



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, MARCH 13, 2023 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, Deputy Clerk Lauren Bedwell, Town Attorney Michelle Clayton, Planning Director John Woods, Police Officer Ernest Williams, James Cohen, Fabio Flores, Joe Faraci, Glenda Eans, Kerry Eans, Heather Kapranos, Mark Bloomfield, H.S. Ingo, Roland King, Nick Kapranos, Tim Rose, Angela Rose, Stephanie Parks, Todd Wolford, Charlie Jones, Dara Wood, Angela Pennington, Others

### 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 the Council would approve moving agenda item 15-A to follow item 9-A on the agenda. Mayor Taylor noted that this would allow the Council to hear both public hearings and then make their decisions. She inquired if there is a motion to approve the agenda with the amendment to move item 15-A, Ordinance No. 1419, to follow item 9-A, Rose Special Exception Permit Issuance.

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

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

Mayor Taylor advised that she would like to remind everyone that if the Council needs to recess later in the meeting, there is a scheduled recess listed on the agenda.

### 7. **RE: CONSENT AGENDA**

A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of February 27, 2023. She inquired if there was a motion to approve the minutes as presented or to somehow be amended.

A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to approve the minutes of the regular meeting of February 27, 2023, as presented. Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**8. RE: PUBLIC HEARINGS**

**A. RE: PUBLIC HEARING - ROSE SPECIAL EXCEPTION PERMIT REQUEST**

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider the request of Ms. Angela Rose for a Special Exception Permit to use the property at 500 Tazewell Street, which is located on the north corner of Tazewell and East Pine Streets (Tax Parcel #41A-1-8-13), as a hair and nail salon, in an R-2 Residential Zoning District. She inquired if there were any citizens present who wished to address the Council during the public hearing. There being none, she declared the public hearing closed and proceeded with the agenda.

**B. RE: CLARKE REZONING REQUEST**

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider the request of Mr. Matthew J. Clarke to rezone approximately 36.6 acres of property on Asbury Lane (Tax Map Parcel #25-70A), which is located on the north side of Holston Road, between Van Mar Drive and Cove Road, from MA-1 Medical Arts to R-1 Residential. She inquired if there were any citizens present who wished to address the Council during this public hearing. Mayor Taylor noted that if there were citizens who wished to speak during this public hearing, please come to the podium and state their name and address for the minutes.

Mr. Roland King was recognized and stated that he resides at 495 Wytheview Drive in Wytheville. He explained that his property is adjacent to the property proposed to be rezoned to R-1 Residential. Mr. King advised that he would really like to see the property rezoned to R-1 Residential and noted that he would like to build a house in that area. He continued to express to the Council his thoughts about the rezoning and that he is in favor of this request. Mr. King thanked the Council for allowing him to speak during the public hearing. Mayor Taylor thanked Mr. King for his comments. Ms. Heather Kapranos was recognized and stated that she resides at 770 Holston Road in Wytheville. She noted that her residence is located between Van Mar Drive and Cove Road. Ms. Kapranos commented that the proposed property to be rezoned has been nice and beautiful for years and rezoning it to R-1 Residential would be ideal if it is to be rezoned. She continued to express her thoughts to the Council regarding the proposed rezoning and some of her concerns which included increased traffic on Holston Road. Mayor Taylor inquired if Planning Director Woods could update everyone regarding the Virginia Department of Transportation's (VDOT) future plans for the Holston Road area since there are traffic concerns of the citizens in this area for this proposed rezoning. Planning Director Woods explained that the Town has received funding through VDOT's Smart Scale Funding Program to redesign and reconfigure the intersection of Holston Road and Fourth Street. He continued to discuss VDOT's future plans for the Holston Road and Fourth Street intersection noting that the anticipated construction date is set for approximately 2026. Mayor Taylor commented that she hopes this will help with the citizens' concerns regarding increased traffic on Holston Road. She inquired if there was anyone else who wished to address the Council during the public hearing. There being none, she declared the public hearing closed.

