



Town of Burkeville
Council Meeting Agenda
March 10, 2026
7:00 p.m., Train Station

Call to Order

Pledge of Allegiance

Prayer

Welcome of Visitors

Approval of:

- Agenda for March 10, 2026 Council Meeting
- Approval of the minutes of February 10, 2026 Council Meeting
- General Funds Account Statement
- Funds Available Statement
- Accounts Payable for February 2026

Fire Report: Included in packet

Police Report: Included in packet

Guest Speakers

- Mike Gentry
- Kathy Parker
 - Nonprofit – I rock my scars

Committee Reports:

- **Emergency Services (Knight)**
- **Water & Sewer (B. Weltch- Simmons)**
- **Buildings (Oliver- Jones)**
- **Personnel (Oliver)**
- **Parks & Grounds (D. Weltch- Knight)**
- **Finance & Purchasing (Simmons-B. Weltch)**
- **Planning Committee (Simmons)**
- **Cemetery (D. Weltch-Oliver)**
- **Streets & Town Signage (Jones-D. Weltch)**
- **Zoning Committee (Knight- Simmons)**
- **Treasurer Report (Treasurer-Jamie Osborne)**

New Business:

- 26-27 Budget Preparation
- Councilmember resignation



Update:

- Library Broken Pipe
- Animal Shelter
- Water/Sewer Update

Old Business:

- 26-27 Budget Preparation
- Boundary Adjustment
- Municipal Building

Citizens Comments to the Council: TBD

Council members Comments:

Economic Development Committee Representative Comments:

Mayor Comments:

Motion to Adjourn:



APPROVED

**Town of Burkeville
Council Meeting Minutes
February 10, 2026
7:00 p.m., Train Station**

Present: Ivory Oliver, Lee Simmons, Kevin Jones, Ann Wolven, Gerald Smith, Jamie Osborne

Meeting Started 7:00 p.m.

Call to Order

Pledge of Allegiance

Moment of Silence

Welcome of Visitors

Approval of:

- Agenda for February 10, 2026 Council Meeting
 - Motion made by Councilwoman Ann Wolven and was seconded by Councilman Kevin Jones. Unanimous approval, no opposition. Motion carried.
- Approval of the minutes of January 13, 2025 Council Meeting
 - Motion was made by Councilwoman Ivory Oliver and was seconded by Councilwoman Ann Wolven. Unanimous approval, no opposition. Motion carried.
- Approval of the General Funds Account Statement
 - Motion was made by Councilman Lee Simmons and seconded by Councilwoman Ann Wolven Unanimous approval, no opposition. Motion carried.
- Approval of the Funds Available Statement
 - Motion was made by Councilman Lee Simmons and seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.
- Approval of the Accounts Payable
 - Accounts payable report that was sent to council was amended, the updated report is in council packets.
 - Councilwoman Ann Wolven asks about if the town has the ability to shred its own documents versus paying a company to shred them, because of the money being paid for shredding. Councilwoman Ann Wolven was informed that the cost was for two 96 gallon shred containers, one for the town and one for the fire department. The containers had not been dumped since last fiscal year.
 - Motion was made by Councilwoman Ann Wolven and seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carried.

Fire Report:

- In council packets, Chief Weltch was not present.

Police Report:

- In council packets, Chief Herlong was not present.



Committee Reports:

- **Emergency Services (Knight- Dr. Wolven)**
 - **Councilwoman Ann Wolven**
 - Have not had any communication with Councilman Knight since July 11, 2025.
 - Will need to sit down with the Fire Department, EMS and Police and talk with them about what needs they are going to have within the next 5 years.
 - Mayor Smith asks Councilman Jones if he knows of anything that the Fire Department/EMS may need.
 - County has been helping with training.
 - County OMD, Dr. Eggleston, does quarterly training, there was recently a CPR class held by retired Fire Chief John Schutt, and Chief Welch has been coordinating additional fire training as well.
 - Mayor Smith asks if there had been any new information on AED's for the town office and Library.
 - Clerk/Treasurer Jamie Osborne has been working with Lauren with the CRC and has given some information about a grant opening in April that may help cover those.
 - Councilwoman Ann Wolven informed that there was a person at the Spring Fling a few years ago from the Health Department who was doing training for AEDs and other medical equipment.
- **Water & Sewer (B. Welch- Simmons)**
 - **Councilman Lee Simmons**
 - Has been working with Clerk/Treasurer Jamie Osborne on creating a new utilities ordinance, and hope to have something to present to council in the next few months.
 - **Mayor Smith**
 - There have been a few leaks since the snowstorm, one of the larger ones was on Simmons St.
- **Buildings (Oliver- Jones)**
 - **Councilwoman Ivory Oliver**
 - **Municipal building**
 - Would like to go ahead and set up a public meeting if approved by council.
 - Councilwoman Ann Wolven reports that she believed there had already been a meeting done. There was a public meeting done, and there was a walk through of the building.
 - Clerk/Treasurer Jamie Osborne states that if someone was able to get an approximate date, she would look through the minutes to determine if the building had already been deemed surplus.
 - **Mayor Smith**
 - Would like to get meters placed on all of the municipal buildings in town.
 - Concerns about the integrity of the Carrington building. There is a crack in the structure of the building.
 - Councilwoman Ivory Oliver asks if the building would be torn town and rebuilt. Mayor Smith informed her that it would likely be cheaper to tear it down, reuse the cement platform and extend it.
 - Potentially look into replacing the building with a metal building, and would like to look into grant opportunities to fund it.

