



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, APRIL 08, 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, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Director of Parks and Recreation Josh Sharitz, Wastewater Treatment Plant Superintendent Tony Keene, Police Officer Cavin Newman, Police Officer Darren Umberger, Downtown Wytheville, Incorporated Assistant Charlie Jones, Wytheville-Wythe-Bland Chamber of Commerce Executive Director Alison Pollard

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 Atkins.

5. RE: APPROVAL OF AGENDA

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She inquired if there was a motion to approve the agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion to approve the agenda as presented. 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, the agenda includes a 6:00 p.m. scheduled recess, if necessary.

7. RE: CONSENT AGENDA

A. Mayor Taylor presented the consent agenda consisting of the minutes of the work session and the regular meeting of March 25, 2024. She inquired if there was a motion to approve the minutes of the work session and the regular meeting of March 25, 2024, as presented.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if the minutes presented for approval were the minutes that had been corrected. Mayor Taylor stated that is correct. 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.

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

A. RE: BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS - STAFF REPORT/PRESENTATION

Mayor Taylor advised that the next agenda item is to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. She noted that Assistant Town Manager Holeton would present the Town Council with information regarding this matter.

Assistant Town Manager Elaine Holeton thanked the Town Council for allowing her to present the budget amendment request to the Council. She explained that, at the last Town Council meeting, this particular item was briefly discussed when the Council scheduled the public hearing. She reviewed the Staff Report with the Town Council that was included in the Council package, regarding pump station number six (6), also known as the Booker Pump Station, and why Town Staff is requesting an amendment to the Fiscal Year 2023-24 budget. Assistant Town Manager Holeton advised that Town Staff is requesting that the Council consider appropriating funds for the following: (1) \$46,000, as a down payment to order two pumps and the Variable Frequency Drive (VFD) electrical panel to begin the work to rebuild pump station number six; and, (2) \$86,000 to order a new portable hi-head pump. Assistant Town Manager Holeton stated that if the Council had any questions regarding the request, she could answer those at this time.

Mayor Taylor inquired if there were any questions for Assistant Town Manager Holeton. There being none, she proceeded with the agenda.

RE: PUBLIC HEARING - BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS

Mayor Taylor advised that the next agenda item is to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. She stated the meeting constituted a public hearing (due notice having been given) to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. Mayor Taylor advised that there were no citizens listed on the sign in sheet who stated that they wished to address the Council during the public hearing, therefore, she declared the public hearing closed and proceeded with the agenda.

RE: BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS - CONSIDER FOR APPROVAL

Mayor Taylor advised that the next agenda item is consideration by the Town Council to approve appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. She inquired if there was a motion to approve appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired of Mayor Taylor or Town Manager Freeman as to when the requested items could be ordered. Town Manager Freeman advised that if the request is approved by the Town Council, the order could be placed tomorrow. Mayor Taylor inquired if there was any further discussion. 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 - 4TH OF JULY CELEBRATION & STREET FESTIVAL REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of Downtown Wytheville, Incorporated to provide traffic control on Thursday, July 4, 2024, for the 4th of July Celebration & Street Festival. Mayor Taylor stated that Assistant Town Manager Holeton is available if the Council has any questions regarding this request. Mayor Taylor inquired if there was a motion to consider the request of Downtown Wytheville, Incorporated to provide traffic control on Thursday, July 4, 2024, for the 4th of July Celebration & Street Festival.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired about the Jersey barriers, and if they would be filled properly like they are supposed to be. Assistant Town Manager Holeton explained that in the Council packages, there is a map of the proposed street closure which will include the Jersey barriers, Wytheville Fire Department's vehicles, etc. because the event is so large. She stated that Downtown Wytheville, Incorporated Assistant Charlie Jones is attending the meeting and could help answer any questions. Assistant Town Manager Holeton inquired of Mr. Jones if what she was stating was correct. Mr. Jones advised that the Jersey barriers that Councilwoman Atkins is referring to are usually placed across Main Street near Fourth Street or Sixth Street, since that is where most of the heavy traffic is flowing. Town Manager Freeman stated that it would be the intent for the Jersey barriers to be filled with water. He advised that they should be filled. Councilwoman Atkins thanked Town Manager Freeman for agreeing to fill the Jersey barriers. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

