



**TOWN COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
TUESDAY, DECEMBER 9, 2025, 7 P.M.  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER**

Mayor Jeff Irvine called the meeting to order with the following members present: Mayor Irvine; Vice Mayor Dale Burdette; Councilwoman Debbie Laudermilk; Councilman Carl “Shorty” Wolfe; Councilman Ben Nicely. Also present were Town Manager, Charles “Chuck” Unroe and attorney Jennifer Baker, filling in for Town Attorney, Mike Lockaby.

Councilman Nicely motioned to amend the agenda removing the closed session from the agenda. The motion was seconded by Councilwoman Laudermilk.

Councilman Nicley: Yes  
Councilman Wolfe: Yes  
Councilwoman Laudermilk: Yes  
Vice Mayor Burdette: Yes  
Mayor Irvine: Yes

**APPROVAL OF MINUTES**

Minutes

Council Meeting

November 11, 2025

**RECOMMENDATION:** Approve the minutes for November 11, 2025

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Wolfe

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

### **PRESENTATION**

Shawn Terpack, of Arnett Muldrow & Associates, provided a presentation on the Clifton Forge Brand.

### **PRESENTATION**

Dustin Wilhelm, Clifton Forge Fire Department Superintendent, provided a presentation on fire operations pertaining to the town.

### **ACTION ITEMS**

#### **1) Department Reports**

- Code Enforcement
- Police Department
- Public Works
- Library
- Water Plant
- Fire Department
- Director of Planning and Community Development

**RECOMMENDATION:** Approve the reports as submitted and written.

Motion to approve: Councilwoman Laudermilk

Seconded by: Councilman Nicely

Councilman Nicely: Yes  
Councilman Wolfe: Yes  
Councilwoman Laudermilk: Yes  
Vice Mayor Burdette: Yes  
Mayor Irvine: Yes

- 2) To consider approval of the proposed Clifton Forge Brand

**RECOMMENDATION:** Approve the proposed Clifton Forge Brand

Motion to approve the brand: Councilwoman Laudermilk  
Seconded by: Councilman Nicely

Councilman Nicely: Yes  
Councilman Wolfe: Yes  
Councilwoman Laudermilk: Yes  
Vice Mayor Burdette: Yes  
Mayor Irvine: Yes

- 3) To consider the appointment of Deborah Albrecht to the Library Board

**RECOMMENDATION:** Approve the appointment

Motion to approve: Councilwoman Laudermilk  
Seconded by: Vice Mayor Burdette

Councilman Nicely: Yes  
Councilman Wolfe: Yes  
Councilwoman Laudermilk: Yes  
Vice Mayor Burdette: Yes  
Mayor Irvine: Yes

**UPDATE FROM PARKS AND TRAILS COMMITTEE**

December 9, 2025

Chuck said that Kriskndlemrkt raised over \$500.00. The Sensory Trail lighting and star dedication will be held December 15<sup>th</sup> at 6:00 p.m.

## **MANAGER'S COMMENTS**

The Clifton Forge School of the Arts held a successful Kriskindlmarkt.

Mr. Unroe thanked Clifton Forge Main Street for hosting and planning a successful parade.

Two ribbon cuttings were held, one for Hawt Stuph and Wicked Weiners and one for Lyrik's Café and Working Space.

The Eagle Scout project for the Sensory Trail has been completed by Christian Kern (pollinator garden).

The wayfinding signs are up and completed.

We are at our due diligence period on the CSX Yard Office. The survey is almost done and will be completed by the mid-January deadline.

The leak on Town Hall's roof has been fixed.

The building specialists are working on 608 Main Street now.

The Police Department along with first responders and CSX are hosting their 6<sup>th</sup> annual toy giveaway on December 16<sup>th</sup> at 5 p.m. at the fire department. There will be toys, a movie, cocoa, and Santa.

Mr. Unroe asked Council to consider five additional comp days for town employees.

## **PUBLIC COMMENTS**

There were no public comments.

## **COUNCIL COMMENTS**

December 9, 2025

Councilwoman Laudermilk motioned to approve the five additional comp days for the town employees. The motion was seconded by Councilman Nicely.

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

## **NEW BUSINESS**

The winner of the best business Christmas decorations was 42 Deli.

## **ADJOURNMENT**

Motion to adjourn: Councilwoman Laudermilk

Seconded by: Councilman Nicely

Councilman Nicely: Yes

Councilman Wolfe: Yes

Councilwoman Laudermilk: Yes

Vice Mayor Burdette: Yes

Mayor Irvine: Yes

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