**9. RE: SPECIAL EXCEPTION PERMIT ISSUANCE/ORDINANCE NO. 1419**

**A. RE: ROSE SPECIAL EXCEPTION PERMIT**

Mayor Taylor advised that the next agenda item is to consider the issuance of a Special Exception Permit to Ms. Angela Rose to use property at 500 Tazewell Street, which is located on the north corner of Tazewell and East Pine Streets (Tax Parcel #41A-1-8-13), as a hair and nail salon, in an R-2 Residential Zoning District. She stated that the recommendation of the Planning Commission is that the Special Exception Permit be issued with the stipulation that all customer parking be onsite and no customer parking will be permitted on the road. Mayor Taylor inquired if there is a motion to approve or deny the issuance of a Special Exception Permit to Ms. Angela Rose to use property at 500 Tazewell Street, which is located on the north corner of Tazewell Street and East Pine Streets (Tax Parcel #41A-1-8-13), as a hair and nail salon, in an R-2 Residential Zoning District, with the stipulation that all customer parking shall be onsite.

A motion was made by Councilman Gillman and seconded by Councilwoman Atkins to approve the issuance of a Special Exception Permit to Ms. Angela Rose to use property at 500 Tazewell Street, which is located on the north corner of Tazewell and East Pine Streets (Tax Parcel #41A-1-8-13), as a hair and nail salon, in an R-2 Residential Zoning District, with the stipulation that all customer parking shall be onsite. Mayor Taylor inquired if there was any discussion on the motion. Town Manager Freeman stated that if Councilwoman Johnson had an inquiry regarding the customer parking, now would be the time to ask. Councilwoman Johnson stated that she had one inquiry in regard to the onsite parking stipulation. She inquired if someone could explain why this stipulation was recommended by the Planning Commission. Planning Director Woods advised that there are two reasons why the stipulation was recommended by the Planning Commission. He noted that the first reason is because the applicant offered onsite parking as part of her application to conduct business. Planning Director Woods explained the second reason was because of concern from some of the Planning Commissioners regarding parents picking up their children from school in the afternoons and the fact that there could be conflicts along the side of the street where Ms. Rose's property is located. Councilwoman Johnson thanked Planning Director Woods for this information. Councilwoman Atkins stated that she would like for this stipulation to be removed from the Special Exception Permit because she travels this road frequently, and in her opinion, the side of the road where Ms. Rose's property is located is wider versus the Tazewell Street side of the road. She noted that she is aware of Ms. Rose's salon, and, usually, there are no more than one or two rotating customers there at a time, which is why she would hate to see the Council limit parking to onsite only. Mayor Taylor inquired if Ms. Rose would come to the podium so that the Council could ask her what she would prefer.

Ms. Angela Rose was recognized and stated that she resides at 500 Tazewell Street. Mayor Taylor commented that Ms. Rose's Special Exception Permit application depicted onsite customer parking in the backyard area. Ms. Rose stated that since the school traffic is only a problem for approximately 40 minutes in the afternoons during the school year, is there any reason why the Council would need to limit parking the rest of the day. She remarked that the school traffic really is not that big of a problem in the morning. She explained that she could have a customer who has a fear of backing out into the street and she would hate to tell the customer that they are not allowed to park on the street. Councilwoman Johnson stated that in all fairness, she thinks the Council should remove the onsite parking stipulation. She noted that she thinks Ms. Rose's customers should be allowed to park on the street just like the other customers are allowed to park on the street at nearby businesses. Mayor Taylor thanked Ms. Rose for her comments. Mayor Taylor inquired of Assistant Town Manager Holeton and/or Planning Director Woods if the Council can vote on removing the onsite parking stipulation from Ms. Rose's Special Exception Permit. Assistant Town Manager Holeton stated that is correct.

A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to remove the stipulation from Ms. Angela Rose's Special Exception Permit that all customer parking shall be onsite. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. Mayor Taylor advised that the motion passed, and there will be no restrictions on customer parking.

