



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 09, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **RE: ATTENDANCE**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Town Manager Brian Freeman, Town Clerk Sherry Corvin, Town Treasurer Angela Pennington, Police Chief Joel Hash, Police Lieutenant Bryan Bard, Patrol Officer Kyle Counts, Downtown Wytheville, Incorporated Assistant Charlie Jones, Jim Cohen, Caitlin King, 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. Mayor Taylor inquired if there was a motion to approve the agenda as presented.

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 results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, 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 SPECIAL MEETING OF AUGUST 22, 2024, AND THE REGULAR MEETING OF AUGUST 26, 2024

Mayor Taylor presented the consent agenda consisting of the minutes of the special meeting of August 22, 2024, and the regular meeting of August 26, 2024. She inquired if there was a motion to approve the minutes of the special meeting of August 22, 2024, and the regular meeting of August 26, 2024.

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

opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

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

A. RE: BUDGET APPROPRIATION FOR CLARIFIER #4 AT WASTEWATER TREATMENT PLANT

Mayor Taylor advised that the next agenda item is a public hearing to consider an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 to repair Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier. Town Manager Freeman stated that the Council package contains a Staff Report on page 19 for anyone who would like detailed information about this topic, however, for those attending the meeting or watching the YouTube video, he would read the report aloud. The Staff Report is attached and made part of the minutes. Mayor Taylor thanked Town Manager Freeman for the report.

RE: PUBLIC HEARING - BUDGET APPROPRIATION FOR CLARIFIER #4 AT WASTEWATER TREATMENT PLANT

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 to repair Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier. She inquired if there was anyone attending the meeting who wished to address the Council regarding this public hearing. There being no one wishing to speak during the public hearing, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: BUDGET APPROPRIATION FOR CLARIFIER #4 AT WASTEWATER TREATMENT PLANT

Mayor Taylor advised that the next agenda item is consideration by the Town Council to make an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 to repair Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier. Mayor Taylor inquired if there was a motion to make an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 to repair Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier.

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, Vice-Mayor Pattison, Councilman Gillman.

B. RE: DOWNTOWN WYTHEVILLE, INCORPORATED - REQUEST FOR TRAFFIC CONTROL FOR THE 2024 MAYHEM ON MAIN STREET EVENT

Mayor Taylor advised that the next agenda item is to consider the request of Downtown Wytheville, Incorporated (DTW) for traffic control on Saturday, October 26, 2024, for the 2024 Mayhem on Main Street event. Mayor Taylor inquired if Town Manager Freeman had anything to report regarding this event. Town Manager Freeman advised that he only wanted to report to the Council that this request and the next three agenda items have gone before the Town's Safety and Events Committee, and all four requests were approved by the Committee and recommended to the Town Council for approval. He noted that he requested Lieutenant Bard to attend the Council meeting to help answer any specific questions regarding the requests, if the Council had any, since he serves on the Safety and Events Committee. Town Manager Freeman explained that it is his understanding that all four of the events are repeat events and follow, basically, the same format that they have in years past. He reiterated that if the Council has any specific

questions, Lieutenant Bard is available to answer those during the meeting. Mayor Taylor thanked Town Manager Freeman for his comments. Mayor Taylor inquired if there was a motion to consider approving the request of Downtown Wytheville, Incorporated for traffic control on Saturday, October 26, 2024, for the 2024 Mayhem on Main Street event.

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.

C. RE: WYTHEVILLE POLICE DEPARTMENT - REQUEST FOR TRAFFIC CONTROL FOR THE CHURCH STREET TRUNK OR TREAT EVENT

Mayor Taylor advised that the next agenda item is to consider the request for traffic control on Thursday, October 31, 2024, for the Church Street Trunk or Treat event. Mayor Taylor inquired if there was a motion to approve the request for traffic control on Thursday, October 31, 2024, for the Church Street Trunk or Treat event.

