

# TOWN COUNCIL MINUTES

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

**I. COUNCIL MEETING CALLED TO ORDER AT 6:40 P.M. BY: Mayor – Bob 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: Jim Addington, Jeff Casteel (Gate City Assembly of God),  
Gabe Edmunds (Scott County VA Star)

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

**IV. PLEDGE OF ALLEGIANCE – Sgt. Cody Johnson**

**V. APPROVAL OF AGENDA**

**Motion made to approve the December 13, 2022, agenda.**

Motion by: Roger Cassell 2<sup>nd</sup> by: Tyler Kilgore

VOTE: Aye: 3

Nay:

Absent:

Abstain:

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

- Appreciation of Dedication and Service: Roger Cassell and Robin Richards
- Christmas Open House Gift Basket Drawing Winners: Melvin Otte and Cindy Price

**VII. APPROVAL OF MINUTES**

**1. Approval of November 15, 2022, Town Council Minutes**

**Motion made to approve minutes as presented.**

Motion by: Tyler Kilgore 2<sup>nd</sup> by: Roger Cassell

VOTE: Aye: 3

Nay:

Absent:

Abstain:

Motion carried

### VIII. APPROVAL OF PAYMENTS

- Motion made for approval for payment of bills for November 2022 as presented.

Motion by: Tyler Kilgore                      2<sup>nd</sup> by: Wallace W. Ross, Jr.  
VOTE:     Aye: 3  
              Nay:  
              Absent:  
              Abstain:                      Motion carried

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

Mayor Richards closed the public comment session at 6:43 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 – Jason Snapp absent



#### Engineer Report Town of Gate City, VA Status as of 12/8/22

**H/C Ramp HSIP Project:** Project Construction is complete. The contractor is preparing the Construction Pay Application for submittal. Once submitted the Town can submit all remaining invoices to VDOT for reimbursement and M&C will file all the closeout documents with VDOT.

**VDH Backup Generator Project:** Project is considered 30% complete currently. Survey portion of the project has been completed and preliminary design on both the site work and electrical has commenced. M&C, Blaser and the Town staff will need to meet onsite in January to gather additional site data required for both the electrical and site design. Preliminary plans will be submitted to the Town for review once completed. Upon town approval final construction plans will be completed and submitted to VDH for review.

**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 30<sup>th</sup> 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. Funding included \$1,191,744 (80%) in grant funds with the remainder of the project cost \$297,936 (20%) in Town match. VDOT has requested the EQ-429 form be submitted and a kick-off meeting scheduled in January 23'.

**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. VDOT has requested the EQ-429 form be submitted and a kick-off meeting scheduled in January 23'.

**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 6<sup>th</sup> deadline.

VDH is currently ranking projects to determine funding availability. BIL funding has been denied for both projects. SRF and ARPA funding decisions are still in process.

**Theatre Beam Rehabilitation:** M&C has met onsite with one contractor to scope the project and talked with one other who visited the site to scope the project. A Request for Bids has been prepared and is under review by the structural engineer. Upon structural approval the RFB will be submitted to the Town for review and approval prior to sending to contractors for bids. Currently we have set the Bid date for December 22<sup>nd</sup>, 2022.

**Daniel Boone Master Meter Replacement:** All required data has been provided to the supplier and contractor for pricing. Pricing will be passed along to the Town for approval once received from the contractor.

**DEQ Sanitary Sewer Evaluation Study:** Study is complete and has identified 5 separate projects to address infiltration and inflow within the Gate City Sanitary Sewer System. M&C will submit a DEQ ARPA application for funding consideration for Project #1 which involves the replacement of the collector line that serves the High School/Middle School and National Guard Armory areas. If awarded funding it is our understanding that the ARPA funding packages are 100% grant. The total cost of Project #1 is expected at approximately \$704,000.

- B. **Gate City Frontier Report** – Leslie Crawford absent – Mayor Bob Richards commented that he has received lots of positive comments about how the town is decorated for Christmas.

### **Gate City Frontier Report November**

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.