- Reports that citizens called and complained about their roads not being serviced by VDOT during the snowstorm, as well as their trash not being picked up during the ice/snow.
 - Meridian was unable to access some of the roads, but did pick up extra trash that had accumulated the following week, without issue.
- **Personnel (Dr. Wolven- Oliver)**
 - **Councilwoman Ann Wolven**
 - Is going to try to schedule with Councilman Lee Simmons to get up to discuss budgeting for next fiscal year for personnel.
- **Parks & Grounds (D. Weltch- Knight)**
 - **Clerk/Treasurer Jamie Osborne**
 - Update on the portable toilets
 - Has contacted United Site Services, and they will be starting to service the portable toilet at the park. They will continue the agreement that the town had with Edmunds, alternating service each week. It is scheduled to be cleaned or exchanged on February 12.
 - **Mayor Smith**
 - Working on getting lights at the pavilion.
 - Need to get parking signs for the park
 - Would like council to consider re-doing the grass cutting contract, opening up for bids. Public works is having to weed eat the town buildings, and the public works does not need to be away from their jobs to do that.
 - Councilwoman Ann Wolven asks if the Town has checked with other towns on how they handle their grass cutting. Town of Burkeville is one of the only ones who contracts out the work, other towns hire employees to maintain the grounds.
 - Believes that the initial contract was written prior to the Town Office being moved into the train station.
 - Potentially consider splitting the contract for the Town buildings and the cemetery.
 - **Councilwoman Ivory Oliver**
 - Asks about the crack in the cement, and would like to see it fixed since the pavilion is being rented out.
 - Mayor Smith believes that the park is booked for the summer, and Clerk/Treasurer Jamie Osborne informed council that the park is not fully booked. There are currently only a couple of days that have been rented.
 - Driveway for town office needs potholes fixed, and additional gravel.
- **Finance & Purchasing (Simmons- B. Weltch)**
 - **Councilman Lee Simmons**
 - Met with Clerk/Treasurer Jamie Osborne today to start on the analysis of each line item and making adjustments. Will be starting to meet weekly until a budget is produced for councils review.
 - If committees have special projects they would like included, please let him know.
 - Fire Department line items that were approved last meeting have been funded. Budget numbers were gotten from the Fire Department on the budget to fund the line items until the end of this fiscal year.
- **Planning Committee (Simmons- Dr. Wolven)**
 - No report
- **Cemetery (D. Weltch-Oliver)**
 - **Councilwoman Ivory Oliver**

- There was a photo included in council packets for an idea for a sign for council review. The sign would work well with the columns that are already at the cemetery.
 - Ranges from \$500-\$3,500 for the sign.
 - **Councilman Lee Simmons**
 - Would like the cemetery committee to get with finance so that the funds can be found for the project.
- **Streets & Town Signage (Jones-D. Weltch)**
 - No report
 - Streets are overall pretty good, Mayor Smith will be checking street lights to see if any need to be fixed.
 - VDOT has been doing well on fixing the draining issues.
 - Councilwoman Ann Wolven asks if there is a issue in town with people parking in the middle of alleyways or streets.
 - Mayor Smith reports that there is, and that there is currently one resident who will be spoken to and asked to remove their car from the street.
- **Zoning Committee (Knight- Simmons)**
 - **Councilman Lee Simmons**
 - Met with Councilman Josh Knight last week to discuss Dimmick St resident request.
 - Does not think that Second St. should be abandoned.
 - They agree to allow variance to build the house, as they do have the frontier requirement on Dimmick.
 - Per ordinance, page 39, it discusses variances and indicates that the board of zoning would be the ones to either grant or recognize that grant, and this has not been brought up to the Board of Zoning Appeals.
 - Mayor will be speaking with Town Attorney to see the best route to take.
 - Undetermined of status of the Town's Board of Zoning Appeals committee and will need to potentially appoint/reappoint another committee if needed for this variance.
 - Would like to make a decision next meeting, but unsure if there will be a public hearing required.
 - Councilman Simmons and Councilman Knight are both in agreement with allowing the variance, if council approves.
 - Quotes page 14 of the ordinance, which relates to corner lots. The front of the home that is built will need to be facing Dimmick St. and not Second St.
 - Conversation about manufactured/mobile homes.
 - **Councilwoman Ann Wolven**
 - Questions about enclosing garages or building a tiny home, and if the town checks on that. There are people in town who have done so, without getting the proper permits.
 - Councilman Lee Simmons reports that the county would have to know, as they would need a certificate of occupancy in the dwelling.
- **Treasurer Report**
 - **Clerk/Treasurer Jamie Osborne**
 - Business Licenses are due prior to March 31, 2026. Will be sending out reminders at the end of February to businesses who have not already purchased theirs.
 - If there is anyone who needs a business license, but does not have the paperwork, call the Town office to obtain the paperwork.
 - Transition of Fire Department Employees

- All employees have been placed into payroll and full time employees have been added to VRS.
- All bank accounts have been established, and the fire department has contributed the starting funds as they said.
- Water Billing
 - Increased delinquencies this month, this is likely contributed to the weather as well as holidays.
- FY 22-23 Audit
 - Auditor requested the last few documents last week, and send an email prior to the meeting for signatures to finalize the audit. Report was placed in council packets.

