



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JUNE 10, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. RE: ATTENDANCE

MEMBERS PRESENT:

Vice-Mayor Cathy Pattison, Councilwoman Holly Atkins, Councilwoman Candice Johnson

MEMBERS ABSENT:

Mayor Beth Taylor, Councilman Gary Gillman

OTHERS PRESENT:

Assistant Town Manager Elaine HOLETON, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Town Treasurer Michael Stephens, Director of Information Technology Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Police Chief Joel Hash, Assistant Treasurer Angela Pennington, Accounting Clerk II Dara Wood, Accounting Clerk III/Utility Billing Clerk Amanda Duncan, Accounting Clerk III Janet Taylor, Police Officer David Newman, Chris Fox, Nancy Martin, Kirk Chamberlain, Megan Stephens, Ronnie Houseman, Jr., Trey Houseman, Jim Cohen, Vickie Stephens, Erica Sadler, Josh Stephens, Asher Coon, Jackie Stephens, Others

2. RE: CALL TO ORDER

In the absence of Mayor Taylor, Vice-Mayor Pattison called the meeting to order.

3. RE: ESTABLISHMENT OF QUORUM

Vice-Mayor Pattison advised that a quorum of Council members was present.

4. RE: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilwoman Atkins.

5. RE: APPROVAL OF AGENDA

Vice-Mayor Pattison 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 Councilwoman Atkins, Seconded by Councilwoman Johnson. Vice-Mayor Pattison 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 Atkins, Councilwoman Johnson, Vice-Mayor Pattison.

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

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

7. RE: CONSENT AGENDA

A. Vice-Mayor Pattison presented the consent agenda consisting of the minutes of the work session and the regular meeting of May 28, 2024. She inquired if there was a motion to approve the minutes of the work session and regular meeting of May 28, 2024, as presented.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Vice-Mayor Pattison 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: Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

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

A. RE: HOUSEMAN - HARMAN STREET CLOSING REQUEST

Vice-Mayor Pattison advised that the next agenda item is to consider the request of Ronald E. Houseman, Jr. and Mark Alan Harman, Trustee of the Mark Alan Harman Trust, to vacate an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street. She stated that Director of Public Utilities and Engineering Billy Anderson will present the staff report on this matter. Director of Public Utilities and Engineering Billy Anderson advised that his staff report did not change from the last meeting. He noted that he met with the Town's viewers, which were Councilwoman Atkins and Councilman Gillman, over the last couple of weeks to review any particular items that they felt concerned about regarding the closure of the street. Director Anderson continued to review the staff report with the Council. He inquired of the Council if there were any questions regarding the staff report. Councilwoman Atkins thanked Director Anderson and Assistant Director Austin for taking the staff time to take her to the site and for their hard work regarding the request. Vice-Mayor Pattison inquired if there was a timeframe for this type of request process. Director Anderson advised that the Town has not set a timeframe, however, if approved by Council, the only contingencies would be the receipt of the estimated market value of the property and the execution of the deed of quitclaim to the two participants. He commented that a reasonable timeframe could be set for the two applicants so that the approval would be valid for a certain period of time, if they did need time to acquire funding to purchase the property, etc. Vice-Mayor Pattison inquired if there were any other questions for Director Anderson. There being none, she proceeded with the agenda.

RE: PUBLIC HEARING - HOUSEMAN - HARMAN STREET CLOSING REQUEST

Vice-Mayor Pattison advised that the meeting constituted a public hearing (due notice having been given) to consider the request of Ronald E. Houseman, Jr. and Mark Alan Harman, Trustee of the Mark Alan Harman Trust, to vacate an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street. She stated that the sign-in sheet did not list anyone who wished 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 before the Council decides on the request. There being no one wishing to speak during the public hearing, Vice-Mayor Pattison declared the public hearing closed and proceeded with the agenda.

RE: ORDINANCE NO. 1435 - HOUSEMAN - HARMAN STREET CLOSING REQUEST

Vice-Mayor Pattison advised that the next agenda item is consideration by the Town Council to adopt Ordinance No. 1435, an ordinance discontinuing and vacating an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street, in the Town of Wytheville, Virginia, on first and final reading, and to authorize the Town Manager to execute quitclaim deeds conveying the vacated property. She inquired if there was a motion to adopt Ordinance No. 1435, an ordinance discontinuing and vacating an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street, in the Town of Wytheville, Virginia, on first and final reading, and authorizing the Town Manager to execute quitclaim deeds conveying the vacated property.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Vice-Mayor Pattison inquired if there was any discussion on the motion to adopt Ordinance No. 1435, an ordinance discontinuing and vacating an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street, in the Town of Wytheville, Virginia, on first and final reading, and authorizing the Town Manager to execute quitclaim deeds conveying the vacated property. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Vice-Mayor Pattison.

