



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 08, 2024 AT 5:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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### 1. RE: ATTENDANCE

#### MEMBERS PRESENT:

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

#### MEMBERS ABSENT:

None

#### OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Director of Information Technology Ron Jude, Police Lieutenant Bryan Bard, Police Officer Damien Thompson, Police Officer David Newman, Jim Cohen, Nancy Martin, Kirk Chamberlain, Brenda Willard, Chris Fox

### 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 Councilwoman Johnson.

### 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 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, Vice-Mayor Pattison, Councilman Gillman.

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

Mayor Taylor advised that for informational purposes, 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 JUNE 24, 2024

Mayor Taylor presented the consent agenda consisting of the minutes of the work session and the regular meeting of June 24, 2024. She inquired if there was a motion to approve the minutes of the work session and the regular meeting of June 24, 2024, as presented.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she would like to abstain from voting on the work session minutes because she was absent during the work session. Mayor Taylor noted Councilwoman Atkins' abstention from the work session minutes only. She inquired if there was any

further 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. Abstain from work session minutes only: Councilwoman Atkins.

Councilwoman Atkins abstained from voting on the work session minutes, due to her absence at the June 24, 2024, work session meeting.

**8. RE: PRESENTATIONS TO TOWN COUNCIL**

**A. RE: PRESENTATION BY THE WYTHEVILLE POLICE DEPARTMENT**

Mayor Taylor advised that the next agenda item is a presentation by Lieutenant Bryan Bard of the Wytheville Police Department regarding departmental activities. Lieutenant Bard stated that it was requested of him to attend the Council meeting to speak on behalf of the Wytheville Police Department's commitment to community policing. He explained that in his presentation to the Town Council, he would be highlighting the Police Department's philosophy of community-oriented policing. Lieutenant Bard reviewed the community events that the Police Department has participated in or sponsored and continues to participate and sponsor, social media information, drug-related information, gun safety, hot summer information, etc. He commented that, this year, the Wytheville Police Department is hosting National Night Out in Withers Park, which will be held the first Tuesday in August, and there will be approximately 20 different law enforcement agencies attending from across the United States. Lieutenant Bard gave the Council statistical information regarding the number of calls that have been answered, the number of traffic citations that have been issued, etc. involving the Wytheville Police Department. Discussion ensued regarding the number of traffic stops issued in a six-month period in 2024 compared to 2023. Discussion was held regarding staffing, as well. Lieutenant Bard thanked the Council for allowing him to speak on behalf of the Wytheville Police Department. The Town Council thanked Lieutenant Bard for his presentation.

**9. 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 23, 2025. Town Manager Freeman presented the Council with information regarding this matter. He stated that he would like to note that the second meeting of the month in December has already been removed because, typically, the Council dispenses with this meeting, and it may conflict with the Christmas holiday. Town Manager Freeman explained that the resolution would require a motion and vote by the Council. Discussion ensued regarding the Virginia Municipal League Conference. Mayor Taylor inquired if there was a motion to adopt the resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council through June 23, 2025.

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, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**B. RE: NONTRADITIONAL LANDSCAPING APPLICATION - STUART**

Mayor Taylor advised that the next agenda item is to consider an application from Mr. Hunter Stuart for nontraditional landscaping of property located at 725 West Main Street. Town Manager Freeman reviewed Mr. Stuart's application and the request with the Town Council, as well as the Town Code regarding the Nontraditional Landscaping Ordinance. He explained that Town staff notified the affected property owners and followed the 30-day comment period, which is required by the ordinance, and the Town did not receive any adverse comments during that comment period. Town Manager Freeman advised that the application is before the Council, and it will require action by the Council. He stated that Town staff thinks that this is a good use of this provision of the ordinance and that it is well thought out. Mayor Taylor inquired

if there was a motion to approve the application from Mr. Hunter Stuart for nontraditional landscaping of property located at 725 West Main Street.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Discussion ensued regarding the approval if Mr. Stuart was to relocate, and if the application remains good for the next person at that address. Town Manager Freeman advised that it is the Town staff's interpretation that if approved, it is approved for the address at 725 West Main Street. 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, Vice-Mayor Pattison, Councilman Gillman.

**C. RE: ELECTRONIC MEETING PARTICIPATION POLICY AMENDMENTS**

Mayor Taylor advised that the next agenda item is to consider adopting the amended Electronic Meeting Participation Policy. Town Manager Freeman reviewed the new laws that went into effect on July 1, 2024, regarding this matter with the Town Council. Mayor Taylor inquired if there was a motion to adopt the amended Electronic Meeting Participation Policy.

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

**D. RE: 2024-25 WYTHEVILLE TOWN COUNCIL RULES OF PROCEDURE AMENDMENTS**

Mayor Taylor advised that the next agenda item is to consider adopting the amended 2024-25 Wytheville Town Council Rules of Procedure. Town Manager Freeman stated that the same new laws that affect the Electronic Meeting Participation Policy also affect the 2024-25 Wytheville Town Council Rules of Procedure. He noted that the Rules of Procedure will mimic the exact same language that the Town Council approved for the Electronic Meeting Participation Policy. Mayor Taylor inquired if there was a motion to adopt the amended 2024-25 Wytheville Town Council Rules of Procedure.

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

**E. RE: APPOINTMENT - WYTHEVILLE TREE ADVISORY COMMITTEE**

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Tree Advisory Committee to fill the expired term of Mr. Wythe Morris (term expired May 14, 2024). Town Clerk Corvin stated that the Council had two applications in the Council package for consideration of appointment to the Tree Advisory Committee. She noted that the applicants are the two individuals the Council met with during the Work Session. Town Clerk Corvin explained the ordinance regarding the number of members allowed to serve on the Committee to the Council. Mayor Taylor inquired if there was a motion to make an appointment or appointments to the Wytheville Tree Advisory Committee for a four-year term (term expires May 14, 2028).

A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to appoint Ms. Tammy Jenkins and Mr. Timothy Whalen to the Wytheville Tree Advisory Committee for a four-year term (terms expire May 14, 2028). 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**F. RE: APPOINTMENT - SMYTH-WYTHE AIRPORT COMMISSION**

Mayor Taylor advised that the next agenda item is to consider scheduling a Work Session to hold a Meet and Greet Session or appointing a member to the Smyth-Wythe Airport Commission to fill the expired term of Mr. Brandon Elmore (term expired June 30, 2024). Town Clerk Sherry Corvin explained that the Council has received one application to be considered for appointment to the Smyth-Wythe Airport Commission. She noted that the Council can schedule a Work Session to hold a Meet and Greet Session for July 22, 2024, prior to the Town Council meeting, or the Council can make the appointment at this meeting. Discussion ensued regarding the current Smyth-Wythe Airport Commission member, Mr. Brandon Elmore, and his reappointment. Town Clerk Corvin advised that there is a clause in the Town Code which would allow Mr. Elmore to serve a third term if the Council wishes to reappoint him. She explained that she was contacted by a representative of the Airport Commission who would like for the Town Council to consider using that clause in the Town Code to reappoint Mr. Elmore, and she noted that Mr. Elmore also contacted her and stated that he would like to remain on the Airport Commission.

A motion was made by Councilwoman Johnson and seconded by Vice-Mayor Pattison, as permitted under Section 2-211 of the Town Code, to reappoint Mr. Brandon Elmore as a member to the Smyth-Wythe Airport Commission for a four-year term (term expires June 30, 2028). 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**G. RE: CHARTER AMENDMENT - SCHEDULING A PUBLIC HEARING**

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the August 12, 2024, Town Council meeting to consider an amendment to the Town of Wytheville Charter, Section 2, Council Generally. Town Manager Freeman stated that a new State law that affects how vacancies are handled for local governing bodies affects the Town's Charter, which will require the Council to amend the Town Charter with the proposed ordinance that was in each Council package for review. He advised that, at this meeting, the Council will only need to schedule the public hearing to consider the Charter amendment, which is highlighted in yellow in the package. Mayor Taylor inquired if there was a motion to schedule a public hearing for the August 12, 2024, Town Council meeting to consider an amendment to the Town of Wytheville Charter, Section 2, Council Generally.

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, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**H. RE: TOWN COUNCIL MEETING SCHEDULED FOR OCTOBER 15, 2024 - RESCHEDULE OR CANCEL MEETING**

Mayor Taylor advised that the next agenda item is to consider rescheduling or canceling the October 15, 2024, Town Council meeting due to the Virginia Municipal League Conference. Town Manager Freeman reviewed this matter with the Town Council.

A motion was made by Councilwoman Johnson and seconded by Vice-Mayor Pattison to cancel the October 15, 2024, Town Council meeting due to the Virginia Municipal League Conference. 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, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**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**

Town Clerk Sherry Corvin presented the upcoming meetings, as follows:

1. The Wytheville Recreation Commission will meet on Wednesday, July 10, 2024, at 5:30 p.m., at the Wytheville Community Center.
2. The Wytheville Planning Commission will meet on Thursday, July 11, 2024, at 6:00 p.m., in the Council Chambers.
3. The Wytheville Town Council will hold a Council Retreat on Monday, July 15, 2024, at 5:00 p.m., at the Wytheville Meeting Center.
4. Downtown Wytheville, Incorporated will meet on Monday, July 15, 2024, at 5:30 p.m., at the DTW Office.
5. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, July 17, 2024, at 12:00 p.m., at the Housing Authority Office.
6. The New River Regional Water Authority will meet on Thursday, July 18, 2024, at 10:00 a.m., at the Water Plant in Austinville.
7. The District III Board of Directors will meet on Thursday, July 18, 2024, at 6:00 p.m., at the Marion Office.
8. The Homestead Museum Advisory Board will meet on Friday, July 19, 2024, at 10:00 a.m., at the Jackson House.
9. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, July 22, 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 requested that the Town Council consider adopting a resolution in honor of Mr. John Johnson, a local historian who performed a lot of work in the Town of Wytheville, to be presented to Mr. Johnson's family. Councilwoman Johnson advised that she and Mr. Johnson are of no relation, therefore, there is not a conflict of interest regarding her request.

A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to approve requesting Town staff to draft a resolution in honor of Mr. John Johnson to be adopted and presented to his family at a future Town Council meeting. 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, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

Councilwoman Johnson stated that she has one more item to discuss, which she has already discussed with Town Manager Freeman, and that is for the Council to recognize Town retirees with 25 or more years of service with a presentation of a plaque and rocking chair during a Town Council meeting. Town Manager Freeman discussed how the presentations to Town retirees have been done in the past. A

motion was made by Councilwoman Johnson and seconded by Councilman Gillman to approve recognizing Town retirees with 25 or more years of service with a presentation of a plaque and rocking chair during a Town Council meeting within proximity to their retirement date. Mayor Taylor inquired if there was any discussion on the motion. Discussion ensued regarding the number of years of service to be recognized by the Town to receive a rocking chair, 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 Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

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 Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she and Town Manager Freeman had been discussing some concerns that had been brought to her attention regarding the Wytheville Cat Shelter, which she advised that Town Manager Freeman has been faithfully working on, but she wanted to note for the record. She remarked that other than that, she does not have anything further to discuss during Council Member Time.

Mayor Taylor advised that she did not have anything to discuss during Council Member Time.

Vice-Mayor Pattison advised that she did not have anything to discuss during Council Member Time.

Councilman Gillman advised that he did not have anything to discuss during Council Member Time.

#### **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 A DISCUSSION REGARDING A PENDING VACANCY OF AN APPOINTED POSITION**

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 a discussion regarding a pending vacancy of an appointed position. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilwoman Johnson, 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (5:44 p.m.)

##### **B. RE: OPEN SESSION/CERTIFICATION OF CLOSED MEETING**

Mayor Taylor advised that it would now 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 appraisals and salaries for appointed employees, and a discussion regarding a pending vacancy of an appointed 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 were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Council.

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 results, by roll call vote: Voting Yea:

Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison,  
Councilman Gillman. (8:16 p.m.)

**15. RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded and  
carried to adjourn the meeting. (8:17 p.m.)

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Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk