



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 10, 2023 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **RE: ATTENDANCE**

MEMBERS PRESENT:

Mayor Beth Taylor, Vice-Mayor Cathy Pattison, Councilman Gary Gillman, Councilwoman Candice Johnson

MEMBERS ABSENT:

Councilwoman Holly Atkins

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Computer Operations Manager Ron Jude, Police Officer David Newman, Police Officer John Khachane, Police Officer Andrew Denham, Downtown Wytheville, Incorporated Administrative and Events Coordinator Charlie Jones, Rusty Jones, David Johnston

2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

3. **RE: ESTABLISHMENT OF QUORUM**

Mayor Taylor established that a quorum of Council members was present.

4. **RE: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Councilman Gillman.

5. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She inquired if there was a motion to approve the agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

6. **RE: SCHEDULED RECESS AT 6:00 P.M.**

Mayor Taylor advised that for informational purposes, the agenda includes a 6:00 p.m. scheduled recess, if necessary.

7. **RE: CONSENT AGENDA**

A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of June 26, 2023. She inquired if there was a motion to approve the minutes as presented.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

8. RE: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

A. RE: RESOLUTION - COUNCIL MEETING TIMES

Mayor Taylor advised that the next agenda item is to consider a resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council through June 24, 2024. She stated that Town Manager Freeman will now address the Town Council regarding the resolution. Town Manager Freeman advised that the State Code requires that the Town Council annually adopt a regular meeting schedule. He noted that Town Staff has proposed to keep the meeting dates the second and fourth Monday of each month, the meeting times at 5:00 p.m. and the meeting place in the Town Council Chambers. Town Manager Freeman stated that the Council Work Sessions would be scheduled on a needed and/or requested basis regarding specific and more detailed items. He inquired if there were any questions or concerns. Mayor Taylor inquired if there was a motion to adopt a resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council through June 24, 2024.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

B. RE: RESOLUTION - UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

Mayor Taylor advised that the next agenda item is to consider a resolution authorizing an application to the United States Department of Agriculture (USDA) for funding to be used for equipment. Town Manager Freeman provided the Council with a brief Staff Report/Presentation regarding the resolution. He noted that all public bodies obtaining this type of USDA loan are required to adopt this resolution, and this USDA loan is for the new garbage truck and the new Desert Aire unit at the Community Center. Town Manager Freeman commented that this resolution is a standard resolution from the USDA, and it authorizes the Town Manager to execute documents on behalf of the Town to complete the financing package. Mayor Taylor inquired if there were any questions or comments. There being none, she inquired if there was a motion to adopt a resolution authorizing an application to the United States Department of Agriculture (USDA) for funding to be used for the purchase of a Desert Aire unit at the Community Center and a new trash truck.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

C. RE: APPOINTMENT - BUILDING CODE APPEALS BOARD

Mayor Taylor advised that the next agenda item is to consider the reappointment of Mr. Dennis Manuel to the Building Code Appeals Board (term expires July 26, 2023). She inquired if there was a motion to reappoint Mr. Dennis Manuel to the Building Code Appeals Board for a five-year term (expires July 26, 2028).

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

D. RE: FREEDOM OF INFORMATION ACT POLICY AMENDMENT

Mayor Taylor advised that the next agenda item is to consider adopting the revised Freedom of Information Act policy. Town Clerk Corvin stated that as of July 1, 2023, there were a few changes to the Freedom of Information Act (FOIA) laws that required a couple of changes in the Town's policy. She remarked that one change is that if a locality accepts electronic payments, then it needs to be listed in the policy, therefore, this change has been made in the Town's FOIA policy. Town Clerk Corvin explained that the second change is that it must be listed how a locality calculates staff time, which has been addressed in the Town's FOIA policy, as well. She

remarked that those two housekeeping changes are the only amendments in the Town's policy. Mayor Taylor inquired if there was a motion to adopt the amendments to the Freedom of Information Act policy.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

9. **RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there is one citizen listed on the sign-in sheet to address the Council during Citizen's Period.

Downtown Wytheville, Incorporated Administrative and Events Coordinator, Mr. Charlie Jones, was recognized and stated that he was attending the meeting on behalf of Executive Director Todd Wolford to give a report regarding the Downtown Wytheville 4th of July Celebration. He thanked the Council, Town Staff and Town citizens for a great July 4th event. Mr. Jones commented that he thinks this may have been the largest event Downtown Wytheville, Incorporated has ever held with upwards of 6,500 to 7,000 people in attendance. He noted that to his knowledge, this was the best single day attendance for an event in the Town of Wytheville. Mr. Jones remarked that the multiple businesses that were set up in the downtown area stated that they sold out of almost everything they had to sell. He commented that overall, it was a really great event. Mayor Taylor stated that she wanted to thank the Downtown Wytheville, Inc. Staff, their Board of Directors, their volunteers, all the other volunteers and all the Town Staff who helped during the July 4th event.