Mayor Taylor inquired if there was a motion to approve the issuance of a Special Exception Permit to Ms. Angela Rose. A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to approve the issuance of a Special Exception Permit to Ms. Angela Rose to use property at 500 Tazewell Street, which is located on the north corner of Tazewell and East Pine Streets (Tax Parcel #41A-1-8-13), as a hair and nail salon, in an R-2 Residential Zoning District. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she uses this business personally, and she inquired if she is allowed to vote. Mayor Taylor stated that there is not an issue, and that Councilwoman Atkins is allowed to vote. There being no further discussion, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. Mayor Taylor

advised that by way of unanimous vote, Ms. Rose's request for a Special Exception Permit has been issued.

**B. RE: ORDINANCE NO. 1419 - ASBURY LANE REZONING**

Mayor Taylor presented Ordinance No. 1419, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to rezone property owned by BW Real Estate Holdings, LLC, located on Asbury Lane (Tax Map #25-70A), which is located on the north side of Holston Road, between Van Mar Drive and Cove Road, from MA-1 Medical Arts to R-1 Residential, on first reading. Planning Director Woods presented his staff report and a presentation to the Council regarding the proposed rezoning project on Asbury Lane. He advised that at the March 9, 2023, Wytheville Planning Commission meeting, it was the recommendation of the Commission to approve this rezoning request. Mayor Taylor thanked Planning Director Woods for his report. She inquired if the Council had any questions for Planning Director Woods. Councilwoman Atkins inquired of Planning Director Woods about who would pay for the water hookup fees for this proposed project, and, if it would be the individual who is building on the site. Planning Director Woods stated that it would be the developer of the future sites, or for the existing homes, it would be the individuals who purchase the homes. Town Manager Freeman commented that if a new water line is installed, it would be at the cost of the developer. He noted that the Town currently has a program that would perhaps waive the connection fees through the Build It 2025 Program, which was designed to close the gap on some of the costs because of the need for housing in the Town of Wytheville. He remarked, therefore, it is possible that the actual connection fee, which is approximately \$1,500 for a 5/8-inch connection water line, would possibly be waived through the Build It 2025 Program, but, if there is a new water main installed, that would be at the cost of the developer. Councilwoman Atkins thanked Town Manager Freeman for this information. Mayor Taylor inquired if there were any other questions or comments. There being none, she stated she would need a motion to adopt the ordinance on first and final reading.

A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to adopt Ordinance No. 1419, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to rezone property owned by BW Real Estate Holdings, LLC, located on Asbury Lane (Tax Map #25-70A), which is located on the north side of Holston Road, between Van Mar Drive and Cove Road, from MA-1 Medical Arts to R-1 Residential, on first and final reading. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

Ordinance No. 1419 was adopted on first and final reading.

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

**A. RE: DOWNTOWN WYTHEVILLE, INC. EXECUTIVE DIRECTOR TODD WOLFORD**

Mayor Taylor advised that the next agenda item will be for Downtown Wytheville, Inc. Executive Director Todd Wolford to provide an update on the activities of Downtown Wytheville, Inc. Executive Director Wolford stated that he would like to thank Councilwoman Atkins, Town Manager Freeman, Assistant Town Manager Holeton, Mayor Taylor and everyone else who helped throughout the process of selecting the banners. He noted that by consensus of the committee, a banner was selected, and he presented a copy to each of the Council members. Executive Director Wolford continued to discuss the banners that were selected for the downtown area with the Council. He expressed that he would like to now share with the Council that Wytheville has been chosen as one of two communities in the nation to represent Google through a program called Grow with Google, which is an opportunity to reach rural communities across America. He continued to explain the Grow with Google program with the Council. Executive Director Wolford updated the Council regarding two youth community ambassadors who have been selected for Downtown Wytheville, Inc. and who will serve as representatives as youth Board members. He explained to the Council how the youth ambassador program serves the Downtown Wytheville, Inc. Board of Directors. Executive Director Wolford updated the Council

regarding DTW's plans to partner with Virginia Tech's Landscape and Architectural School and its program to help DTW develop the green space on Main Street and other connectivity opportunities to connect green space, walkability, safety measures, etc. He continued to explain this opportunity with the Council. Executive Director Wolford updated the Council regarding the State Director's Retreat held in Wytheville several weeks ago. He noted that this retreat was a big opportunity for DTW to host all of the other Main Streets across the State of Virginia here in Wytheville. Executive Director Wolford stated that on Tuesday, July 4, 2023, Downtown Wytheville, Inc. will host the Annual July 4th Celebration on Main Street. He thanked the Council and other Town Staff for their support during this event. Mayor Taylor inquired of Executive Director Wolford if he could share with the Council where the green space on Main Street he described earlier is located. Executive Director Wolford explained that the green space that DTW and Virginia Tech will be working on is between The Paper Clip and the old Baldwin's building where Hawkin's Real Estate is currently located. He continued to describe the plans for the green space in that area. Councilwoman Atkins inquired of Town Manager Freeman regarding the budget for the banners. Town Manager Freeman explained that there is already a department and an account that has funding for this type of line item. He continued to discuss the banner line item in the budget, and he noted that the Council does not have to make a budget modification since the banners are likely to exceed the amount in that line item because that account will simply absorb it. Discussion continued regarding the banners and the appropriate department to place the line item in the budget. Councilwoman Atkins inquired if Town Manager Freeman could look into moving the banners under the Council's budget instead of the other various departmental budgets. Town Manager Freeman stated that he would look into this. Mayor Taylor inquired if there were any other questions or comments for Mr. Wolford. There being none, she proceeded with the agenda.

#### **11. RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She inquired if there is anyone who wished to address the Council during Citizens' Period. There being no one who wished to speak, Mayor Taylor proceeded with the agenda.

#### **12. RE: REPORTS**

A. Town Manager Freeman presented the Staff Report, and a copy is attached and made part of the minutes.

#### **13. RE: NEW BUSINESS**

Under New Business, Town Manager Freeman reported the following:

1. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, March 15, 2023, at 12:00 p.m., at the Housing Authority Office.
2. The New River Regional Water Authority will meet on Thursday, March 16, 2023, at 10:00 a.m., in Austinville at the NRRWA Plant.
3. District III will meet on Thursday, March 16, 2023, at 6:00 p.m., at the Marion Office.
4. Downtown Wytheville, Inc. (DTW) will meet on Monday, March 20, 2023, at 5:30 p.m., at the DTW Office.
5. The Joint Industrial Development Authority (JIDA) will meet on Thursday, March 23, 2023, at 3:00 p.m., in the Council Chambers of the Municipal Building.
6. The next regular meeting of the Wytheville Town Council will be held on Monday, March 27, 2023, at 5:00 p.m., in the Council Chambers of the Municipal Building.
7. The Town of Wytheville, the Wytheville-Wythe-Wythe-Bland Chamber of Commerce and Truliant Federal Credit Union will co-sponsor a free shred day for only non-businesses on Saturday, March 25, 2023, from 9:00 a.m. - 12:00 p.m. or until the truck is full. The event will take place in the Municipal Building parking lot located at 150 East Monroe Street. For more information, please call the Chamber of Commerce office at 276-223-3365. Councilwoman Atkins inquired of Town Manager Freeman if the items will be shred onsite

or taken offsite. Town Manager Freeman advised that items will be shred onsite.

8. Town Manager Freeman advised that if the Council will recall, he emailed them regarding a meeting he attended on Wednesday, March 8, 2023, with the Wythe County Administrator, Smyth County Administrator and the Marion Town Manager to discuss the budget request for the Mountain Empire Regional Airport. He noted that at the meeting, the Smyth County Administrator presented an idea that the airport had presented to them that they would like to apply for federal funds which require resolutions by all of the partnering localities. Town Manager Freeman explained that, again, the partnering localities were made aware of this on March 8, 2023, and the applications for funding are due on March 20, 2023. He noted that the program was only announced by the federal government on March 1, 2023. Town Manager Freeman stated that he hopes the Council had a chance to review the copy of the resolution he emailed each of them on Friday. He noted that the Town of Marion created the resolution, and each of the localities will be adopting the same resolution at their meetings this week. Town Manager Freeman explained that the main thing he wants the Council to know is that if the airport receives funding, there will be a two percent match requirement. He continued to explain how the match requirement would work for the localities. Discussion ensued regarding the percentage the Town of Wytheville would be required to match.

A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to adopt a resolution supporting the Smyth-Wythe Airport Commission applying for a US House of Representatives Community Project Funding Appropriations Grant. Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

#### 14. **RE: APPOINTMENTS**

##### A. **RE: WYTHEVILLE PLANNING COMMISSION**

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Planning Commission to fill the expired term of Mr. Bradley Tate (term expired March 2, 2023). She explained that earlier during the Council Work Session, the Council held Meet and Greet Sessions with five applicants to be considered for appointment to the Wytheville Planning Commission. Mayor Taylor stated that the evaluations of the five applicants have made it difficult for the Council to appoint someone to fill the term of Mr. Tate to the Wytheville Planning Commission. She noted that there are some rules and regulations that Town Staff is going to have to review further before an appointment is made due to some of the applicants serving on the Board of Zoning Appeals. She apologized to the five applicants who attended the Council meeting and had hoped that the Council would make their appointment to the Wytheville Planning Commission. Mayor Taylor thanked the applicants for attending the meeting, and she proceeded with the agenda.

##### B. **RE: WYTHEVILLE RECREATION COMMISSION**

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Recreation Commission to fill the expired term of Ms. Mary Katherine Claypool (term expired December 31, 2022). A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to appoint Mr. James Cohen to the Wytheville Recreation Commission for a three-year term (term expires December 31, 2025). Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

#### 15. **RE: ORDINANCES/RESOLUTIONS**

##### A. **RE: RESOLUTION - WYTHEVILLE POLICE DEPARTMENT MUTUAL AID AGREEMENT**

Mayor Taylor advised that the next agenda item is to consider a resolution supporting and approving the Wytheville Police Department entering into a Mutual Aid Agreement with the Town of Rural Retreat and the County of Wythe. A motion was made by Councilman Gillman and seconded by Councilwoman Johnson to adopt a resolution supporting and approving the Wytheville Police Department entering into a

Mutual Aid Agreement with the Town of Rural Retreat and the County of Wythe. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if Town Attorney Clayton could explain the resolution in more detail or give her more information. Town Attorney Clayton explained the terms of the agreement with the Council. Councilwoman Atkins inquired of Town Attorney Clayton if the Wytheville Police Department would only enter into the agreement or would the Wytheville Fire and Rescue Department be included, as well. Town Manager Freeman advised that the Wytheville Fire and Rescue Department Mutual Aid Agreement is up to date. Town Attorney Clayton explained that in 2021, when Chief Brade was working on his department's accreditation, the agreement was updated. She continued to explain the importance of the Mutual Aid Agreements with the Council. Councilwoman Atkins thanked Town Attorney Clayton for explaining the resolution in more detail. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting results: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**16. RE: OTHER BUSINESS**

