# TOWN COUNCIL MINUTES

## Gate City Town Council
## October 20, 2026
## 156 East Jackson Street, Gate City, VA
## 6:30 PM

**I. COUNCIL MEETING CALLED TO ORDER AT 6:35 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, Allen Dougherty | X | |
| Town Manager - Vacant | N/A | N/A |
| Town Attorney, Michele Brooks | X | |

**Others present:** Francis Perry; Quentin Miles; Gabe Edmunds, Scott Co. Virginia Star

**III. INVOCATION:** Allen Dougherty

**IV. PLEDGE OF ALLEGIANCE:** Wallace W. Ross, Jr.

**V. APPROVAL OF AGENDA**

**Motion made to approve the October 20, 2026 agenda.**
**Motion made to approve as presented.**

Motion by: Pat Elliott — 2nd by: Dexter Harmon
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 September 15, 2026 Town Council Meeting Minutes**
   **Motion made to approve as presented.**

Motion by: Dexter Harmon — 2nd by: Pat Elliott
VOTE: Aye: 5
Nay:
Absent:
Abstain:

***Motion Carried***

**VIII. APPROVAL OF PAYMENTS**

**Motion made for approval for payment of bills for October 2026 as presented.**

Motion by: Dexter Harmon 2nd by: Pat Elliott
VOTE: Aye: 5
Nay:
Absent:
Abstain: ***Motion Carried***

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

**Francis Perry** – Reported that she has a neighbor who is or has moved out (202 Jay St.). They cut shrubs and left the brush laying there. Asked if the town can "put a fire" under him to get him to move it before winter. The wind blows the brush onto her property. She is not able to get out there and clean up her property, let alone someone else's.

**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** – submitted by Jason Snapp, Mattern & Craig

### VDH Backup Generator Project

Funding Agency: Virginia Department of Health
Funding Package: $1,558,760 ($1,080,632 local funds/$478,128 grant) Project Schedule:

- **TBD** Advertisement/Bid/Construction Pending Easement Acquisition

Waiting to submit the pre-bid package to VDH till the required utility easements are acquired. The Town and M&C met with two of the three property owners where easements are needed on 3/4/26 and have answered various follow-up questions from the affected residents since those meetings. Currently, two easements have been signed and there is one additional property owner that still needs to sign. Calvin Clifton (M&C) has met with the remaining property owner, and she has indicated she feels compensation is due for her to relinquish the easement. The Town will need to pursue the easement either by compensation or the legal process and is in the process of setting up a meeting between the property owner and town attorney. The project can go to advertisement once the easements are procured and the pre bid package is approved by VDH.

### Kane St. Sidewalk

Funding Agency: VDOT (Transportation Alternative Funds)
Funding Package: $1,968,395 ($393,679 local match/$1,574,716 grant) Project Schedule:

- Advertise Project – June 2026 COMPLETED
- Bid Opening – July 2026 COMPLETED
- Contract Award – COMPLETED
- Begin Construction – October 2026 CONSTRUCTION STARTED
- Substantial Completion – April 2027
- Final Completion – May 2027

Project has been awarded and construction has commenced.

### Manville Road Sidewalk

Funding Agency: VDOT (Transportation Alternative Funds
Funding Package: $1,703,241.20 ($170,324.12 federal grant/$1,532,917.08 state grant) Project Schedule: **TBD** Pending Design Completion and ROW Acquisition (See potential schedule below)

- 60% Completion – July 2026 COMPLETED
- VDOT Review – August 2026 COMPLETED
- Easement/ROW Acquisition – September 2026 – September 2027
- 100% Plan Development – September 2027
- VDOT Review – October 2027
- Advertise Project – November 2027
- Bid Opening – February 2028
- Contract Award – February 2028
- Begin Construction – March 2028
- Substantial Completion – September 2028
- Final Completion – October 2028

VDOT 60% comments have been received and are currently being addressed with only minor outstanding items still remaining to be addressed with VDOT staff. Required easements have been defined for acquisition. Once required ROW and easements are established the Town can request VDOT 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 90% and 100% plans can be finalized. Once ROW plans are accepted and the ROW phase is opened, we expect the easement acquisition to take 12-18 months before final construction plans can be fully developed.