C. RE: WYTHE ARTS COUNCIL, LTD. - ART AT THE CROSSROADS/APPLE ATCHA FEST REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of Wythe Arts Council, Ltd. for traffic control on Saturday, October 19, 2024, for the Arts at the Crossroads/Apple Atcha Fest. She stated that Assistant Town Manager Holeton is available if there are any questions regarding the request. Mayor Taylor inquired if there was a motion to approve the request of Wythe Arts Council, Ltd. for traffic control on Saturday, October 19, 2024, for the Arts at the Crossroads/Apple Atcha Fest.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion regarding 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: WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE - COMMUNITY CONNECTIONS DAY REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of the Wytheville-Wythe-Bland Chamber of Commerce for traffic control on Friday, May 3, 2024, for the Community Connections Day event. She stated that Chamber of Commerce Executive Director Alison Pollard is available to answer any questions regarding the event should the Council have questions. Mayor Taylor inquired if there was a motion to approve the request of the Wytheville-Wythe-Bland Chamber of Commerce for traffic control on Friday, May 3, 2024, for the Community Connections Day event.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins requested clarification regarding several items for the Chamber's event request. Executive Director Pollard clarified the details to the Town Council. Mayor Taylor inquired if there were any other questions for Ms. Pollard. 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: ORDINANCE NO. 1430 - PERSONNEL ORDINANCE - RETIREE BENEFITS AMENDMENT

Mayor Taylor advised that the next agenda item is to review Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations, and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits.

Town Manager Freeman presented his Staff Report, as follows:

1. Other Post-Employment Benefits (OPEB)

OPEB or Other Post-Employment Benefits are defined as benefits, other than pension distributions, that employees may begin to receive from their employer once they retire. OPEB can include life insurance and deferred compensation.

Per *Section 6. Benefits, Subsection 6.4 Retirement Benefits*, of the Town's Personnel Ordinance, employees with 25 years of service who are eligible to retire under the Virginia Retirement System, are also eligible to remain on the Town's insurance plan, with the Town contributing 50 percent of the monthly premium up to \$300 for a period of no more than five (5) years or until the employee becomes eligible for Medicare, whichever is first. Employees who receive the Hazardous Duty Supplement are not eligible to receive this benefit. In 2013, this benefit began, and it has not been modified since, despite significant increases in employee health insurance premiums over that timeframe.

I am recommending that the Personnel Ordinance be modified to remove the \$300 limit for the monthly premium cost, as well as remove the restriction from active employees who also receive the Hazardous Duty Supplement and that this item be placed on an upcoming Town Council meeting agenda for consideration and vote by the Town Council. Please find attached the draft ordinance making these recommended changes for the Council's review at this meeting.

Town Manager Freeman advised that the attached ordinance is highlighted with strikethroughs to reflect the changes to the proposed ordinance. He explained that there are changes under item number five (5), which has the caveat *but in no case more than \$300 per month*, and under item number seven (7), which states *Effective July 1, 2014, any personnel eligible for the Hazardous Duty Supplement will not be eligible to receive the retiree insurance benefit*. Town Manager Freeman commented that he is not asking the Council to take action at this meeting, however, he would request the Council to think about this for review at another meeting. He stated that he could bring the ordinance back to the Council for action as a recommendation from the Town Manager or it could be referred to a Council Committee for review and consideration and return to the Council as a recommendation from the Committee. Town Manager Freeman inquired if the Council had any questions regarding the ordinance.

Councilwoman Johnson inquired of Town Manager Freeman as to how soon he could be ready to present the ordinance to the Council. Town Manager Freeman advised that he could be ready to present the ordinance to the Council at the next meeting which would be held in two weeks.