**A. RE: PROPOSED ORDINANCE NO. 1420 - NUISANCES ON PROPERTY AND CLUTTER**

Mayor Taylor advised that the next agenda item is the review of an ordinance proposing changes to the Town Code regarding nuisances on property and clutter. She explained that the ordinance is before the Council for review, and Town Attorney Clayton will discuss the ordinance with the Town Council. Town Attorney Clayton stated that on July 1, 2021, the General Assembly introduced the Clutter Ordinance. She noted that this will result in Town staff being able to send Notices of Violation to individuals whose properties get out of control with clutter. Town Attorney Clayton read the definition of clutter to the Council. Town Attorney Clayton stated that the second part of the ordinance addresses the removal of weeds and mowing, which is a nuisance in the sense of overgrown weeds and vegetation. She reviewed the proposed changes regarding accumulating clutter which would allow Town staff to enforce the cleaning up of properties that are out of control with clutter. She noted that this is the first draft, and she is looking for the Council to make any suggestions or comments if they have any before a public hearing is held. Councilwoman Atkins inquired of Town Attorney Clayton as to who would be enforcing the ordinance. Town Attorney Clayton advised that it would be the Town Manager or his/her designee. Councilwoman Atkins inquired if the enforcers will go to the properties to see if the property owners are doing what they are supposed to do, and who will enforce it if the property owners are not doing what they are supposed to do. Town Attorney Clayton advised that Town Staff will do so through Notices of Violation. Councilwoman Atkins stated that the reason she is asking is because she has inquired many times about a property in the downtown area with vegetation that is overgrown. Discussion ensued regarding the Town Code section Councilwoman Atkins' inquiry pertains to versus the proposed ordinance, and the Mowing Ordinance. Town Manager Freeman advised that the property Councilwoman Atkins is referring to is a jointly owned private alley. Councilwoman Atkins expressed that she does not feel that it is fair to the Town's Public Works Department to have to use the Town's manpower to have to go and clean up someone else's mess. He noted that Town staff faces challenges after cleaning the area because Town Staff is not able to identify the property owners. Discussion continued regarding the clean-up process and the billing challenges that Staff faces regarding this area. Town Attorney Clayton stated that the proposed ordinance will allow the Town Manager the ability to immediately issue a cease-and-desist order or to slow down if it is not a dangerous situation regarding nuisance. She continued to express what she liked about the proposed draft ordinance that will hopefully be ready by this spring. Mayor Taylor stated that Staff anticipates that this ordinance will be presented on first reading to the Town Council at the March 27, 2023, Council meeting. She noted that a public hearing will need to be held at the April 10, 2023, Town Council meeting to receive comments from the public on this proposed ordinance. Mayor Taylor inquired if there is a motion to set a public hearing to consider Ordinance No. 1420 for the Monday, April 10, 2023, Town Council meeting, at 5:00 p.m., or as soon thereafter as possible, in the Council Chambers of the Municipal Building.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Atkins.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

Mayor Taylor advised that Town Clerk Corvin would like for the Council to review the proposed ordinance and email her with any questions or concerns regarding the ordinance prior to the next Council meeting on March 27, 2023.

**B. RE: DONATIONS TO TOWN**

Mayor Taylor advised that the next agenda item is the continued discussion regarding donations to the Town. She noted that the Council discussed the Town accepting donations at the last meeting and there has not been any feedback received. Mayor Taylor advised that the flyers promoting donations will be included in citizens' water bills, and, possibly, advertised at some local businesses. She noted that one comment was made at the last meeting about including Town staff on the flyers to make them more personal. Mayor Taylor advised that Administration staff suggested that including pictures of employees on the flyers may not be a good idea. Town Manager Freeman stated that Staff recommends putting generic pictures on the flyers. Councilwoman Johnson inquired about the reason why Town employee pictures could not be used. Town Manager Freeman stated that they can be used with their permission, but the flyers may be used beyond an employee's tenure with the Town. Discussion was held regarding making donations to the Town and how to advertise the Town taking donations. Mayor Taylor inquired if there is a motion to approve the flyers advertising donations to the Town.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**C. RE: SALARY COMPENSATION STUDY**

Mayor Taylor advised that the next agenda item is the consideration of the Salary Compensation Study. She noted that Town Manager Freeman will discuss the Study and answer any questions the Council may have regarding this matter. Town Manager Freeman stated that in May of 2022, the Town of Wytheville engaged with Bolton USA, to review the Town's classification and compensation program and, if needed, recommend changes to improve its effectiveness. He advised that the Study covered approximately 300 employees and 140 distinct job titles, including variable part-time and seasonal employees. Town Manager Freeman commented that Wytheville's broad-based benefits program was deemed to be fully competitive when compared to similar organizations, however, salaries were trailing other government entities and market competitors. He stated that Staff is asking the Council for authorization to make these salary adjustments and to implement a two percent cost of living adjustment (COLA). Councilwoman Atkins inquired if the salary adjustments would be made in one year. Town Manager Freeman stated that is correct. Mayor Taylor inquired if there was a motion to authorize Town staff to make the needed salary adjustments in one year.