Vice-Mayor Pattison advised that Ordinance No. 1435 was adopted on first and final reading by a unanimous vote of the Council.

B. RE: ORDINANCE NO. 1434

Vice-Mayor Pattison advised that the next agenda item is to consider Ordinance No. 1434, an ordinance renaming Chapter 10, Planning and Development, and repealing Article IV. Erosion and Sediment Control and Article V. Impervious Land Area Stormwater Management, of the Code of the Town of Wytheville, Virginia, on first and final reading. She stated that Assistant Town Manager Elaine Holeyton would present a staff report regarding this ordinance and the proposed changes to the Council. Assistant Town Manager Holeyton stated that Town Staff is recommending that the Town Council repeal the relevant section of the Town Code, while also adopting a Stand-Alone Erosion and Sediment Control Program. She explained that, essentially, Agenda Item 8B is going to be amending Chapter 10 of the Town Code, and Agenda Item 8C will be adopting the new Stand-Alone Erosion and Sediment Control Ordinance. Assistant Town Manager Holeyton inquired if the Town Council had any questions. She thanked the Town Council for their consideration regarding the two items. Vice-Mayor Pattison thanked Assistant Town Manager Holeyton for her report. Vice-Mayor Pattison inquired if there was a motion to adopt Ordinance No. 1434, an ordinance renaming Chapter 10, Planning and Development, and repealing Article IV. Erosion and Sediment Control and Article V. Impervious Land Area Stormwater Management, of the Code of the Town of Wytheville, Virginia, on first and final reading.

Motion made by Councilwoman Atkins, Seconded by Councilwoman Johnson. Vice-Mayor Pattison inquired if there was any discussion on the motion to adopt Ordinance No. 1434 on first and final reading. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Vice-Mayor Pattison.

Vice-Mayor Pattison advised that Ordinance No. 1434 was adopted on first and final reading by a unanimous vote of the Council.

C. RE: ORDINANCE NO. 1437 - EROSION AND SEDIMENT CONTROL PROGRAM

Vice-Mayor Pattison advised that the next agenda item is to consider Ordinance No. 1437, an ordinance establishing a Stand-Alone Policy for an Erosion and Sediment Control Program for the Town of Wytheville, Virginia, on first and final reading. She inquired if Assistant Town Manager Holeyton had anything further to add regarding this proposed Ordinance. Assistant Town Manager Holeyton stated that in the Council package, a copy of the new Stand-Alone Policy was included for the Council's review under Agenda Item 8C. She remarked that she is pleased to report that Town Staff feels like the new regulations will be easy for the development community to understand, and Town Staff looks forward to the Council adopting this Ordinance at this meeting. She inquired if the Council had any questions for her regarding the proposed Ordinance. There being none, Vice-Mayor Pattison inquired of the Council if there was a motion to adopt Ordinance No. 1437, an ordinance establishing a Stand-Alone Policy for an Erosion and Sediment Control Program for the Town of Wytheville, Virginia, on first and final reading.

Motion made by Councilwoman Atkins, Seconded by Councilwoman Johnson. Vice-Mayor Pattison inquired if there was any discussion on the motion to adopt Ordinance No. 1437 on first and final reading. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Vice-Mayor Pattison.

Vice-Mayor Pattison advised that Ordinance No. 1437 was adopted on first and final reading by a unanimous vote of the Council.

D. RE: APPOINTMENT - WYTHEVILLE TREE ADVISORY COMMITTEE

Vice-Mayor Pattison 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 Wytheville Tree Advisory Committee to fill the expired term of Mr. David Richert (term expired May 14, 2024). Town Clerk Sherry Corvin stated that included in the Council package was an application for consideration of appointment to the Wytheville Tree Advisory Committee. She commented that, at this meeting, the Town Council could schedule a Meet and Greet Session during a Work Session for the next Town

Council meeting on June 24, 2024, or the Council could appoint the applicant to fill the term of Mr. David Richert. Vice-Mayor Pattison advised that the Council has two options. Councilwoman Johnson stated that she would like to schedule a Meet and Greet Session like the Council has with all other applicants to remain fair and consistent. Discussion ensued regarding the date and time for a Work Session to hold a Meet and Greet Session. Vice-Mayor Pattison inquired if there was a motion to schedule a Work Session on Monday, June 24, 2024, at 4:30 p.m. to hold a Meet and Greet Session with the applicant to be considered for appointment to the Wytheville Tree Advisory Committee to fill the expired term of Mr. David Richert (term expired May 14, 2024).