Councilwoman Atkins inquired of Town Manager Freeman if five years was the standard number of years that the Town would pay an employee's insurance premium or has there been any other discussion regarding the number of years that the Town will pay. She inquired if the Council would consider, for dedicated employees, going up a couple of years versus the five years that the Town pays toward insurance for retirees. Town Manager Freeman advised that the full Council has not discussed this, however, the subject was brought up during a Budget and Finance Committee meeting approximately a month ago, and it has not been discussed since. He stated that if there are changes, suggestions or alternatives to what has been presented at this meeting and Councilwoman Atkins would like the Council to review the ordinance, he would suggest that it be referred to the Budget and Finance Committee, and then bring it back to the Council for further review. Town Manager Freeman advised, otherwise, he would suggest presenting the

ordinance to the Council as it was at this meeting. Councilwoman Atkins stated that she would like for the Council to consider raising the number of years the Town pays a retiree's premium to a higher number of years. Mayor Taylor noted that the Council would request that the Budget and Finance Committee review the ordinance with Councilwoman Atkins' suggestion and present it at a later meeting. Vice-Mayor Pattison inquired of Councilwoman Atkins exactly what she is requesting. Councilwoman Atkins stated that she is requesting that the Budget and Finance Committee review the ordinance and consider changing item number six (6) from five (5) years to a higher number of years. Councilwoman Johnson remarked that she did not see the reason for the request to go to the Committee since all of Council is attending the meeting and could discuss the request as to whether or not they would or would not like to raise the number of years from five (5) to seven (7) years. She inquired of Town Attorney Cassell if it was a legal discussion. Town Attorney Cassell advised that the Council can discuss the item, or they can choose to refer it to the Committee because it is an agenda item. Councilwoman Atkins stated that everything else looked decent to her, and she is grateful for this. She remarked that she feels like the Town offers some great benefits, but she would like to see the five (5) years extended to maybe eight (8) years. Mayor Taylor commented that she would like to see this ordinance request go to the Budget and Finance Committee for review because she would like to see some figures associated with this since it has not been discussed prior to this meeting. Discussion ensued regarding placing the proposed ordinance on the next Town Council meeting agenda to provide the Council with the figures associated with the proposed changes and for further discussion.

9. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there is no one listed on the sign-in sheet who wished to address the Council during Citizens' Period, therefore, she would proceed 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. Town Manager Freeman gave a brief update from Town Treasurer Stephens regarding Phase I and II of the transition to the Edmunds System.

11. RE: REPORTS

A. RE: BUDGET AND FINANCE COMMITTEE REPORT

Mayor Taylor advised that the next agenda item is the report from the Budget and Finance Committee. Councilwoman Johnson reported for the Budget and Finance Committee. The Budget and Finance Committee Report was entered into the record, as follows:

1. Capital and One-Time Expenses for Fiscal Year 2024-2025

Each year, the Town of Wytheville must evaluate and plan for its capital needs such that major expenditures are scheduled within the context of the overall budget. The Town considers new, one-time projects costing more than \$5,000, with a useful life of more than five years, as "Capital and One-Time Expenditures."

After careful consideration, it is the recommendation of the Budget and Finance Committee that the Town of Wytheville include Capital and One-Time Expenditures of **\$786,700** in the General Fund, **\$330,000** in the Water Fund and **\$670,000** in the Sewer Fund for the Fiscal Year 2024-2025.