### DEQ – Southwest Virginia Pilot Program, High School Area Collector Line Replacement Project (C-515856)

Funding Agency: Virginia Department of Environmental Quality
Funding Package: $704,000 ($176,000 local funds at 0% loan/$528,000 grant) Project Schedule:

- **TBD** after engineering agreement executed

Draft engineering agreement has been delivered to the Town for review and signature. M&C has reached out to DEQ to confirm the project is still viable, and funding is in place at a 75% grant/25% loan split.

See Project Location #1 on the attached Exhibit.

### DEQ – Southwest Virginia Pilot Program, Little Moccasin Interceptor – Phase 1 Project (C-515874)

Funding Agency: Virginia Department of Environmental Quality
Funding Package: $720,300 ($180,075 local funds at 0% loan/$540,225 grant) Project Schedule:

- **TBD** after engineering agreement executed

Draft engineering agreement has been delivered to the Town for review and signature. M&C has reached out to DEQ to confirm the project is still viable, and funding is in place at a 75% grant/25% loan split.

See Project Location #2 on the attached Exhibit.

**B. Interim Town Manager/Mayor's Report** – Jamie Lawson

***Community Park Project:***

- Proposal to buy 6 new light poles at a cost of $1,981 from SCTC.
- Doesn't look like we will be getting any donations at this time.
- If we purchase new poles from Amazon they will cost approximately $877.00. I suggest we go ahead and do this so they will match the LED lighting we have now.

***Grants:***

- Farmer's Market Project is up and going. We are in the process of obtaining bids/quotes for the project. We hope to acquire 3-4 bids for this project.
- Confirmation from Duane Miller and Lenowisco that we will receive $64,500 in grant funding for updating old water meters throughout the town. I have signed all documents and returned to him at Lenowisco.
- Cumberland Forest Community Fund: $15,000.00 (Electrical)
- AFID Infrastructure Grant: $44,000.00 (Structure)
- Local Match: $29,000.00
- Total Funding: $88,000.00
- (9/1/2026) need to get RFPs to move forward with this electrical project and contact AFID to finalize the money for the $44,000.00 and start the RFP process for the Structure.
- Continuing to work on finding Grant information and getting everything corrected with the awarding agencies. (Active Grants with the Town)

***Miscellaneous:***

9/01/2026

- Public Works department has received a $2000.00 grant to help with the purchase of a trench box or car lift. After speaking with Dale, we have decided to put that amount toward a trench box for digging water line and sewer line repairs.

10/28/2026

Citco Water Lunch & Learn

- Learn about hydrant operation and maintenance, strategies to reduce revenue loss, and how to produce your own Hypo.
- Town Hall Public Works office downstairs
- Starts at 11:00 am and will end at 2:00 pm
- Please RSVP if you plan on attending
- If two or more Council members plan on attending we need to know so we can put a notice out to the public.

**Bridge dedication** for Honorable Ford Quillen will be delayed due to the family not being able to make it on November 4, 2026. Josh Wilson is working with the family to set a new date.

**Emergency Warning System** for the Town of Gate City. Chief Jeff Brickey with the fire department has spoken with LandAir Total Communications and they have provided a quote to get the system up and running.

**Loan process for the Little Moccasin Interceptor** (Phase 1 – C515874) and High School Collector Line replacement (C515856). Jason Snapp / Mattern & Craig will discuss with Council.

- *Discuss having a Public Hearing for Water and Sewer Rate Increase for Fiscal Year 2027.*

### *VDH Backup Generator Project*

- Still waiting on easement to be signed by resident on Wolfe Street. This is the only remaining resident to sign, once this is signed, we can move forward with the project.

