



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, FEBRUARY 12, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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**1. MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Councilwoman Holly Atkins

**OTHERS PRESENT:**

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Town Treasurer Michael Stephens, Computer Operations Manager Ron Jude, Police Chief Joel Hash, Police Officer Clarence Doyle, Police Officer Darren Umberger, Jim Cohen, Kerry Eans, Glenda Eans

**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 Mayor Taylor.

**5. RE: APPROVAL OF AGENDA**

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

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: Councilman Gillman, Mayor Taylor, Vice-Mayor Pattison, Councilwoman 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 Council Work Session and the regular meeting of January 22, 2024. She inquired if there was a motion to approve the minutes of the Council Work Session and the regular meeting of January 22, 2024, as presented.

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, Councilman Gillman, Councilwoman Johnson.

**8. RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there is nobody listed on the sign-in sheet who wished to address the Council during Citizens' Period. Mayor Taylor advised that she would like to explain the Citizens' Period Rules of

Procedure that have been adopted by the Town Council. She reviewed the Citizens' Period Rules of Procedure, and then she proceeded with the agenda.

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

**A. RE: REQUEST BY TOWN TREASURER MICHAEL STEPHENS - DELINQUENT TAXES AND WATER AND SEWER ACCOUNTS WRITE OFF**

Mayor Taylor advised that the next agenda item is to consider the request of Town Treasurer Michael Stephens to write off \$60,844.47, the total value of delinquent taxes and water and sewer accounts for which the statute of limitations (SOL) has expired, from the Town books. She stated that Town Treasurer Stephens will give the Council more information regarding this matter.

Town Treasurer Stephens explained his request to the Council regarding uncollectable accounts. He stated that the Treasurer's Office is in the process of switching to a new computer system, and that they would like to get these items off the books before the switch is complete. Vice-Mayor Pattison inquired of Town Treasurer Stephens if the Town works with Wythe County on delinquent taxes. Town Treasurer Stephens advised that the Town works with the County on delinquent Real Estate Taxes, however, the Town does not work with the County on Personal Property Taxes. He noted that there is a Debt Set-Off Program, through the Department of Taxation, that the Town uses to collect some of the delinquent Personal Property Taxes. Discussion continued regarding the Debt Set-Off Program and delinquent Personal Property Taxes. Mayor Taylor inquired if there was a motion to authorize Town Treasurer Stephens to write off \$60,844.47, the total value of delinquent taxes and water and sewer accounts for which the statute of limitations (SOL) has expired, from the Town books.

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 results, by roll call vote: Voting Yea: Councilwoman Johnson, Vice-Mayor Pattison, Mayor Taylor, Councilman Gillman.

**B. RE: SCHEDULING SPECIAL TOWN COUNCIL MEETING AND PUBLIC HEARING**

Mayor Taylor advised that the next agenda item is to consider scheduling a Special Town Council Meeting on Wednesday, March 6, 2024, at 4:00 p.m. and scheduling a public hearing for this meeting to consider a bond in the maximum amount of \$491,784 to be used to pay the costs of capital improvements to the Town's wastewater facilities. She stated that Town Manager Freeman would now discuss this matter with the Council.

Town Manager Freeman reviewed the information regarding the capital improvements to the Town's wastewater facilities and for the bond that will be required to pay the costs of the project with the Town Council. Mayor Taylor inquired if there was a motion to schedule a Special Town Council Meeting and a public hearing on Wednesday, March 6, 2024, at 4:00 p.m. to consider a bond in the maximum amount of \$491,784 to be used to pay the costs of capital improvements to the Town's wastewater facilities.

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

**C. RE: TRAFFIC CONTROL REQUEST - FAST AND FIORINI METRIC CENTURY CHARITY RIDE (aka OPEN DOOR CYCLEFEST)**

Mayor Taylor advised that the next agenda item is to consider the request of Open Door Community's Director of Marketing and Communications, Mr. Eric Bucey, to provide traffic control on Saturday, June 15, 2024, to conduct the Fast and Fiorini Metric Century Charity Ride (aka Open Door CycleFest). Mayor Taylor inquired if there was a motion to approve the request of Open Door Community's Director of Marketing and Communications, Mr. Eric Bucey, to provide traffic control on

Saturday, June 15, 2024, to conduct the Fast and Fiorini Metric Century Charity Ride (aka Open Door CycleFest).

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, Councilman Gillman, Councilwoman Johnson.

**D. RE: WYTHEVILLE BUILDING CODE APPEALS BOARD - APPOINTMENT**

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Building Code Appeals Board for a new alternate member (term expires July 26, 2028). She inquired if there was a motion to appoint a new alternate member to the Wytheville Building Code Appeals Board for a five-year term that will expire July 26, 2028.

A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to appoint Mr. Rick Krietemeyer as the new alternate member to the Wytheville Building Code Appeals Board for a five-year term (term expires July 26, 2028). 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, Councilman Gillman, Councilwoman Johnson.

**E. RE: WYTHEVILLE PLANNING COMMISSION - REAPPOINTMENT**

Mayor Taylor advised that the next agenda item is to consider the reappointment of Mr. George Wittwer to the Wytheville Planning Commission for a four-year term (term expires March 2, 2024). She inquired if there was a motion to reappoint Mr. George Wittwer to the Wytheville Planning Commission for a four-year term (new term expires March 2, 2028).

