

TOWN COUNCIL MINUTES

Gate City Town Council Minutes August 9, 2022 156 E. Jackson St., Gate City, VA 6:30 PM

I. COUNCIL MEETING CALLED TO ORDER AT 6:54 PM BY: Vice-Mayor – Robin Richards

II. ROLL CALL – Town Clerk – Lora Matthews

	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: Jeff Casteel, Buddy Pendleton, Chief Justin Miller, Gabe Edmund (VA Star), Loretta Cruby, Sam Cruby, Lisa Loggans, Stoney Falin, Dale McConnell, Melissa Seaver, Paige Seaver (Lavish Hair Design), Jason Snapp (Mattern & Craig), Leslie Crawford (Gate City Frontier), Donnie Alley (Gate City Frontier), Contrinia Payne

III. INVOCATION – Jeff Casteel, Pastor at the Gate City Assembly of God

IV. PLEDGE OF ALLEGIANCE – Chief Justin Miller

V. APPROVAL OF AGENDA

Motion made to approve the August 9, 2022, agenda.

Motion by: Allan Roberts 2nd by: Wallace W. Ross, Jr.

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.

- Lavish Hair Design: Beautification Award

VII. APPROVAL OF MINUTES

Approval of July 12, 2022, Town Council Minutes

Motion made to approve minutes as presented.

Motion by: Roger Cassell 2nd by: Allan Roberts

VOTE: Aye: 4

Nay:

Absent: 1

Abstain:

Motion carried

VIII. APPROVAL OF PAYMENTS

- **Motion made for approval for payment of bills for July 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

Vice-Mayor Richards closed the public comment session at 7:00 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's Status Report



Engineer Report Town of Gate City, VA Status as of 8/2/22

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 8/9/22 and then will be inspected by the fabricator and ready for delivery. Once that's complete the contractor will schedule installation.

VDH Backup Generator Project: Project is considered 20% complete currently. Additional funding was granted to cover the cost of all upgrades recommended in the PER. Survey on the project has commenced and the field work portion is expected to be complete by 8/9/22. Project design efforts will commence after the survey efforts are completed.

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

- Back to School Bash rescheduled until 8/13/22

Gate City Frontier Report July

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 2022 Program for Appalachian Gateway Communities (ARC)

-This ended up being something that we are not eligible for at the time due to currently not having a fine art guild/organization, however it was very informative for future reference if the theater is fully revitalized.

- Reached out to Cumberland Marketing as suggested by Councilman Kilgore about our logo branding and was referred to their brand strategy team; still awaiting a response.
- Discussed with the GCF board at our July meeting options for completing the T-Mobile Hometown Grant.
- Visited Luray, Big Stone Gap, Appalachia, City of Norton, and Downtown Wise to gather ideas and photos of their revitalized main street districts.

Business & Community Outreach

- Partnered with GCUPC to present the Freedom Fun Zone at the Red, White, & Blue Bash. This partnership has been an in-kind donation of volunteer time, services, inflatable services, giveaway items, music, etc.
 - 30+ volunteers from 10-5 (including set-up & clean-up)

- The month of July was mainly used to work on the upcoming Back to School Bash partnerships.
- Myself, along with Kimi Humphreys and Lindsay Kilgore, have contacted over 35 churches, businesses, and organizations to help and/or participate with the Back to School community give back event.
- We have acquired both monetary and in-kind donations for this event.
- Worked on getting over 20 youth volunteers scheduled to help with the Back to School Bash (GCHS football, cheer, softball, honor students)
- Working on our social media accounts to maximize our community outreach. Our Instagram and Facebook accounts are both growing with increased engagement. For the past 28 days we are organically showing a post reach and engagement of 18,711 impressions.
- Main Street Mondays and event posts are being batched to post weekly during our optimum user engagement hours.

Events

Red, White, & Blue Bash (July 2nd)

- Parade
 - Freedom Fun Zone (partnership with Gate City UPC)
 - Food trucks
 - Music in King Alley
 - Fireworks (Dynamic Effects Lighting & Fireworks)
 - We had an overwhelming response from the community about this event.
 - Jackson and Kane streets were lined for the parade.
 - Jackson Street continued to stay full from 12-9:30PM
 - Businesses on the street reported higher foot traffic and sales
- Upcoming Events: Unspoken concert Sept. 3rd, Harvest Moon Celebration Sept. 24th, King Alleyween October 22nd

Downtown Revitalization through Virginia Main Street

- VMS Interchange Meeting in August: Make Every Communication Count
- Meeting with VMS representative in August to discuss available options

July Part-Time Hours:

I am working 4-5 hours per day M-F either in the morning or night. I am also answering phone calls, social media messages, and emails all throughout the day/night that are not recorded in the hours below.

