Harmon 2<sup>nd</sup> by: Kevin Barnett  
VOTE: Aye: 4  
Nay: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstain: \_\_\_\_\_ **\*Motion Carried**

Mayor Lawson opened the closed session at **7:11 PM**

## **XVI. RETURN FROM CLOSED SESSION**

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

Motion by: Pat Elliott

2<sup>nd</sup> by: Dexter Harmon

VOTE: Aye: 4

Nay:

Absent:

Abstain:

***\*Motion Carried***

Council returned from closed session at **8:16 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: Jamie Lawson: Aye  
Kevin Barnett: Aye  
Wallace W. Ross, Jr.: Aye  
Pat Elliott: Aye  
Dexter Harmon: Aye

## **XVII. MOTIONS FROM CLOSED SESSION – None**

## **XVIII. ADJOURN**

### **Motion made to adjourn**

Motion by: Wallace Ross

2<sup>nd</sup> by: Pat Elliott

VOTE: Aye: 4

Nay:

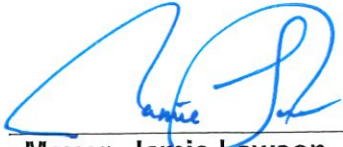
Absent:

Abstain:

***\*Motion Carried***

\*Mayor Lawson adjourned the meeting at **8:23 PM**, until the next scheduled Council

Meeting on October 21<sup>st</sup>, 2025 at 6:30 PM.

A handwritten signature in blue ink, appearing to read 'Jamie Lawson', written over a horizontal line.

Mayor, Jamie Lawson

A handwritten signature in blue ink, appearing to read 'Kristie D. Tipton', written over a horizontal line.

Town Clerk, Kristie Tipton