

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MARCH 28, 2022, AT 6:00 P.M.**

Members present: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman

Members absent: None

Others present: Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. Holeton, Town Clerk Sharon G. Corvin, Town Attorney Michelle Workman Clayton, Police Chief Joel Hash, Corporal Josh Jones, Patrol Officer Cavin Newman, Donna Stroupe

**RE: CALL TO ORDER, QUORUM, PLEDGE**

Mayor Taylor called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Vice-Mayor Pattison.

**RE: CONSENT AGENDA**

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of March 14, 2022. She inquired if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilman Gillman and seconded by Councilwoman Atkins to approve the consent agenda consisting of the minutes of the regular meeting of March 14, 2022, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda, as presented. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.

**RE: MOWING ORDINANCE REVISIONS**

Mayor Taylor advised that the next agenda item is to review the proposed revisions to the Mowing Ordinance. She noted that Town Attorney Clayton would review the changes with the Council. Town Attorney Clayton discussed the proposed revisions to the Mowing Ordinance with the Town Council, which were requested by Director of Public Works Christopher Peeples. Town Clerk Corvin continued to explain the proposed Mowing Ordinance revision in regard to removing the section that referenced property owners mowing up to 100 feet from their residential structure, commercial structure, etc. She noted that the revised ordinance will require property owners to mow all the way to their property line. Town Attorney Clayton continued to discuss the proposed revisions to the Mowing Ordinance with the Council. Mayor Taylor commented that this was very educational for the Town Council. She inquired if any of the Council had any questions for Town Attorney Clayton in regard to the proposed revisions. Councilwoman Atkins inquired of Town Manager Freeman in regard to Section 12-91. Duty of Owner of Property that references interstate corridors and if the one for 11<sup>th</sup> and Main Streets had to do with the bushes down toward Cracker Barrel. Town Manager Freeman stated that is not correct. He noted that the reason the intersections are numbered one through five (1-5) is because subsection (c) references the entrance corridors, and one through five (1-5) is an attempt to define entrance corridors. Town Manager Freeman continued to explain what the subsection is referencing. Discussion continued regarding how the Town will provide notice to property owners of the approaching growing season by way of advertising, which will include the newspaper, radio, Town website and water bills. Town Attorney Clayton noted that the Public Works Department will also notify property owners

who are in violation of the Mowing Ordinance with a door hanger. Mayor Taylor inquired if there were any other questions for Town Attorney Clayton. There being none, she proceeded with the agenda.

### **RE: PUBLIC HEARING – TOWN CODE REVISIONS – MOWING ORDINANCE**

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VI. Condition of Premises, Division 2. Removal of Weeds, Etc., Section 12-91. Duty of Owner of Property, and Section 12-92. Procedure When Owner of Property Fails to Comply with Section 12-91, of the Code of the Town of Wytheville, Virginia. Mayor Taylor inquired if there was anyone who wished to address the Council during this public hearing. Councilwoman Atkins inquired of Town Attorney Clayton what the Town will do if the property owners do not comply with the ordinance. Town Attorney Clayton stated that property owners will face fines. Councilwoman Atkins inquired if the Town will enact this with the proposed ordinance. Town Attorney Clayton advised that the penalties are already part of the ordinance, and there will not be an increase in the amount charged to property owners who violate the Mowing Ordinance. Mayor Taylor inquired if there were any other questions or comments. There being none, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

### **RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens listed on the sign in sheet who stated that they would like to speak during the Citizens' Period, however, if anyone has changed their mind, now is the time to do so.

Police Chief Joel Hash was recognized and stated that he would like to thank the Town Council for providing the Wytheville Police Department with the employees he needed to run his department efficiently. He noted that there has been a shortage of Officers in his Department, and he wanted to thank the Council for approving him to hire more Officers. Mayor Taylor stated that on behalf of the Wytheville Town Council, she would like to extend her appreciation to the Wytheville Police Department for everything they do for the Town of Wytheville. Discussion ensued regarding the hiring of part-time Police Officers. Mayor Taylor thanked Chief Hash for his comments. Mayor Taylor inquired if anyone else wished to address the Council during Citizens' Period. There being no one else who wished to address Council during Citizens' Period, she proceeded with the agenda.

### **RE: STAFF REPORT**

The Staff Report was entered into the record as follows:

- A. **Force Main Replacement Design:** The Town of Wytheville is seeking sealed proposals from interested and qualified engineering firms to provide professional engineering services for the replacement of the Lithia Road and Industry Road sanitary sewer force mains. Installed in April of 2000, the Lithia Road pump station is situated on the north side of Lithia Road and on the west side of Interstates 81/77. The force main extends west along Lithia Road and East Main Street for approximately 2,080 linear feet before ending at a gravity sanitary sewer structure along the south side of West Main Street. Installed in 1997, the Chapman Road pump station is situated at the southwest corner of the intersection of Chapman Road and Industry Road. The force main extends west/southwest along Industry Road for approximately 2,500 linear feet before ending at

a gravity sanitary sewer structure on Industry Road. Both force mains have experienced excessive corrosive wear requiring numerous repairs in the past few years and must be replaced. The Town will accept sealed proposals for this design work until Friday, April 8, 2022, at 2:00 p.m.