GENERAL FUND CAPITAL & ONE-TIME EXPENDITURES		
DEPARTMENT	DESCRIPTION	REQUEST
Tourism/Meeting	Tables - 65 (5 foot) lineless tables	\$55,000
Museums	Drainage Improvements	\$25,000
Police	Back-up Service Weapons Sights, lights, Shield Kits	\$12,100
Police	2 - New Patrol Vehicles	\$105,000
Police	Replace Police Department Flooring	\$25,000
Police	Utility Trailer for Special Events	\$8,500
Fire/EMS	Purchase of Truck	\$66,000
Fire/EMS	Gear & Hose Dryer	\$12,000
Fire/EMS	UTV with Medic Bed	\$20,400
Public Works	Replace 1985 Ferguson Asphalt Roller & Trailer	\$32,500
Public Works	Replace Auto Shop Roof	\$105,000
Public Works	Cemetery Mowing Trailer	\$4,500
Public Works	Truck Lease Buyout	\$5,500
Parks & Recreation	Purchase of Van	\$30,000
Parks & Recreation	Lighting replacement	\$36,000
Parks & Recreation	Basketball Court Management System	\$24,000
Parks & Recreation	Replace 3 Artificial Pitching Mounds	\$7,500
Parks & Recreation	Racquetball Court Conversion	\$28,500
Parks & Recreation	Replace ADA Removable Steps at McWane Pool	\$6,700
Parks & Recreation	Renovations to Pool Deck and Gutter Systems	\$110,000
Parks & Recreation	Refurbish Pool Furniture	\$15,500
Parks & Recreation	Replace Therapy Pool UV System	\$12,000
Parks & Recreation	Withers Park Bleacher Demo & Removal	\$32,000
Parks & Recreation	Re-plaster Kids Pool	\$8,000
TOTAL GENERAL FUND		\$786,700

WATER FUND CAPITAL & ONE-TIME EXPENDITURES		
DEPARTMENT	DESCRIPTION	COST
Public Utilities	F550 Service Truck Replacement	\$60,000
Public Utilities	Hydrant Replacement	\$20,000
Public Utilities	Water Main Replacement	\$250,000
TOTAL WATER FUND		\$330,000

WASTEWATER FUND CAPITAL & ONE-TIME EXPENDITURES		
DEPARTMENT	DESCRIPTION	COST
Wastewater Treatment	Sewer Treatment Plant PER	\$80,000
Wastewater Utilities	4" High Head Pump	\$90,000
Wastewater Utilities	Pump Station #6 Rebuild	\$500,000
TOTAL WASTEWATER FUND		\$670,000

2. Proposed Master Fee Schedule Changes for Fiscal Year 2024-25

Each year, part of the budget process includes the Wytheville Town Council reviewing the Town of Wytheville Master Fee Schedule and considering changes for the next fiscal year. Proposed changes to the fee schedule originate with Town Department Heads submitting their proposed changes to Town Management and the Budget and Finance Committee for review and discussion. The Committee considers the proposed changes and makes any edits as needed. The proposed Master Fee Schedule for Fiscal Year 2024-25 has been reviewed by the Budget and Finance Committee and is being presented to the Wytheville Town Council with the recommendation to approve the Master Fee Schedule as presented in the Council packet. If approved, the proposed changes will go into effect on July 1, 2024, which is when the new Master Fee Schedule will be posted on the Town's website and reflected in department operations.

This year, very few changes have been proposed for the Master Fee Schedule. The proposed changes are highlighted in the attached Master Fee Schedule. The proposed changes include the following:

- Increase in the base rate for water users by \$1.00.
- Increase in the water rate for each category of water user.
- Increase in the base rate for sewer water users by \$1.00.
- Increase in the sewer rate for each category of sewer user.
- **Note:** The proposed increase in water and sewer rates combined will equate to a \$6.31 increase in a household water and sewer utility bill for those residential users at 5,000 gallons/month.
- **Note:** The rate increase will be used by the Town to help balance the Water and Sewer Enterprise Funds, where low reserves and high operational and capital costs will require a rate increase, this year, to continue to provide high quality utility services to the citizens of the community.
- Reworded the Building Department fees for plan review.
- Modified the EMS/Fire Fees to reflect the recent Town Code changes and to allow reimbursement for hazardous material incidents.

The Budget and Finance Committee would recommend that the Town Council consider this request at the April 22, 2024, meeting. A public hearing is required prior to the Town Council's consideration on this matter, therefore, later in the meeting, the Council will be asked to schedule the public hearing to consider the proposed Master Fee Schedule at the April 22, 2024, Wytheville Town Council meeting.