### *Events:*

*October 24, 2026*

- King Alleyween (Trunk or Treat) (6PM-8PM)
- Ernest T Bass will be in attendance

*November 7, 2026*

- Harvest To Holidays Jeep Show (Appalachia Krawlers) 9:00 AM to 5:00 PM
- Megan Kegley is the contact and organizer
- All proceeds will be donated to the Scott Co. Strong Cancer kids, and the Hope House

*November 11, 2026*

- Veterans Day Event at 11:00 AM at Gate City Middle School
- Town of Gate City welcoming speaker will be Councilman Pat Elliott
- Keynote speaker will be Retired Colonel Miles A. Burdine

*November 24, 2026*

- Thanksgiving Lunch for Town Employees at 12:00 pm

*December 5, 2026*

Gate City Christmas Parade – this year's theme is "Hometown Christmas"

- (7PM-10PM)
- Chief Jeff Brickey will be contact and organizer
- Council needs to pick a Grand Marshall

**C. Attorney Report** – No Report

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

**Kevin Barnett** – Gave a list of all the people he met at the Virginia Municipal League (VML) Mayor's Conference. He said he got to meet interesting people and make connections there such as the past president of the VML, and the lady that was the director of the US mint and she is responsible for getting rid of the penny. Kevin said small drones and AI were discussed. Everyone knows we're looking for a Town Manager. Kevin said he initially went because of the entry they, being the Scott Co. Ministerial Association (SCMA) Firewood Ministry had in the Awards Ceremony; they cut up the fallen trees at Grogan Park which was storm debris from Helene, and they donated the cut wood and was recognized by the VML (they did not win).

**Allen Dougherty** – Reported that we have 34 applicants so far for the Town Manager position. We are currently advertising through the VML and Indeed. We may have a parking issue in town during our events. He is also working to help address the water damage issue at the Scott County Historical Society.

**Wallace W. Ross, Jr.** – Stated that the American flags on the east end of town need to be replaced. The sidewalk at 304 W. Jackson Street is breaking up; Mayor Lawson said he had already reported that to VDOT. Mr. Ross feels that we have an opportunity with the Daniel Boone Wilderness Road and we need to advertise what we have. Mr. Ross said we need to work on the town sign. He shared his VML trip itinerary. He reported that Gate City was on one of the screens there, and after 16 years, it was good to see it up there with the other towns, it's an achievement. He received a new VML handbook and met a lot of people.

**Pat Elliott** – Said it is nice to understand the Town's financial standing. He also shared that he, Mayor Lawson, and Dale McConnell attended the VDOT Project Manager training, and they are all certified now. This is a VDOT requirement when VDOT is doing a project, like the Kane Street sidewalk.

**Dexter Harmon** – Asked if Mayor Lawson contacted VDOT about the sidewalk just past the School Board Office, it's breaking up, and something is "eating" the soil out from underneath the sidewalk. Is it VDOT, the School Board or the town's responsibility to repair it?

**Kevin Barnett** – Said he was approached by a lady about Gateway Park. She eats lunch there a lot, and there's no bathroom there. She was wondering if that may be something we can take care of next year? (Mayor Lawson stated that would be up to VDOT). Somebody from Food Lion contacted him. They're planning on coming and setting up and they were wondering if they would have designated spots or if they could just come and pick a place (for King Alleyween)? Town Clerk, Kristie Tipton, informed Kevin that Food Lion has not submitted their registration form yet, and parking spaces are "first come, first serve".