Mayor Taylor inquired if there were others who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

11. **RE: REPORTS**

A. **RE: STAFF REPORT(S)**

Town Manager Freeman presented his Staff Report, as follows:

Day Off: Town Manager Freeman noted that several Town employees have expressed their gratitude to him for the Town Council awarding the additional day off for the July 4th holiday.

4th of July: Town Manager Freeman stated that the Downtown Wytheville 4th of July Celebration appeared to have been a success. He noted that the estimated attendance throughout the day was in the 7,000 to 8,000 range. Town Manager Freeman expressed that the event could not have been successful without the planning and preparation of Downtown Wytheville, Inc., its many volunteers and sponsors and the tireless work of the various Town of Wytheville Departments. He advised that the Town of Wytheville Public Works, Police and the Fire and Rescue Departments all worked in the days and weeks leading up to and throughout the event to make it enjoyable for everyone. Town Manager Freeman noted that Wytheville EMS treated about 17 people on the day of the event. He commented that seven of those were treated for heat related illnesses and diabetic emergencies that resulted in transportation to the hospital, and the other 10 were treated for minor issues. Town Manager Freeman expressed his gratitude to the Town personnel who were present and assisting with these matters during the event.

Kids Public Safety Camp: Town Manager Freeman stated that during the last week of June, approximately 30 children participated in a Kids Public Safety Camp, which was offered by the Town of Wytheville Department of Museums, the Wytheville Police Department, the Wytheville Fire and Rescue Department and the Highlands Emergency Rescue and Transport. He noted that this program gives the children of the community exposure to the many facets of Public Safety in a very positive and encouraging environment. Town Manager Freeman continued to explain the obstacle course that participants ran and the hands-on training they received throughout the camp. He noted that this is a wonderful collaboration amongst Town departments,

and that he is so pleased that the Town can offer it to the youth each year.

Speed Enforcement: Town Manager Freeman advised that the Wytheville Police Department has been more active with speed enforcement in the past few weeks and will remain so for the next several weeks. He noted that he is not saying the Town has not been active in the past, but there have been some areas that emphasis is and will be placed on throughout town.

District Three Senior Services Letter: Town Manager Freeman advised that he received a letter from District Three Senior Services, which each Council member received a copy of at their seat. He explained that the letter states that at the Town's request, they will explore some additional routes for underserved people in the community who may not live close to a bus stop or may need extended hours to and from their workplaces. He stated that District Three notes that they will do a trial "X" bus route and add about 50 hours a week of service, which would potentially be launched in the fall of 2023. Town Manager Freeman advised that District Three stated that they would not request an additional match requirement until July 2024, which would be approximately \$12,480. He stated that this does not require action of the Council at this meeting, however, he wanted the Council to review it so that it could be placed on the next Council meeting agenda for discussion to see how interested the Council is in having District Three make the "X" bus a trial route in the fall of 2023.

B. RE: UPCOMING MEETINGS

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Wytheville Recreation Commission will meet on Wednesday, July 12, 2023, at 5:30 p.m., at the Wytheville Community Center.
2. The Wytheville Planning Commission will meet on Thursday, July 13, 2023, at 6:00 p.m., here in the Council Chambers.
3. Downtown Wytheville, Incorporated (DTW) will meet on Monday, July 17, 2023, at 5:30 p.m., at the DTW Office.
4. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, July 19, 2023, at 12:00 p.m., at the Housing Authority Office.
5. The New River Regional Water Authority will meet on Thursday, July 20, 2023, at 10:00 a.m., at the Water Plant in Austinville.
6. District Three will meet on Thursday, July 20, 2023, at 6:00 p.m., at the Marion Office.
7. The next regular meeting of the Wytheville Town Council will be held at 5:00 p.m. on Monday, July 24, 2023, here in the Council Chambers.

12. RE: OTHER BUSINESS

A. RE: MISCELLANEOUS

Mayor Taylor advised that the next agenda item is Other Business, which consists of Miscellaneous and Council Member Time. She noted that she would proceed with Miscellaneous items. Mayor Taylor stated that the Smyth-Wythe Airport Commission has invited the Wytheville Town Council members who would like to come and tour the facility, watch the planes land and take off and attend a Board meeting to do so.

B. RE: COUNCIL MEMBER TIME

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not have anything to discuss at this time.

