



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 22, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **RE: ATTENDANCE**

MEMBERS PRESENT:

Mayor Beth Taylor, Councilwoman Holly Atkins, Councilman Gary Gillman, Councilwoman Candice Johnson

ABSENT:

Vice-Mayor Cathy Pattison

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine HOLETON, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Assistant Director of Information Technology Jeff Hooper, Police Chief Joel Hash, Director of Public Utilities and Engineering Billy Anderson, Planning Director John Woods, Director of Parks and Recreation Josh Sharitz, Police Officer Ernie Williams, Jim Cohen, Brenda Willard, Nancy Martin, Kirk Chamberlain

2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

3. **RE: ESTABLISHMENT OF QUORUM**

Mayor Taylor advised 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 stated that the agenda would need to be amended. Mayor Taylor inquired if there was a motion to amend the agenda to add a Closed Meeting item pursuant to Section 2.2-3711 (A.) (7.) Consultation with legal counsel pertaining to litigation. Councilwoman Atkins inquired if the agenda would need to be amended or if it was a suggestion by Mayor Taylor to amend the agenda. Town Manager Freeman stated that it was a request by Town staff. Mayor Taylor inquired if there was a motion to amend the agenda, as presented.

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 results, by roll call vote: Voting Yea: Councilman Gillman, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

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

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

7. **RE: CONSENT AGENDA**

A. RE: MINUTES OF THE WORK SESSION AND REGULAR MEETING OF JULY 8, 2024

Mayor Taylor presented the consent agenda consisting of the minutes of the work session and regular meeting of July 8, 2024. She inquired if there was a motion to approve the minutes of the work session and regular meeting of July 8, 2024.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

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

A. RE: GENERAL OBLIGATION BOND - SEWER INFILTRATION AND INFLOW PROJECT

Mayor Taylor advised that the next agenda item is a public hearing to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities. Town Manager Freeman presented a staff report on this matter. A copy of the Sewer Infiltration and Inflow Project Staff Report is attached and made part of the minutes. Town Manager Freeman stated that he will answer any questions that the Council may have regarding the bond. Mayor Taylor inquired if there were any questions for Town Manager Freeman before she opens the public hearing. Town Manager Freeman commented that he would like to explain that the \$310,000 difference that is noted in the report is over a 30-year period at zero percent interest, which is about a \$10,000 per year difference on the project. He explained that it is over a \$3,000,000 project with only \$800,000 in potential repayment at zero interest. Mayor Taylor thanked Town Manager Freeman for his report and explaining the payment information.

RE: PUBLIC HEARING - GENERAL OBLIGATION BOND - SEWER INFILTRATION AND INFLOW PROJECT

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities. She stated that the sign-in sheet did not list anyone wishing to address the Council during the public hearing, however, if anyone would like to speak regarding this public hearing, now would be the time to do so. There being no one wishing to speak during the public hearing, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: GENERAL OBLIGATION BOND - SEWER INFILTRATION AND INFLOW PROJECT

Mayor Taylor advised that the next agenda item is consideration by the Town Council to adopt a resolution authorizing the issuance of a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities. Mayor Taylor inquired if there was a motion to adopt a resolution authorizing the issuance of a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities.

Motion made by Councilwoman Atkins, 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Councilman Gillman.

B. RE: EMERGENCY PROCUREMENT PROCESS REQUEST - BOOKER PUMP STATION PUMP REPAIR

Mayor Taylor advised that the next agenda item is to consider using Emergency Procurement Procedures for the replacement of a pump for the Booker Pump Station. Director of Public Utilities and Engineering Billy Anderson presented a staff report to the Council regarding this matter. He advised that Town staff has determined that an emergency exists, which does not allow time for utilization of a formal competitive process for the replacement of the pumps, motors and drives at the Booker Pump Station #6, which is located at 3185 West Ridge Road. He noted that Town staff hopes to expedite the process to make sure that the Town can get the project underway and completed prior to the timeline that will be listed in the pending Consent Order from the State. Mayor Taylor inquired if there were any questions for Director Anderson. Discussion ensued regarding Fairview Industrial Park discharging directly into the Booker Pump Station Watershed and the effect it, or a particularly

large facility that would have a large amount of discharge, would have on the design when the Town needs to accommodate the amount of additional flow. Mayor Taylor inquired if there was a motion to approve using Emergency Procurement Procedures for the replacement of a pump for the Booker Pump Station.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. 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: Councilman Gillman, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