## **Business & Community Outreach**

- This month GCF focused on community engagement through the Veterans Day program, FCCLA Service Learning Winter Project, and Tinsel the Town.
- November 11th: Leslie worked with a multitude of individuals to plan the annual veterans program including Gate City High School, Carters Fort DAR, SAR, Delegate Terry Kilgore, American Legion Post 265 and Hammond Post 3, the Gate City Civitan, American Gold Star Mothers, and the Town of Gate City.
- November 18th: Students from Gate City High School FCCLA chose downtown Gate City as their winter service learning project. A total of 46 students worked on multiple projects to help beautify their town for upcoming holiday festivities.
  - 26 students worked inside to create holiday decor from recycled materials. They created hundreds of paper link chains, snowflakes, and paper bag snowflakes to help improve vacant storefronts. GCF is thankful to Joe Maya for allowing us to display the students' work in his windows. Please stop by and enjoy their beautiful work.
    - 46 student volunteers, 5 adult volunteers, 92 volunteer hours to complete these windows
  - 20 students cleaned up trash on Jackson Street for approximately two hours in 20 degree morning temps. They gathered six garbage bags full of paper materials as well as other items such as bottles, cans, and diapers.
- Planning for our first "Tinsel the Town" community outreach activity took place and was posted on social media November 1st. We sold out of trees for this activity in less than 24 hours.
  - We had 20 trees adopted for this community outreach activity. These trees are using solar Christmas lights to offset the lack of power on the sidewalks.
  - Nine Gate City Frontier board members and volunteers worked for five hours to install and properly secure the trees.
  - Communication was made with all organizations, businesses, and individuals to coordinate their time for decorating.
  - Voting went live on December 3rd and currently has 4,768 QR Voting Scans.
  - We encourage you to walk the streets from Town Hall down to the Courthouse to view all trees on both sides of the street. They are uniquely beautiful.

## **Events**

### **Christmas Open House, Nov 19th 10 AM- 6 PM**

- Annual coupon cards, basket giveaway, food trucks, free holiday train rides on Jackson,
- Stores reported great foot traffic with some having record sales
- Advertised on 98.5 WTFM, Kingsport Times News, Scott County VA Star, and Facebook

### **Small Business Saturday, Nov 26th 10 AM- 6 PM**

- American Express Neighborhood Champion Affiliates for Shop Small Saturday
- Passed our free shop small merch to be passed out to customers
- Backdraft BBQ food truck
- Advertised on 98.5 WTFM, Kingsport Times News, Scott County VA Star, and Facebook

**Upcoming Events:**

Christmas Parade (hosted by GCDF) December 3rd, Tinsel the Town December 3rd

**November Part-Time Hours:**

November 1-5 (24 hours)

November 7-12 (36 hours)

November 14-19 (28 hours)

November 21-26 (22 hours)

\*didn't work on Nov 24-25

November 27-30 (34 hours)

**C. Town Manager's Report****Town Manager Report – December 2022**

- **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 two blighted units, serving 19 low- to moderate-income persons.

**December 2022** – DHCD awarded funding for the Phase II Park Street Housing Rehabilitation Project on November 16<sup>th</sup>, 2022.

Funding Awarded:

DHCD: CDBG:	\$687,968
AEP	\$35,000
Town (In-Kind)	<u>\$12,000</u>
Total	\$734,968

- **Estil Cemetery Restoration Project**

**November 2022** – Work is ongoing. Highland Monument has been onsite for the past several weekends. 90% of monuments have been cleaned and we still have a relative handful to re-level and reset. Highland Monument has been posting updates on the Estil Cemetery Facebook page.

- **Banner Project**

**December 2022:** We had a windstorm on Sunday, November 27<sup>th</sup>, 2022. The storm effected five banners. We are in the process of replacing the effected banners with stronger banner poles.

- **Dog Park Project**

**November 2022** – Council has approved the quote for the interior fence. Work is expected to be completed mid-December. The Planning Commission is reaching out to the public for assistance in naming 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 6<sup>th</sup>, 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 and ARPA providing 100% in grant funding.

Request to Administer (RTA) has been submitted.

**November 2022** - Engineering Request for Proposals (RFP) was requested by VDOT to ensure procurement procedures were followed. Their formal review was finalized and approved last week.

- **Water Leak Survey**

**November 2022** – Virginia Rural Water Association (VRWA) was in town on November 9<sup>th</sup> and 10<sup>th</sup>, 2022. They found a few small leaks near Estill Height Subdivision and a potential leak on Fir Street. VRWA will be back again after the Thanksgiving holidays.

**December 2022** – Virginia Rural Water Association (VRWA) will be in Town on December 19<sup>th</sup> through December 21<sup>st</sup>, 2022 to continue looking for water leaks. Our current water loss is 40%.

- **Gate City to Weber City Trail**

**December 2022** – Mattern and Craig, Inc submitted a quote for \$50,000.00 to complete a Preliminary Engineering Report (PER) for the proposed trail. The quote was turned over to the Mayor's Visioning Committee and LENOWISCO Planning Authority.

- **Daniel Boone Master Water Meter Replacement Project**



Cantrell Automation has submitted a quote through Mattern & Craig, Inc. to replace the master water meter located at the Daniel Boone Pump station for \$19,529.00. **Council Action:**  
**Approved quote.**

- **GATE CITY WATER LEAKS**

<u>Location</u>	<u>Repair Date</u>	<u>Materials used for Repair</u>
Corner of Cherry and Elliott Streets	11/4/2022	2, ¾" bands; 2 ton rock; backhoe; Dodge Ram pickup; 3 employees; 3 hours

D. **Attorney's Report** - None

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

**Council Member Wallace W. Ross, Jr.** – Would like the Christmas trees on Jackson St. to be spread out more.

**Council Member Tyler Kilgore** – None

**Council Member Roger Cassell** – Has questions about the building code and the building code official. Town Attorney Michele Brooks states that this needs to be discussed in closed session.