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

D. RE: GEORGE WYTHE HIGH SCHOOL (GWHS) - REQUEST FOR TRAFFIC CONTROL FOR THE GWHS HOMECOMING PARADE

Mayor Taylor advised that the next agenda item is to consider the request of George Wythe High School for traffic control on Wednesday, October 16, 2024, for their homecoming parade. Mayor Taylor inquired if there was a motion to approve the request of George Wythe High School for traffic control on Wednesday, October 16, 2024, for their homecoming parade.

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

E. RE: OPEN DOOR COMMUNITY - REQUEST FOR TRAFFIC CONTROL FOR THE STUFFED STRUT 5K EVENT

Mayor Taylor advised that the next agenda item is to consider the request of Open Door Community for traffic control on Thursday, November 28, 2024, for the Stuffed Strut 5K event. Mayor Taylor inquired if there was a motion to approve the request of Open Door Community for traffic control on Thursday, November 28, 2024, for the Stuffed Strut 5K event.

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.

9. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She advised that there was no one listed on the sign-in sheet who stated that they wished to address the Council during Citizens' Period, however, if anyone would like to speak, now is the time to do so. There being no one wishing to address the Council during Citizens' Period, Mayor Taylor proceeded with the agenda.

10. 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.

11. 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 Wytheville Planning Commission will meet on Thursday, September 12, 2024, at 6:00 p.m., in the Council Chambers.
2. The Downtown Wytheville, Inc. (DTW) Board of Directors will meet on Monday, September 16, 2024, at 5:30 p.m., at the DTW Office.
3. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, September 18, 2024, at 12:00 p.m., at the Housing Authority Office.
4. The New River Regional Water Authority will meet on Thursday, September 19, 2024, at 10:00 a.m., at the Water Plant in Austinville.
5. The Joint Industrial Development Authority of Wythe County (JIDA) will meet on Thursday, September 19, 2024, at 3:00 p.m., in the Council Chambers.
6. The District III Board of Directors will meet on Thursday, September 19, 2024, at 6:00 p.m., at the Marion Office.
7. The Homestead Museum Advisory Board will meet on Friday, September 20, 2024, at 10:00 a.m., at the Jackson House.
8. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, September 23, 2024, at 5:00 p.m., in the Council Chambers.

12. 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 thanked Town Manager Freeman and the Public Works Department for the signs that were placed on Chapman Road and US Route 11.

Councilwoman Johnson commented that she would like to thank Town Manager Freeman and Downtown Wytheville, Incorporated (DTW) Executive Director Todd Wolford for assisting her with the Veterans' Banner Program. She remarked that she thinks the deadline for applications was September 1, 2024, and she thinks there were several applications submitted. Town Manager Freeman commented that he thinks there were 35 applications submitted. Councilwoman Johnson advised that there were 40 applications submitted, so for this being the first time that the Town did this, she felt it was an awesome number. She noted that there were 80 slots available, and the Town filled at least half. Councilwoman Johnson thanked DTW Assistant Charlie Jones for helping with this program.

Councilwoman Johnson stated that she wanted to bring something else to the Council's attention. She commented that a survey has been sent out in regard to wanting to change the Zoning Ordinance to the UDO Policy (Unified Development Ordinance). Councilwoman Johnson remarked that she thinks it is important that the Council consider YouTubing the Planning Commission meetings so that the citizens are aware of what is going on. She stated that the Planning Commission meetings need to be made available to the public so that they can be made aware of the changes that are going to be brought forth to the Town Council. Councilwoman Johnson commented that the survey is not enough. She continued voicing her concern regarding the meetings being made available to the public through YouTube.

Mayor Taylor stated that she agrees with Councilwoman Johnson in regard to citizens needing to know what is going on. She noted that she would like for everyone at this meeting to understand that, specifically, for the UDO, Town staff has really tried to reach out to lots of citizens in many different ways including the survey, focus groups, etc.