C. RE: RESOLUTION - SOUTHEAST RURAL COMMUNITY ASSISTANCE PROJECT, INC. (SERCAP) FACILITIES DEVELOPMENT GRANT APPLICATION

Mayor Taylor advised that the next agenda item is to consider a resolution supporting a Southeast Rural Community Assistance Project, Inc. (SERCAP) Facilities Development Program Grant application in the amount of \$50,000 to be used for the repair of Clarifier #4 at the Town of Wytheville Wastewater Treatment Plant. Assistant Town Manager Holeton advised that a resolution adopted by the Town Council is not required for the grant application, however, she stated that she felt it would support the grant application and assist the Town in a higher ranking to potentially get awarded the grant. Assistant Town Manager Holeton presented a brief staff report regarding this matter. She advised that there is a tentative estimate for the installation of the project of approximately \$65,000. Assistant Town Manager Holeton explained that, if awarded, the grant would be for \$50,000. She stated that at this meeting, she is requesting that the Town Council approve the resolution, which was included in the Council package, supporting the SERCAP grant application that was submitted. Assistant Town Manager Holeton inquired if the Council had any questions for her at this time, and she thanked the Council for their consideration. Discussion was held regarding the amount listed in the resolution and if it was correct or needed to be changed. Mayor Taylor inquired if there was a motion to adopt a resolution supporting a Southeast Rural Community Assistance Project, Inc. (SERCAP) Facilities Development Program Grant application in the amount of \$50,000 to be used for the repair of Clarifier #4 at the Town of Wytheville Wastewater Treatment Plant.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Discussion was held regarding the importance of the resolution. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Councilman Gillman.

D. RE: TAKE A BREAK FROM THE INTERSTATE ROAD MARKET REQUEST

Mayor Taylor advised that the next agenda item is to consider the request from the Department of Museums for the Take a Break from the Interstate Road Market scheduled for July 26-28, 2024. Mayor Taylor stated that if anyone has any questions regarding this request, Assistant Town Manager Holeton could answer those at this time. Discussion was held regarding the reason for the request and it being due to the Town Code regulating the number of consecutive days a person can conduct a yard sale or flea market in town. Assistant Town Manager Holeton advised that it is staff's recommendation for the Town Council to approve the request, this year, and, at a future Council meeting, for Town staff to present a potential amendment to Section 7-66 of the Town Code so that this request does not have to come before the Council each year. Discussion was held about the Council making a permanent decision at this meeting regarding this particular request. Mayor Taylor inquired if there was a motion to approve the request from the Department of Museums for the Take a Break from the Interstate Road Market scheduled for July 26-28, 2024, to hold yard sales for three days rather than two days for residents and businesses along the Road Market route through the downtown area and on Tazewell Street.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

9. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: UNIFIED DEVELOPMENT ORDINANCE (UDO) PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by Planning Director John Woods to provide an update on the proposed Unified Development Ordinance (UDO). Planning Director Woods thanked the Council for allowing him to give his presentation. He noted that in August, it will be two years since the Council authorized the Wytheville Planning Commission and Town staff to develop a Unified Development Ordinance (UDO), which is nearing completion of the process. Planning Director Woods explained that since the UDO would be presented to the Town Council soon, he wanted to give the Council an update on its status. He proceeded with the presentation of the proposed UDO to the Council. A discussion was held regarding how a draft copy of the UDO can be viewed or a copy can be requested by an individual, how citizens will be notified regarding public comments for the UDO, etc. Assistant Town Manager Holeton inquired of the Council if they would agree to schedule some one-on-one meetings with her and Planning Director Woods because the UDO contains 350 pages. She expressed that it would be helpful for the elected body to learn more one-on-one about what is in the UDO, and each member can share their concerns with Town staff. Assistant Town Manager Holeton stated that if the Council is agreeable to the individual meetings, she will ask Planning Director Woods to start scheduling those meetings sometime between August 10 and the middle of September. Councilwoman Atkins inquired if it would be possible to schedule the meetings with their Council Committee partner. Assistant Town Manager Holeton stated that this would be acceptable. Mayor Taylor thanked Planning Director Woods for his presentation, and she proceeded with the agenda.

B. RE: WYTHEVILLE COMMUNITY CENTER SCHEDULE FOR CLOSING THE FACILITY PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by Director of Parks and Recreation Josh Sharitz on a proposed schedule of holidays to close the Wytheville Community Center. Director Sharitz thanked the Council for allowing him to give his presentation. He stated that his first presentation was regarding closing the Wytheville Community Center for holidays that are already observed as Town holidays. Director Sharitz stated that the Town observes 13 holidays, and the Wytheville Community Center currently closes for seven (7) of those holidays. He advised that he is requesting that the Council approve the Wytheville Community Center to close for the remaining six (6) holidays. Director Sharitz continued to explain to the Council the reasons that he is requesting for the Wytheville Community Center to follow the same holiday observance schedule that all other Town facilities follow. Mayor Taylor inquired if there were any questions for Director Sharitz. Discussion ensued regarding how being closed would benefit the citizens, why being open on holidays is now a problem after it has worked for a number of years, employees earning repaid holiday hours leading to banked time off that is almost impossible to take off, etc. Councilwoman Johnson requested to see an overall printed report that shows the number of people who come in on the six (6) additional holidays that Director Sharitz is requesting the Council to approve for the facility to close. She stated that she is an advocate for the employees, however, she is also an advocate for the members who are going there to work out to try to stay healthy. Discussion was held regarding prorating the membership if the Council approves the request; the Wytheville Community Center's current holiday schedule; why the facility has never followed the same holiday schedule as all the other Town facilities; and, compensating the Wytheville Community Center employee's with overtime pay, if the Council does not approve Director Sharitz's request so that employees do not continue having issues taking time off or needing to rollover time at the end of the year. Mayor Taylor stated that it seems there are quite a few questions and concerns, therefore, the request should be revisited at a future meeting. Director Sharitz commented that he had prepared a report to present to the Council for the amount of day passes sold on the requested holidays, however, he did not have the overall number of people who swiped in on the holidays. Councilwoman Atkins stated that when the request is presented again to the Council for consideration, she would like for it to include a pass plan proration for the 13 holidays. Mayor Taylor stated that when Director Sharitz has this report ready for the Council, he will be placed back on the agenda for another presentation.

