

Town of Burkeville
Council Meeting Minutes
Tuesday August 12, 2025
7:00 p.m., Train Station



APPROVED

Present: Gerald Smith, Brian Weltch, Joshua Knight, Ann Wolven, Jamie Osborne, Lee Simmons, Ivory Oliver, Kevin Jones, Debbie Weltch

Call to Order: 7:00 p.m.

Pledge of Allegiance- Lead by Mayor Smith

Prayer- Lead by Councilman Josh Knight

Welcome of Visitors

Establish decorum: Mayor Smith requests that all citizens who wish to speak would sign in on the roster, and limits speaking to 5 minutes per citizen.

Approval of:

- Agenda for August 12, 2025, Council Meeting
 - Motion made by Councilman Joshua Knight Seconded by Councilwoman Debbie Weltch. Unanimous approval, no opposition. Motion carried.
- Approval of the minutes of July 8, 2025, Council Meeting
 - Motion made by Councilman Lee Simmons to approve with corrections/clarification to who made a motion to approve accounts payable for June 2025, Seconded by Councilman Joshua Knight. Unanimous approval, no opposition. Motion carried.
- Approval of the General Fund Account Statement for July 2025
 - Motion made by Councilman Joshua Knight, seconded by Councilwoman Debbie Weltch. Unanimous approval, no opposition. Motion carried.
- Funds Available Statement for June 2025
 - ☐ Question noted about budget vs. actual showing budget being exceed for grass cutting GL line. Clerk/Treasurer Jamie Osborne to look into the concern.
 - Motion made by Councilman Lee Simmons, seconded by Councilwoman Debbie Weltch. Unanimous approval, no opposition. Motion carried.
- Accounts Payable for July 2025
 - Motion made by Councilwoman Ann Wolven, seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.

Guest Speakers:

- Brandon Cummings
 - He and his fiancé', Sam, recently bought the home at 123 Deems St. They currently own a home in Prince Edward County but look forward to renovating that home and moving to Burkeville. They wanted to come to the Council meeting to introduce themselves and meet the council.

Citizens Comments:

Fire Report: Included in packet

- **Chief Brian Weltch**

- July was a busy month, due to Nottoway County Emergency Squad's staffing issues. Nottoway county agreed to give Nottoway County enough money to staff 2 ambulances, but they have not been able to do that 100% of the time. Due to this, BVFD's call volume is extremely high.
- Calls answered:
- Time of call to Patient contact: 12 minutes and 58 seconds
- Paid hours 1,350 hours- 90.76% of the total hours.
- Volunteer hours: 338.25
- 10 full time positions, 9 of them are filled.
- Current pay is between \$18-\$22 per hour.
- The county is giving BVFD \$25,000 a month, and it costs approximately \$33,000 to staff, whereas they are giving Nottoway County Emergency Squad \$62,400 per month.

- Mayor Smith asks over all how the fire department is doing

- Chief Weltch thinks that overall the fire department is doing pretty well. The entire department is busy, and they are answering a ridiculous amount of calls. There was an event where 3 calls went off at once, and they were unable to answer the other 2 due to lack of staffing. There was an event today where there were 3 calls for their first-due, but it is a rare occurrence. Generally, there is 1 call for Burkeville and the other 2 are mutual aid requests. Chief Weltch also states that many of the calls recently have been critical calls, such as car wrecks, heart attacks and strokes. These calls are not your normal run of the mill, take them to Southside and drop them off, they are requiring a specialty center.
- The new ambulance that was bought recently, already has 6,300 miles on it. The second ambulance is coming up on 85-90,000, but that ambulance is a bit older. Ambulances normally average 350-400,000 before needing replacement.

- Mayor Smith asks how the department is doing on volunteers?

- Chief Weltch reports that they are able to get volunteers to come in, and do well for a while. Occasionally there are 1-2 that you never see, but you do not know how they are doing until they are voted on. The currently volunteers that have been there for a while, come when they are really needed. Most volunteers are not very excited out running ems, but when 85 of the 108 calls are EMS, there are not a whole lot left for those volunteers who only want to run fire related calls.
- Chief Weltch states that he was approached by a county supervisor and asked if they wanted to hand EMS over to the county, he advised them that if you take the EMS staff out of BVFD that many of the current paid providers will leave, they do not want to work for the county. The same goes for the volunteers. He states that the love for serving the community is why some of the volunteers are running 200+ calls a year.

- Councilwoman Ann Wolven

- Asks about planning for community day.
 - Chief Weltch informs here that they found out that Crewe is doing the Chicken Festival the same day as our Community Day. We are unable to change the date, but are working on making it more of a morning event, instead of evening.
 - Chief Weltch informs Clerk/Treasurer Osborne about needing to get started on the road closure permit with VDOT.