July 1-2 (20 hours)

July 4-8 (25 hours)

July 11-15 (20 hours)

July 18-22 (25 hours)

July 25-29 (20 hours)

C. Town Manager's Report

Town Manager Report – August 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.

- **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-Elliott 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) is in the process of surveying our water lines for water leaks this week. Recent water repairs have decrease water loss rate from 45% to 37%.

- **DCJS Grants Closed Out**

Local Law Enforcement Block (LOLE) Grant Program- FFY 18 \$1,141.00
Car Camera

Local Law Enforcement Block (LOLE) Grant Program- FFY 19 \$579.00
Light Bar for Cruiser

Local Law Enforcement Block (LOLE) Grant Program- FFY 20 \$1,631.00
Push bumper and brush guard for Cruiser

Body Worn Camera Grant Solicitation - FY21 \$3,951.00
Five body cameras, upload dock, online storage, and licenses.

- **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.

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

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

VML Conference: October 2nd – 4th, 2022

Council Action: Council to determine who will go.

- **Marketing – Corporate Image: Three-month video campaign.**

- Downtown Dining and Shopping Video Ads
Geographic targeting: Tri-Cities, Knoxville, Sevierville, Asheville, Winston-Salem, Raleigh-Durham, and Roanoke markets \$3,000.00

- Creation Kingdom Zoo Video Ads
Geographic targeting: Tri-Cities, Knoxville, Sevierville, Asheville, Winston-Salem, Raleigh-Durham, and Roanoke markets
Funded by Virginia Tourism Grant (VTC) \$1,890.00

- Corporate Image will create a “Landing Page” to promote messaging and links to Creation Zoo and Gate City Businesses.

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
Corner of Franklin & Campbell Streets	7/1/2022	2-1” bands; small dump truck Ram 1500; 5 hrs
Franklin Street	7/7/2022	1 ft pipe; 1 pack nuts; dump truck; backhoe

D. **Attorney’s Report** – Defer to Closed Session – Take no action

- **169 Reed Hollow Road**
Lawsuit
- **195 Ravine Street**
Lawsuit
- **394 Highland Street**
Lawsuit
- **209 Highland Street**
Lawsuit
- **00000 Red Hill Road**
Lawsuit
- **507 Cleveland Street**
Lawsuit
- **423 E Jackson St**
Lawsuit
- **352 W Jackson St**
Lawsuit

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

Council Member Roger Cassell – None

Vice-Mayor Robin Richards – Regarding the Play, Eat, Shop banners, has there been any thought of having a “Live” banner? Play, Eat & Shop were more for Tourism themed purposes.
- Dip in the Street at Elm and Jackson: No action yet, will call VDOT every week.

Council Member Allan Roberts – None

Council Member Wallace W. Ross, Jr. – Gateway Park: the gazebo is dirty, needs more parking

- Town Parking Lot: Have a day for children, have rides and food – Work with area churches.
- Daniel Boone Days – Use are connection to Daniel Boone to increase tourism.
- Suggest designating restrooms/portable restrooms as “Women” or “Men”

F. **Police Department** – Officer McGraw appointed to Hope House Board

G. **Sanitation Authority** – None

NEW BUSINESS

Public Hearing: Special Exception and Use Permit: Local Mobile Home to 176 Elliott Drive
Motion made to advertise for a Public Hearing: Special Exception and Use Permit: Local Mobile Home to 176 Elliott Drive to be held 9/13/22 at 6:30 PM – Attended by Contrinia Payne

Motion by: Allan Roberts 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

XII. CLOSED SESSION

Motion made for Council to enter into closed session to discuss

- 1.) Legal
- 2.) Personnel
- 3.)

Motion by: Allan Roberts
2nd by: Roger Cassell
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain:

Vice-Mayor Richards opened the closed session at 7:30 P.M.