A motion made by Councilwoman Atkins and seconded by Councilwoman Johnson to authorize Town staff to implement the salary adjustments and to implement a two percent cost of living adjustment (COLA) in one year. Mayor Taylor inquired if there was any discussion regarding the motion to approve the salary adjustments and the COLA in one year. Vice-Mayor Pattison inquired if part-time employees will be receiving the COLA. Town Manager Freeman stated that is correct. Assistant Town Manager Holeyton added that regular part-time employees will receive the two percent COLA, and part-time variable employees will receive a two percent adjustment every year until they reach their maximum wage. A brief discussion continued regarding the salary adjustments and the Salary Compensation Study. Mayor Taylor stated that she would like to thank the Administration staff for their work during the duration of this Study. There being no further discussion, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**D. 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.

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

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson read an email she received from Ms. Karen James regarding speeding traffic in the area of Fisher Road, and that she believes this area would be great for a four way stop. Town Manager Freeman stated that he will look into this matter.

Mayor Taylor inquired if Councilwoman Atkins had anything she would like to discuss during Council Member Time. Councilwoman Atkins stated that she would like to thank whichever department that installed the fence at the Atkins Mill cemetery. Town Manager Freeman advised that the Public Works Department installed the fence at the cemetery. Councilwoman Atkins stated that she recently drove by the cemetery, and it looks very nice.

Mayor Taylor stated that the Wytheville Farmers' Market has inquired if the Town is going to increase their utilities bill in the upcoming budget, because they are in the process of trying to apply for grant funding. Town Manager Freeman stated that he will look into this matter.

Mayor Taylor inquired if it would be possible to ask the Wytheville Police Department to schedule a "Hands on the Wheel" campaign to try and persuade citizens to keep their cell phones put away while driving. Town Manager Freeman stated that he will look into this matter.

E. **RE: MISCELLANEOUS**

Mayor Taylor stated that the Council members received a copy of the Smyth-Wythe Airport Commission information and the February Building Permit Reports in their meeting packets. She inquired if there was any further discussion. There being none, she proceeded with the agenda.

17. **RE: CLOSED MEETING**

- A. Mayor Taylor stated that it will now be necessary for the Council to go into a Closed Meeting pursuant to section 2.2-3711 (A.) (7.) to consult with legal counsel about possible litigation regarding a surety bond. Mayor Taylor inquired if there was a motion to go into a Closed Meeting. (6:16 p.m.)

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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

- B. A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to certify the Closed Meeting held regarding section 2.2-3711 (A.) (7.) consultation with legal counsel about possible litigation regarding a surety bond. (6:55 p.m.)

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

18. **RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting. (6:56 p.m.)

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Beth A. Taylor, Mayor

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Lauren E. Bedwell, Deputy Clerk

**STAFF REPORT  
MARCH 13, 2023**

**1. Run For the Wall Dates Announced**

The Run for the Wall Ceremony will take place again this year, with participants arriving on Wednesday, May 24, 2023, at approximately 4:00 p.m., via Exit 70, and parade into Withers Park for the welcome ceremony. Then they parade down Main Street to their hotels, which are primarily at Exit 73.

On the early morning of Thursday, May 25, 2023, they congregate at Withers Park, again, and have a program with the children of Spiller Elementary School and depart (down Main Street again) at 9:30 a.m.

We look forward to another event.

**2. Update on Speed Enforcement Campaign**

The Wytheville Police Department has started a social media campaign for speed enforcement.

They checked the five digital radar signs we purchased, and the one that is mounted on Pine Street. All are working and functioning properly.

I was advised Monday morning about the one on Monroe Street not working, we repaired it that morning (02/27/23), it simply had to be rebooted.

I was also advised that the one on Pine Street was not working. We found it to be working, no action taken. The mobile speed radar sign attached to a marked police vehicle was placed on Monroe Street, facing traffic traveling east. The PD will compile a report from the four radar signs at the end of March showing traffic count and speeder information for a presentation to the Council at a later date.

We will also place the Speed Spy in the curve at Direct Dodge to get a traffic report on this section of roadway that was a concern to citizens during the Town Council meeting.