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

**10. RE: REPORTS**

**A. RE: STAFF REPORT(S)**

Town Manager Freeman presented his Staff Report, as follows:

**BUDGET PREPARATION:** Town Manager Freeman stated that over the last several weeks, the main focus for his office has been collecting requests from Town Departments for the Fiscal Year 2024-25 Budget. He advised that he does have a draft budget calendar that he would like to present to the Budget and Finance Committee in the near future, before presenting it to the Town Council. Town Manager Freeman noted that Staff is also working on budget amendments for the current fiscal year. He stated that there will not be any major amendments to the current budget. Town Manager Freeman commented that the Virginia Department of Transportation (VDOT) has changed their funding formula for the Street Maintenance Program, which will require a budget amendment. Discussion ensued regarding the funding from VDOT for the Street Maintenance Program and preparations for the Fiscal Year 2024-25 Budget.

**B. RE: UPCOMING MEETINGS**

Chief Deputy Clerk Jones presented the upcoming meetings, as follows:

1. The New River Regional Water Authority will meet on Thursday, February 15, 2024, at 10:00 a.m., in Austinville.

2. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, February 19, 2024, in observance of Presidents' Day.

3. The Downtown Wytheville, Incorporated Board meeting scheduled for Monday, February 19, 2024, has been cancelled, due to the Presidents' Day holiday.
4. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, February 21, 2024, at 12:00 p.m., at the Housing Authority Office.
5. The Joint Industrial Development Authority of Wythe County will meet on Thursday, February 22, 2024, at 3:00 p.m., in the Council Chambers of the Municipal Building.
6. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, February 26, 2024, at 5:00 p.m., in the Council Chambers of the Municipal Building.

**11. 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 has noticed several potholes on West Lee Highway. Town Manager Freeman stated that he will check on this matter.

Mayor Taylor inquired if Vice-Mayor Pattison had anything she would like 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 Johnson had anything she would like to discuss during Council Member Time. Councilwoman Johnson inquired when the fencing will be completed at the Oakwood Cemetery. Town Manager Freeman stated that he would like to include the completion of the fence work at the cemetery in the Fiscal Year 2024-2025 Budget. He noted that he would discuss this matter with the Budget and Finance Committee at their next meeting.

Councilwoman Johnson inquired if Town Manager Freeman has worked with Planning Director John Woods on the traffic calming measures presentation for the Mountain View Drive area. Town Manager Freeman stated that he will work with Planning Director Woods on completing the presentation and bringing it to a future meeting. Councilwoman Johnson advised that she would like to invite the residents of that neighborhood to the meeting for their input when Planning Director Woods gives the presentation regarding the traffic calming measures. Councilwoman Johnson thanked the Wytheville Police Department for their increased speeding enforcement in the Mountain View Drive area.

Mayor Taylor stated that there are a lot of people who are not seeing the new Stop sign that was installed on Mountain View Drive. Town Manager Freeman advised that he thinks there are "STOP sign ahead" road markings near the Stop sign she is referring to, however, he will check on this matter to be sure.

**B. RE: MISCELLANEOUS**

Mayor Taylor advised that she would like to report that the Tree Advisory Committee is continuing to move forward with their Specimen Tree Walking Tour. She noted that she has brought it to the attention of Town Manager Freeman that the Tree Committee does not have a budget, and that they may want to have some dialogue regarding a budget request for the Committee.

**12. RE: CLOSED MEETING**

Mayor Taylor advised that it would now be necessary for the Council to go into a Closed Meeting pursuant to Section 2.2-3711 (A.) (8.) Consultation with legal counsel for legal advice. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. She 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, Councilman Gillman, Councilwoman Johnson. (5:27 p.m.)

**RE: CERTIFICATION OF CLOSED MEETING**

Mayor Taylor advised that it would now be necessary to certify the Closed Meeting. She noted that it was also necessary to reconvene into open session. Mayor Taylor inquired if there was a motion to certify the Closed Meeting held pursuant to Section 2.2-3711 (A.) (8.) Consultation with legal counsel for legal advice and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification applies, and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Council.

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 results, by roll call vote: Voting Yea: Councilwoman Johnson, Vice-Mayor Pattison, Mayor Taylor, Councilman Gillman. (5:43 p.m.)

**13. RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (5:44 p.m.)

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Beth A. Taylor, Mayor

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Brandi N. Jones, Chief Deputy Clerk

**STAFF REPORT**  
**FEBRUARY 12, 2024**

**BUDGET PREPARATION:** Town Manager Freeman stated that over the last several weeks, the main focus for his office has been collecting requests from Town Departments for the Fiscal Year 2024-25 Budget. He advised that he does have a draft budget calendar that he would like to present to the Budget and Finance Committee in the near future, before presenting it to the Town Council. Town Manager Freeman noted that Staff is also working on budget amendments for the current fiscal year. He stated that there will not be any major amendments to the current budget. Town Manager Freeman commented that the Virginia Department of Transportation (VDOT) has changed their funding formula for the Street Maintenance Program, which will require a budget amendment. Discussion ensued regarding the funding from VDOT for the Street Maintenance Program and preparations for the Fiscal Year 2024-25 Budget.