Police Report: Included in packet

- Chief Herlong states that there is nothing new to report.

Committee Reports:

- **Emergency Services (Knight- Dr. Wolven)**

- **Councilwoman Ann Wolven**

- Contacted the Victoria Police Department about their body cam wearing, and has given a copy of that to the mayor. Would like to start looking into having those for Burkeville. Would like to get Chief Herlong's input to see if it is something that would work for Burkeville. She believes that body cameras are something that are important after seeing videos of all the crazy things that happen with PD and EMS.
 - Councilwoman Debbie Weltch informs Councilwoman Wolven that if body cams are put in place, there will have to be someone hired to view every moment that Chief Herlong has that camera on.
 - Chief Herlong informs that the person has to be from the actual Department of Criminal Justice Services, and the actual department that the officer works for. He informs that it is very sketchy from what he is able to see. He reports that no other police chief does what he does, most chiefs are admin and work in an office and leave at 2:30 pm. He states that with a body camera, it would likely deter him from making as many stops as he does, which would reduce the amount of revenue that is brought in. He states that he is not opposed to wearing a body cam, but it would just deter him from doing everything he does. He does not have place to download the footage, and his computer is having difficulties and is extremely slow. He makes approximately 700-800 traffic stops and dealing with domestics, he does not know where all of that footage could be downloaded to. If the council wants the body cameras, he will have to slow down a little bit. He reports that VA state police do not wear body cameras because of that reason, they are very proactive and make a lot of traffic stops, like he does, and he would be fine sitting down and discussing it.
 - Councilwoman Wolven states that they need to get together and discuss it.
 - Mayor Smith states that he is an advocate for it because he does not like people saying things about his police department that is not true. The camera will tell everything.
 - Councilwoman Ivory Oliver asks if the police car is equipped with a camera?
 - Chief Herlong states that it costs approximately \$20,000 for a camera on the car. He spoke with Phil at the Crewe Police Department and he said that half of the cameras on their police cars have gone down. Crewe PD is unable to purchase afford body cams and car cameras because they are so expensive. Other departments are able to get more grants, versus a 1 man police department. He also reports that he does have a body

camera that he purchased with his own money, no town funds, that he keeps in the car.

- He also informs that he is an active police chief, not an admin police chief. He is here to keep the town safe and if people break the law issue citations.

- Councilwoman Weltch asks if the car cameras are only active when the lights are on?

- Chief Herlong states that when the lights are turned on, the camera would turn on.
- Councilman Brian Weltch states that the audio recording only turns on when the lights are activated.

- **Water & Sewer (B. Weltch- Simmons)**

- **Councilman Brian Weltch**

- Had a meeting with the County Administrator and Mike today discussing the water and sewer lines at the soon to be animal shelter. There are a couple of different ideas on how to finish up the project and how long it will take. It appears everything is moving on a good time line and they have got approximately 100 foot of pipe in the ground and 1 hydrant established. They have approximately 600 ft. to go, which a part of that is crossing the highway, which is the most tedious part of it. They are having to talk to VDOT about it and figure out how to properly go about it, and where the funds are going to come from to pay for it. The town council prior approved the water side, but did not leave many funds for the sewer side.

- Mayor Smith thinks that the county should get all 3 towns to put in towards it, since it is a county asset.

- Chief Weltch states that one of the topics was that the sewer side of the project will take a lot more man power and a lot more equipment than the town of Burkeville has. Over the years, they have built a relationship with Blackstone and they are going to be reaching out to them to see if they would be willing to help us out. They would be requesting more equipment and a couple of their workers a couple of days to help get the project done. Mike informed him that one of the biggest hurdles is that he gets the guys working and then they are working for 3-4 hours but get called away to do another task. Chief Weltch states that he mentioned breaking down the day, morning working on the animal shelter and evening for getting other tasks done.

- Asked Clerk/Treasurer Jamie Osborne to get the information on if all funds have to be exhausted by December 1st or if the invoices have to be in and then paid by December 31st.

States that he guys have to be focused on getting the water lines done. They cannot continue doing other tasks, like weed eating, and not working on the animal shelter project.

- Mayor Smith states that one of the biggest things that they have to do is meter readings monthly. They have to be pulled away for that.

- Chief Weltch said that is one of the things that have to be done, such as treating the water, pump cleaning, well maintenance, etc. Those things can be done during the parts of the day when they are not working at the animal shelter.

- **Buildings (Oliver- Jones)**

- Nothing to report

- **Personnel (Dr. Wolven- Oliver)**

- **Councilwoman Ann Wolven**

- Asks the council to look in their packets, there are 2 forms that she and Councilwoman Ivory Oliver have been working on the employee evaluation form, online so that it would be available for the council.
 - States that they made the form generalized.
 - They added at the end that "by signing this form you confirm that you have discussed the review in detail with your supervisor. That signing this form does not necessarily indicate that you agree with the evaluation.
 - There is a place for employee's comments
 - As an employee, you may refute parts of your evaluation, in writing, to put in your file. This is standard practice.
 - By refusing to sign the form is grounds for termination, which is in the employee handbook. There have been issues in the past with employees refusing to sign, even prior to her becoming a council member.
 - Even if employee does not agree, they are able to write it down in the comments section, or even think about it and write something later to be added into the file.
 - Mayor Smith asks if all of the job descriptions are written down, so that when we do the evaluations there will be something to go by.
 - Councilwoman Wolven says yes. However, this evaluation gives an overall evaluation, not specifically detailing each person's job description. She adds that if anyone wants to make changes or thinks there should be some type of reward for the evaluation, otherwise the evaluation forms done.
 - Clerk/Treasurer Jamie Osborne states that she likes that the evaluation is not job specific. It doesn't break down each job by the activities. It is universal for all employees, and is able to be used for all departments.
 - Councilman Weltch added in that those who are issued vehicles, or equipment, the evaluation is going to be different. States that that may be an adjustment that should be made, evaluating people on their equipment upkeep or work environment. He states that he had conversations with the public works department when he was mayor about ensuring that the vehicles were kept nice. That is a direct representation of the town, and just as the office is the clerks job to maintain and keep clean.

- **Parks & Grounds (D. Weltch- Knight)**

- **Councilwoman Debbie Weltch**

- Asks the status on the pack lights for the park.
 - Mayor Smith advises that Mike has been very busy, and has looked at them.
 - Clerk/Treasurer Jamie Osborne asks if the portable toilet in the park is through United Site Services, and if it was on the cleaning schedule like the portable toilet at the town shop. The invoice for cleaning only shows 1 at the town shop, the one at the park is not on the invoice, and to her knowledge she has never seen it be cleaned.
 - Councilwoman Weltch advised that they are supposed to come out weekly, on Fridays, but that we need to make sure that it is on the list.

She states that when Edmonds had the contract, prior to being bought out by United Site Services, they were only billing for 1 but were servicing 2.

- **Councilman Josh Knight**
 - ☐ Noticed that there has been a lot of rain, making it difficult to keep up with the grass cutting.
- **Finance & Purchasing (Simmons-B. Weltch)**
 - **Councilman Lee Simmons**
 - ☐ There are several budget related items coming up on this month's agenda in new business/old business, and does not have anything specific. Councilman Weltch agrees, that there is nothing specific.
- **Planning Committee (Simmons- Dr. Wolven)**
 - **Councilman Lee Simmons**
 - ☐ Reports that he and Councilwoman Wolven have met twice since the last council meeting, once on July 29 and again on August 5th. They are working on the comprehensive plan, and have accomplished a good portion of it. They believe they are to the point of adding citizens to the planning committee and believe that they have 2 people already. They are looking to fill one more spot, and have 3 citizens on the committee. They are hoping to meet as a 5-person committee this month and into September. They hope that in October they will be able to start having public hearing type sessions to gather input.
 - ☐ As of now the Citizens on the planning committee are:
 - Tarha Daniels
 - Greg Wolven
 - **Councilwoman Ann Wolven**
 - ☐ Reports that she and Councilman Simmons spend hours working, revising and changing the plan. He has the perspective of a relator, which is wonderful as it brings ideas and presentations that she had not thought of.
 - ☐ They have completed a mission statement for the town, and are open for comments and suggestions about that.
- **Cemetery (D. Weltch-Oliver)**
 - **Councilwoman Debbie Weltch**
 - ☐ Dick has been doing great with trying to keep up with keeping the grass cut at the cemetery, but with the rain it is making the grass grow too quickly.
 - ☐ Will be getting with Mike after the focus is off of the animal shelter to make sure that the book is correct as to where people are buried. If someone calls wanting to purchase or use a certain plot, that is questionable, she will go out with Mike to verify prior to selling/using the plot.
 - Clerk/Treasurer Jamie Osborne asked if Councilwoman Weltch had a chance to go out to make sure that the new Meridian Trash cans had been placed in the proper locations. Councilwoman Weltch states that she has not had the time, but she will go by to check.
 - Councilman Brian Weltch states that Dick spoke with him today, and that he has a project at home that he will be renting equipment to handle, and is going to take care of one of the problem trees at the cemetery while he has the equipment. He wanted the know if there were any additional trees that would need work while he had the equipment.
- **Streets & Town Signage (Jones-D. Weltch)**
 - **Councilman Kevin Jones**
 - ☐ States that he knows that there were some street lights that were not working, and asks if VDOT has been contacted about those?

- Mayor Smith responds yes.
 - Clerk/Treasurer Jamie Osborne informed council that Dominion was contacted last week about 13 lights that were out, and she saw Dominion working on lights on South Agnew a couple of days later. She is unsure if they have fixed them all, but did see them actively working.
- **Zoning Committee (Knight- Simmons)**
 - Nothing to report.
- **Treasurer Report (Treasurer-Jamie Osborne)**
 - Phones and internet switch over is very progressive. Phones were switched Monday (August 11, 2025) to Verizon. There is a little bit of an issue with the voicemail not registering, unsure where the disconnect is but it should be fixed within the next day or 2. Phone calls are being returned as soon as they are seeing they are missed, versus responding to the voicemails if unable to answer.
 - Internet is scheduled to be installed on August 14, 2025. The pre-install was done last week and they recommended having an IT person on site in case of any issues. Shental recommended Zack McKinney with ZM Technologies, as they do a lot of work for them. He is a private owned business from Keysville. I spoke with him and he said that it is \$100 to come out, and \$80 an hour. He does not foresee it costing more than \$500 unless there is something astronomically crazy that happens. I would need approval for that amount so that he is able to come out and make the internet transition a smooth one.
 - Councilman Brian Welch makes a motion to approve \$500 for Zack McKinney with ZM Technologies IT service. Seconded by Councilwoman Debbie Welch Unanimous approval, no opposition. Motion carries.
 - When speaking with ZM Technologies, they also informed of an IT contract that they offer. Included in the packets is the quote for these services. When getting started with IRMS and eventually DMV stops, we need to ensure we have very secure computer systems.
 - Mayor Smith asks if they work with Southern Software?
 - Clerk/Treasurer Osborne responded that they do work with Southern Software and have a good working relationship with them.
 - Garbage Services
 - Meridian delivered the new carts last week. Thinks that the uniformity within the town makes the town look much nicer and cleaner.
 - Meridian will not pick up any trash can that is not theirs, if anyone needs an additional can, there is an additional cost of \$9 charge per can, monthly.
 - Spoke with one of the workers from Meridian that works on the truck, and he states that as long as the can is visible, and near the road they will pick it up. With some of the roads in Burkeville they are not able to get the trucks in and out like they would in a larger city. The guys are willing to adapt and work with the town on getting the cans dumped, even if they are not placed exactly like it shows on the sticker.
 - Lafferty's last day is tomorrow, August 13, 2025, and Meridian will have their first pick up August 20, 2025.
 - Meridian does offer small debris and bulk item pick up, which was not previously voiced as we were waiting for finalization on the contract. The prices are solely meridian prices; the town is not adding an upcharge to them at all.
 - Small Debris- \$25 per 4 ft. bundle
 - Items would have to be wrapped in 4 ft bundles
 - Scheduled 5 business days in advance, with the clerk/treasurer

- Cannot be commercially cut.
 - Charges will be added to the next utility bill.
- Bulk Item Pick up- \$50 per item
 - Large items such as hot water heaters, stoves, couches, etc.
 - Must be scheduled 5 days in advance, with the clerk/treasurer.
 - Charge will be added to the next utility bill.
- These services were not previously provided by the town, so we believe that many citizens will enjoy having the option. The town is still planning to have the semiannual debris pick up that will be free to the citizens.
 - Mayor Smith added in that citizens said that items were previously picked up, but that they were not being disposed of properly in the trucks which caused the towns garbage truck to break down.
- Meridian requests the 5-day notice so that they are able to send extra workers and equipment to ensure that the items are lifted safely.
- If a citizen has not received a can, or would like additional cans, please reach out to the clerk/treasurer to get those. There have been people calling meridian directly, and they were told to contact the town.
- Utility Billing
 - For the bill dated 6/30/25, we brought in \$192 more than we billed for.
 - Decreased balances that exceeded 60 days by \$3,787.79 so we are getting the delinquent account down.
 - Bills that were sent on July 30, 2025, we have already received 58% of the payments.
 - Late fees were applied last month, and there was some confusion with them.
 - Bills are delinquent on the 15th of the month.
 - Whatever is not in the drop box when it is checked at 9 am, or in the mail box with the postdate prior to the 15th, will have a late fee applied.
 - Late fees are \$30, and that is written on the bill.
- Taxes
 - Tax season is right around the corner.
 - We have received the tax information from the commissioner of the revenue
 - Clarifies that the tax conversion into FMS was already budgeted last year, and will not require council approval
 - Councilman Brian Welch informs that the cost from the conversion is already budgeted.
 - Bill printing proposal
 - The Commissioner of the Revenue sent over information for American Solutions for Business, who is the company that prints and mails their bills.
 - Proposal and quote is included in the council packets
 - Quote is \$1,492.20
 - This includes printing all the bills, processing them, folding, mailing with return envelopes, postage, form set up, programming, and PDF files sent back to us for both Real Estate and Personal Property.
 - 48-hour turnaround time.

