



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, FEBRUARY 26, 2024 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, Chief Deputy Clerk Brandi Jones, Computer Operations Manager Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Planning Director John Woods, Police Officer Darren Umberger, Police Officer Ernie Williams, Police Officer Brandi Holmes, Rollie C. Nye, Jr., Jim Cohen, Jeremy Shelton, Heidi Lacey, Michael Lacey

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 Vice-Mayor Pattison.

5. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She noted that, due to unavoidable circumstances, Police Chief Joel Hash will not be present at the Town Council meeting to present the 2023 Wytheville Police Department's Annual Report. Mayor Taylor stated that a motion and second will be required to amend the agenda removing item 8-A, Presentation by Police Chief Joel Hash regarding the 2023 Wytheville Police Department's Annual Report.

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, Councilwoman Atkins, 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 February 12, 2024. She inquired if there was a motion to approve the minutes of the Council Work Session and the regular meeting of February 12, 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 stated that she would like to abstain from voting on the minutes, due to her absence at the February 12, Town 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, Councilman Gillman, Councilwoman Johnson. Voting Abstaining:
Councilwoman Atkins.

8. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there is one citizen listed on the sign-in sheet who would like to address the Council during Citizens' Period. Mayor Taylor briefly reviewed the guidelines for citizens' addressing the Town Council during Citizens' Period. She inquired if Dr. Rollie Nye would come to the podium and state his name and address for the recording of the minutes.

Dr. Rollie Nye was recognized and stated that he resides at 405 East Pine Street. Dr. Nye thanked the Council for allowing him to speak and stated that he represents the Sons of the American Revolution (SAR). He advised that he would like to invite each of the Town Council members to the memorial dedication of Georg Daniel Flohr. Dr. Nye noted that the dedication will be held on August 24, 2024, at the Flohr house next to St. James Cemetery. Mayor Taylor thanked Dr. Nye for his comments and for inviting the Council to this event. Mayor Taylor inquired if there were any other citizens who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

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

A. RE: SUBDIVISION VARIATION REQUEST - RURAL KING REALTY, INC.

Mayor Taylor advised that the next agenda item is to consider the recommendation from the Wytheville Planning Commission regarding the request for a Subdivision Variation to the road frontage requirement for a division at Mountainview Square (Rural King Realty, Inc.) located at 1480 East Main Street. She stated that Director of Public Utilities and Engineering Billy Anderson will give the Council more information regarding this request.

Director of Public Utilities and Engineering Billy Anderson presented an overview to the Council regarding the Subdivision Variation Request that was made by Rural King Realty, Inc. Discussion was held regarding when the original Subdivision was created, if it conforms and satisfies with the Subdivision Ordinance as it is now, its covenants restrictions, etc. Mayor Taylor inquired if there was a motion to approve the Subdivision Variation Application for Rural King Realty, Inc., 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: Councilwoman Johnson, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilman Gillman.

B. RE: WAIVER OF FEES REQUEST - DISTRICT THREE GOVERNMENTAL COOPERATIVE

Mayor Taylor advised that the next agenda item is to consider the request of District Three Governmental Cooperative for a Waiver of Fees for the use of Withers Park on Thursday, June 13, 2024, for a Senior Day in the Park event. She inquired if there was a motion to approve District Three Governmental Cooperative's request for a Waiver of Fees for the use of Withers Park on Thursday, June 13, 2024, for a Senior Day in the Park event.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if the \$100 deposit that has already been paid by District Three will be refunded. Town Manager Freeman stated he thinks that is correct. 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.

C. RE: BUDGET AMENDMENTS FOR FISCAL YEAR 2023-24

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the Town Council meeting on Monday, March 11, 2024, at 5:00 p.m., or as soon thereafter as possible, in the Council Chambers of the Municipal Building to

consider amendments to the Fiscal Year 2023-24 budget. She noted that Town Manager Freeman would now discuss this matter with the Council.

Town Manager Freeman stated that, at this meeting, the Council is only setting the public hearing. He noted that it is required that the Town hold a public hearing for any budget amendment that changes the Town's expenditures by more than one percent. He noted that the amendment will exceed the one percent. Town Manager Freeman advised that the nature of the amendment is primarily due to, but not exclusively due to, changes in the funding equation that the Virginia Department of Transportation (VDOT) has come up with to pay for the Town's Street Maintenance Funds. He explained that the Town is actually receiving more funds than have been appropriated. He noted that this was a change that came after the budget was approved last year. Town Manager Freeman advised that the Town is actually receiving more funds than the departments are theoretically allowed to expend, so Town Staff needs to get these amendments before the Council and approved. He reiterated, however, a public hearing is required before the Council is allowed to approve the amendments.

Councilwoman Atkins inquired of Town Manager Freeman if this amendment was only to do with VDOT funding.

Town Manager Freeman reiterated that it was primarily an amendment for VDOT Maintenance Funds. He stated that there is one other small request, and he remarked that he does not mind noting what the request is for the Council. He explained that Town Staff would like to provide the Town Police Department and Town Fire and Rescue Department a little bit of money to hold an annual picnic between those two departments. Town Manager Freeman remarked that the comradery, team building and the benefit of doing that, he thinks, far out ways the cost since it is a very small amount of money in there that will allow them to do that this year. He commented that, other than that, there is one other item in there that is where the Town received an insurance check for a pump failure at pump station six, which is about \$60,000. Town Manager Freeman explained that Town Staff had to go ahead and get the pump ordered. He noted that, basically, this amendment is to approve putting this money back into their budget. Town Manager Freeman explained that other than that, everything is VDOT Maintenance Fund related.

Councilwoman Atkins inquired if there would be enough money for all the Town's Departments to be provided a meal. Town Manager Freeman explained that the Town Council has still been providing a meal to all Town Departments in the budget. He noted that this would be a little different. Town Manager Freeman commented that the Police and Fire Departments have requested that the money come from their donations. He explained that EMS received a sizable donation, and they have requested a small amount of that money to be set aside, this year, to have this cookout/banquet, therefore, there will be a revenue from the use of reserves for donations for EMS that would provide for this, and this would essentially fund the picnic for most departments this year. He stated that there is a request for the Council to fund them annually to do so. Town Manager Freeman explained that this request would strictly be for a picnic/banquet this spring. Councilwoman Atkins reiterated that she wanted to make sure that this is totally different than what the Town Council provides. Town Manager Freeman stated that is correct. Councilwoman Atkins thanked Town Manager Freeman for clarifying this information.

Town Manager Freeman reiterated that at this meeting, the Council is only setting the public hearing for the March 11, 2024, Town Council meeting. He advised that he would provide the Council with some additional information in the next Town Council meeting package that gives more information/details on the breakdown of the expenditures. Mayor Taylor inquired if there were any other questions. There being none, she inquired if there was a motion to schedule a public hearing for the March 11, 2024, Town Council meeting at 5:00 p.m., or as soon thereafter, in the Council Chambers to consider amendments to the Fiscal Year 2023-24 budget.

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.

10. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

NEW FINANCE AND HUMAN RESOURCES SOFTWARE UPDATE: Town Manager Freeman gave an update regarding the status of transitioning to the new software, and he discussed some of the new capabilities that Town staff will have once the transition is complete. He stated that the transition deadline for the new software is now April 1, 2024.

ANNUAL INSURANCE RENEWAL: Town Manager Freeman advised that it is almost time for the Town's insurance renewal. He stated that he will be meeting with the Budget and Finance Committee for the next two consecutive weeks, and that he would like to have a recommendation for all five Council members regarding the insurance renewal in the near future.

FISCAL YEAR 2024-25 BUDGET CALENDAR: Town Manager Freeman stated that he and the Budget and Finance Committee have, recently, been working towards finalizing a calendar for the Fiscal Year 2024-25 budget preparation process. He noted that he anticipates on having the first budget Work Session on March 25, the second budget Work Session on April 8, the first reading of the budget on April 22, the second reading of the budget on May 13 and the third and final reading of the budget on May 27, 2024.

B. RE: UPCOMING MEETINGS

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

1. The Wytheville Town Council will hold a Special Town Council meeting and a public hearing on Wednesday, March 6, 2024, at 4:00 p.m., in the Council Chambers of the Municipal Building, to consider a bond to be used to pay the capital improvements to the Town's wastewater facilities.

