



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, NOVEMBER 27, 2023 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. 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, Computer Operations Manager Ron Jude, Police Officer Clarence Doyle, Police Officer Cavin Newman, Downtown Wytheville, Incorporated Administrative and Events Coordinator Charlie Jones, Patricia Austin, Glenda Crockett-Eans

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 Councilwoman Atkins.

5. RE: APPROVAL OF AGENDA

Mayor Taylor advised that the next agenda item is the Approval of Agenda. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to amend the agenda to remove the Closed 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: Councilman Gary Gillman, Vice-Mayor Cathy Pattison, Mayor Beth Taylor, Councilwoman Holly Atkins, Councilwoman Candice Johnson.

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

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

7. RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular Town Council meeting of November 13, 2023. She inquired if there was a motion to approve the minutes of the regular Town Council meeting of November 13, 2023, 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 in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

8. RE: CITIZENS' PERIOD

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

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

A. RE: ORDINANCE NO. 1427

Mayor Taylor advised that the next agenda item is the review of Ordinance No. 1427, an ordinance repealing and replacing Chapter 6, Fire Prevention and Protection; and, amending and reenacting Chapter 9, Offenses - Miscellaneous, Article III. Air Pollution Control by renaming the article and by removing the following sections: Section 9-76. Definitions; Section 9-77. Penalty; Section 9-78. Authority and Declaration of Policy; Section 9-79. Relationship to State Rules; Section 9-80. Powers and Responsibilities of Air Pollution Control Officer; Section 9-81. Open Burning; Section 9-82. Smoke or Other Visible Emissions; and, Section 9-83. Emergency Procedure; and, amending and reenacting Chapter 11. Police, Article III. Alarm Systems, Section 11-44. Penalties for False Alarms, of the Code of the Town of Wytheville, Virginia. Mayor Taylor stated that Fire Chief Chris Slemp would now give a presentation to the Council regarding the draft ordinance.

Fire Chief Chris Slemp stated that he would like to thank the Town Council on behalf of the Wytheville Fire and Rescue Department for the holiday bonuses. He noted that he has never worked for a municipality where he received a bonus, and the bonuses were greatly appreciated. Chief Slemp commented that he would not go into great detail about the draft ordinance like he did at the last Council meeting, however, he would update the Council about the discussion held at the end of the meeting regarding the Town being permitted to enforce a burn ban. He explained the changes made to the draft ordinance for the section to adhere to the Virginia Code, and, so the Town could enforce a burn ban. Chief Slemp stated that since Wythe County placed a burn ban in effect for the county, the Wytheville Fire and Rescue Department has responded to three illegal burn calls. He noted that two of the calls were located in the county, but the County authorities handled the offenders, however, the third call was located in the town and is a repeat offender. Chief Slemp advised that Town Clerk Corvin put the draft into ordinance form. He stated that he greatly appreciates Town Clerk Corvin for her assistance with the ordinance. Chief Slemp commented that he would like to remind the Council that if any of the Council members would like to meet with him, individually, to discuss the draft ordinance in more detail, he would be glad to do so because he thinks at the next Town Council meeting, the ordinance will be on the agenda for the Council to take action, if they feel comfortable with doing so. He inquired of the Council if anyone had any questions that he could answer at this time. Councilwoman Atkins inquired of Chief Slemp regarding repeat offenders of the burn ban and what steps are taken to address the issue. Chief Slemp discussed some of the issues with the Town's repeat burning offenders. Mayor Taylor inquired if there were any further questions or comments for Chief Slemp. There being none, Mayor Taylor proceeded with the agenda.

B. RE: APPOINTMENT - JOINT INDUSTRIAL DEVELOPMENT AUTHORITY OF WYTHE COUNTY

Mayor Taylor advised that the next agenda item is to consider an appointment to the Joint Industrial Development Authority of Wythe County (JIDA) to fill the expired term of Mr. David Kause (term expired November 10, 2023). Town Clerk Corvin explained that there are two applications before the Council for consideration of appointment to the JIDA. A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to appoint Ms. Vicki Parks to the Joint Industrial Development Authority of Wythe County for a four-year term, which expires November 10, 2027. Mayor Taylor inquired if there was any discussion on the motion. Discussion was held regarding Ms. Vicki Parks and why she would or would not be the best applicant to be appointed to the JIDA, and it was noted that the JIDA, currently, has a Wythe County Community Hospital representative on their Board and discussed whether or not it would be a conflict of interest. Interim Town Attorney Cassell discussed this matter with the Council. Mayor Taylor inquired if there was any further discussion. 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: APPOINTMENT - BUILDING CODE APPEALS BOARD

Mayor Taylor advised that the next item on the agenda is to consider appointments to the Wytheville Building Code Appeals Board to fill the expired term of Mr. William Turner, III (term expired July 26, 2023), and the unexpired term of Mr. David Schmidt (term expires July 26, 2026). Town Clerk Corvin stated that there are two applications before the Council for consideration for appointment to the Building Code Appeals Board.