E. **Police Department** – Terry Sivert

## September 2026

| | August 2026 | September 2026 | Year to Date |
|---|---|---|---|
| Calls for Service | 299 | 307 | 2685 |
| Arrest | 8 | 8 | 48 |
| Summons | 44 | 20 | 262 |
| Incident Reports | 12 | 6 | 65 |
| Accident Reports | 4 | 4 | 34 |
| DUI Arrests | 1 | 1 | 4 |
| Vehicle Unlock | 10 | 9 | 69 |

**Significant Activity & Reporting for September 2026:**

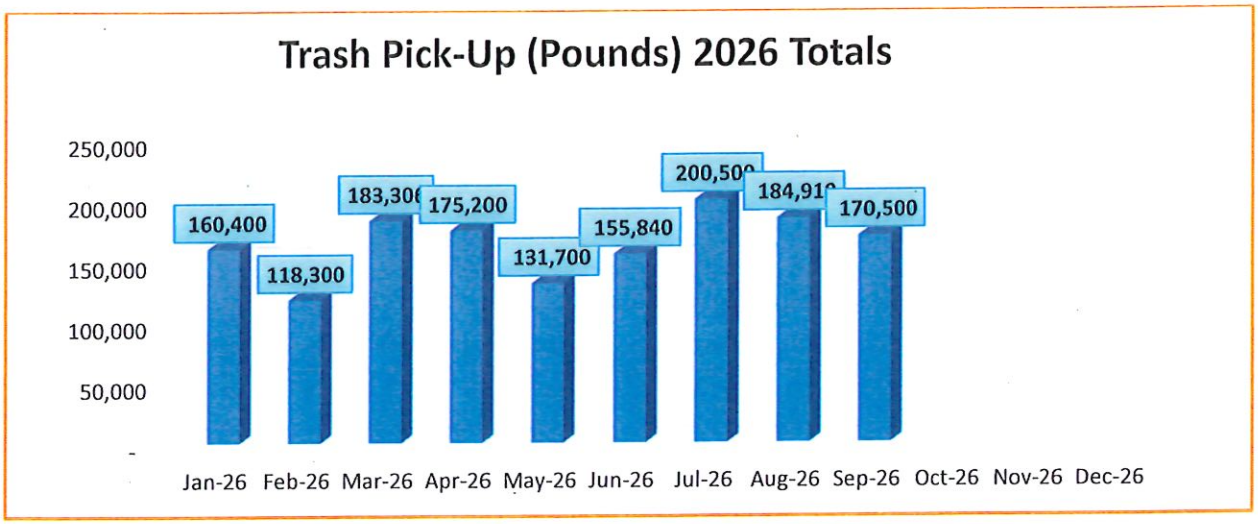
- Our officers are continuing to work DMV selective enforcement for speed and alcohol. All grants are currently on schedule and have completed all audits.
- GCPD continues to conduct routine patrols and community policing.

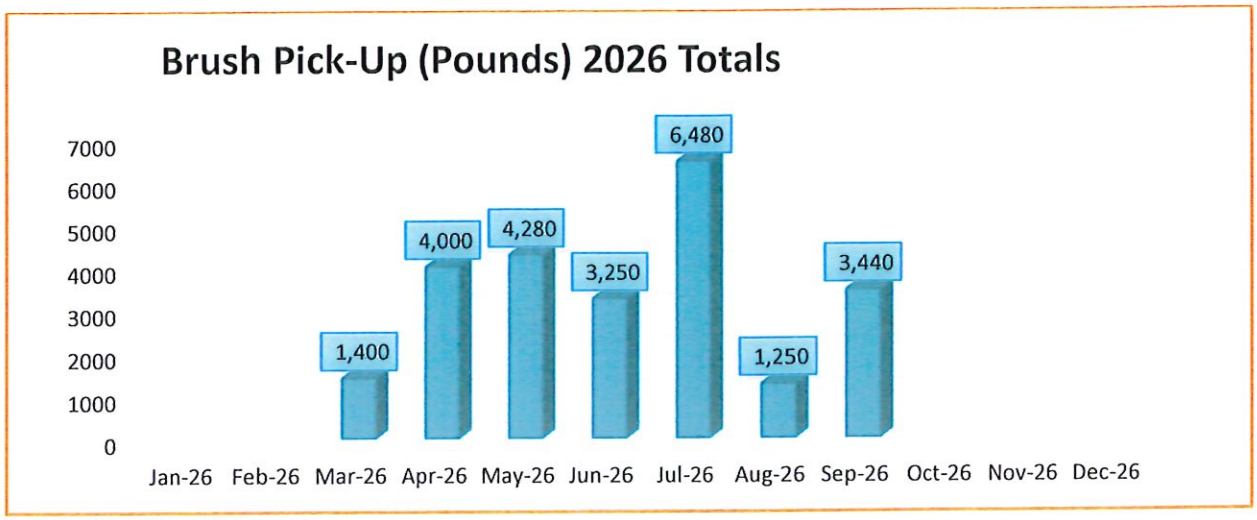
**F. Sanitation Authority** – No Report

**G. Public Works** – Dale McConnell

## September 2026

| Measured in Pounds | Brush Pick-Up | Trash Pick-Up | Work Orders (# per month) |
|---|---|---|---|
| Jan-26 | N/A | 160,400 | 68 |
| Feb-26 | N/A | 118,300 | 89 |
| Mar-26 | 1,400 | 183,306 | 90 |
| Apr-26 | 4,000 | 175,200 | 61 |
| May-26 | 4,280 | 131,700 | 68 |
| Jun-26 | 3,250 | 155,840 | 68 |
| Jul-26 | 6,480 | 200,500 | 73 |
| Aug-26 | 1,250 | 184,910 | 64 |
| Sep-26 | 3,440 | 170,500 | 74 |









## September Water Leaks

| LOCATION | DATE REPAIRED | MATERIAL USED | HOURS | Employees |
|---|---|---|---|---|
| 306 Lynn Dr. | 9/03/26 | 6' 1" Pipe, 2 Couplings, 2 Ton of Gravel | 4 hours | 4 |
| 263 Ravine St. | 9/08/26 | ¾" Band, 2 Ton of Gravel | 6 hours | 3 |
| 105 Kane St. | 9/09/26 | 2' Band, 3 Ton of Gravel | 4 hours | 3 |
| 286 Ravine St. | 9/14/26 | ¾: Band, 5 Feet of Pipe | 4 hours | 3 |
| 171 Massey Dr. | 9/17/26 | Two 2" bands, 6 feet of 2" Pipe | 7 hours | 4 |
| 149 Boxcar Dr. | 9/25/26 | ½" Band, 16 Ton of Gravel | 11 hours | 3 |

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

**Virginia Dept. of Health – Division of Drinking Water Monthly Report**
**Month / Year: September 2026**
**PWS# 1169405**
**Distribution System Performance**

| | | |
|---|---|---|
| A1 | Gallons of water placed into distribution system from Gate City treatment Plant | **10,824,000** |
| A2 | Gallons of water placed into distribution system from Scott County PSA master meter | **1,954,900** |
| A3 | Total Gallons of water placed into distribution system | **12,788,900** |
| B | Gallons of water transferred to Scott County PSA | **1,875,301** |
| C | Gallons of water placed into distribution system that are not transferred to Scott Co. PSA | **10,903,599** |
| D | Average gallons per day placed into distribution system for customers other than Scott Co. PSA | **363,453** |
| E | Gals of water metered to other customers | **6,385,400** |
| F | Total Gallons of water accounted for | **8,260,701** |
| G | Total Gallons of water unaccounted for | **4,518,199** |
| H | Apparent percent of water lost from distribution system | **35.36%** |
| I | Number of connections | **1,216** |
| J | Avg gals/day placed into distribution system per non-SCPSA | **299** |

**Distribution System Performance Goals**

- Less than 10% Loss of water placed into distribution system
- Less than 150 gpd of water placed into distribution system per non-other waterworks customer

**Significant Deficiency**

- Greater than 30% leakage of water placed into distribution system

## XII. UNFINISHED BUSINESS

1. **Update on the Town Emergency Warning System – LandAir Total Communications quote for $1,540.97**
   **Motion made to update the existing fire whistle for $1,540.97 with LandAir Total Communications**