New Business:

- **Roof of Library**
 - Source of the leak was found, and was not the roof. The roof does need repair, but there was a broken pipe in the ceiling.
 - Contractor has been found to fix the leak, but public works put a temporary patch on the area to hold until the plumber is able to complete the job.
 - The building was built with security in mind, so there may be a costly job to complete.
 - Plumber has not been able to come out due to the weather, so hopefully will be completed once the weather clears up.
- **Cemetery Bank account**
 - Cemetery bank account was closed in 2023, and should be reopened for cemetery transactions to be conducted out of.
 - Motion was made by Councilman Lee Simmons to reopen the Cemetery bank account. Motion was seconded by Councilwoman Ann Wolven. Unanimous approval, no opposition. Motion carries.
 - Councilman Kevin Jones asked about getting notices out to the funeral homes about burial.
 - Clerk/Treasurer Jamie Osborne advised that Councilwoman Debbie Welch had brought that up in January council meeting, and the conversation of doing a potential burial fee had been brought up. However, council had not approved anything and Councilwoman Debbie Welch is not present today.
 - The actual permit fee had not been decided, but mentioned to be in the \$25-\$100 range, but would be councils decision. The permit fee would go to the maintenance or improvements to the cemetery.
- **26-27 Budget Preparation**
 - Mayor Smith would like to have council consider pay raises this year, as well as bringing on the current water/sewer assistant on full time with benefits.
 - Councilwoman Ann Wolven
 - states that during the interview the employee was not promised full time with benefits. He was told there was a potential, but no promises were made.
 - She will be meeting with Councilman Lee Simmons to discuss budgeting for personnel for the fiscal year.
 - Councilwoman Ivory Oliver
 - Questions if employee is brought on, could he be responsible for grass cutting/maintenance.
 - Councilwoman Ivory Oliver
 - Would like to know about painting of the exterior of the town office.

- Mayor Smith informs her that the paint would need to be encapsulated and not removed, as to prevent disturbing the history of the building.
 - Gutters will need to be fixed on the town office, and the building needs to be sealed better.
- **Remote Work Option for Clerk/Treasurer**
 - Mayor Smith would like issue a town owned computer for remote work option for Clerk/Treasurer if office is closed. He does not want any town related business to be performed on personal computers.
 - Quotes were gotten on computers and range from \$429-\$486 before taxes
 - Additional costs would be TeamViewer, at \$25 a month to have access to the system remotely.
 - Councilman Lee Simmons asks if there was a problem that brought up the request, and asked what business was unable to be conducted while the office was closed.
 - Clerk/Treasurer Jamie Osborne reports that there were a few voicemails left during the snowstorm, but with the online payment option citizens are able to make payments online. The biggest thing would be transferring the office phone to the town issued cell phone to answer calls, and take over the phone payments through the online PSN system. There would be no other duties that would be able to be performed, as most of the duties require documents within the office.
 - Councilman Simmons asks how many customers currently pay online
 - Approximately 70-90 monthly. The majority make their payment online themselves, some call the office to make the payment over the phone.
 - Councilman Simmons does not know where the money would come from to purchase the computer, since it was not budgeted and we can not keep taking funds out of the general fund. The town office has gotten by all these years without the remote option. If an emergency situation arises where the office would be closed for a period of time, then it could be reconsidered.

Old Business

- **Boundary Line Adjustment**
 - Unknown status since Councilman Brian Weltch is not present.

Citizens Comments: No comments

Councilmembers Comments:

- **Councilman Brian Weltch**
 - Not present
- **Councilman Josh Knight**
 - Not Present
- **Councilwoman Ann Wolven**
 - No comment
- **Councilman Lee Simmons**
 - No comment
- **Councilwoman Ivory Oliver**
 - No comment
- **Councilman Kevin Jones**
 - No comment
- **Councilwoman Debbie Weltch**
 - Not present

Economic Development Committee Representative Comments:

- **Greg Wolven**
 - Spoke to Councilman Simmons and sent zoning maps to Clerk/Treasurer. He would like review of the zoning maps, and thinks there should be a zoning committee meeting to review.

Mayor Comments:

- No additional comments.

Motion to Adjourn:

Motion was made by Councilwoman Ann Wolven and seconded by Councilwoman Ivory Oliver. Unanimous approval, no opposition. Motion carries.

End of meeting: 8:23 p.m.

Jamie L. Osborne

Jamie L. Osborne, Clerk/Treasurer

March 10, 2026

Date approved by council