C. RE: SPLASHPAD PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by Parks and Recreation Director Josh Sharitz to provide information regarding a splashpad. Director Sharitz stated that he is aware of discussions among citizens and the Council about the development of a splashpad within the town. He noted that he has combined some information so that the Council is aware of what is being discussed, the history of the Parks and Recreation Department's involvement thus far, and things to consider going forward. Director Sharitz discussed examples of splashpads, size ranges, waterworks operations, supervision required, etc. He explained that he was approached by the non-profit group, Salt and Light, with the desire to install a splashpad in town, and he noted that a follow-up meeting was held with the group, as well. Director Sharitz continued discussing the steps he has taken and the timeline since he received the splashpad request from the non-profit group on May 30, 2024. Director Sharitz advised that what he would like to reiterate is that splashpads are great, they can promote movement and play with water, provide a great social learning environment for kids and parents alike, they can work as a complimentary amenity, or they can be a standalone amenity, and, they are typically unsupervised with appropriate signage, which means they are more cost effective than a traditional pool. He presented pictures of splashpads in other localities to give the Council a visual of the different varieties, etc. ranging from \$500,000 to \$2,500,000 upon completion. Director Sharitz remarked that splashpads are expensive. Discussion ensued regarding operating costs, an all-inclusive park to accommodate multiple sports, freshwater systems vs. recirculating systems for the splashpad, determining factors of the project, etc. Director Sharitz stated that his next step is to determine how the Council would like Town staff to proceed with the project. He remarked that option one would be to allow him and his staff to work with other Town Departments to gather the information and possibly return to the Council, in October, to present what the Town Departments compile such as plans, location options, etc. Director Sharitz commented that option two would be to select a Council representative to serve on a committee that the Department establishes for the project. He noted that his suggestion would be to establish a planning committee for the development of the splashpad that would include representatives from the Town's Parks and Recreation Department, Public Works Department, Public Utilities and Engineering Department, as well as a Recreation Commission member and a member from Town Management. Director Sharitz stated that option three may be something that he did not think about. Discussion ensued regarding the next steps that the Council would like to take regarding the project. Mayor Taylor inquired of Director Sharitz as to when he thinks he would be ready to come back and give another presentation to the Town Council. Director Sharitz stated that he would think that mid-September would be a good time to come back to give an update to the Council regarding who will be serving on the planning committee, etc. Mayor Taylor and the Council thanked Director Sharitz for his presentation.

10. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there was no one listed on the sign-in sheet who wished to address the Council during Citizens' Period, therefore, she would proceed with the agenda.

11. RE: NEW BUSINESS

Mayor Taylor advised that the next agenda item is New Business. Town Manager Freeman stated that he did not have any New Business to report, at this time.

12. RE: REPORTS

A. RE: UPCOMING MEETINGS

Mayor Taylor advised that the next agenda item is upcoming meetings. Town Clerk Sherry Corvin presented the upcoming meetings, as follows:

1. The Joint Industrial Development Authority of Wythe County will meet on Thursday, July 25, 2024, at 3:00 p.m., in the Council Chambers.
2. The Wytheville Tree Advisory Committee will meet on Thursday, August 8, 2024,

at 8:30 a.m., in Conference Room A.

3. The Wytheville Planning Commission will meet on Thursday, August 8, 2024, at 6:00 p.m., in the Council Chambers.

4. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, August 12, 2024, at 5:00 p.m., in the Council Chambers.

13. RE: OTHER BUSINESS

A. RE: COUNCIL MEMBER TIME

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson inquired if there was a protocol for closing the Recreation Center pool when there is thunder and lightning. She stated that she knew a lot of times that they would close the pool for 30 minutes. Councilwoman Johnson advised that she received a complaint from a citizen regarding the pool being closed and not reopening it when there was no more thunder. She inquired of Town staff as to what the protocol is or if there is a policy for this matter. Director of Parks and Recreation Josh Sharitz advised that if Town staff hears thunder or sees lightning, then the pool will be closed for 30 minutes, and he noted that this goes for both the indoor and outdoor pool. He stated that each time Town staff hears thunder or sees lightning, the clock restarts. Director Sharitz explained that if there is an instance where the pool is set to close at 7:00 p.m., and staff hears thunder or sees lightning at 6:45 p.m., then Town staff may go ahead and close the pool at that time. Councilwoman Johnson inquired if refunds are issued when this happens. Director Sharitz stated that refunds are not issued, and that signage is posted stating that no refunds are given for that day. He explained what Town staff procedures are when people come to the pool and bad weather is in the forecast, etc. Councilwoman Johnson requested the Council to review a refund or at least a raincheck policy for the Town's pools during storms, etc. Director Sharitz expressed to the Council the measures taken to keep the pools open or reopen when there is bad weather to allow citizens the opportunity to swim. He explained that, typically, refunds are not issued because of the cost of reissuing a refund, especially if someone pays with a credit card, however, day passes, or rain checks could likely to be given. Mayor Taylor inquired if Councilwoman Johnson had anything else to discuss during Council Member Time. Councilwoman Johnson stated that she did not.