F. **Police Department** – Sgt. Cody Johnson

G. **Sanitation Authority** - None

## **XII. UNFINISHED BUSINESS**

### **1. Gate City Theatre: I-Beams Repair – No action**

Engineers have found 2 vendors that can bid. They are sending out requests for bids. Should have more information next month.

### **2. Trash Pickup Policy**

**Motion made to adopt the Solid Waste Ordinance as presented, set to be effective 4/1/23**

Motion by: Tyler Kilgore                      2nd by: Roger Cassell

ROLL CALL VOTE:

Aye: Wallace W. Ross, Jr., Tyler Kilgore, Roger Cassell

Nay:

Absent:

Abstain:                      Motion carried

## **XIII. NEW BUSINESS**

### **1. Virginia Local Elected Officials Conference: January 4, 2023**

**Motion made that the 2 new elected officials be allowed to attend if they choose.**

Motion by: Roger Cassell                      2nd by: Tyler Kilgore

VOTE:      Aye: 3

Nay:

Absent:

Abstain:                      Motion carried

**2. Local Government Day: January 19, 2023 - VML**

**Motion made to approve 1 travel slot to attend**

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

VOTE:     Aye: 2  
            Nay: 1  
            Absent:  
            Abstain:                      Motion carried

**3. Legislative Visit: Richmond, VA – 1/30/23-2/1/23, with travel day 2/2/23**

**Motion made to approve 5 travel slots to attend**

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

VOTE:     Aye: 3  
            Nay:  
            Absent:  
            Abstain:                      Motion carried

**4. Real Estate Tax Status (Information) – Getting close to mailing. Will have 30 days from mailing to pay.**

**5. Planning Commission Reappointment: Ms. Margaret Falin 01/01/23-12/31/26**

**Motion made to re-appoint Ms. Margaret Falin**

Motion by: Roger Cassell                      2nd by: Tyler Kilgore

VOTE:     Aye: 3  
            Nay:  
            Absent:  
            Abstain:                      Motion carried

**6. DHCD Housing Rehab Project: Approve Grant \$687,968.00**

**Motion made to accept the DHCD grant in the amount of \$687,968.00**

Motion by: Tyler Kilgore                      2nd by: Roger Cassell

VOTE:     Aye: 3  
            Nay:  
            Absent:  
            Abstain:                      Motion carried

**7. Approve Daniel Boone Water Meter Replacement \$19,529.00 – Funded through ARPA Funds**

**Motion made to approve the purchase of the Daniel Boone Master Meter in the amount of \$19,529.00 through ARPA from Cantrell Automation**

Motion by: Roger Cassell                      2nd by: Tyler Kilgore

VOTE:     Aye: 2  
            Nay:  
            Absent:  
            Abstain: 1                      Motion carried

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

**XV. CLOSED SESSION**

**Motion made for Council to enter into closed session to discuss 1.) Legal issues**

2.)

3.)

Motion by: Roger Cassell

2<sup>nd</sup> by:     Wallace W. Ross, Jr.

VOTE:     Aye: 3



Nay:  
Absent:  
Abstain:                      **Motion carried**

Mayor Richards opened the closed session at 7:14 PM

**XVI. RETURN FROM CLOSED SESSION**

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

Motion by: Tyler Kilgore  
2<sup>nd</sup> by:     Wallace W. Ross, Jr.  
VOTE:     Aye: 3  
            Nay:  
            Absent:  
            Abstain:                      **Motion carried**

Council returned from closed session at 7:42 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: Tyler Kilgore, Wallace W. Ross, Jr., Roger Cassell, Bob Richards  
                          Nay:  
                          Absent:  
                          Abstain:

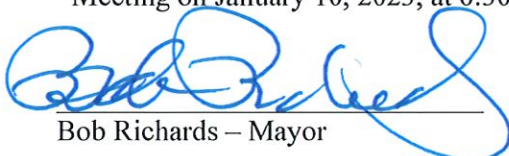
**XVII. MOTIONS FROM CLOSED SESSION: None**

**XVIII. ADJOURN**

**Motion made to adjourn.**

Motion by: Tyler Kilgore   2<sup>nd</sup> by: Wallace W. Ross, Jr.  
VOTE:     Aye: 3  
            Nay:  
            Absent:  
            Abstain:                      **Motion carried**

\*Mayor Richards adjourned the meeting at 7:44 PM, until the next scheduled Council Meeting on January 10, 2023, at 6:30 PM

  
Bob Richards – Mayor

  
Lora Matthews – Town Clerk