- ☐ Example of what the bills would look like. They would be similar to what Nottoway County sends, but we would adjust them to match Burkeville.
- Will benefit the town as it would be 100% hands off for us, there would be no requirement for the clerk, mayor, or additional volunteers to help to get the bills out.
- If the council approves, and likes the service this year, potentially this is something we could build into the budget for next year.
- Utilizing this company will not only save a lot of time, but it will make the bills look more professional.
- **Councilwoman Ann Wolven**
 - ☐ Notes that on the quote, there is a double asterisk area that says that the company does household, which means that they try to mail all bills that are going to the same place. Asks if they are going to send them all together or if they will separate?
 - ☐ Clerk/Treasurer Jamie Osborne responds that any bill that is going to the same address and person that they can catch will be mailed together, not necessarily placed on one bill, but put in the same envelope. This would result in cheaper postage, so that is why in the quote it said that the prices could change, based on how many they are able to "household" together. The quote was based on each individual bill being put in its own envelope.
- **Councilman Josh Knight**
 - ☐ Asks if the form set up cost is a one-time cost, or if it will be a yearly occurrence?
 - Clerk/Treasurer Osborne responds that she believes so, but will confirm with the representative.
- **Councilman Brian Weltch**
 - ☐ Asks what the county charged us last year to print
 - Mayor Smith responded that the county did not charge us anything to print last year
 - ☐ Greg Wolven added in that Gerald, Mariana and Tarha Daniels, along with himself all pitched in and helped to get the bills folded, put in envelopes and mailed.
 - ☐ Asks if there was a setup fee for the bills to actually be printed, he thought there was a setup fee of \$700-\$800 to set up so that the bills could actually be printed.
 - He was informed that was through southern software, and not the county. That cost was part of the conversion to have the bills input into our system. The bills were printed directly by the county
 - ☐ States the quote of \$1,492, includes postage. While printing and doing the bills yourself may be the cheaper

route, you have to consider the time and labor rate.
Value cannot be placed on volunteer time.

- Councilman Brian Weltch makes a motion to approve American Solutions for Business quote of \$1,492 to do the tax bills for 2025. Seconded by Councilman Josh Knight. Unanimous approval, no opposition. Motion carries.

☐ Bank Reconciliation

- Last month it was brought up that we were very behind on the bank reconciliations. Since the last meeting 10 have been completed, and are currently working on December 2023.
- Doing daily “prep work” by adding in the information that will be needed when bank reconciliations are caught up, the majority of the information will already be in the system.

☐ Debit card authorization agreement

- Form in the council packets for authorization of “auto payment” for utility bills.
- Have had numerous citizens request auto pay, and a form was created as well as how the information will be stored/processed.
- It would be a manual process, but if it reduces the amount of delinquencies, it would be worth it.
- Councilman Josh Knight questions if it is illegal to keep a card number on file, if it would have to be stored in a data base/system?
- Clerk/Treasurer Osborne states that she will reach out to the town lawyer to check into if this is possible, or not.
- Councilman Weltch added in that customers are able to call and give their card over the phone, which is manually being put in, so if this is something that happens to just make sure that its being done legally.
- Councilman Knight states that the customers can give you their card over the phone, but you legally are not able to write town or retain the number.
- Clerk/Treasurer Osborne states that she believes that this is another thing that the IT company would be able to help with, finding a more secure online payment option.

New Business:

● **Budget**

○ **Mayor Smith**

- Previously talked about doing quarterly budget reviews, asks if there has been a decision on how that was going to be done?
- Councilman Lee Simmons advises that it would start in September.
- Clerk/Treasurer Osborne asked if it would be a separate meeting or would it be during the normal meeting?
 - Finance committee would meet and then report to the council at the normal scheduled monthly meeting.

○ **Councilman Weltch**

- Asks if the finance committee should be doing quarterly meetings, and then reporting to the council how the spending is going. If they need to slow down on the spending in a specific line item or if it needs to be adjusted.