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

9. RE: CITIZENS' PERIOD

Vice-Mayor Pattison advised that the next agenda item is Citizens' Period. She stated that there was one citizen who wished to address the Council during Citizens' Period.

Town Treasurer Michael Stephens was recognized and stated that he was attending the meeting to announce his retirement, effective August 30, 2024. He commented that he would like to thank the current Town Council and the previous Town Councils for their appointments, confidence and abilities for the past 39 years. Town Treasurer Stephens advised that it had been a pleasure and an honor to be the Treasurer for the Town of Wytheville. He thanked the Council for allowing him to speak.

Vice-Mayor Pattison stated that she feels this is both sad and good news for everyone. She commented that 39 years is remarkable, and it is not every day that people stay in one position for that long. Vice-Mayor Pattison expressed that Mr. Stephens is a dedicated employee for this town, and the Town has been so fortunate and privileged to have him.

Councilwoman Johnson thanked Town Treasurer Stephens for all that he has done for the Town's Treasurer's Office. She noted that she would not forget last year's Treasurer's Conference hosted by Town Treasurer Stephens at the Wytheville Meeting Center. Councilwoman Johnson remarked that earlier in the day, she attended a conference and there were people talking about how nice last year's Treasurer's Conference was that the Town of Wytheville hosted. She thanked Town Treasurer Stephens for his time and service, and she remarked that she was sad to see him go and did not want him to go. Councilwoman Johnson thanked Town Treasurer Stephens for helping her in the short time that she has been on the Town Council.

Councilwoman Atkins stated that she and Mr. Stephens go way back. She explained that she was thankful enough to be hired by Mr. Stephens. She noted that she had previously worked for the Town and that she was grateful to have worked for the Town. Councilwoman Atkins commented that she thinks she is some of the person she is today in the accuracy of her job now because of Mr. Stephens, and she noted that she has explained this to Mr. Stephens before. She remarked that she appreciated that very much. Councilwoman Atkins stated that she hates to see Town Treasurer Stephens go, and she commented that she is sure his employees hate to see him go, as well. She congratulated Town Treasurer Stephens on his new journey and new chapter in life, and she commented that he will be missed.

Vice-Mayor Pattison reiterated her thanks to Town Treasurer Stephens, and she commented that he has done a great job for the Town. She stated that it is her understanding that the Town Council did not have to vote on Town Treasurer Stephens' announcement of his retirement. Vice-Mayor Pattison advised, therefore, on behalf of the Mayor and the other members of the Wytheville Town Council, she would accept Town Treasurer Michael G. Stephens' retirement announcement, effective August 30, 2024.

Vice-Mayor Pattison inquired if there were any other citizens present who wished to address the Council during Citizens' Period. There being no one, she proceeded with the agenda.

10. **RE: NEW BUSINESS**

Vice-Mayor Pattison advised that the next agenda item is New Business. Assistant Town Manager Holeton stated that she had one item of New Business to present to the Town Council. She advised that she was made aware that if the Town Council is willing to do so, a public hearing will need to be scheduled for June 24, 2024, for the end of Fiscal Year 2023-24 budget amendments. Assistant Town Manager Holeton explained that this is an item that is presented to the Council each year around this time, which is essentially a reconciliation of the budget before the end of the budget year. She commented that Town Treasurer Stephens is attending this meeting if the Council has any questions for him regarding this request from the Treasurer's Office. Assistant Town Manager Holeton stated that if the Council would consider scheduling the public hearing for the next Council meeting, action will need to be taken at this time. Vice-Mayor Pattison inquired if there was a motion to schedule a public hearing for the Monday, June 24, 2024, Town Council meeting to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Vice-Mayor Pattison inquired if there was any discussion on the motion to schedule a public hearing for the Monday, June 24, 2024, Town Council meeting to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Atkins, Councilwoman Johnson, Vice-Mayor Pattison.