**Compensation and Classification Study:** The Town of Wytheville is seeking sealed proposals from interested and qualified firms to complete a Compensation and Classification Study of all employment positions for the Town of Wytheville. Services related to this scope include: evaluating and making recommendations to improve the salary progression scale and schedule for each position type, reviewing and recommending to the Town for improvement to the employee compensation program and reviewing and updating job descriptions and classifications for future implementation by the Town. The primary goal of the Compensation and Classification Study is to attract and retain qualified candidates through competitive salary and benefit offerings. Information resulting from the study will establish a pay scale progression system that is easy to communicate, ensures transparency and promotes equity across the board. The secondary goal of the study is to review and improve each job description and classification status. This improvement will be used to advance the overall goals of the Human Resources Department and will be used to ensure that the system is up to date, equitable and easy to maintain over time. We will accept these proposals until Tuesday, April 12, 2022, at 4:00 p.m.

- B. Recently, Town staff initiated a request to the Environmental Protection Agency (EPA) Region 3 for inclusion in the Targeted Brownfield Assistance Program (TBA) for evaluation of the old Town quarry site. The quarry site is comprised of three parcels located in the 900 block of West Union Street. One parcel is owned by the Wytheville Redevelopment and Housing Authority (WRHA), and two parcels are owned by the Town of Wytheville. Last week, we were notified that the site was selected for assistance.

The TBA Program assists local governments by identifying site contaminants and provides recommendations for the type of cleanup which may be necessary to redevelop a site. By completing the assessment, the Town will be in a better position for future funding for any environmental clean-up determined to be necessary. Further, these assessments are often required by other grant funding agencies prior to providing financial support. This work will be conducted by environmental consultants who are already under contract with the EPA. There is no cost for the Town to participate. If the Town Council agrees with participating in this Technical Assistance Program, we plan to communicate our intent to participate later this week. Mayor Taylor inquired if there is a motion to approve the Town participating in the Targeted Brownfield Assistance Program. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to approve the Town participating in the Targeted Brownfield Assistance Program. 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: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.

**RE: NEW BUSINESS**

Under New Business, Town Manager Freeman reported the following:

1. The next Town Council Work Session will be held on Monday, April 11, 2022, at 4:00 p.m., in the Council Conference Room followed by the regular Wytheville Town Council meeting at 6:00 p.m., in the Council Chambers.

**RE: ORDINANCE NO. 1408**

Mayor Taylor advised that the next agenda item is to consider Ordinance No. 1408, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VI. Condition of Premises, Division 2. Removal of Weeds, Etc., Section 12-91. Duty of Owner of Property, and Section 12-92. Procedure When Owner of Property Fails to Comply with Section 12-91, of the Code of the Town of Wytheville, Virginia, on first reading. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to adopt Ordinance No. 1408, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VI. Condition of Premises, Division 2. Removal of Weeds, Etc., Section 12-91. Duty of Owner of Property, and Section 12-92. Procedure When Owner of Property Fails to Comply with Section 12-91, of the Code of the Town of Wytheville, Virginia, on first and final reading, and to amend the ordinance to include the following language to the Town's entrance corridor descriptions: (1) Intersection of Monroe and 4th Streets northward to the town corporate limit line. The limited access area located at Exit 70 is maintained by the Virginia Department of Transportation. (2) Intersection of Peppers Ferry Road and 11<sup>th</sup> Street northeastward to the town corporate limit line. The limited access area located at Exit 41/Exit 72 is maintained by the Virginia Department of Transportation. (3) Intersection of Monroe and 12th Streets westward to the town corporate limit line. (4) Intersection of 11th and Main Streets eastward to the interstate corridor. The limited access area located at Exit 73 is maintained by the Virginia Department of Transportation. (5) Intersection of 14th and Main Streets southward to the town corporate limit line, on first and final reading. Mayor Taylor inquired if there is any discussion on the motion. Councilman Bloomfield commented that he does have concern regarding Town employees placing a door hanger on a private residence door to alert the property owner of a mowing violation. He continued to discuss his concern regarding this process. Town Manager Freeman expressed that the door hanger method is used for multiple notice violations throughout town, and Town employees are in marked vehicles, etc. 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:

FOR: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman

AGAINST: None

ABSTENTIONS: None

Mayor Taylor advised that Ordinance No. 1408 was adopted on first and final reading.

**RE: MOVING THE EAST WYTHEVILLE PRECINCT AND POLLING PLACE**

Mayor Taylor advised that the next agenda item is to set a public hearing to consider moving the East Wytheville Precinct and Polling Place from the Fourth Street Civic Center to Spiller Elementary School. She noted that the Wythe County Board of Supervisors has moved the East Wytheville Precinct and Polling Place to Spiller Elementary School for elections. Mayor Taylor commented that this change was made due to the primary for the November elections conflicting for the next few years with the Annual Chautauqua Festival, and, thus, making the Fourth Street Civic Center too crowded and inconvenient for citizens to vote. She stated, therefore, the Town

needs to change its ordinance, which lists the East Wytheville Precinct and Polling Place as Spiller Elementary School rather than the Fourth Street Civic Center. Mayor Taylor advised that it will be necessary to set a public hearing to consider this amendment, which could be held at the April 25, 2022, Town Council meeting. It was the consensus of the Wytheville Town Council to set a public hearing for the Monday, April 25, 2022, Town Council meeting, at 6:00 p.m., in the Council Chambers to consider moving the East Wytheville Precinct and Polling Place from the Fourth Street Civic Center to Spiller Elementary School.

**RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (6:22 p.m.).

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Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk