

TOWN COUNCIL MINUTES

Gate City Town Council Minutes
September 13, 2022
156 E. Jackson St., Gate City, VA
6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:36 P.M. BY: Mayor – Bob Richards

II. ROLL CALL – Deputy Town Clerk – Lisa Loggans

	PRESENT:	ABSENT:
Mayor, Bob Richards	X	
Vice Mayor, Robin Richards	X	
Council Member, Allan “Cotton” Roberts	X	
Council Member, Roger Cassell		X
Council Member, Wallace W. Ross, Jr.	X	
Council Member, Tyler Kilgore	X	
Town Manager, Greg Jones	X	
Town Attorney, Michele Brooks	X	

Others present: Gabe Edmunds-Virginia Star; Keith Wilson-Member of Volunteer Citizens Group & President of Daniel Boone Trail Association; Billy and Janet Gilliam; Tonald and Jonikki Cope; Shaniquah Mack; Danielle Daily; Bob and Contrina Payne; Brenda Woods; Madula Anderson; Daniel and Anna Payne; Reese Williams; Chief Justin Miller; Leslie Crawford-Gate City Frontier; 2 other members of the public arrived at 6:50 p.m. (names did not get recorded)

III. INVOCATION – Reese Williams

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the September 13, 2022, agenda and move the Closed Session of the Agenda following Item 2 under New Business.

Motion by: Allan Roberts 2nd by: Tyler Kilgore
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion Carried.

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

- Chief Justin Miller and the Gate City Police Department: Appreciation Award 2022 Kentucky Flood Disaster Response

VII. APPROVAL OF MINUTES

Approval of August 9, 2022, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Alan Roberts

2nd by: Robin Richards

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

Motion carried

VIII. APPROVAL OF PAYMENTS

Motion made for approval for payment of bills for August 2022 as presented.

Motion by: Allan Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

Motion carried

IX. PUBLIC COMMENT (Will be limited to 3 minutes per speaker.) None

Mayor Richards closed the public comment session at 6:42 P.M. 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's Status Report** – Report not presented; Jason Snapp absent



Engineer Report
Town of Gate City, VA
Status as of 9/6/22

H/C Ramp HSIP Project: Project is complete except for the installation of the handrails. The contractor has indicated that the last handrail panels will return from the galvanizer on 9/7/22 and then should be delivered on 9/13. Once delivered the contractor will schedule installation.

VDH Backup Generator Project: Project is considered 20% complete currently. Survey portion of the project has been completed and design coordination has begun. An onsite design kickoff meeting is scheduled for Thursday, September 15th at 9:30AM.

VDH Planning & Design Grant Application: The Town has voted to submit a Planning Grant Application to complete a water efficiency study. M&C conducted a Preliminary Engineering Conference with VDH on Tuesday, November 30th to discuss the appropriate scope for the project. M&C is in the

process of revising the scope and completing the application. Upon completion it will be submitted to the Town for review. Upon approval by the Town it will be submitted to VDH for official consideration for funding.

Planning grant app is on hold till all ARPA, BIL, and DWSRF applications are submitted and confirmed.

Kane St. Sidewalk Transportation Alternatives Funding Application: Project has been awarded funding by VDOT. M&C has submitted the Request to Administer form to VDOT for consideration.

Manville Road Highway Safety Improvement Plan Funding Application: Project has been awarded funding by VDOT. M&C has submitted the Request to Administer form to VDOT for consideration.

VDH ARPA/BIL/DWSRF Applications: M&C has submitted 2 separate projects to VDH for consideration for funding. The first project consists of the recoating/rehab of 3 of the Town's water storage tanks, the second consist of installing a Town wide Advanced Meter Infrastructure network. ARPA, BIL, and DWSRF applications were submitted for each project with the hopes of securing the most economical funding package for the Town. All 6 applications were submitted prior to the May 6th deadline.

Typically funding offers are sent out by VDH during the month of September.

B. **Gate City Frontier Report** – Meets the 2nd Monday of each month

Gate City Frontier Report August

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.

Foundational Growth and Organization with GCF

- Participated in the Virginia Main Street Webinar: Make Every Communication Count
- Met with Nicole Childress, VMS Community Vitality Program Administrator, to learn about options for GCF

Business & Community Outreach

- Partnered with thirty-six organizations, businesses, churches and individuals for the first Back to School Bash.
- Gave away 300 backpacks with supplies and hygiene items to children in the community at no cost to Gate City Frontier.
- We had a total of 36 volunteers on the street for the Back to School Bash from GCF and GCHS football, cheer, softball, volleyball, and honor students. This was in addition to the companies, churches, and organizations that worked their tent.

Events

- Worked daily on finalizing all details for the Rise Up Gate City concert event on September 3rd.

Back to School Bash (Original Date: August 6th, Rescheduled: August 13th)

- 300 backpacks, supplies, hygiene items
- Inflatables
- Special hometown hero meet & greet
- Princess meet & greet
- Pal's math tent
- National guard, fire & police department touch-a-truck event
- Participants spoke eagerly to work with on us on additional children/family focused events
- Businesses on the street reported higher foot traffic and sales during this event

Upcoming Events: Harvest Moon Celebration Sept. 24th, King Alleyween October 22nd, Veteran's Day Program November 11th, Christmas Open House November 19th, Small Business Saturday November 26th

August Part-Time Hours:

August 1-6 (31.5 hours)

August 8-13 (32 hours)

August 14-20 (23 hours)

August 21-25 (26 hours)

August 28-31 (21.5 hours)

C. Town Manager's Report

Town Manager Report – September 2022

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

April 2022 - The Public Hearing was conducted on March 29th, 2022. Council approved the resolution of support during the Called Meeting on March 29th, 2022. The grant application was submitted on April 1st, 2022.

- **Estil Cemetery Restoration Project**

August 2022 - 90% of monuments have been cleaned and we still have a relative handful to re-level and reset. The project will be completed in about 3-4 months. Highland Monument has been posting updates on the Estil Cemetery Facebook page.

- **Banner Project**

August 2022 – VDOT has declined our request to locate banners on the streetlights at the new Park and Ride on Rt. 23. Gateway Plaza has approved our request to locate banners on their streetlights in the parking lot. Double bracket banner poles are on order.

September 2022 – New seasonal banner designs have been created to match the permanent banners for Jackson Street. **Council Action: Approved design**

- **Dog Park Project**

August 2022 – The Planning Commission is currently working on plans to complete this project now that funding has been approved with the FY 23 budget. The Planning Commission has reviewed plans to install fencing that will create space for large and small dogs plus a shared area. **Council Action: Approve solicitation of bids to install fence at the dog park.**

- **ARPA – VDH Grant - Water Tank Rehabilitation Project**

July 2022 - ARPA Grant Application for rehabilitation of three (3) of the Town's water storage tanks including the Smith-Elliot Tank, Williams Mill Tank, and Quillen (Estil Hts.) Tank was submitted on May 6th, 2022. The total grant funding requested is \$491,000.

Grant application has been made to VDH. We are currently awaiting an award notice.

- **ARPA – VDH Grant – Advance Meter Infrastructure Project (AMI)**

July 2022 - ARPA Grant Application for the installation of AMI to allow the more efficient collection of water system flow data. The total grant funding requested is \$812,240.

Grant application has been made to VDH. We are currently awaiting an award notice.

- **VDOT TAP Project: Kane Street Sidewalk Project**

August 2022 – VDOT has awarded the Kane Street Sidewalk project to the Town. The total project cost is \$1,450,190.00 with VDOT providing \$1,160,152.00 in grant funding.

Request to Administer (RTA) has been submitted. Engineering Request for Proposals (RFP) was requested by VDOT to ensure procurement procedures were followed.

- **Water Leak Survey**

Virginia Rural Water Association (VRWA) conducted another survey last week. They did not find any leaks other than water that was flowing to a vacant house on Richmond Street. Our current water loss is at 45%. Our Town Crew will be inspecting and pulling water meters to terminated accounts.

- **Virginia Department of Transportation (VDOT) Snowplow Contract**

VDOT's solicitation for Snowplow vendors opened on August 2nd, 2022. Our contract submitted due date is September 1st, 2022. Equipment inspection will occur prior to October 14th, 2022.

VDOT will be inspecting our snowplow equipment on September 13th, 2022.

- **2022 Virginia Municipal League (VML) Conference**

Mayor's Institute: October 1st – 2nd, 2022

VML Conference: October 2nd – 4th, 2022

Council Action: Who will be using the Town Car?

- **ARPA Equipment Purchase**

The following equipment identified in the ARPA budget is ready to order:

		<u>ARPA Budget</u>
○ 2018 Wacker Asphalt Roller:	\$16,511.00	\$20,000.00
○ 2022 Cat 304 Mini Excavator:	\$73,915.00	\$60,000.00
○ 2022 Sure Track Equipment Trailer	\$7,795.00	\$10,000.00
○ Perkins Satellite Lifter System Trash Compactor:	\$33,750.00	\$33,750.00
Total:	\$131,971.00	\$123,750.00

The purchase is \$8,221.00 over budget for these items; however, this can be made up through the surplus funding that was not allocated. **Council Action: Approve purchase.**

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
562 Elm Street	8/5/2022	1 band; 1" steel line; 4 employees; 3 hrs

D. Attorney's Report – No report

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

Vice-Mayor Robin Richards – VDOT needing to respond to dip at Elm & Jackson

- VDOT to remove tree ASAP on Solon ST

Council Member Tyler Kilgore – Had a person looking for a link to Scott County Historical Society Ancestral information or newspaper clippings. Council suggests contacting the Scott County Historical Society directly, phone number and hours are posted.

XVI. RETURN FROM CLOSED SESSION

Motion made for Council to return from closed session.

Motion by: Allan Roberts

2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4

Nay:

Absent: 1

Abstain: Motion carries

Council returned from closed session at 8:12 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: Robin Richards, Bob Richards, Tyler Kilgore, Wallace W. Ross Jr, Allan Roberts

Nay:

Absent: Roger Cassell

Abstain:

XVII. MOTIONS FROM CLOSED SESSION: None

XIII. NEW BUSINESS (continued)

3. ARPA Equipment Purchase: Asphalt Roller

Motion made to move forward with ARPA purchase of Asphalt Roller

Motion by: Allan Roberts

2nd by: Robin Richards

VOTE: Aye: 3

Nay: 1

Absent: 1

Abstain: Motion carried

4. Auction old Pavement Roller

Motion made to move forward with the auction of the old Pavement Roller

Motion by: Allan Roberts

2nd by: Tyler Kilgore

VOTE: Aye: 4

Nay:

Absent: 1

Abstain: Motion carried

5. **ARPA Equipment Purchase: 2022 CAT 304 Mini Excavator**
Motion made to purchase 2022 CAT 304 Mini Excavator – from
Carter Machinery Co. \$73,915.00

Motion by: Allan Roberts 2nd by: Robin Richards
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

6. **ARPA Equipment Purchase: Perkin Satellite Trash Compactor**
Motion made to purchase Perkin Satellite Trash Compactor

Motion by: Allan Roberts 2nd by: Tyler Kilgore
VOTE: Aye: 3
 Nay:
 Absent: 1
 Abstain: 1 Motion carried

7. **ARPA Equipment Purchase: 2022 Sure-Trac Equipment Trailer**
Motion made to purchase 2022 Sure-Trac Equipment Trailer – O'Quinn Trailer \$7,795.00

Motion by: Allan Roberts 2nd by: Tyler Kilgore
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

8. **Seasonal Banner Design Approval**
Motion made to approve Seasonal Banner Design

Motion by: Allan Roberts 2nd by: Robin Richards
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

9. **Nominate: VML Board of Directors**
Motion made to support Vice-Mayor Robin Richards as she is nominated to the VML Board of
Directors

Motion by: Allan Roberts 2nd by: Tyler Kilgore
VOTE: Aye: 3
 Nay:
 Absent: 1
 Abstain: 1 Motion carried

10. **VML Conference: Who will use the Town Car?**

Motion made to approve Vice-Mayor Robin Richards to use the Town car to attend the VML
Conference

Motion by: Allan Roberts 2nd by: Tyler Kilgore
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

XIV. PUBLIC COMMENT – NEW BUSINESS

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Tyler Kilgore

2nd by: Allan Roberts

VOTE: Aye: 4

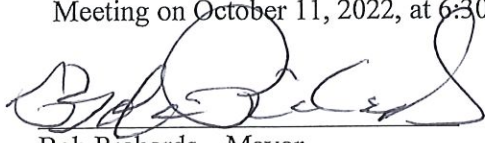
Nay:

Absent: 1

Abstain:

Motion carried

*Mayor Richards adjourned the meeting at 8:29 PM, until the next scheduled Council Meeting on October 11, 2022, at 6:30 p.m.



Bob Richards – Mayor



Lisa Loggans – Deputy Town Clerk