A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to appoint Mr. Landon Sayers to fill the expired term of William Turner, III for a five-year term to the Building Code Appeals Board (term expires July 26, 2028), and to appoint Mr. Andy Sayers to fill the unexpired term of Mr. David Schmidt (term expires July 26, 2026). Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Johnson advised that she feels as if both of these candidates are qualified. Councilwoman Atkins stated that she would like to say that she enjoyed the meet and greet sessions that were held with the candidates prior to the Council meeting. There being no further discussion, 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.

10. RE: NEW BUSINESS

Mayor Taylor advised that the next item on the agenda is New Business. She inquired if there was any new business to come before the Town Council. There being none, she proceeded with the agenda.

11. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

2023 CHRISTMAS CELEBRATION: Town Manager Freeman stated that on December 2, Downtown Wytheville, Incorporated and their Planning Committee discussed their Christmas celebration called "A Christmas Melody." He noted that it is a daylong event starting at 10:00 a.m., at the Heritage Preservation Center with several other events going on throughout the day in Withers Park. Town Manager Freeman advised that the tree lighting ceremony will begin at 5:30 p.m. in Withers Park.

ANNUAL MASTER FEE SCHEDULE REVIEW: Town Manager Freeman stated that the annual review of the Master Fee Schedule will begin around January of next year. He noted that in December, he will be asking Department Heads to review the fees of their department. Town Manager Freeman advised that water and sewer rates will need to be looked at again very closely. He commented that this will become an annual review that will kickoff the budgeting process.

CAPITAL IMPROVEMENTS: Town Manager Freeman stated that within the next month, Department Heads will be submitting their Capital Improvements requests and revisions. He advised that this document will be reviewed every year, and it projects five years for all capital needs.

B. RE: UPCOMING MEETINGS

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Tree Advisory Committee will meet on Thursday, December 7, 2023, at 8:30 a.m., in Conference Room A of the Municipal Building.

2. The Joint Industrial Development of Authority of Wythe County will meet on Thursday, December 7, 2023, at 3:00 p.m., in the Council Chambers.

3. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, December 11, 2023, 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 Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not have anything to discuss at this time.

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 Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins inquired about the trash becoming a problem again near Wythe-Grayson Regional Library. Town Manager Freeman stated that he would check on this matter.

Councilwoman Atkins inquired if installing tv's displaying Town information in the breakrooms of Town buildings could be looked at again. She stated that she has discussed this matter with Staff and Council previously. Town Manager Freeman stated that he will look into this matter again.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson inquired about employee recognition being placed on the Town website. She noted that she had inquired about this at a previous meeting, and that she would like Town departments to have the ability to recognize their employees. A brief discussion was held regarding the process of how to recognize the Town employees on the Town website. Town Manager Freeman stated that he will check on this matter.

Councilwoman Johnson inquired about the procedure for participating with the Town Council in the Christmas Parade. Mayor Taylor advised that the Council is invited to participate in the tree lighting at Withers Park and that there is an option for the Town Council to ride in a horse drawn carriage in the Christmas Parade after the tree lighting.

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

Town Manager Freeman stated that he would like to announce that the Haller-Gibboney Rock House Museum will hold their open house on Friday, December 1, 2023, from 5:00 p.m. to 7:00 p.m. and admission is free with light refreshments.

13. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (5:36 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

STAFF REPORT NOVEMBER 27, 2023

2023 CHRISTMAS CELEBRATION: Town Manager Freeman stated that on December 2, Downtown Wytheville, Incorporated and their Planning Committee discussed their Christmas celebration called “A Christmas Melody.” He noted that it is a daylong event starting at 10:00 a.m., at the Heritage Preservation Center with several other events going on throughout the day in Withers Park. Town Manager Freeman advised that the tree lighting ceremony will begin at 5:30 p.m. in Withers Park.

ANNUAL MASTER FEE SCHEDULE REVIEW: Town Manager Freeman stated that the annual review of the Master Fee Schedule will begin around January of next year. He noted that in December, he will be asking Department Heads to review the fees of their department. Town Manager Freeman advised that water and sewer rates will need to be looked at again very closely. He commented that this will become an annual review that will kickoff the budgeting process.

CAPITAL IMPROVEMENTS: Town Manager Freeman stated that within the next month, Department Heads will be submitting their Capital Improvements requests and revisions. He advised that this document will be reviewed every year, and it projects five years for all capital needs.