Mayor Taylor inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not.

Councilwoman Johnson stated that she did have one more item to discuss. She inquired of Town Manager Freeman as to when the Town is going to start honoring the retirees that the Town is behind on in recognizing for their services. Town Manager Freeman stated that he meets with the Human Resources Department on Wednesday, and he will discuss this matter during the meeting, but he knows of one retiree who has been scheduled to receive a rocking chair. Town Clerk Corvin confirmed that a rocking chair is to be presented to the retiree at the August 12, 2024, Town Council meeting.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she thought she had reached out to Town Manager Freeman about a citizen's inquiry regarding bike racks for Main Street. Town Manager Freeman inquired of Councilwoman Atkins if she is requesting additional bike racks for Main Street. Councilwoman Atkins stated that the citizen's request was if the Town could install some bike racks on Main Street. Town Manager Freeman advised that Town staff will check on this matter.

Councilwoman Atkins inquired if there was an update regarding the additional televisions that she has requested to be placed in the different Town Departments. Town Manager Freeman stated that he does not have an update regarding this matter.

Councilwoman Atkins inquired if there was an update regarding the trees located in Country Club Estates. Town Manager Freeman advised that American Electric Power

(AEP) will be cutting down most of the trees. He commented that, last Wednesday, July 17, 2024, the Town received a report that the contractor would be working at the end of the week on the Town's portion of the trees. Town Manager Freeman reiterated that AEP will be cutting down several of the trees that are under their powerlines, which have been located and marked, but Town staff has no way of knowing when they will arrive to perform the work.

Councilwoman Atkins inquired if there was an update regarding the delineators for the vehicles. Town Manager Freeman advised that Town Shop Supervisor Steve Primm worked on getting most, if not all, of the Public Works Department's and the Public Utilities and Engineering Department's vehicles striped with the delineators. Director of Public Utilities and Engineering Billy Anderson discussed the type of delineators that were chosen for the vehicles. Town Manager Freeman commented that he will get an update from Supervisor Primm at the next Public Works Supervisor's meeting regarding the delineators.

Mayor Taylor stated that regarding the bike racks in the downtown area, she thought that there was one rack in the area when the downtown renovations took place, therefore, it may be helpful if Town staff could check to see if it is still there. Discussion ensued regarding pre-construction bike racks and future bike racks in the downtown area. Town Manager Freeman advised that Town staff would get pricing and design ideas for the bike racks in the downtown area to be presented to the Council at a subsequent meeting.

Councilwoman Atkins stated that she thinks the next item she would like to discuss has been placed on the next Council meeting agenda, which is in regard to animal welfare, but she wanted to make sure that it is on the next meeting agenda.

Councilwoman Atkins stated that she has inquired regarding two Police Officers taking on extra duties for the Animal Control Officer (ACO) and receiving a \$1,500 stipend for these duties. She commented that she has inquired a couple of times if the stipend could be increased to \$2,500, just because \$1,500 would be taken away in taxes, therefore, she would request that the Council review the \$2,500 stipend increase for the Officers who have taken on extra duties. Town Manager Freeman advised that the Town has 28 uniformed Officers, and he hopes that 28 uniformed Officers will receive the ACO certification, but he does not expect this to happen. He explained that 28 Officers multiplied by \$1,500 is \$42,000. Town Manager Freeman remarked that the Town could literally have the entire Police Department certified for less than the cost of hiring one full-time ACO. Discussion ensued regarding the request for, and the history of, the Animal Control Officer position, the training of an ACO, the ACO's supervisor and his/her duties, etc. Town Manager Freeman commended Lieutenant Kenneth Akers and the other two Police Officers for receiving their certifications. He commented that it is his understanding that there are two more Police Officers who are in training to receive certifications, and the Town is in the process of hiring a fulltime civilian for the ACO position, which means the Town will soon have six (6), fully certified ACO's. Discussion continued regarding the request for a \$2,500 stipend for the ACO's. Mayor Taylor inquired of Town Manager Freeman if this request could be referred to the Budget and Finance Committee. Town Manager Freeman stated that if the Council would prefer to refer it to the Committee, he thinks that is reasonable. Discussion was held regarding the Budget and Finance Committee already approving the amount of \$1,500 for the ACO certifications for four (4) Officers, the amount given to an employee for extra duties, the amount to be given being an amount large enough to not be dissolved by taxes, ACO certifications, increasing the stipend amount, etc.