Councilwoman Johnson stated that she wants the Council to be transparent and allow citizens every opportunity to see the Unified Development Ordinance. She commented that the citizens need to be able to see and know what is going on.

Mayor Taylor inquired if there were any questions or comments. She inquired of Town Manager Freeman as to what action this would require of the Council regarding Councilwoman Johnson's request for the Planning Commission meetings to be recorded and placed on YouTube. Discussion ensued regarding the Information Technology employees attending meetings to record the meetings to be placed on YouTube. A motion was made by Councilwoman Johnson to place the Wytheville Planning Commission meetings on YouTube for view on the Town's website, effective immediately. Mayor Taylor commented that "effective immediately" means two days from this meeting until the Planning Commission meeting. Councilwoman Johnson remarked that she was sorry, but the Council needs to be transparent because there is a lot of discussion going on, and the citizens need to know what is happening. Mayor Taylor inquired if there was a second on the motion. The motion was seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any further discussion on the motion. She commented that she feels more discussion needs to be held. Discussion ensued regarding the recording of the Planning Commission meetings. There being no further discussion on the motion, 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 thanked Councilwoman Johnson for bringing this to the Council's attention. She inquired if Councilwoman Johnson had anything else to discuss during Council Member Time. Councilwoman Johnson stated that she did not have anything else to discuss during Council Member Time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she would like to thank the Public Works Building Maintenance Crew for building the patio at the Wytheville Cat Shelter, which was a lot bigger than she had imagined. She commented that they did a great job on it.

Mayor Taylor stated that she would like to remind everyone about the community outreach breakfast to be held on September 11, 2024, to thank the active and retired police, fire and EMS first responders. She noted that the event will be held at the Elizabeth Brown Memorial Park upper shelter at 6:30 a.m. Mayor Taylor stated that she would like to thank the Town's Public Works Department for cleaning the shelter area.

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

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

13. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (5:19 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

Staff Report: Wastewater Plant Clarifier #4
Public Hearing for Budget Appropriation - Wastewater Fund
Wytheville Town Council Meeting
September 9, 2024
By: Brian Freeman, Town Manager

Background:

Due to an equipment failure at the Wastewater Treatment Plant, the Town will need to install and balance the #4 clarifier arm at the Wastewater Plant.

There are four clarifiers at the Treatment Plant. Each clarifier has arms that rotate in the clarifier basin. The rotating arms enable the separation of the solid particles from the liquid particles. When the clarifier arms are not operating properly, this affects both the water quality and treatment capacity of the Wastewater Plant.

On July 12, we submitted a grant request to Southeast Rural Community Assistance Project (SERCAP) in the amount of \$50,000 to assist with the cost to install and balance the new clarifier arm. On July 22, the Town Council approved a resolution in support of this SERCAP grant. We received notice from SERCAP that we were successful in obtaining the grant.


Based on the estimate that we received to install and balance the clarifier arm, the total cost for the project is estimated at \$64,500.

If the Town Council agrees, we will need to appropriate the total project cost in the Wastewater Fund of \$64,500. Upon completion of the project, we will request reimbursement of the \$50,000 grant.

A public hearing is required by law when expenditures exceed one percent (1%) of the fund, and this request meets the threshold for the public hearing requirement. After the public hearing, the Council will take action on this matter.

Recommendation:

It is recommended that the Town Council amend and appropriate \$64,500 to the Wastewater Fund.

 <h1 style="margin: 0;">TOWN OF WYTHEVILLE</h1> <h2 style="margin: 0;">PROPOSED BUDGET AMMENDMENT & APPROPRIATION</h2> <p style="margin: 0;">FY24-25</p> <p style="margin: 0;">Monday, September 9, 2024</p>				
WASTEWATER FUND				
REVENUES & APPROPRIATIONS	APPROVED	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 5,235,131	\$ 5,299,631	\$ 64,500	1.23%
APPROPRIATIONS	\$ 5,235,131	\$ 5,299,631	\$ 64,500	