○ **Mayor Smith asks if the GL lines that we are going to use this year are funded correctly?**

- Councilman Weltch states that he and Greg were in the middle of that, but there are some that need to be moved around and locked. They have been working on that, but with everything going on they have not had the time to complete it.
- **Tires for Public Works Vehicle**
 - Mayor Smith reports that he has a company that he used to work with and they are willing to give the town the tires at \$150 each.
 - Councilman Weltch asks if they have looked at the state contract pricing
 - Mayor Smith responds that he has not.
 - Councilman Weltch states that someone needs to contact the company that the bus shop uses and see if they would be any different, and states that they should explore the state contract price first. Also asks if the tires are bald or if they are getting there?
 - Mayor Smith states that they are getting there and that with winter coming, and the truck currently has street tires.
 - Councilman Brian Weltch approves purchase of new tires for the public works truck, at \$150 per tire, totaling \$600 but not to exceed \$1,000 for purchase of the tires and installation of the tires. Councilwoman Ann Wolven seconds the motion. Unanimous approval, no opposition. Motion carries.
- **VA Rural Water Association and Virginia Municipal League Memberships**
 - Yearly membership dues were paid with approval from the mayor.
 - Councilman Brian Weltch states that there was no additional approval needed for these.
- **Street lights**
 - We have been made aware of numerous street lights that are out. We have contacted dominion and are getting those fixed.
- **Christmas Committee**
 - **Date is Saturday December 6, 2025. Line up at 4:30, Parade starts at 5:00 pm. Line up starters at the Old Burkeville Market**
 - Will bring up in September meeting for any additional interested citizens to be able to participate as well.
 - **Appointed Christmas committee from this meeting:**
 - Chief Herlong
 - Brandon Cummings (citizen)
 - Councilwoman Debbie Weltch
 - Clerk/Treasurer Jamie Osborne
- **Cigarette Tax**
 - Burkeville is the only town in the area without a local Cigarette Tax
 - Drafted ordinance proposes \$0.30/pack, and that \$0.30/pack would be remitted to the town.
 - Tax is collected via stamps that are purchased by distributors and are affixed prior to being sent to the stores. The money would be collected when the distributors bought the stamps, versus the tax being remitted after the cigarettes were sold.
 - Anticipated revenue \$15-20,000/year.
 - Unknown if this tax is only for cigarettes, or if it would apply to cigars, smokeless tobacco, or vapes.
 - Stores would send in a monthly inventory of how many packs of cigarettes they have, and how many were sold during the month.
 - Table to next meeting, to allow town attorney to review ordinance.
- **Food Truck Ordinance**
 - Proposal to allow, with a permit and business license, licensed food trucks to operate in town at the park/pavilion.
 - Limited hours (10 am - 8 pm)
 - No town provided utilities

- Strict trash removal
- Possible permit fee, based at single day, monthly, quarterly, yearly rates
- Meals Taxes would be required to be remitted
- Business license would be required to be purchased.
- Mobile food vendors do their own advertising, which means that people from different areas will come to purchase from them, not only people driving by and seeing them.
- Table to next meeting to allow attorney to review

UPDATE:

- **Water/Sewer Updates**
 - 200 ft of water line had been placed so far.
 - 1 fire hydrant and valves have been installed for the animal shelter.
- **Chemical Response Training**
 - Harold, Artie, and Ray all attended the class on August 8, 2025
 - All water works employees completed the training, but a certificate was not issued. Clerk/Treasurer will get with the Water Works Employees to see if there was a certificate issued or not.
- **Animal Shelter**
 - **Councilman Brian Weltch**
 - Corrected his previous statement on the Animal Shelter. The water works department are doing approximately 100 ft of line per day, not the amount they have already completed.
- **Repairs**
 - Repairs were made on the backhoe this month, there were broken hydraulic hoses that needed to be replaced.
 - Servicing of the tractor.
 - There was a leak in the alley way, that required the entire line to be replaced. We are working on getting a water grant to help with replacing old lines.

Old Business:

- **Boundary Adjustment**
 - Greg Wolven gave the maps to Clerk/Treasurer Osborne, as well as a list of all the properties.
 - Boundary adjustment committee:
 - Councilman Brian Weltch
 - Greg Wolven
 - Councilman Brian Weltch
 - States that everyone needs to be on the same page with the boundary adjustment, and not 4-5 people working on the same thing at the same time.
 - Says that if we propose a sensible boundary adjustment, that the county is likely to approve it.
 - He does not want an annexation. The difference between annexation and adjustment is that adjustment is peaceful. You work with the property owners versus taking it without their permission.
 - Mayor Smith states that it is not that he does not want to bring Inverness Road into the town limits, but when you bring areas into the town limits, you are required to provide those citizens with services, including sewer. That is not something that the town can afford at this time.

- Would like to have the boundary adjustment go down 360, to bring in Luck Stone and John Deere, the cemetery, and that all of our wells are within town limits.

- **Municipal Building**

- Town lawyer was consulted on how to surplus the Municipal Building, and recommended that the town does an auction with final approval of the winning bid at a public meeting.
- Appraisal on the building was not done due to Councilman Lee Simmons being unable to get an appraisal done for the amount approved at the June meeting.
- Councilman Brian Weltch recommended using an auction house, that does not require active involvement with the council would be a better idea than the town doing the auction.
- Councilman Lee Simmons reiterated that in the July meeting he brought up surplus the Municipal Building with an RFP. This would give the town more control on the proposals versus going through an auction. By utilizing an RFP, the town would have the control to approve or reject the proposed amount considering what the potential buyer plans to do with the building. Councilman Lee Simmons expressed that he is yet to be shown where the Municipal Building is costing the town money, and instead of selling it would like to see the building used by someone.
- Councilman Brian Weltch agreed with Councilman Simmons that the goal is to find someone to use the building, versus it continuing to decline. However the building is costing the town because of the electricity that is being supplied to it, and there is no one that is using it. He would like to see the building being used, bringing people into town, regardless on if it is used as housing or as a store. As of right now, he feels that building is going to waste.
- Thoughts were expressed about potentially turning the building into a commercial office space. Councilman Lee Simmons expressed that he would not advocate for that, but that if another government entity or some other form of business that people would need to go to, would use the building, that would bring people downtown and make the properties have more value. He believes that if the building is auctioned, the town would not have control over what the building is used for. He suggested that the RFP would be the best option, or at least if the town would try RFP prior to putting the building up for auction. If there are no proposals put in, and the council is still set on selling the building, then the idea of placing the building up for auction could be revisited. With the RFP process, the council would be able to ensure that whatever is going in the building, would be of the best interest for the town, as well as being able to make stipulations on how long the purchaser would have to start utilizing the building.
- Councilman Brian Weltch agreed with the RFP idea, and was in agreement that if the building is auctioned that there is nothing stopping the purchaser from tearing down, dismantling or moving the building, leaving an empty space. He believes that if someone were to put in a reasonable RFP, that the owner of the property beside the municipal building could be asked if they would be willing to sell their land and it be utilized for additional parking in town. He states that there is nowhere to park near the building, other than the road, since the building is so close to the sidewalk. He expresses that his concern, and the reason for waiting to move so fast to get the building sold, is that the building is deteriorating and there are pieces of slate falling off the roof.
- Councilwoman Ann Wolven asked for clarification on what an RFP is.
 - Councilman Lee Simmons advised her that it means a request for proposal, and explains that the building would be declared surplus and the council would take proposals from anyone who places one. The council would have the ability to counter their proposals.

- Councilman Lee Simmons asked if there would need to be an official resolution to declare the building surplus. He states that once the building is declared surplus, then the council would be able to start requesting proposals.
- Councilman Brian Weltch asks that if he makes a motion to draw the resolution, and while working on the resolution, someone comes up with the proposal for the RFP, so in September's meeting there will be a template (or draft) of the RFP that could be sent out. He states that he and Councilman Simmons both have experience with RFP, and along with other council members would be able to come up with what should be included. He states that the public has spoken numerous times over the years that there needs to be something done with the building. There is no water meter in the building, so if the building is going to change ownership there would need to be a meter installed.
- Councilman Brian Weltch makes a motion for discussion to continue regarding the municipal building. Seconded by Councilwoman Ann Wolven. All in favor, to continue with the current discussion. No opposition. Motion carries.
- Councilman Brian Weltch makes a motion to begin exploring the options on how the council wants to go about selling the municipal building. Motion was seconded by Councilwoman Ann Wolven. 5 council members were in favor, 2 were opposed. Motion carries, with 2 oppositions.

Council member	Brian Weltch	Josh Knight	Ann Wolven	Lee Simmons	Ivory Oliver	Kevin Jones	Debbie Weltch
Aye	x		x		x	x	x
Nay	x			x			

- **Luther Foster Alumni Association Donation**

- Mayor Smith asks that we give the Luther Foster Alumni Association a donation of \$100, as the request last meeting was tabled to this month's meeting due to no knowledge as to where the funds were coming from. He states that we have donated to them before, and the funds have come out of the budget line for donations.
 - Councilmember Debbie Weltch states that the council donates to them every year.
 - Councilwoman Ann Wolven states that they did last year for the first time, but she is concerned that the council is starting a precedence of giving donations. She asked if the council was going to start giving money to other organizations within the Town of Burkeville?
 - Mayor Smith states that we gave money to the Civil War organization 3 years ago in the amount of \$2,000, for signs that are yet to be put up. He does not see where \$100 would cause an issue.
 - Councilwoman Wolven states that she does not know the history of the Luther Foster Alumni Association, as she is not from Burkeville originally, but her concern is setting a precedence of giving donations. She states that she is unsure who was supposed to put the signs up for the donation for the Civil War Signs, but that whoever it was should have done it, and the council should be "ringing their bells" to get it done.
 - Mayor Smith states that he does not want to give money to just anyone who comes asking for it, but there are people who not only went to the school but graduated from the school.
 - Councilwoman Ivory Oliver states that the organization does offer scholarships to high school students.

- Councilman Brian Weltch states that he does not know why a \$100 donation needs council approval, since the mayor has discretion on approving up to \$500 without council approval.
 - Councilwoman Debbie Weltch makes a motion to go ahead and approve the donation, but from here on out use the mayor's discretion for the amount. Motion is seconded by Council Ann Wolven. Unanimous approval, no opposition. Motion carries.
- **Trash Contract**
 - Trash cans were delivered August 7, 2025 new service will start with Meridian on August 20, 2025.

Citizen's Comments

- **Billy Ray Thompson**
 - Thanks each council member for their service to the community and trying to make it a better place.
 - Asks if the town is making any money off of the blue trash can pickups.
 - Clerk/Treasurer Jamie Osborne advises him that the town is making very little profit, \$1 per can.
 - Questions if the cigarette tax would include all tobacco products
 - Clerk/Treasurer Jamie Osborne advised him that we are still currently researching it. The draft of the ordinance is still not including everything, only cigarettes. As of right now, she is still investigating to see if any other tobacco products would be included.
 - States that he was going to ask where the 250 Revolution sign was, but that was already spoken about, and stated that the donation for the signs was for the Revolutionary War not the Civil War.
 - Requests that since the town is not doing recycling, if he is able to have the signs and posts back. He wanted to check that it was ok to remove them, prior to retrieving them.
 - Expresses that he would like to know when the committees meet, and states that citizens may be more involved if they knew when the committees were meeting. He states that the council was asking for volunteers for the Christmas parade, but there are not many citizens at the council meeting to hear the request for volunteers.
 - States that the town does not have a way to communicate with citizens, that the town does a poor job with communication, and always has. Citizens do not know what is going on. Even with posting online, but not everyone is online. He states that citizens don't know what's going on within the town, and that the signs still say "drive safely" but did not advertise that the council meeting was tonight. There were a lot of citizens who are normally at the council meetings, and they are not tonight, so they may have forgotten about the meeting. He would like to see the town work better on communication, to get people involved.
 - Thanks the council again for trying to make the town a better place.

Assistant Town Manager's Resignation

- Mayor Smith states that if it had not been noticed, last week Greg Wolven submitted his resignation as the Town of Burkeville's Assistant Town Manager, effective today. He states that Greg has been with him while he was interim mayor, and for the first 6 months of being appointed as Mayor. He expresses that he appreciates every moment of Greg serving as Assistant Town Manager, that he helped him tremendously in the office. He expresses on behalf of himself and the Town Council, the appreciation for Greg's Service as Assistant Town Manager.

- Greg Wolven
 - States that he has had a lot of issues at home that are requiring his attention. He will still be available to help with mapping.
 - LCRRR is telling him that they need the service lines for the water. They are requesting that the town dig up the water line in each citizen's yard, and test for lead. Instead of doing that, it was recommended that the town send a letter to each citizen who gets water, stating there is a potential that their personal lines have lead in the lines. There is currently no record of lead in the lines, as most of them were installed after 1986, when lead was banned. He states that once the letter is sent, and certify that we did it, it will not need to be done again until November 2027.
 - The zoning committee had started working on zoning changes at the last committee meeting, He has started redoing the map on the back wall, the older laminated map, and the previous council approved the boundary lines for changing those zones.
 - States that Councilman Lee Simmons requested that he stay on the Economic Development committee.

Mayor's Comments

- He would like to talk about Mr. Bruce, who has been on council. He has done the budget for the town and had kept the town running with the budget that he put together. States that Mr. Bruce did a job for the town and Mayor Smith would like to see the council show their gratitude for everything Mr. Bruce has done for the town. He would like to see a crystal plaque made for Mr. Bruce and presented to him for his years of service to the town.
- States that he will not be present for the September council meeting, and that Councilman, and Assistant Mayor, Lee Simmons will be conducting the meeting.

Council Members Comments:

Brian Weltch- Thanks to the citizens that attended the council meeting.

Joshua Knight- no comment

Ann Wolven- no comment

Lee Simmons- no comment

Ivory Oliver- no comment

Kevin Jones- no comment

Debbie Weltch- no comment

MOTION TO ADJOURN

Councilwoman Debbie Weltch made the motion to adjourn the meeting. Motion was seconded by Councilman Brian Weltch. Unanimous approval, no opposition. Motion carries. Meeting adjourned.

End of meeting: 9:45 pm.

Minutes taken by:

Jamie L. Osborne

Jamie Osborne, Town Clerk/Treasurer

Approved by Council on: 9/16/25