



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, MARCH 25, 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 HOLETON, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Police Chief Joel Hash, Police Officer Darren Umberger, Downtown Wytheville, Inc. Assistant Charlie Jones, Jim Cohen, Judy Buck, Thalia Rodriguez, Kevin Wallington, Megan Woods

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 Councilman Gary Gillman.

5. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. Councilwoman Johnson stated that she would like to amend the agenda to add item 10-H, discussion to include approving Friday, March 29, 2024, as a holiday for Town employees in observance of Good Friday. Mayor Taylor inquired if there was a motion to amend the agenda to add agenda item 10-H to the meeting agenda.

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.

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 special meeting of March 6, 2024, and the regular meeting of March 11, 2024. She inquired if there was a motion to approve the minutes of the special meeting of March 6, 2024, and the regular meeting of March 11, 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

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

A. RE: PUBLIC HEARING - WYTHEVILLE FARMERS' MARKET LEASE AGREEMENT RENEWAL

Mayor Taylor advised that the next agenda item is to consider the renewal of a lease of Town property for the Wytheville Farmers' Market located at 210 West Spring Street. She stated that the meeting constituted a public hearing (due notice having been given) to consider renewing the Wytheville Farmers' Market Lease Agreement. 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.

RE: WYTHEVILLE FARMERS' MARKET LEASE AGREEMENT RENEWAL

Mayor Taylor advised that the next agenda item is the consideration by the Town Council to renew the lease of Town property for the Wytheville Farmers' Market located at 210 West Spring Street. She inquired if there was a motion to renew the lease of Town property for the Wytheville Farmers' Market located at 210 West Spring Street.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if it would be possible for the Council to consider a flat rate of \$300 for the utility fees reimbursement for the Farmers Market. Assistant Town Manager Holeton explained the changes that have been made to the utility rate fees. She noted that the amount, which is currently \$322 a month, will be determined annually based on the actual annual cost. Councilwoman Atkins stated that she wants the utility rate fees to be lowered to \$300 monthly. She inquired if the Council would consider the flat rate of \$300 monthly. Councilwoman Johnson commented that she has no objection to lowering the amount to a flat rate of \$300 monthly. Vice-Mayor Pattison inquired if Councilwoman Atkins is proposing this amount for one (1) year until the contract is renewed in 2025. Councilwoman Atkins stated that is correct. Discussion continued regarding lowering the utility rate fees for the Wytheville Farmers' Market to a \$300 monthly flat rate for one (1) year.

Mayor Taylor inquired if there was any further 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. Voting Nay: Councilwoman Atkins, Councilwoman Johnson. The lease agreement renewal was approved as presented with a monthly utility rate fee of \$322.

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: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS (CONTINUED)

A. RE: BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the Town Council meeting on Monday, April 8, 2024, at 5:00 p.m., or as soon thereafter as possible, in the Council Chambers to consider an amendment to the Fiscal Year 2023-24 budget for sewer improvements. She inquired if there was a motion to schedule a public hearing for the Monday, April 8, 2024, Town Council meeting at 5:00 p.m., to consider an amendment to the Fiscal Year 2023-24 budget for sewer improvements.

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.

B. RE: TRAFFIC CONTROL REQUEST- WYTHE ARTS COUNCIL - BALLOON GLOW

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Friday, June 14; Saturday, June 15; and, Sunday, June 16, 2024, for the Chautauqua Balloon Glow. She inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Friday, June 14; Saturday, June 15; and, Sunday, June 16, 2024, for the Chautauqua Balloon Glow.

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 Town will be considered as a sponsor for this event. Assistant Town Manager Holeton stated that Staff has discussed this with the Wythe Arts Council and asked that the Town be listed as a sponsor for all the Chautauqua events. Mayor Taylor inquired if there was any other 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: TRAFFIC CONTROL REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FESTIVAL PARADE

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, for the Chautauqua Festival Parade. She inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, for the Chautauqua Festival Parade.

Motion made by Councilwoman Johnson, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if the Jersey Barriers would be filled with water and used for traffic control during the parade. Assistant Town Manager Holeton stated that is correct. 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.

D. RE: TRAFFIC CONTROL REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FUN RUN

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, to conduct the Chautauqua Fun Run. Mayor Taylor inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, to conduct the Chautauqua Fun Run.

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: TRAFFIC CONTROL REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FESTIVAL 5K

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Saturday, June 22, 2024, to conduct the Chautauqua Festival 5K. Mayor Taylor inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Saturday, June 22, 2024, to conduct the Chautauqua Festival 5K.

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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

F. RE: WAIVER OF FEES REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FESTIVAL EVENT

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council for a Waiver of Fees for the use of Withers Park, Elizabeth Brown Memorial Park and the 4th Street Civic Center beginning Friday, June 14, 2024, through Sunday, June 23, 2024, for the Chautauqua Festival event. She inquired if there was a motion to approve the request of the Wythe Arts Council for a Waiver of Fees for the use of Withers Park, Elizabeth Brown Memorial Park and the 4th Street Civic Center beginning Friday, June 14, 2024, through Sunday, June 23, 2024, for the Chautauqua Festival event.

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.