11. **RE: REPORTS**

A. **RE: UPCOMING MEETINGS**

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

1. The Wytheville Planning Commission meeting scheduled for Thursday, June 13, 2024, has been canceled.
2. Downtown Wytheville, Incorporated (DTW) Board of Directors will meet on Monday, June 17, 2024, at 5:30 p.m., at the DTW Office.
3. The Wytheville Redevelopment and Housing Authority will hold their monthly meeting on Wednesday, June 19, 2024, at 12:00 p.m., at the Housing Authority Office.
4. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Wednesday, June 19, 2024, in observance of the Juneteenth holiday.
5. The New River Regional Water Authority will meet on Thursday, June 20, 2024, at 10:00 a.m., in Austinville at the Water Plant.
6. The next regular meeting of the Wytheville Town Council will be held on Monday, June 24, 2024, at 5:00 p.m., in the Council Chambers.

12. **RE: OTHER BUSINESS**

A. **RE: ORDINANCE NO. 1436**

Vice-Mayor Pattison advised that the next agenda item is to review Ordinance No. 1436, an ordinance to repeal Chapter 7, Licenses and Business Regulations, Article III. Taxicabs, of the Code of the Town of Wytheville, Virginia. Assistant Town Manager Holeton stated that no action is needed by the Town Council regarding this item, and she noted that the presentation is only to make the Council aware of a Staff recommendation to repeal the Taxicabs section of the Town Code. She reviewed the proposed ordinance and explained why the changes were necessary to the Town Code. Assistant Town Manager Holeton commented that if the Council has any questions regarding the proposed ordinance, they can contact her or Town Clerk Corvin. She stated that if the Council agrees, Town Staff will prepare the ordinance for the Council's consideration at the June 24, 2024, Council meeting. She inquired if there were any questions that she could answer for the Council at this time. There

being none, Vice-Mayor Pattison advised that the Council would consider the ordinance at the next Council meeting, and she proceeded with the agenda.

B. RE: REVIEW OF VACANCIES/UPCOMING VACANCIES ON TOWN COMMITTEES/BOARDS/AUTHORITIES

Vice-Mayor Pattison advised that the next agenda item is the review of vacancies/upcoming vacancies on Town Committees/Boards/Authorities. Town Clerk Corvin stated that the Council package included a listing of Town Committees/Boards/Authorities with vacancies/upcoming vacancies for 2024. She explained that the most immediate vacancy that the Council will have will be on the Smyth-Wythe Airport Commission and the term expires June 30, 2024. Town Clerk Corvin advised that if the Council knows of anyone wanting to apply for this Commission, the applicant will need to do so through the OpenGov Portal on the Town of Wytheville website. She noted that she is willing to answer any questions that applicants might have regarding this process. Vice-Mayor Pattison commented that if there is anyone wanting to serve on a Town Committee, she would ask that they please contact Town Clerk Corvin or a Council member because the Town is always looking for someone to serve and the Council needs the help of the citizens.

C. RE: COUNCIL MEMBER TIME

Vice-Mayor Pattison advised that the next agenda item is Council Member Time. She inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she had one item to discuss, after speaking to a citizen, which was the speeding on US 21 coming into town due to the 20th Street Bridge closure. She noted that she has also discussed this with Town Manager Freeman, and he stated that Town Staff is working on some different techniques to try to help with the issue. She remarked that it was her understanding that the Wytheville Police Department had been patrolling the area. Councilwoman Atkins inquired if this area is something that could be revisited.

Vice-Mayor Pattison inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson advised that a citizen contacted her and inquired regarding when Wytheville will be getting a splash pad for the kids so that citizens no longer must drive to Hillsville or Christiansburg. She stated that she feels like this is something that the Council should accommodate the citizens with and that she would be willing to work with anybody on Town Staff to make this happen. Councilwoman Johnson advised that at some point, a Closed Meeting needs to be scheduled to discuss raises and evaluations for appointed employees.

Vice-Mayor Pattison advised that she did not have anything to discuss during Council Member Time. She thanked the citizens for attending the meeting and noted that following the meeting, citizens were welcome to speak to any Council member or to wish Town Treasurer Stephens some good thoughts.

13. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (5:26 p.m.)

Cathy D. Pattison, Vice-Mayor

Sharon G. Corvin, CMC, Clerk of Council