XIII. 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:

Council returned from closed session at 8:13 P.M.

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, Allan Roberts, Roger Cassell, Wallace W. Ross, Jr.
Nay:
Absent: Bob Richards, Tyler Kilgore
Abstain:

XIV. MOTIONS FROM CLOSED SESSION:

- **Extend COVID PHE Policy until December 31, 2022**
Motion made to Extend COVID PHE Policy until December 31, 2022
Motion by: Allan Roberts 2nd by: Roger Cassell
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

XV. UNFINISHED BUSINESS

1. **Gate City Theatre: I-Beams Repair**
Take no action pending outreach from Gardner Painting
2. **Use of ARPA Funds**
Motion made to approve ARPA Funding Report as presented
Motion by: Allan Roberts 2nd by: Roger Cassell
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried
3. **Trash Pickup Policy**
Take no action – Further discussion next month – Current discussion includes not charging \$10 for a 2nd trashcan; charging \$5 per month lease on a 2nd trashcan; charge \$75 if trashcan not returned at end of service.

XVI. NEW BUSINESS

1. **Water Treatment Plant Upgrade Issue: Generator Installation Options – Presented by Jason Snapp (Mattern & Craig)**
Motion made to move forward with the Water Treatment Plant Upgrade
Motion by: Allan Roberts 2nd by: Robin Richards
VOTE: Aye: 4
 Nay:
 Absent: 1
 Abstain: Motion carried

2. VML Mayor's Institute and Conference: Who will attend?

Motion made to approve Mayor Bob Richards, Vice-Mayor Robin Richards and Council Member Wallace W. Ross, Jr. to attend the VML Mayor's Institute and Conference

Motion by: Allan Roberts 2nd by: Wallace W. Ross, Jr.

VOTE: Aye: 4

 Nay:

 Absent: 1

 Abstain: Motion carried

3. Transfer: \$43,735.92 from New Peoples Bank WSL-14-11 to the VIP Account

Motion made to move forward to transfer \$43,735.92 from New Peoples Bank WSL-14-11 to the VIP Account

Motion by: Allan Roberts 2nd by: Roger Cassell

VOTE: Aye: 4

 Nay:

 Absent: 1

 Abstain: Motion carried

4. Personnel Policy Proposal: Eliminate VBANK Policy – The last employee who was using VBANK recently retired.

Motion made to eliminate VBANK Policy

Motion by: Allan Roberts 2nd by: Robin Richards

VOTE: Aye: 4

 Nay:

 Absent: 1

 Abstain: Motion carried

5. Approval to get quotes: Interior Dog Park Fence

Motion made to move forward with getting quotes for the Interior Dog Park Fence

Motion by: Allan Roberts 2nd by: Robin Richards

VOTE: Aye: 4

 Nay:

 Absent: 1

 Abstain: Motion carried

6. Appointment: Treasurer – Kristie Mullins

Motion made to approve the appointment of Treasurer Kristie Mullins

Motion by: Allan Roberts 2nd by: Robin Richards

VOTE: Aye: 4

 Nay:

 Absent: 1

 Abstain: Motion carried

7. Purchase Approval: Digital Radios for Police Department – Presented by Chief Justin Miller: Analog radios can't communicate with digital radios. All departments (Fire, EMS, Police, etc) need to be the same for communication purposes.

Motion made to add purchase to ARPA Funding List

Motion by: Roger Cassell 2nd by: Robin Richards

VOTE: Aye: 4

 Nay:

 Absent: 1

 Abstain: Motion carried

XVII. PUBLIC COMMENT – NEW BUSINESS - None

XVIII. ADJOURN

Motion made to adjourn.

Motion by: Allan Roberts

2nd by: Robin Richards

VOTE: Aye:4

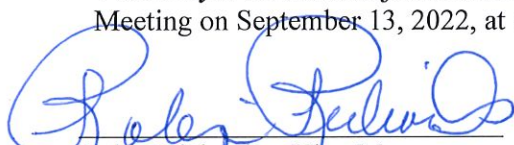
Nay:

Absent: 1

Abstain:

Motion carried

*Vice-Mayor Richards adjourned the meeting at 8:59 P.M., until the next scheduled Council Meeting on September 13, 2022, at 6:30 p.m.


Robin Richards – Vice-Mayor
Lora Matthews – Town Clerk