Motion by: Pat Elliott — 2nd by: Dexter Harmon
VOTE: Aye: 5
Nay:
Absent:
Abstain:

***Motion Carried**

## XIII. NEW BUSINESS

1. **Consider a new website provider: Munibit**
   **Motion made to table until we have more information and price comparisons**

| | | | |
|---|---|---|---|
| Motion by: | Pat Elliott | 2nd by: | Dexter Harmon |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Take No Action – Move to November Agenda*** |

2. **Consider a $500.00 quote from Artist Martin Church for Christmas painting on Town Hall's front windows**
   **Motion made to contract Martin Church to paint Town Hall's windows for Christmas**

| | | | |
|---|---|---|---|
| Motion by: | Dexter Harmon | 2nd by: | Kevin Barnett |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried*** |

3. **Consider High School Area Collector Line Replacement Project (C-515856); Virginia DEQ Funding Package of $704, 000 ($176,000 local funds at 0% loan/$528,000 grant)**
   **Motion made to move forward as soon as possible – Jason Snapp to notify DEQ**

| | | | |
|---|---|---|---|
| Motion by: | Pat Elliott | 2nd by: | Kevin Barnett |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried*** |

4. **Consider Little Moccasin Interceptor – Phase 1 Project (C515874); Virginia DEQ Funding Package of $720,300 ($180,075 local funds at 0% loan/R540,225 grant)**
   **Motion made to move forward as soon as possible – Jason Snapp to notify DEQ**

| | | | |
|---|---|---|---|
| Motion by: | Pat Elliott | 2nd by: | Kevin Barnett |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried*** |

**Mayor Lawson called for a recess at **8:18 pm** / Council returned to session at **8:33 pm***

5. **Proposal to purchase light poles for Community Park**
   **Motion made to**

| | | | |
|---|---|---|---|
| Motion by: | | 2nd by: | |
| VOTE: | Aye: | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Take No Action*** |

6. **Proposal to provide Thanksgiving lunch for Town Employees**
   **Motion made to purchase from Kane St. Smokehouse at $470.00**

| | | | |
|---|---|---|---|
| Motion by: | Pat Elliott | 2nd by: | Allen Dougherty |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried** |

7. **Consider a nominee to be the Christmas Parade Grand Marshal; Jim Addington and Tucker Barker were nominated.**
   **Motion made to ask Jim Addington and if he is unavailable ask Tucker Barker**

| | | | |
|---|---|---|---|
| Motion by: | Wallace W. Ross, Jr. | 2nd by: | Pat Elliott |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried** |

8. **Proposal to accept $64,500 in grants we received September 29, 2026**
   **Motion made to accept the $64,500.00 grant.**

| | | | |
|---|---|---|---|
| Motion by: | Kevin Barnett | 2nd by: | Wallace W. Ross, Jr. |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried** |

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**
**3) Business Matters that are lawfully exempted under the statute**

| | | | |
|---|---|---|---|
| Motion by: | Wallace W. Ross, Jr. | 2nd by: | Dexter Harmon |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried** |

Mayor Lawson opened the closed session at **9:45 PM**

## XVI. RETURN FROM CLOSED SESSION

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

| | | | |
|---|---|---|---|
| Motion by: | Dexter Harmon | 2nd by: | Pat Elliott |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried** |

Council returned from closed session at **11:06 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 2.2-3712 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
Allen Dougherty: 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: | Dexter Harmon | 2nd by: | Pat Elliott |
| VOTE: | Aye: 5 | | |
| | Nay: | | |
| | Absent: | | |
| | Abstain: | | ***Motion Carried** |

*Mayor Lawson adjourned the meeting at **11:08 PM**, until the next scheduled Council Meeting on November 10, 2026 at 6:30 PM.

Jamie Lawson
**Mayor, Jamie Lawson**

Kristie L. Tipton
**Town Clerk, Kristie L. Tipton**