Councilwoman Johnson stated that before proceeding, she would like to note that she cannot make a recommendation regarding this matter, and she cannot sign off on the report because she asked for information that she did not receive. She explained that until she receives the information that she requested, she cannot sign off on the report. Councilwoman Johnson continued to express why she could not sign the report. Mayor Taylor inquired if there is a motion to consider capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Discussion ensued and Councilwoman Johnson inquired if this part would include the Recreation Department's request for t-ball mounds. Town Manager Freeman stated that is correct. Councilwoman Johnson reiterated that she did not receive the estimates that she requested, therefore, she cannot make the recommendation for this item. Mayor Taylor stated that there was a recommendation made by another member. Assistant Town Manager Holeton commented that she would be happy to retrieve information for the pitching mounds and provide it to the Council. Town Manager Freeman apologized for Councilwoman Johnson not receiving the information she requested. He continued to explain what was discussed at the Budget and Finance Committee meeting regarding the mounds. Vice-Mayor Pattison inquired of Councilwoman Johnson if she would consider voting on the item, if Assistant Town Manager Holeton provided the information to her that was requested during the last Budget and Finance Committee meeting. Councilwoman Johnson stated that she would consider it.

RE: RECESS

It was the consensus of the Council to recess the meeting. (5:28 p.m.)

RE: RECONVENE

It was the consensus of the Council to reconvene the meeting. (5:33 p.m.)

**RE: BUDGET AND FINANCE COMMITTEE REPORT - FISCAL YEAR 2024-25
BUDGET**

Mayor Taylor advised that the Council would consider capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Assistant Town Manager Holeton apologized for Councilwoman Johnson not receiving the information that she requested regarding this matter. She stated that on behalf of herself and Town Manager Freeman, Town Staff would appreciate the Council's consideration of this matter so that the next step can be reached in the budget process, which is to go to the first reading of the budget. Assistant Town Manager Holeton continued to express her thoughts regarding this request. Mayor Taylor inquired if there were any questions or comments regarding the information presented to the Council at this meeting. A motion was made by Councilwoman Johnson and seconded by Vice-Mayor Pattison to approve capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she does not feel comfortable with this because she feels there may have been a few grants that could have been looked into when going line by line in the budget. She continued to express her thoughts regarding the budget and what she did not agree with in regard to the budget. She inquired if there was any way that the Council could review this request further without approving it together. Discussion continued regarding the budget process and what the Council wants to see included in the first reading of the budget following this recommendation of the Budget and Finance Committee. Mayor Taylor inquired if there was any further discussion on the motion to approve capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. 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 Johnson. Voting Nay: Councilwoman Atkins.

**RE: BUDGET AND FINANCE COMMITTEE REPORT - MASTER FEE SCHEDULE
PUBLIC HEARING**

Mayor Taylor advised that the next agenda item is a recommendation to schedule a public hearing for the April 22, 2024, Town Council meeting to consider a revised Master Fee Schedule that includes water and sewer rate increases. Mayor Taylor inquired if there is a motion to schedule a public hearing for the April 22, 2024, Town Council meeting to consider a revised Master Fee Schedule that includes water and sewer rate increases.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. 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.

B. RE: UPCOMING MEETINGS

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Wytheville Recreation Commission will meet on Wednesday, April 10, 2024, at 5:30 p.m., at the Wytheville Community Center.
2. The Wytheville Planning Commission meeting scheduled for Thursday, April 11, 2024, has been canceled.
3. The Homestead Museum Advisory Board will meet on Friday, April 12, 2024, at 10:00 a.m., at the Jackson House.
4. The Downtown Wytheville, Incorporated (DTW) Board will meet on Monday, April 15, 2024, at 5:30 p.m., at the DTW office.
5. The Wytheville Economic Development Authority (WEDA) will meet on Wednesday, April 17, 2024, at 9:00 a.m., in the Council Chambers.
6. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, April 18, 2024, at 12:00 p.m., at the Housing Authority office.
7. The New River Regional Water Authority will meet on Thursday, April 18, 2024, at 10:00 a.m., at the Water Plant in Austinville.
8. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, April 22, 2024, at 5:00 p.m., in the Council Chambers.

12. RE: OTHER BUSINESS

A. RE: RESOLUTION - CONGRESSIONALLY DIRECTED SPENDING FUNDING

Mayor Taylor advised that the next agenda item is a presentation regarding Congressionally Directed Spending funding. She stated that Assistant Town Manager Holeton would review this matter with the Council at this time. Assistant Town Manager Holeton thanked the Council for allowing her to present the information that was provided in each of the Council members' packets about Congressionally Directed Spending requests. She continued to review the background history of this matter with the Council, as well as give examples of other projects that have been funded in previous years. Assistant Town Manager Holeton explained that she became aware of this funding a couple of weeks ago, and she applied for funding on Friday, April 5, however, if the Council does not want to do this, she will withdraw the Town's application, tomorrow, because the Town will need to adopt a resolution from the Council, which is under consideration at this meeting. She advised that the Town Council has a proposed resolution in their package, and they can decide if they would like to adopt the resolution authorizing Town staff to apply for the Congressionally Directed Spending funding or not. Assistant Town Manager Holeton stated that it is free for the Town to apply for the funding, therefore, she thinks it is a good opportunity for the Town to apply. She explained that if the Town is awarded funding, the amount of the grant will be used for two (2) clarifiers at the Wastewater Treatment Plant. Assistant Town Manager Holeton stated that the total cost has been estimated at \$2,357,000, and if the Town is awarded funding, it would be responsible for 20 percent of that cost, which is \$471,400. She advised that she recommends that the Council not appropriate those funds in the budget because essentially it is probably going to be at least nine months before funds are awarded, and there are a lot of localities applying for these funds. Assistant Town Manager Holeton continued to discuss this matter with the Town Council, and that it could be hard to receive funding. She explained that it would be her recommendation that the Council move forward with the grant application, and if the Council has any questions, she can answer those at this time. Discussion ensued regarding the grant funding estimated

amount, the amount the Town would be required to match and where the match funds would come from in the Town's budget. Mayor Taylor thanked Assistant Town Manager Holeton for her presentation. Discussion ensued regarding the difference between funding for this particular project versus funds in the Water and Sewer Fund. Mayor Taylor inquired if there were any other questions or comments regarding this matter.

Mayor Taylor inquired if there was a motion to approve a resolution authorizing Town Staff to apply for Congressionally Directed Spending funding.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

B. RE: PROPOSED MEALS AND LODGING TAX RATE INCREASES

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the April 22, 2024, Town Council meeting to consider Meals and Lodging Tax rates for Fiscal Year 2024-2025. Town Manager Freeman discussed the need for the Town to raise Meals and Lodging Tax rates for Fiscal Year 2024-25. He noted that a public hearing would need to be scheduled so that the item could be included on the next Town Council meeting agenda. Town Manager Freeman inquired of Town Attorney Cassell if the Town is required to publish a not-to-exceed rate. He stated that the Town can publish a rate, an anticipated rate increase that cannot be exceeded in the meeting, but if the Council so chose, they could lower the rate in the meeting. Town Manager Freeman continued to discuss the proposed rate increases with the Council. Town Attorney Cassell advised that the Town would need to publish a not-to-exceed rate and accept comments from the public. Town Manager Freeman inquired if there were any questions. Councilwoman Atkins inquired of Town Manager Freeman if there had been any discussion regarding not raising Meals Tax at this time, but rather, Lodging Tax only. Town Manager Freeman explained that a lot of different things have been discussed. He noted that both taxes are currently at eight cents. Town Manager Freeman explained that one penny of Meals Tax nets approximately \$500,000, but it takes two pennies of Lodging Tax to do the same. He remarked that if a person spends \$1,000 eating out today, and the Town Council passes an increase of one cent, that person will spend \$1,010, next year. Town Manager Freeman advised that it is a penny per dollar, and a \$10 meal will cost a person \$10.10 more, which is very minimal. Councilwoman Atkins thanked Mr. Freeman. Councilwoman Atkins stated that she would request the Council to consider not raising the Meals Tax at this time, and maybe revisit it again six months from now, but raise Lodging Tax now. Mayor Taylor stated that the Council is only considering scheduling a public hearing regarding the proposed changes to Meals and Lodging Tax rate increases at this meeting. Town Attorney Cassell stated that is correct. He noted that the Council is not adopting the ordinance at this meeting, and that the Council is only publishing the advertisement to get comments from the citizens about those proposed rates. Discussion ensued regarding the advertisement and public hearing for the proposed tax increases. Vice-Mayor Pattison suggested advertising the rate increase for Meals Tax at an increase of one percent and Lodging Tax at an increase of two percent just for advertising purposes so that the public can make comments and help the Council make a decision. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to schedule a public hearing for the April 22, 2024, Town Council meeting to consider the Meals Tax Rate not to exceed nine (9) percent and the Lodging Tax Rate not to exceed ten (10) percent for Fiscal Year 2024-2025. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if there was any other discussion earlier from others when she made her suggestion about the tax rates. She noted that she may not have understood or heard, but following her suggestion, did anyone else bring up anything else besides Mr. Cassell. Town Clerk Corvin stated that no one discussed anything else except Mayor Taylor stated that this matter would need to go the next step to hear from the public. Councilwoman Atkins remarked that she thought she heard Mayor Taylor state that the others would discuss this, and she is sorry because she did not hear correctly. Mayor Taylor inquired if there was further discussion on the motion to schedule a public hearing for the April 22, 2024, Town Council meeting to consider the Meals Tax Rate not to