A motion was made by Councilwoman Atkins to approve increasing the stipend from \$1,500 to \$2,500 for the Police Officers who took the additional training to be certified as Animal Control Officers and who perform the additional duties. Assistant Town Manager Holeton advised Mayor Taylor that she thinks it may be appropriate for this item to be referred to the Budget and Finance Committee because a budget appropriation may have to be completed for a line item in the Fiscal Year 2024-25 Budget. She commented that the funds were appropriated in the budget, and this will potentially require a budget appropriation. Assistant Town Manager Holeton stated that there is a committee meeting scheduled for Tuesday, July 30, 2024, and the dollar values can be discussed. She explained that this amount could be presented

at the next Council meeting in August, if Councilwoman Atkins agrees. Councilwoman Atkins stated that she did not agree with Assistant Town Manager Holeyton's suggestion to refer it to the Budget and Finance Committee and to wait another month before a decision is made regarding her request. Discussion ensued regarding the idea of a stipend for the ACO's and the request for certified Animal Control Officers. Interim Town Attorney Cassell advised Mayor Taylor that there was a pending motion on the floor. She inquired if Councilwoman Atkins would restate her motion. Councilwoman Atkins restated the motion which was to approve increasing the stipend from \$1,500 to \$2,500 for the Police Officers who took the additional training to be certified as Animal Control Officers and who perform the additional duties. Discussion was held regarding clarification of the motion and whether the motion was for an annual stipend, as well as for the four (4) Police Officers only who took the additional ACO to receive certification. Councilwoman Atkins clarified the motion to include this stipend was for four (4) Officers who have taken the certification to be an ACO.

The motion was seconded by Councilwoman Johnson to approve increasing the annual stipend from \$1,500 to \$2,500 for the four (4) Police Officers who took the additional training to be certified as Animal Control Officers and who perform the additional animal control duties. Mayor Taylor inquired if there was any discussion on the motion. Mayor Taylor advised that she still feels that the item needs to be referred to the Budget and Finance Committee because Council has already been told that there will be more than four (4) Police Officers who will receive the ACO certification, therefore, to keep from having to revisit this item again at a Council meeting, it seems like the right thing to do. Town Manager Freeman clarified for Mayor Taylor that one Lieutenant already had the ACO certification, and there were going to be four (4) certified ACO's to represent one (1) per shift, which was the initial goal. He commented that there will be a dedicated civilian ACO, and that the hiring process is underway for the position. Town Manager Freeman advised that he wanted to clarify that Town staff is not stating that there will be more than four (4) certified ACO's under this program, however, he is requesting that the Council think about allowing others to participate in the ACO certification to improve coverage in this area. Councilwoman Johnson advised that she does not have an issue with what the Council originally discussed, and if Town staff does what they are supposed to do, then maybe, later, the Council can open the certification opportunity up to other employees as an incentive. Discussion was held regarding the Council receiving a progress report from Chief Hash to discuss the certified ACO's, the ACO certification becoming an incentive in the next budget year, etc. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Abstaining: Councilman Gillman. Councilman Gillman stated that he is abstaining from the vote because he would like for the item to go before the Budget and Finance Committee so that it can be placed on a Town Council meeting agenda as a line item. Voting Yea: Mayor Taylor, Councilwoman Johnson, Councilwoman Atkins.

Councilwoman Atkins advised that she and Town Manager Freeman have discussed better benefits for employees who may be getting ready to retire or may be getting ready to retire in a couple of years and the Town would like to keep those employees for a few more years. She stated that she would like for the Council to review her requests for a retiring employee such as a free lifetime membership pass plan at the Wytheville Community Center, payment of a small amount toward the VRS life insurance after retirement and a payout for retirees who stay with the Town for a long time since the Town is offering incentives to new employees such as vacation and sick leave. Councilwoman Atkins commented that she would like for the Budget and Finance Committee to review another request, and she advised that she knows that the Town pays 25 percent maximum payout for leave time, but she would like to request that the Committee consider offering a 25 percent payout for 25 years of service, 30 percent payout for 30 years of service, 35 percent payout for 35 years of service, 40 percent payout for 40 years of service and 45 percent payout for 45 years of service. She noted that maybe the Council would consider a high reward for over the 25 percent that the Town is going to pay anyway and consider doing it in a tax-sheltered annuity for retirees to receive a better benefit for serving the Town as employees.

14. RE: CLOSED MEETING

A. RE: CLOSED MEETING PURSUANT TO § 2.2-3711 (A.) (1.) DISCUSSION REGARDING PERFORMANCE APPRAISALS AND SALARIES FOR APPOINTED EMPLOYEES, AND § 2.2-3711 (A.) (7.) CONSULTATION WITH LEGAL COUNSEL TO DISCUSS THE BOND FOR THE COLLEGE PARK SUBDIVISION

Mayor Taylor advised that it would be necessary for the Council to go into a Closed Meeting pursuant to Section 2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and Section 2.2-3711 (A.) (7.) Consultation with legal counsel to discuss the bond for the College Park Subdivision. She inquired if there was a motion to go into a Closed Meeting.

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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (6:40 p.m.)

B. RE: OPEN SESSION/CERTIFICATION OF CLOSED MEETING

Mayor Taylor advised that it would be necessary to certify the Closed Meeting. She noted that it would also be necessary to reconvene into open session. Mayor Taylor inquired if there was a motion to certify the Closed Meeting held pursuant to Section 2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and Section 2.2-3711 (A.) (7.) Consultation with legal counsel to discuss the bond for the College Park Subdivision 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 were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Council.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Councilman Gillman. (8:17 p.m.)

15. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (8:18 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

July 22, 2024

1. Sewer Infiltration & Inflow Project Report

Over the last 12-18 months, the Town has been working on the design and financing of a Sewer Infiltration and Inflow Project. On March 6, 2024, the Town Council held a special Council meeting and a public hearing to consider approving a resolution authorizing the execution of a General Obligation Bond through Virginia Resources Authority (VRA) in the amount of \$491,784, which was 25 percent of the nearly \$2,000,000 project. The Council voted unanimously to approve the resolution. This bond was for 30 years at zero (0) percent interest and represented the principal repayment portion of the project. The remainder of the project cost, or about \$1,500,000, was to be in the form of a principal forgiveness loan. This was, essentially, a 75/25 grant from the Virginia Department of Environmental Quality. The loan amount was based on the design work and estimate provided by the consulting engineers.

On April 25, 2024, the bids were opened, and the project came in at \$3,198,394, or about \$1.2M higher than the engineer's estimate. In response, VRA issued a new commitment letter, increasing the principal forgiveness portion to \$2,398,394, and the principal repayment portion to \$800,000. This remains at the 75/25 ratio, just as before. The new commitment letter is attached.

On June 24, 2024, the Council scheduled a public hearing for the July 22, 2024, Town Council meeting. It is the recommendation of Town staff that, following the public hearing, the Council approve the new terms and adopt the resolution authorizing the issuance of the bond and proceed with the project.