Mayor Taylor inquired if Vice-Mayor Pattison had anything to discuss during Council Member Time. Vice-Mayor Pattison stated that she did not have anything to discuss at this time.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that she would like to thank Town Clerk Corvin for keeping the Council up to date and informed regarding the FOIA updates. She expressed that the Council appreciates her, and all that Town Clerk Corvin does for the Council. Town Clerk Corvin thanked Councilwoman Johnson for her kind words.

Mayor Taylor stated that she wanted to let everyone know that there is a new ice cream shop located in town, and the name of the shop is Frozen In Time. She commented that if the Council members have not been to the new business, she would recommend it as a good place to visit, and it is located on Tazewell Street.

Mayor Taylor inquired if she could please receive Council input regarding the 9/11 Commemoration event. She noted that it was discussed for the Town to participate in a breakfast on the street for the First Responders and have the local churches provide breakfast. She remarked that she has not heard any input from the Council during discussions at the last few meetings, therefore, she is requesting some input so that she knows how to proceed. Councilwoman Johnson inquired of Mayor Taylor if the commemorative event would recognize all the First Responders. Mayor Taylor advised that, basically, what the churches are used to doing for this event is providing breakfast for the Virginia State Police, the Wytheville Police Department, the Wytheville Fire and Rescue Department and the Wythe County Sheriff's Department. Councilwoman Johnson inquired of Mayor Taylor as to where the event is hosted. Mayor Taylor advised that prior to the COVID-19 Pandemic, the event was hosted at St. John's Episcopal Church, however, since the Pandemic, it has turned to a meal delivery at each entity between 5:00 a.m. to 5:30 a.m. Mayor Taylor continued to explain the past process to the Council and some of the issues. She remarked that if the event were to be held outside, it would be open to more First Responders to come and get their breakfast. Mayor Taylor stated that the date is approaching quickly, therefore, a decision needs to be made. Town Manager Freeman advised that September 11 is on a Monday this year. Councilwoman Johnson inquired if there is only one church involved in the event. Mayor Taylor stated that in the past, it has only been one church, but going forward she would like to have any church that wants to participate and/or contribute to the breakfast involved with the event. Councilwoman Johnson inquired of Mayor Taylor if anyone has reached out to any of the churches. Mayor Taylor stated that she has not because the Council has not given her any dialogue to move forward. Town Manager Freeman inquired of Mayor Taylor if she is asking for the event to be held in the street. Mayor Taylor stated that is correct. She remarked that she would like for this to be a Town sponsored event and invite the local churches to participate by contributing the food. Mayor Taylor stated that she would like it to be a Town sponsored event, which means that the Town may have to set up tables, etc., and the Council can decide together what it would like to do to be included in the event. She noted that, in the past, the procedure for the event has only been to distribute breakfast and the only people who have been able to appreciate it were the First Responders who were switching shifts. Councilwoman Johnson inquired of Mayor Taylor as to what time she was thinking of hosting the event. Mayor Taylor stated that she would like to propose that it be held around 9:00 a.m. and open the event to all available First Responders. Discussion continued regarding the proposed event, a time to host the event, location for the event and Mayor Taylor reaching out to the local churches for the time that is best for them to distribute meals, etc. Town Manager Freeman inquired if there would be more to the event than just a distribution of food such as a message, prayers, speakers, etc. Mayor Taylor advised that it could be whatever the Council would like it to be. She continued to discuss what it could be and noted that she just needs to know what direction to follow so that she can let the church know that has hosted the event in the past, so they will know how to proceed. Mayor Taylor inquired of Town Manager Freeman if this requires Council action. Town Manager Freeman advised that it would not require a formal vote, and that it would only require the consensus of the Council to sponsor the event. He commented that the Council would only need to let Town Staff know what resources they need for the event so that it can come to fruition. Discussion continued regarding past years' participation. Mayor Taylor inquired of Councilwoman Johnson if she would help her plan the event. Councilwoman Johnson stated that she would work with Mayor Taylor to plan the event. It was the consensus of the Town Council for the Town to sponsor the 9/11

Commemoration event on Monday, September 11, 2023.

Mayor Taylor inquired if there were any other topics to discuss during Council Member Time. There being none, she proceeded with the agenda.

13. RE: CLOSED MEETING

- A. Mayor Taylor advised that it will now be necessary for the Council to go into a closed meeting pursuant to section 2.2 3711 (A.) (1.) discussion regarding the Town Attorney position. She inquired if there was a motion to go into a closed meeting.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion to go into a closed meeting. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson. (5:32 p.m.)