2. The next regular meeting of the Wytheville Town Council will be held on Monday, March 11, 2024, at 5:00 p.m., in the Council Chambers of the Municipal Building.

11. RE: OTHER BUSINESS

A. RE: WYTHEVILLE FARMERS' MARKET LEASE AGREEMENT RENEWAL

Mayor Taylor advised that the next agenda item is the review of the draft Wytheville Farmers' Market Lease Agreement. She stated that Assistant Town Manager Holeton would give the Council more information regarding this matter.

Assistant Town Manager Holeton advised that the Lease Agreement between the Town of Wytheville and the Wytheville Farmers' Market has been continually renewed every year since 2019. She stated that she and Town Manager Freeman have met with the Farmers' Market leadership team regarding the next renewal of the Farmers' Market Lease Agreement. Assistant Town Manager Holeton noted that the Town Council does not have to take action on the Agreement at this meeting. She commented that, however, she would like them to review the Lease Agreement so that a public hearing can be held and so that the Council decision on the Lease Agreement can be taken at the March 25, 2024, regular Town Council meeting. Councilwoman Johnson inquired about the Lease agreement and how the Farmers' Market representatives felt about it. Assistant Town Manager Holeton stated that they were in favor of the draft Lease Agreement when they last met with Town Staff. Discussion continued regarding the development of the draft Wytheville Farmers' Market Agreement.

B. RE: VACANCIES/UPCOMING VACANCIES FOR TOWN COMMITTEE/BOARD

Mayor Taylor advised that the next agenda item is notification of vacancies/upcoming vacancies for Town Committees/Boards. Chief Deputy Clerk Jones stated that the Council has a listing of all the upcoming vacancies through the end of 2024. She

reviewed the two Boards/Committees that currently have openings and will have openings in May and June, as well, with the Council.

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 Councilwoman Atkins had anything she would like to discuss during Council Member Time. Councilwoman Atkins inquired about paving on Lithia Road and if it is on the Town's paving schedule for this year. Director of Public Utilities and Engineering Anderson stated that is correct.

Councilwoman Atkins stated that she was contacted by a citizen who lives on Sherwood Forest Road. She noted that he contacted her regarding pinecones and debris in his yard that have fallen from trees on the Town's property. Councilwoman Atkins inquired about how the Town could go about taking care of this issue. Town Manager Freeman stated that he has spoken with this citizen previously regarding this issue. He noted that he did not think the citizen was asking the Town to pick up the debris out of his yard. Town Manager Freeman advised that he thought the citizen was concerned about debris in the roadway. He stated that he will need to perform some additional research regarding whether the Town can assist in clearing debris from someone's yard.

Mayor Taylor stated that she did not have anything to discuss during Council Member 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 inquired if Councilwoman Johnson had anything she would like to discuss during Council Member Time. Councilwoman Johnson inquired about the process of assigning Council members to Committees/Boards during the annual reorganization of the Town Council and how that has taken place in the past. Mayor Taylor stated that, before she assigns any Council member to a Committee/Board, she will discuss the Committees/Boards with each of them to establish which one(s) will best suit them and their schedule. She advised that this procedure has taken place since before she was Mayor, and that she has followed the same practice as those before her. Discussion was held regarding what action has been taken in the past when a Committee/Board is assigned to a new Council member after an election year and at the annual reorganization of the Town Council. Councilwoman Johnson requested Chief Deputy Clerk Jones to research the minutes from January 9, 2023, for any action that was taken at the reorganization of the Town Council.

Councilwoman Johnson inquired about the how the Council members seating arrangement is established and if they can choose where they would like to sit during the Council meetings. Town Manager Freeman stated that, traditionally, Council members are seated with their internal Committee members for the Town Council meetings. Councilwoman Johnson inquired if sitting with their committee member is a recommendation or a requirement. Town Manager Freeman advised that it is not a requirement, however, it has made presenting Council Committee reports easier during Council meetings.

12. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (5:55 p.m.)

Beth A. Taylor, Mayor

Brandi N. Jones, Chief Deputy Clerk

STAFF REPORT
FEBRUARY 26, 2024

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