G. RE: RAFFLE PERMIT REQUEST - WYTHE ARTS COUNCIL

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council for the issuance of a raffle permit for calendar year 2024. She inquired if there was a motion to approve the request of the Wythe Arts Council for the issuance of a raffle permit for calendar year 2024.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Johnson inquired if there was any way that the Wythe Arts Council could be exempt from having to apply for a raffle permit, since they have done this annually for many years. A brief discussion was held regarding the requirement for raffle permits having to be issued by the State or local government to certain organizations. 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.

H. RE: TOWN EMPLOYEE HOLIDAY - GOOD FRIDAY OBSERVANCE

Mayor Taylor advised that the next agenda item is to consider approving Friday, March 29, 2024, as a holiday for Town employees in observance of Good Friday. Mayor Taylor inquired if there was a motion to approve a holiday for Town employees on Friday, March 29, 2024, in observance of Good Friday.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Vice-Mayor Pattison inquired of Town Manager Freeman if he thinks giving employees the day off will present any problems. Town Manager Freeman stated that he thinks it will be a welcomed problem. He advised that there are certain operations that will not be able to shut down, however, those employees will be credited with an additional eight (8) hours of annual leave. Councilwoman Johnson commented that Wythe County schools are on spring break, and Wythe County employees will also have the day off. She stated that this can create issues for Town employees who are parents, and that is why she made the request to give employees the day off. A brief discussion was held regarding Town employees who work shifts longer than eight hours, and if they could be credited those extra hours for holiday pay. Councilwoman Atkins inquired if Staff could look into changing the Personnel Policy. Town Manager Freeman stated that they can look into this. 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: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

11. 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.

12. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

FIRE AND EMS DEPARTMENT RECOGNITION: Town Manager Freeman stated that he would like to commend the Wytheville Fire and EMS Department for their work over the weekend with the American Red Cross, Virginia Department of Fire Programs, the State Fire Marshal's Office and numerous volunteers to knock on 150 doors, install 51 fire alarms and discuss fire prevention with citizens in the community. He stated that there were several volunteers for this event and sponsors who donated food and drinks. Town Manager Freeman noted that on behalf of the Wytheville Fire and EMS Department, he would like to thank everyone who helped with this event.

TREASURERS' OFFICE CLOSURE: Town Manager Freeman advised that the Treasurers' Office will be closed starting Wednesday, March 27, through Wednesday, April 3, 2024, due to the new software conversion.

PARKS AND RECREATION NOTIFICATIONS: Town Manager Freeman stated that he had some announcements on behalf of the Parks and Recreation Department. He advised that Parks and Recreation needs soccer officials. Town Manager Freeman noted that there will be a lifeguard course offered at the Recreation Center in April, and that the Parks and Recreation's Kidventure Program is now accepting applications for counselors.

B. RE: UPCOMING MEETINGS

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

1. The Joint Industrial Development Authority (JIDA) will meet on Thursday, March 28, 2024, at 3:00 p.m., in the Council Chambers of the Municipal Building.
2. The next Council Budget Work Session will be held at 4:00 p.m., on Monday, April 8, 2024, prior to the regularly scheduled Wytheville Town Council meeting at 5:00 p.m., in the Council Chambers of the Municipal Building.

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

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins inquired about an update on the bulletproof windows for the Municipal Building. Town Manager Freeman stated that he will look into the status of the windows and contact Councilwoman Atkins with an update.

Councilwoman Atkins inquired about an update regarding the televisions displaying information for Town employees that she has requested. Town Manager Freeman stated that he believes that Staff has received some quotes for the televisions, however, he will have to bring more information back to a future meeting regarding this matter.

Councilwoman Atkins inquired about the delineators for the Publics Works Department vehicles. Town Manager Freeman advised that he has been told that all Public Works' vehicles have reflective stickers, beacon strobe lights and/or a yield

sign displayed on them. A brief discussion was held regarding the types of reflective devices that can be placed on Town vehicles. Town Manager Freeman stated that he will continue to look into this.

Mayor Taylor inquired if Councilwoman Johnson had anything she would like to discuss during Council Member Time. Councilwoman Johnson stated that a citizen has reached out to her and inquired if the Education Curator, for the Department of Museums, could become a full-time position. Assistant Town Manager Holeton noted that she feels like the Director of Museums would support the idea of this becoming a full-time position, as well. Town Manager Freeman stated that they would continue to discuss this matter in the future.

14. RE: CLOSED MEETING

- A.** 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.) (1.) to discuss the performance of appointed employees. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilwoman Atkins, 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, (5:39 p.m.)

B. 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.) (1.) to discuss the performance of appointed employees 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: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. (7:25 p.m.)

15. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (7:27 p.m.)

Beth A. Taylor, Mayor

Brandi N. Jones, Chief Deputy Clerk

STAFF REPORT
MARCH 25, 2024

FIRE AND EMS DEPARTMENT RECOGNITION: Town Manager Freeman stated that he would like to commend the Wytheville Fire and EMS Department for their work over the weekend with the American Red Cross, Virginia Department of Fire Programs, the State Fire Marshal's Office and numerous volunteers to knock on 150 doors, install 51 fire alarms and discuss fire prevention with citizens in the community. He stated that there were several volunteers for this event and sponsors who donated food and drinks. Town Manager Freeman noted that on behalf of the Wytheville Fire and EMS Department, he would like to thank everyone who helped with this event.

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