- B. Mayor Taylor advised that it is necessary to certify the closed meeting. She noted that after a closed meeting, it is also necessary to reconvene into an open session by stating that the Town Council is now in session. Mayor Taylor inquired if there is a motion to certify the closed meeting held pursuant to section 2.2-3711 (A.) (1.) discussion regarding the Town Attorney position, and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson. (6:07 p.m.)

RE: CITIZENS' PERIOD

Mayor Taylor advised that at her discretion, she was revisiting Citizens' Period because Mr. David Johnston has stated that he would like to address the Council. She asked that Mr. Johnston come to the podium and state his name and address so that the minutes could be properly recorded. Mayor Taylor advised Mr. Johnston that he would have five minutes to address the Council.

Mr. David Johnston was recognized and stated that he resides at 650 South 10th Street in Wytheville. Mr. Johnston addressed the Council regarding the public alley in the vicinity of 8th and 10th Streets. He inquired of the Council as to how he could have the alley closed. Town Manager Freeman provided Mr. Johnston with the paperwork regarding the policies and procedures for the vacation of a public right of way. Discussion ensued regarding who has the right to use the public alley, etc. Mayor Taylor advised Mr. Johnston that if he is interested in closing a public alley, he will need submit the appropriate paperwork to Town Staff with all the supporting documents he has that will help with his matter to attempt to close the alley. She remarked that, at this point, this is all that the Town Council can offer him. Mayor Taylor thanked Mr. Johnston for addressing the Council, and she proceeded with the agenda.

14. RE: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS (CONTINUED)

- A. Mayor Taylor advised that the next agenda item is to consider contracts for legal services. She inquired if Town Manager Freeman had any comments regarding this item. Town Manager Freeman stated that he did not. A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to authorize Town Manager Brian Freeman to execute a contract for temporary legal services for the Town of Wytheville. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

15. **RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (6:24 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

STAFF REPORT

JULY 10, 2023

- 1. Day Off:** Numerous employees have approached to extend gratitude for the Council's granting of an additional day off over the 4th of July. So, on behalf of the employees, Town Manager Freeman expressed the collective gratitude for providing the extra time off.
- 2. 4th of July:** The downtown 4th of July Celebration appears to have been a great success with classic cars, food, vendors, parade, kids activities and great music. The estimated attendance throughout the day was in the 7-8,000 range. The event could not have been a success without the planning and preparation of Downtown Wytheville and its many volunteers and sponsors and without the tireless work of various Town departments. Public Works, Police, Fire & EMS all worked in the days and weeks leading up to and throughout the event to make it enjoyable for all. Emergency service treated about seventeen (17) people on the day of the event. Seven (7) of those were for heat related illnesses and diabetic emergencies that resulted in being transported to the hospital and another and another ten (10) were treated for minor issues. Kudos to the personnel that were present and assisting on these matters.
- 3. Kids Public Safety Camp:** During the last week of June, 30 or so children participated in the Kids Public Safety Camp, offered by the Town of Wytheville Museums, and the Police, Fire & EMS Departments and Highland Emergency Rescue & Transport. This program gives the children of the community exposure to the many facets of Public Safety in a very positive and encouraging environment. Participants ran an obstacle course consisting of Over and Under Drill, Zig Zag Drill, Hose Drag, Fire Attack, Nerf Gun Three Gun Challenge, Hands Only 30 compression CPR and a sprint to the finish line. The camp participants also received hands on training with crime scene photography, fingerprints, shoe impressions, trace evidence DNA, hair, evidence collection, grid search, alternate light source, interview and interrogation and lab analysis. This is a wonderful collaboration amongst our departments, and so pleased we are able to offer it to our youth each year.

4. **Speed Enforcement:** The Town of Wytheville Police Department has been more active with enforcement in the past few weeks and will remain so for the next several weeks. That's not saying that the Town has not been active in the past, but there have been some areas that emphasis is and will be places on throughout town.

5. **District Three Senior Services Letter:** Town Manager Freeman received a letter from District Three Senior Services, which each Council member received at their seat. The letter states that at the Town's request, they will explore some additional routes for underserved people in the community who may not live close to a bus stop or may need extended hours to and from their workplaces. District Three notes that they will do a trial "X" bus route and add about 50 hours a week of service, which would potentially be launched in the fall of 2023. District Three stated that they would not request any additional match requirement until July 2024, which would be approximately \$12,480. This does not require action at this Council meeting, however, it is before the Council now for review so that it can be placed on the next Council meeting agenda for discussion to see how interested the Council is in having District Three make the "X" bus a trial route in the fall of 2023.