exceed nine (9) percent and the Lodging Tax Rate not to exceed ten (10) percent for Fiscal Year 2024-2025. 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: 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 stated that she did not have anything to discuss at this time.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that Mr. Kirby of The Paper Clip voiced his concerns to the Town Council at a previous meeting, regarding the traffic on Main Street and how people are not waiting to go when a vehicle is making a turn. She inquired if Town Staff has investigated this possible traffic hazard that was presented to the Council. Town Manager Freeman stated that the matter has been reviewed, which he thinks he has in an email. He noted that he thinks Lieutenant Bard analyzed that situation. Town Manager Freeman continued to discuss the matter with the Council. Councilwoman Johnson requested that Town Manager Freeman reach out to Mr. Kirby with an update.

Councilwoman Johnson inquired as to when Planning Director Woods would be presenting his traffic calming presentation, and when it would be placed on the Town Council agenda. Town Manager Freeman stated that Town Staff had discussed placing it on an April agenda. Assistant Town Manager Holeyton remarked that he can plan to attend the next meeting. Councilwoman Johnson inquired if the constituents on Mountain View Drive would be contacted so that they can attend the meeting. Councilwoman Johnson requested that the citizens who voiced concerns and other citizens who would like to attend the meeting to voice concerns should be invited to attend, as well. Town Manager Freeman inquired of the Council if they are requesting Town Staff to directly solicit citizens' participation. Councilwoman Johnson requested that Town Staff advertise the notice on the radio and anywhere else so that citizens are aware of the presentation regarding their concerns. She noted that is all she has to discuss at this time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she wanted to make sure that all Department Heads had time to put in for capital and one-time expenditures. Town Manager Freeman stated that is correct.

Councilwoman Atkins inquired if there could be a crosswalk installed near Hardee's and the Wytheville Community College entrance. Town Manager Freeman stated that he thinks this is already on the way and has been approved by the Virginia Department of Transportation (VDOT). He commented that he thinks Planning Director Woods has already presented this to the Council at a previous meeting. Assistant Town Manager Holeyton advised that Town Staff applied for Highway Safety Improvement Funding, and the Town was selected for the funding. Town Manager Freeman noted that it is 100 percent VDOT funded. Councilwoman Atkins inquired if something can temporarily be installed until the VDOT project happens. Town Manager Freeman advised that Town Staff would provide a timeline to the Council regarding the VDOT project before proceeding. Assistant Town Manager Holeyton stated that she would request Planning Director Woods to provide information to the Town Council about this project since he will be attending the next meeting. Councilwoman Atkins thanked Town Staff for the update regarding the windows.

13. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and

carried to adjourn the meeting. (6:04 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Clerk of Council