



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, AUGUST 12, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — VICE-MAYOR CATHY D. PATTISON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - COUNCILWOMAN HOLLY E. ATKINS
5. **APPROVAL OF AGENDA** (requires motion and roll call vote)
6. **6:00 P.M. SCHEDULED RECESS** (if necessary)
7. **CONSENT AGENDA**
 - A.** Minutes of the special meeting of July 15, 2024, and the regular meeting of July 22, 2024 (requires motion and vote)
8. **PRESENTATIONS BY TOWN COUNCIL**
 - A.** **Presentation of a proclamation and a rocking chair to Mr. Timothy Whalen for his retirement from the Town of Wytheville**
 1. Presentation by Mayor Beth Taylor
 - B.** **Consider adopting a resolution honoring the life of Mr. John M. Johnson and presenting the resolution to the Johnson family**
 1. Adoption of the resolution honoring Mr. John M. Johnson (requires motion and vote)
 2. Presentation of the resolution by Mayor Beth Taylor
9. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** **Public hearing to consider an amendment to the Code of the Town of Wytheville, Virginia, Part I. Charter, Section 2. Council Generally, regarding the handling of vacancies for the governing body**
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Public hearing to receive comments regarding an amendment to the Code of the Town of Wytheville, Virginia, Part I. Charter, Section 2. Council Generally, regarding

the handling of vacancies for the governing body

3. Consideration by the Town Council to adopt Ordinance No. 1439, an ordinance amending and reenacting Part I. Charter, Section 2. Council Generally, of the Code of the Town of Wytheville, Virginia, on first and final reading (**requires motion and roll call vote**)

B. Consider authorizing Town staff to apply for Virginia Tobacco Region Revitalization Commission Energy Ingenuity Funds

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton

2. Consideration by the Town Council to authorize Town staff to apply for Virginia Tobacco Region Revitalization Commission Energy Ingenuity Funds (**requires motion and roll call vote**)

C. Schedule a public hearing for the September 9, 2024, Town Council meeting to consider approving a budget appropriation in the amount of \$64,500 to replace the arm on Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for a Southeast Rural Community Assistance Project (SERCAP) Grant for the same Clarifier

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton

2. Consideration by the Town Council to schedule a public hearing at the September 9, 2024, Town Council meeting to approve a budget appropriation in the amount of \$64,500 to replace the arm on Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for a SERCAP grant for the same Clarifier (**requires motion and vote**)

D. Consider a budget appropriation for an Employee Appreciation Dinner

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton

2. Consideration by the Town Council to approve a budget appropriation for an Employee Appreciation Dinner (**requires motion and roll call vote**)

E. Consider the request of Fire Chief Chris Slemp for traffic control on Saturday, October 12, 2024, for the Annual Fire Prevention Parade

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton

2. Consideration by the Town Council to approve the request for the Annual Fire Prevention Parade (**requires motion and vote**)

F. Consider scheduling a Work Session for August 26, 2024, at 4:30 p.m., to hold a Meet and Greet Session or making an appointment to the Wytheville Redevelopment and Housing Authority to fill the expiring term of Ms. Sharon Alexander (term expires September 8, 2024)

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. Consideration by the Town Council to schedule a Meet and Greet Session for the August 26, 2024, Town Council meeting at 4:30 p.m. **or** to make an appointment to the Wytheville Redevelopment and Housing Authority **(requires motion and vote)**

G. Consider the following reappointments to the New River Regional Water Authority: (1) Town Manager Brian Freeman (four year term, expiring June 30, 2028); (2) Vice-Mayor Cathy Pattison (two year term, expiring June 30, 2026)

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration to make the following reappointments to the New River Regional Water Authority: (1) Town Manager Brian Freeman (four year term, expiring June 30, 2028); (2) Vice-Mayor Cathy Pattison (two year term, expiring June 30, 2026) **(requires motion and roll call vote)**

10. PRESENTATIONS TO TOWN COUNCIL

A. Presentation by representatives of the Community Cats Rescue Network (CCRN) regarding their Trap, Neuter, Release (TNR) efforts in the Town of Wytheville, and a discussion regarding animal welfare

1. Presentation by representatives of the Community Cats Rescue Network regarding their TNR efforts

2. Discussion by the Town Council regarding animal welfare

11. CITIZENS' PERIOD

12. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

13. REPORTS

A. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

14. OTHER BUSINESS

A. Review of vacancies/upcoming vacancies on Town Committees, Commissions, Authorities, Boards

1. Staff Report/Presentation by Town Clerk Sherry Corvin

B. Council Member Time

C. Miscellaneous

15. CLOSED MEETING

A. Closed Meeting pursuant to § 2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and discussion regarding a pending vacancy of an appointed position (requires motion and vote)

B. Certification of Closed Meeting (requires motion and roll call vote)

16. ADJOURNMENT

7-A



MINUTES

WYTHEVILLE TOWN COUNCIL SPECIAL MEETING

MONDAY, JULY 15, 2024 AT 5:00 PM
WYTHEVILLE MEETING CENTER, 333 COMMUNITY BOULEVARD
WYTHEVILLE, VA 24382

1. **UNAPPROVED MINUTES**

RE: ATTENDANCE

MEMBERS PRESENT:

Mayor Beth Taylor, Vice-Mayor Cathy Pattison, Councilwoman Holly Atkins, Councilwoman Candice Johnson

MEMBERS ABSENT:

Councilman Gary Gillman

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Police Officer Ernie Williams, Peter Stephenson, Michelle Gowdy, Jim Cohen

2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

3. **RE: ESTABLISHMENT OF QUORUM**

Mayor Taylor established that a quorum of Council members was present.

4. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She inquired if there was a motion to approve the agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Atkins. 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 Atkins, Councilwoman Johnson, Vice-Mayor Pattison, Mayor Taylor.

5. **RE: PRESENTATIONS TO TOWN COUNCIL**

A. **RE: VIRGINIA MUNICIPAL LEAGUE AND VIRGINIA RISK SHARING ASSOCIATION TRAINING PRESENTATIONS**

Mayor Taylor advised that the next agenda item is training presentations by representatives from the Virginia Municipal League (VML) and the Virginia Risk Sharing Association (VRSA). Mr. Peter Stephenson was recognized, and he stated that he is a Local Government Specialist with VRSA. He gave a summary of his background and experience in local government. The meeting attendees then went around the meeting room and introduced themselves. Mr. Stephenson stated that he would like to review and have a small Strategic Planning discussion with the Council. Town Council members and Staff then expressed some of the topics they would like to discuss during this time with the VML and VRSA representatives. Mr. Stephenson advised that he would like to inquire of Councilwoman Atkins, Councilwoman Johnson and Assistant Town Manager Holeton regarding what they took away from the Small Towns Conference that was held in Abingdon. Assistant Town Manager Holeton stated that she thought it was extremely well done and that it was refreshing being with representatives from small towns that share similar budgets and similar concerns such as Wytheville. She then continued to briefly explain the discussions of other topics she participated in at the Small Towns Conference. Councilwoman Atkins noted that she enjoyed being able to sit at tables and interact with members of Council and Staff from similar localities and to discuss the views, projects, etc. that are taking place in other similar localities. Councilwoman Johnson stated that she thought the conference was very informative and that she enjoyed meeting other people from similar localities and listening to how their day-to-day operations are managed. She noted that she enjoyed being able to learn new things with people from the other localities that were attending the conference. Discussion continued regarding the Small Towns Conference. The Council, Staff and meeting attendees then reviewed and practiced exercises that were presented at the conference regarding how each person portrays the Town of Wytheville in multiple ways and their goals and hopes for the Town in the future.

RE: RECESS

It was the consensus of the Council to take a short recess. (7:10 p.m.)

RE: RECONVENE

The Town Council reconvened the meeting. (7:21 p.m.)

RE: VIRGINIA MUNICIPAL LEAGUE AND VIRGINIA RISK SHARING ASSOCIATION TRAINING PRESENTATIONS - CONTINUED

Ms. Michelle Gowdy with the Virginia Municipal League (VML) was recognized and stated that she would like to review the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA) with the Council. She then briefly reviewed COIA and FOIA with the Town Council and gave examples of situations where COIA and FOIA could become an issue and be useful for a locality. Ms. Gowdy stated that the Town Council is required to adopt Rules of Procedure. She discussed the various topics that VML recommends being included in the Rules of Procedure, Code of Ethics, etc., for example, an Inclement Weather Policy, citizen expectations, the addition of agenda items, etc. Discussion was held about the problems that the Town faces regarding the creation of the meeting agendas and adding additional topics to the agenda. Mr. Peter Stephenson advised that he would now like to discuss establishing

successful working relationships under the Council-Manager form of government. He then gave some examples of what makes a successful relationship, like working together, good communication, civility, etc. Discussion was held regarding items and matters that are under the Town Council's realm of responsibilities and items and matters that are under the responsibility of the Town Manager. Mayor Taylor inquired if there was any other discussion regarding any of the training that was given, or if there were any questions for the VRSA or VML representative. There being none, she proceeded with the agenda.

6. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (8:24 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 22, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **UNAPPROVED MINUTES**

RE: ATTENDANCE

MEMBERS PRESENT:

Mayor Beth Taylor, Councilwoman Holly Atkins, Councilman Gary Gillman, Councilwoman Candice Johnson

ABSENT:

Vice-Mayor Cathy Pattison

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Assistant Director of Information Technology Jeff Hooper, Police Chief Joel Hash, Director of Public Utilities and Engineering Billy Anderson, Planning Director John Woods, Director of Parks and Recreation Josh Sharitz, Police Officer Ernie Williams, Jim Cohen, Brenda Willard, Nancy Martin, Kirk Chamberlain

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 Councilman Gillman.

5. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She stated that the agenda would need to be amended. Mayor Taylor inquired if there was a motion to amend the agenda to add a Closed Meeting item pursuant to Section 2.2-3711 (A.) (7.) Consultation with legal counsel pertaining to litigation. Councilwoman Atkins inquired if the agenda would need to be amended or if it was a suggestion by Mayor Taylor to amend the agenda. Town Manager Freeman stated that it was a request by Town staff. Mayor Taylor inquired if there was a motion to amend the agenda, as presented.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. 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, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

6. RE: 6:00 P.M. SCHEDULED RECESS

Mayor Taylor advised that for informational purposes only, the agenda includes a 6:00 p.m. scheduled recess, if necessary.

7. RE: CONSENT AGENDA

A. RE: MINUTES OF THE WORK SESSION AND REGULAR MEETING OF JULY 8, 2024

Mayor Taylor presented the consent agenda consisting of the minutes of the work session and regular meeting of July 8, 2024. She inquired if there was a motion to approve the minutes of the work session and regular meeting of July 8, 2024.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

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

A. RE: GENERAL OBLIGATION BOND - SEWER INFILTRATION AND INFLOW PROJECT

Mayor Taylor advised that the next agenda item is a public hearing to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities. Town Manager Freeman presented a staff report on this matter. A copy of the Sewer Infiltration and Inflow Project Staff Report is attached and made part of the minutes. Town Manager Freeman stated that he will answer any questions that the Council may have regarding the bond. Mayor Taylor inquired if there were any questions for Town Manager Freeman before she opens the public hearing. Town Manager Freeman commented that he would like to explain that the \$310,000 difference that is noted in the report is over a 30-year period at zero percent interest, which is about a \$10,000 per year difference on the project. He explained that it is over a \$3,000,000 project with only \$800,000 in potential repayment at zero interest. Mayor Taylor thanked Town Manager Freeman for his report and explaining the payment information.

RE: PUBLIC HEARING - GENERAL OBLIGATION BOND - SEWER INFILTRATION AND INFLOW PROJECT

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities. She stated that the sign-

in sheet did not list anyone wishing to address the Council during the public hearing, however, if anyone would like to speak regarding this public hearing, now would be the time to do so. There being no one wishing to speak during the public hearing, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: GENERAL OBLIGATION BOND - SEWER INFILTRATION AND INFLOW PROJECT

Mayor Taylor advised that the next agenda item is consideration by the Town Council to adopt a resolution authorizing the issuance of a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities. Mayor Taylor inquired if there was a motion to adopt a resolution authorizing the issuance of a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities.

Motion made by Councilwoman Atkins, 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Councilman Gillman.

B. RE: EMERGENCY PROCUREMENT PROCESS REQUEST - BOOKER PUMP STATION PUMP REPAIR

Mayor Taylor advised that the next agenda item is to consider using Emergency Procurement Procedures for the replacement of a pump for the Booker Pump Station. Director of Public Utilities and Engineering Billy Anderson presented a staff report to the Council regarding this matter. He advised that Town staff has determined that an emergency exists, which does not allow time for utilization of a formal competitive process for the replacement of the pumps, motors and drives at the Booker Pump Station #6, which is located at 3185 West Ridge Road. He noted that Town staff hopes to expedite the process to make sure that the Town can get the project underway and completed prior to the timeline that will be listed in the pending Consent Order from the State. Mayor Taylor inquired if there were any questions for Director Anderson. Discussion ensued regarding Fairview Industrial Park discharging directly into the Booker Pump Station Watershed and the effect it, or a particularly large facility that would have a large amount of discharge, would have on the design when the Town needs to accommodate the amount of additional flow. Mayor Taylor inquired if there was a motion to approve using Emergency Procurement Procedures for the replacement of a pump for the Booker Pump Station.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. 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, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

C. RE: RESOLUTION - SOUTHEAST RURAL COMMUNITY ASSISTANCE PROJECT, INC. (SERCAP) FACILITIES DEVELOPMENT GRANT APPLICATION

Mayor Taylor advised that the next agenda item is to consider a resolution supporting a Southeast Rural Community Assistance Project, Inc. (SERCAP) Facilities

Development Program Grant application in the amount of \$50,000 to be used for the repair of Clarifier #4 at the Town of Wytheville Wastewater Treatment Plant. Assistant Town Manager Holeton advised that a resolution adopted by the Town Council is not required for the grant application, however, she stated that she felt it would support the grant application and assist the Town in a higher ranking to potentially get awarded the grant. Assistant Town Manager Holeton presented a brief staff report regarding this matter. She advised that there is a tentative estimate for the installation of the project of approximately \$65,000. Assistant Town Manager Holeton explained that, if awarded, the grant would be for \$50,000. She stated that at this meeting, she is requesting that the Town Council approve the resolution, which was included in the Council package, supporting the SERCAP grant application that was submitted. Assistant Town Manager Holeton inquired if the Council had any questions for her at this time, and she thanked the Council for their consideration. Discussion was held regarding the amount listed in the resolution and if it was correct or needed to be changed. Mayor Taylor inquired if there was a motion to adopt a resolution supporting a Southeast Rural Community Assistance Project, Inc. (SERCAP) Facilities Development Program Grant application in the amount of \$50,000 to be used for the repair of Clarifier #4 at the Town of Wytheville Wastewater Treatment Plant.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Discussion was held regarding the importance of the resolution. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Councilman Gillman.

D. RE: TAKE A BREAK FROM THE INTERSTATE ROAD MARKET REQUEST

Mayor Taylor advised that the next agenda item is to consider the request from the Department of Museums for the Take a Break from the Interstate Road Market scheduled for July 26-28, 2024. Mayor Taylor stated that if anyone has any questions regarding this request, Assistant Town Manager Holeton could answer those at this time. Discussion was held regarding the reason for the request and it being due to the Town Code regulating the number of consecutive days a person can conduct a yard sale or flea market in town. Assistant Town Manager Holeton advised that it is staff's recommendation for the Town Council to approve the request, this year, and, at a future Council meeting, for Town staff to present a potential amendment to Section 7-66 of the Town Code so that this request does not have to come before the Council each year. Discussion was held about the Council making a permanent decision at this meeting regarding this particular request. Mayor Taylor inquired if there was a motion to approve the request from the Department of Museums for the Take a Break from the Interstate Road Market scheduled for July 26-28, 2024, to hold yard sales for three days rather than two days for residents and businesses along the Road Market route through the downtown area and on Tazewell Street.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

9. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: UNIFIED DEVELOPMENT ORDINANCE (UDO) PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by Planning Director John Woods to provide an update on the proposed Unified Development Ordinance (UDO). Planning Director Woods thanked the Council for allowing him to give his presentation. He noted that in August, it will be two years since the Council authorized the Wytheville Planning Commission and Town staff to develop a Unified Development Ordinance (UDO), which is nearing completion of the process. Planning Director Woods explained that since the UDO would be presented to the Town Council soon, he wanted to give the Council an update on its status. He proceeded with the presentation of the proposed UDO to the Council. A discussion was held regarding how a draft copy of the UDO can be viewed or a copy can be requested by an individual, how citizens will be notified regarding public comments for the UDO, etc. Assistant Town Manager Holeton inquired of the Council if they would agree to schedule some one-on-one meetings with her and Planning Director Woods because the UDO contains 350 pages. She expressed that it would be helpful for the elected body to learn more one-on-one about what is in the UDO, and each member can share their concerns with Town staff. Assistant Town Manager Holeton stated that if the Council is agreeable to the individual meetings, she will ask Planning Director Woods to start scheduling those meetings sometime between August 10 and the middle of September. Councilwoman Atkins inquired if it would be possible to schedule the meetings with their Council Committee partner. Assistant Town Manager Holeton stated that this would be acceptable. Mayor Taylor thanked Planning Director Woods for his presentation, and she proceeded with the agenda.

B. RE: WYTHEVILLE COMMUNITY CENTER SCHEDULE FOR CLOSING THE FACILITY PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by Director of Parks and Recreation Josh Sharitz on a proposed schedule of holidays to close the Wytheville Community Center. Director Sharitz thanked the Council for allowing him to give his presentation. He stated that his first presentation was regarding closing the Wytheville Community Center for holidays that are already observed as Town holidays. Director Sharitz stated that the Town observes 13 holidays, and the Wytheville Community Center currently closes for seven (7) of those holidays. He advised that he is requesting that the Council approve the Wytheville Community Center to close for the remaining six (6) holidays. Director Sharitz continued to explain to the Council the reasons that he is requesting for the Wytheville Community Center to follow the same holiday observance schedule that all other Town facilities follow. Mayor Taylor inquired if there were any questions for Director Sharitz. Discussion ensued regarding how being closed would benefit the citizens, why being open on holidays is now a problem after it has worked for a number of years, employees earning repaid holiday hours leading to banked time off that is almost impossible to take off, etc. Councilwoman Johnson requested to see an overall printed report that shows the number of people who come in on the six (6) additional

holidays that Director Sharitz is requesting the Council to approve for the facility to close. She stated that she is an advocate for the employees, however, she is also an advocate for the members who are going there to work out to try to stay healthy. Discussion was held regarding prorating the membership if the Council approves the request; the Wytheville Community Center's current holiday schedule; why the facility has never followed the same holiday schedule as all the other Town facilities; and, compensating the Wytheville Community Center employee's with overtime pay, if the Council does not approve Director Sharitz's request so that employees do not continue having issues taking time off or needing to rollover time at the end of the year. Mayor Taylor stated that it seems there are quite a few questions and concerns, therefore, the request should be revisited at a future meeting. Director Sharitz commented that he had prepared a report to present to the Council for the amount of day passes sold on the requested holidays, however, he did not have the overall number of people who swiped in on the holidays. Councilwoman Atkins stated that when the request is presented again to the Council for consideration, she would like for it to include a pass plan proration for the 13 holidays. Mayor Taylor stated that when Director Sharitz has this report ready for the Council, he will be placed back on the agenda for another presentation.

C. RE: SPLASHPAD PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by Parks and Recreation Director Josh Sharitz to provide information regarding a splashpad. Director Sharitz stated that he is aware of discussions among citizens and the Council about the development of a splashpad within the town. He noted that he has combined some information so that the Council is aware of what is being discussed, the history of the Parks and Recreation Department's involvement thus far, and things to consider going forward. Director Sharitz discussed examples of splashpads, size ranges, waterworks operations, supervision required, etc. He explained that he was approached by the non-profit group, Salt and Light, with the desire to install a splashpad in town, and he noted that a follow-up meeting was held with the group, as well. Director Sharitz continued discussing the steps he has taken and the timeline since he received the splashpad request from the non-profit group on May 30, 2024. Director Sharitz advised that what he would like to reiterate is that splashpads are great, they can promote movement and play with water, provide a great social learning environment for kids and parents alike, they can work as a complimentary amenity, or they can be a standalone amenity, and, they are typically unsupervised with appropriate signage, which means they are more cost effective than a traditional pool. He presented pictures of splashpads in other localities to give the Council a visual of the different varieties, etc. ranging from \$500,000 to \$2,500,000 upon completion. Director Sharitz remarked that splashpads are expensive. Discussion ensued regarding operating costs, an all-inclusive park to accommodate multiple sports, freshwater systems vs. recirculating systems for the splashpad, determining factors of the project, etc. Director Sharitz stated that his next step is determining how the Council would like Town staff to proceed with the project. He remarked that option one would be to allow him and his staff to work with other Town Departments to gather the information and possibly return to the Council, in October, to present what the Town Departments compile such as plans, location options, etc. Director Sharitz commented that option two would be to select a Council representative to serve on a committee that the Department establishes for the project. He noted that

his suggestion would be to establish a planning committee for the development of the splashpad that would include representatives from the Town's Parks and Recreation Department, Public Works Department, Public Utilities and Engineering Department, as well as a Recreation Commission member and a member from Town Management. Director Sharitz stated that option three may be something that he did not think about. Discussion ensued regarding the next steps that the Council would like to take regarding the project. Mayor Taylor inquired of Director Sharitz as to when he thinks he would be ready to come back and give another presentation to the Town Council. Director Sharitz stated that he would think that mid-September would be a good time to come back to give an update to the Council regarding who will be serving on the planning committee, etc. Mayor Taylor and the Council thanked Director Sharitz for his presentation.

10. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there was no one listed on the sign-in sheet who wished to address the Council during Citizens' Period, therefore, she would proceed with the agenda.

11. RE: NEW BUSINESS

Mayor Taylor advised that the next agenda item is New Business. Town Manager Freeman stated that he did not have any New Business to report, at this time.

12. RE: REPORTS

A. RE: UPCOMING MEETINGS

Mayor Taylor advised that the next agenda item is upcoming meetings. Town Clerk Sherry Corvin presented the upcoming meetings, as follows:

1. The Joint Industrial Development Authority of Wythe County will meet on Thursday, July 25, 2024, at 3:00 p.m., in the Council Chambers.
2. The Wytheville Tree Advisory Committee will meet on Thursday, August 8, 2024, at 8:30 a.m., in Conference Room A.
3. The Wytheville Planning Commission will meet on Thursday, August 8, 2024, at 6:00 p.m., in the Council Chambers.
4. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, August 12, 2024, at 5:00 p.m., in the Council Chambers.

13. RE: OTHER BUSINESS

A. RE: COUNCIL MEMBER TIME

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson inquired if there was a protocol for closing the

Recreation Center pool when there is thunder and lightning. She stated that she knew a lot of times that they will close the pool for 30 minutes. Councilwoman Johnson advised that she received a complaint from a citizen regarding the pool being closed and not reopening it when there was no more thunder. She inquired of Town staff as to what the protocol is or if there is a policy for this matter. Director of Parks and Recreation Josh Sharitz advised that if Town staff hears thunder or sees lightning, then the pool will be closed for 30 minutes, and he noted that this goes for both the indoor and outdoor pool. He stated that each time Town staff hears thunder or sees lightning, the clock restarts. Director Sharitz explained that if there is an instance where the pool is set to close at 7:00 p.m., and staff hears thunder or sees lightning at 6:45 p.m., then Town staff may go ahead and close the pool at that time. Councilwoman Johnson inquired if refunds are issued when this happens. Director Sharitz stated that refunds are not issued, and that signage is posted stating that no refunds are given for that day. He explained what Town staff procedures are when people come to the pool and bad weather is in the forecast, etc. Councilwoman Johnson requested the Council to review a refund or at least a raincheck policy for the Town's pools during storms, etc. Director Sharitz expressed to the Council the measures taken to keep the pools open or reopen when there is bad weather to allow citizens the opportunity to swim. He explained that, typically, refunds are not issued because of the cost of reissuing a refund, especially if someone pays with a credit card, however, day passes, or rain checks could likely to be given. Mayor Taylor inquired if Councilwoman Johnson had anything else to discuss during Council Member Time. Councilwoman Johnson stated that she did not.

Mayor Taylor inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not.

Councilwoman Johnson stated that she did have one more item to discuss. She inquired of Town Manager Freeman as to when the Town is going to start honoring the retirees that the Town is behind on in recognizing for their services. Town Manager Freeman stated that he meets with the Human Resources Department on Wednesday, and he will discuss this matter during the meeting, but he knows of one retiree who has been scheduled to receive a rocking chair. Town Clerk Corvin confirmed that a rocking chair is to be presented to the retiree at the August 12, 2024, Town Council meeting.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she thought she had reached out to Town Manager Freeman about a citizen's inquiry regarding bike racks for Main Street. Town Manager Freeman inquired of Councilwoman Atkins if she is requesting additional bike racks for Main Street. Councilwoman Atkins stated that the citizen's request was if the Town could install some bike racks on Main Street. Town Manager Freeman advised that Town staff will check on this matter.

Councilwoman Atkins inquired if there was an update regarding the additional televisions that she has requested to be placed in the different Town Departments. Town Manager Freeman stated that he does not have an update regarding this matter.

Councilwoman Atkins inquired if there was an update regarding the trees located in

Country Club Estates. Town Manager Freeman advised that American Electric Power (AEP) will be cutting down most of the trees. He commented that, last Wednesday, July 17, 2024, the Town received a report that the contractor would be working at the end of the week on the Town's portion of the trees. Town Manager Freeman reiterated that AEP will be cutting down several of the trees that are under their powerlines, which have been located and marked, but Town staff has no way of knowing when they will arrive to perform the work.

Councilwoman Atkins inquired if there was an update regarding the delineators for the vehicles. Town Manager Freeman advised that Town Shop Supervisor Steve Primm worked on getting most, if not all, of the Public Works Department's and the Public Utilities and Engineering Department's vehicles striped with the delineators. Director of Public Utilities and Engineering Billy Anderson discussed the type of delineators that were chosen for the vehicles. Town Manager Freeman commented that he will get an update from Supervisor Primm at the next Public Works Supervisor's meeting regarding the delineators.

Mayor Taylor stated that regarding the bike racks in the downtown area, she thought that there was one rack in the area when the downtown renovations took place, therefore, it may be helpful if Town staff could check to see if it is still there. Discussion ensued regarding pre-construction bike racks and future bike racks in the downtown area. Town Manager Freeman advised that Town staff would get pricing and design ideas for the bike racks in the downtown area to be presented to the Council at a subsequent meeting.

Councilwoman Atkins stated that she thinks the next item she would like to discuss has been placed on the next Council meeting agenda, which is in regard to animal welfare, but she wanted to make sure that it is on the next meeting agenda.

Councilwoman Atkins stated that she has inquired regarding two Police Officers taking on extra duties for the Animal Control Officer (ACO) and receiving a \$1,500 stipend for these duties. She commented that she has inquired a couple of times if the stipend could be increased to \$2,500, just because \$1,500 would be taken away in taxes, therefore, she would request that the Council review the \$2,500 stipend increase for the Officers who have taken on extra duties. Town Manager Freeman advised that the Town has 28 uniformed Officers, and he hopes that 28 uniformed Officers will receive the ACO certification, but he does not expect this to happen. He explained that 28 Officers multiplied by \$1,500 is \$42,000. Town Manager Freeman remarked that the Town could literally have the entire Police Department certified for less than the cost of hiring one full-time ACO. Discussion ensued regarding the request for, and the history of, the Animal Control Officer position, the training of an ACO, the ACO's supervisor and his/her duties, etc. Town Manager Freeman commended Lieutenant Kenneth Akers and the other two Police Officers for receiving their certifications. He commented that it is his understanding that there are two more Police Officers who are in training to receive certifications, and the Town is in the process of hiring a fulltime civilian for the ACO position, which means the Town will soon have six (6), fully certified ACO's. Discussion continued regarding the request for a \$2,500 stipend for the ACO's. Mayor Taylor inquired of Town Manager Freeman if this request could be referred to the Budget and Finance Committee. Town Manager Freeman stated that if the Council would prefer to refer it to the Committee,

he thinks that is reasonable. Discussion was held regarding the Budget and Finance Committee already approving the amount of \$1,500 for the ACO certifications for four (4) Officers, the amount given to an employee for extra duties, the amount to be given being an amount large enough to not be dissolved by taxes, ACO certifications, increasing the stipend amount, etc.

A motion was made by Councilwoman Atkins to approve increasing the stipend from \$1,500 to \$2,500 for the Police Officers who took the additional training to be certified as Animal Control Officers and who perform the additional duties. Assistant Town Manager Holeton advised Mayor Taylor that she thinks it may be appropriate for this item to be referred to the Budget and Finance Committee because a budget appropriation may have to be completed for a line item in the Fiscal Year 2024-25 Budget. She commented that the funds were appropriated in the budget, and this will potentially require a budget appropriation. Assistant Town Manager Holeton stated that there is a committee meeting scheduled for Tuesday, July 30, 2024, and the dollar values can be discussed. She explained that this amount could be presented at the next Council meeting in August, if Councilwoman Atkins agrees.

Councilwoman Atkins stated that she did not agree with Assistant Town Manager Holeton's suggestion to refer it to the Budget and Finance Committee and to wait another month before a decision is made regarding her request. Discussion ensued regarding the idea of a stipend for the ACO's and the request for certified Animal Control Officers. Interim Town Attorney Cassell advised Mayor Taylor that there was a pending motion on the floor. She inquired if Councilwoman Atkins would restate her motion. Councilwoman Atkins restated the motion which was to approve increasing the stipend from \$1,500 to \$2,500 for the Police Officers who took the additional training to be certified as Animal Control Officers and who perform the additional duties. Discussion was held regarding clarification of the motion and whether the motion was for an annual stipend, as well as for the four (4) Police Officers only who took the additional ACO to receive certification. Councilwoman Atkins clarified the motion to include this stipend was for four (4) Officers who have taken the certification to be an ACO.

The motion was seconded by Councilwoman Johnson to approve increasing the annual stipend from \$1,500 to \$2,500 for the four (4) Police Officers who took the additional training to be certified as Animal Control Officers and who perform the additional animal control duties. Mayor Taylor inquired if there was any discussion on the motion. Mayor Taylor advised that she still feels that the item needs to be referred to the Budget and Finance Committee because Council has already been told that there will be more than four (4) Police Officers who will receive the ACO certification, therefore, to keep from having to revisit this item again at a Council meeting, it seems like the right thing to do. Town Manager Freeman clarified for Mayor Taylor that one Lieutenant already had the ACO certification, and there were going to be four (4) certified ACO's to represent one (1) per shift, which was the initial goal. He commented that there will be a dedicated civilian ACO, and that the hiring process is underway for the position. Town Manager Freeman advised that he wanted to clarify that Town staff is not stating that there will be more than four (4) certified ACO's under this program, however, he is requesting that the Council think about allowing others to participate in the ACO certification to improve coverage in this area. Councilwoman Johnson advised that she does not have an issue with what the Council originally discussed, and if Town staff does what they are supposed to do,

then maybe, later, the Council can open the certification opportunity up to other employees as an incentive. Discussion was held regarding the Council receiving a progress report from Chief Hash to discuss the certified ACO's, the ACO certification becoming an incentive in the next budget year, etc. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Abstaining: Councilman Gillman. Councilman Gillman stated that he is abstaining from the vote because he would like for the item to go before the Budget and Finance Committee so that it can be placed on a Town Council meeting agenda as a line item. Voting Yea: Mayor Taylor, Councilwoman Johnson, Councilwoman Atkins.

Councilwoman Atkins advised that she and Town Manager Freeman have discussed better benefits for employees who may be getting ready to retire or may be getting ready to retire in a couple of years and the Town would like to keep those employees for a few more years. She stated that she would like for the Council to review her requests for a retiring employee such as a free lifetime membership pass plan at the Wytheville Community Center, payment of a small amount toward the VRS life insurance after retirement and a payout for retirees who stay with the Town for a long time since the Town is offering incentives to new employees such as vacation and sick leave. Councilwoman Atkins commented that she would like for the Budget and Finance Committee to review another request, and she advised that she knows that the Town pays 25 percent maximum payout for leave time, but she would like to request that the Committee consider offering a 25 percent payout for 25 years of service, 30 percent payout for 30 years of service, 35 percent payout for 35 years of service, 40 percent payout for 40 years of service and 45 percent payout for 45 years of service. She noted that maybe the Council would consider a high reward for over the 25 percent that the Town is going to pay anyway and consider doing it in a tax-sheltered annuity for retirees to receive a better benefit for serving the Town as employees.

14. RE: CLOSED MEETING

A. RE: CLOSED MEETING PURSUANT TO § 2.2-3711 (A.) (1.) DISCUSSION REGARDING PERFORMANCE APPRAISALS AND SALARIES FOR APPOINTED EMPLOYEES, AND § 2.2-3711 (A.) (7.) CONSULTATION WITH LEGAL COUNSEL TO DISCUSS THE BOND FOR THE COLLEGE PARK SUBDIVISION

Mayor Taylor advised that it would be necessary for the Council to go into a Closed Meeting pursuant to Section 2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and Section 2.2-3711 (A.) (7.) Consultation with legal counsel to discuss the bond for the College Park Subdivision. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. 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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (6:40 p.m.)

B. RE: OPEN SESSION/CERTIFICATION OF CLOSED MEETING

Mayor Taylor advised that it would be necessary to certify the Closed Meeting. She noted that it would also be necessary to reconvene into open session. Mayor Taylor inquired if there was a motion to certify the Closed Meeting held pursuant to Section 2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and Section 2.2-3711 (A.) (7.) Consultation with legal counsel to discuss the bond for the College Park Subdivision and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification applies, and only such public business matters were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Council.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. 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, Councilwoman Atkins, Mayor Taylor, Councilman Gillman. (8:17 p.m.)

15. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (8:18 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Whalen Retirement Presentation

SUMMARY:

Mr. Timothy Whalen has been invited to attend the Town Council meeting for a presentation of a proclamation and a rocking chair to congratulate him for his retirement as a long time employee of the Town. Mayor Taylor will make the presentation to Mr. Whalen.

Recommended Action

No action is required by the Town Council.

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Resolution – John M. Johnson

SUMMARY:

Please find attached a resolution honoring the life of Mr. John M. Johnson. Mr. Johnson’s family has been invited to attend the meeting for the presentation of the resolution. After the Town Council adopts the resolution, Mayor Taylor will make the presentation of the resolution to Mr. Johnson’s family.

Recommended Action

Action to adopt the resolution will require a motion and vote by the Town Council.

Resolution



WHEREAS, Mr. John M. Johnson was born on May 16, 1938, to the late Reece Boyd Johnson, Sr., and Ida Dean Johnson; and,

WHEREAS, Mr. Johnson was a retired First Sergeant from the US Army and the National Guard, and he was also a photographer for the 24th Infantry Division, and many on social media enjoyed his historic images that he posted from his photograph collection; and,

WHEREAS, Mr. Johnson was an extremely knowledgeable local historian who was well known for his interest in the Civil War and was especially interested in locating and documenting Wythe County's black cemeteries and finding the burial places of African-American citizens; and,

WHEREAS, Mr. Johnson was a published author of many articles and books about the Civil War, and his most recent book entitled "A Death Mob Gathered" documented the Wythe County lynching of Raymond Arthur Byrd; and,

WHEREAS, Mr. Johnson was a valuable community leader and volunteer, and he held an office on the board of the Wytheville Training School Cultural Center, and was named 2019 Citizen of the Year by the Wytheville-Wythe-Bland Chamber of Commerce; and,

WHEREAS, Mr. Johnson was an esteemed musician, and he was known for playing beautiful tunes on the saxophone; and,

WHEREAS, Mr. Johnson was a dedicated, gifted and amazing citizen of the Town of Wytheville, and he will be deeply missed by his family, friends and the entire community.

***NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, officially recognizes the innumerable contributions made by Mr. John M. Johnson to the Town and extends its sincere sympathy to his family and everyone who loved him.*

Adopted this 12th day of August, 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Clerk of Council

9-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Public Hearing - Ordinance No. 1439

SUMMARY:

A public hearing has been scheduled to consider an amendment to the Code of the Town of Wytheville, Part I. Charter, Section 2. Council Generally, regarding the handling of vacancies for the governing body. This ordinance was reviewed by the Town Council when the public hearing was scheduled at the July 8, 2024, meeting. Due to a change in the State Code, which was effective July 1, 2024, it will be necessary to amend the Town Charter. Town Manager Freeman will review this matter with the Council, and then a public hearing will be held. After comments are received from any interested citizens, the public hearing should be declared closed. The ordinance is before the Town Council on first and final reading.

Recommended Action

A motion and roll call vote is required to adopt Ordinance No. 1439.

ORDINANCE NO. 1439

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on August 12, 2024, at 5:00 p.m.

Present:

Absent:

**AN ORDINANCE AMENDING AND REENACTING
PART I. CHARTER, SECTION 2. COUNCIL GENERALLY,
OF THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA**

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Part I. Charter, Section 2. Council Generally, of the Code of the Town of Wytheville, Virginia, be amended and reenacted, as follows:

PART I. CHARTER

Sec. 2. - Council generally.

The government of the Town of Wytheville shall be vested in one (1) body to be known as the council of the Town of Wytheville, which body shall consist of five (5) members, one (1) of whom shall also be mayor, to be elected at large and all of whom shall be residents and qualified voters of the town. The council shall be elected, in the manner provided by law, as follows: At the regular municipal election to be held on the first Tuesday in November, two thousand twenty-two, and every four (4) years thereafter, two (2) council members shall be elected each for a term of four (4) years and one (1) additional council member shall be individually elected to serve for a term of four (4) years as both council member and mayor of the Town of Wytheville, the term of each of the three (3) beginning on the first day of January next following their election. At the regular municipal election to be held on the first Tuesday in November, two thousand twenty-four, and every four (4) years thereafter, two (2) council members shall be elected each for a term of four (4) years beginning on the first day of January next following their election. Each council member shall serve until his successor shall have been elected and qualified.

Vacancies in the office of mayor or on council shall be filled by majority vote of the remaining members, and the person so elected shall serve the remainder of the unexpired term of the elected person and shall exercise all powers of the elected office. At least seven days prior to making such an interim appointment, the Town Council shall

hold a public meeting in accordance with § 2.2-3707 at which the Council shall announce the names of all persons being proposed for the interim appointment and shall make available for inspection each person's resume and any other materials required by the Town Council. If the majority of the remaining members of the Town Council cannot agree, or do not act, the judges of the circuit court of Wythe County may make the appointment.

The council shall be a continuing body, and no measure pending before such body shall abate or be discontinued by reason of expiration of term of office or removal of any of its members. The council shall, by ordinance, fix the time for their regular meetings. Special meetings shall be called by the clerk of the council upon request of the mayor or any three (3) council members; reasonable notice of each special meeting shall be given to each member of the council; no business shall be transacted at a special meeting except that for which the special meeting is called, except by a majority vote of all of the members of the council. The council itself shall elect one (1) of its members as vice-mayor, who shall perform the duties and functions of the mayor when the mayor is absent or otherwise unable to perform. In addition to their other duties, the mayor, vice-mayor, town manager and all members of the council shall be ex officio conservators of the peace within the town and within one (1) mile of the corporate limits thereof. The mayor shall preside over the council.

9-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Virginia Tobacco Region Revitalization Commission Energy Ingenuity Funds Application

SUMMARY:

Assistant Town Manager Elaine Holeton will present information to the Town Council regarding Town staff’s request for authorization to apply for Virginia Tobacco Region Revitalization Commission Energy Ingenuity Funds. She will review the request and answer any questions from the Council.

Recommended Action

Action to authorize Town staff to apply for funding will require a motion and roll call vote by the Town Council.

9-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Schedule a Public Hearing to Consider a Budget Appropriation and Establishment of a Revenue Line Item for Clarifier #4 at the Wastewater Treatment Plant

SUMMARY:

At the last meeting, the Town Council authorized Town staff to apply for a \$50,000 grant from the Southeast Rural Community Assistance Project (SERCAP) to be used for the repair of Clarifier #4 at the Wastewater Treatment Plant. On July 30, notification was received by the Town that the grant was awarded. It will now be necessary for the Town Council to schedule a public hearing for the September 9, 2024, Town Council meeting to make a budget appropriation in the amount of \$64,500 for the arm of Clarifier #4 to be repaired, and to establish a \$50,000 revenue line item for the SERCAP grant funds. Assistant Town Manager Elaine Holeyton will review this matter with the Town Council.

Recommended Action

A motion and vote is required by the Town Council to schedule a public hearing at the September 9, 2024, Town Council meeting to make a budget appropriation in the amount of \$64,500 for the repair of Clarifier #4 and to establish a \$50,000 revenue line item for the SERCAP grant funds.

Staff Report: **Wastewater Plant Clarifier #4**

Need to Set Public Hearing for Budget Appropriation - Wastewater Fund
Wytheville Town Council Meeting
August 12, 2024

By: Elaine R. Holeton, Assistant Town Manager

Background:

Due to an equipment failure, the Town will need to install and balance the #4 Clarifier arm at the Wastewater Plant.

On July 12, we submitted a grant request to SERCAP in the amount of \$50,000 to assist with this cost. On July 22, the Town Council approved a resolution in support of this SERCAP grant. We received notice from SERCAP that we were successful in obtaining the grant. Thank you for your support of this grant application.

Based on the estimate we received to install and balance the clarifier arm, the total cost for the project is \$64,500.

If the Town Council agrees, we will need to appropriate the total project cost in the Wastewater Treatment Plant budget as an expenditure line item of \$64,500.

To account for the grant, we will need to create a revenue line item for \$50,000 in the wastewater budget.

The grant is reimbursement based. After we complete the project, we will request reimbursement at that time.

Staff Recommendation:

Staff recommends that the Town Council schedule a public hearing September 9, 2024, Town Council meeting.

9-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Request for Budget Appropriation for Employee Appreciation Dinner

SUMMARY:

Assistant Town Manager Elaine Holeton and Human Resources Assistant Rebecca Counts will be attending the meeting to request the Town Council to provide a budget appropriation for an Employee Appreciation Dinner. Assistant Town Manager Holeton will review the amount of funds requested and answer any questions from the Town Council.

Recommended Action

Action to authorize a budget appropriation will require a motion and roll call vote by the Town Council.

9-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Annual Fire Prevention Parade Request

SUMMARY:

Please find attached a request from Fire Chief Chris Slep requesting traffic control on Saturday, October 12, 2024, for the Annual Fire Prevention Parade. The Safety and Events Committee has reviewed the application and would recommend that the Town Council approve it. Assistant Town Manager Elaine Holeyton will review this request with the Town Council members.

Recommended Action

Action to approve the Annual Fire Prevention Parade request will require a motion and vote by the Town Council.



Town of Wytheville, VA

July 29, 2024

EVEN-24-10

Special Event, Street Closure, or Traffic Control Application

Status: Active

Submitted On: 7/29/2024

Applicant

Christopher Slemp

276-223-3312

195 W Spring St
Wytheville, Virginia 24382

APPLICANT INFORMATION

Event Name*

Annual Fire Prevention Parade

Organization Name or N/A*

Applicant Name*

Christopher Slemp

Applicant Cell Phone*

276-617-2712

Applicant Email Address*

Co Applicant*

Everett Lineberry

Co Applicant Cell Phone*

Co Applicant Email Address*

everett.linberry@wytheville.org

Have you sponsored this same event (same scope, location, street closure) previously?*

YES

EVENT INFORMATION

Day of the Week *

Saturday

Event Date or Day of Event*

10/12/2024

Event Type* ?

Parade

Name of the Route (if known) * ?

Annual Fire Prevention Parade route

Street Closure Time Bracket, when you need the streets closed or controlled for setup and tear down. Use N/A if this is not applicable to you.*

Parade starts at 7pm and will last approximately 30 minutes.

Time Event Opens to Public* ?

7PM

Time Event Closes to Public* ?

8PM

If the event is multiple days with a variation of times. Please describe all dates and times here. Otherwise enter N/A.*

n/a

Provide purpose and scope of your event. List the types of activies proposed.* ?

Parade from Withers Lane to 4th St. Parade of fire apparatus.

Expected Attendance or number of people that you expect will attend.*

1000

If you will use volunteers please indicate the number of safety vests that you will need to borrow from the Police Department.*

0

STREET CLOSURE OR TRAFFIC CONTROL

The applicant will be required to upload a map of the event area or area where the street closure or traffic control is to occur. The applicant shall upload the map in the attachment section of this portal. Please show street names and path of travel for parades, 5K and marches.

Describe the street closure or limits of the event. Describe from which intersection to which intersection or what portions of streets are impacted. For 5K and parades describe starting point, paths of travel and end location.* ?

Need assistance from PD with closing Main St from Withers Lane to 4th St during parade.

Applicant: It is your responsibility to contact the Police Department at 276-223-3300 one week prior to the date of the street closure to confirm the event closure time and details. Do you understand this requirement?*

YES

OTHER REQUIRED INFORMATION

Will there be food for sale or food trucks be at the event?* ?

NO

Alcohol Sales. Will alcohol be sold or distributed as part of the event?* ?

NO

If alcohol is proposed the town requires the event organizer to pay an off duty police officer to be present. Large festivals or events may require two or more officers at the discretion of the Police Chief. If more officers are required than you requested, the town will notify you of this requirement. In some instances an event may also request security even if alcohol is not proposed. Will this event require an off duty police officer due to alcohol or other reasons?*

Will the event use a Town park or facility in conjunction with the street closure event?*

NO

NO

Will anything be sold by an outdoor, temporary or mobile vendor at the event? *

Will tents, stages, or other physical elements be used/placed in the street, sidewalks or right of way? *

NO

NO

Will connection to electricity or generators be needed?*

Will there be open fire, fireworks or any source of open flames in conjunction with this request?*

NO

NO

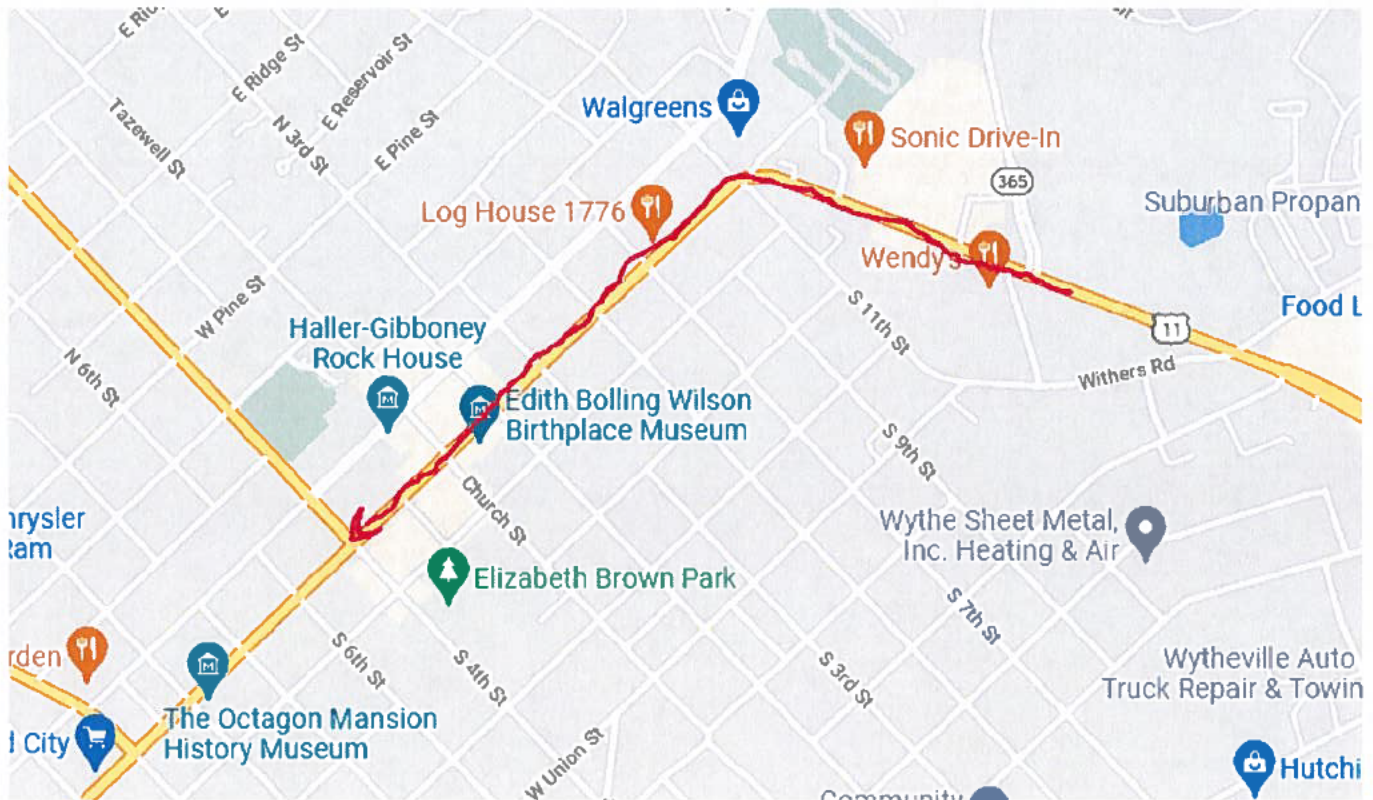
Describe your plan for trash refuse collection and providing port a johns or sanitary facilities.*

n/a

If your event is on main street, do you want the music on main street turned off for the event?*

NO

Downtown Wytheville controls the music for Main Street. If you would like the radio to be off for your event please contact DTW at least three days prior to the event. To reach DTW please call 276-223-3343



9-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Appointment to Wytheville Redevelopment and Housing Authority

SUMMARY:

The term of Ms. Sharon Alexander on the Wytheville Redevelopment and Housing Authority expires September 8, 2024. Please find attached one application for consideration of appointment to the Housing Authority. The Town Council could schedule a Work Session for August 26, 2024, at 4:30 p.m. to hold a Meet and Greet Session with the applicant, or the Council could make the appointment to the Wytheville Redevelopment and Housing Authority for a four year term. This appointment will expire on September 8, 2028.

Recommended Action

Action to schedule a Meet and Greet Session on August 26, 2024, at 4:30 p.m. **or** to make the appointment to the Wytheville Redevelopment and Housing Authority will require a motion and vote by the Town Council.



COMM-24-4
Application to Serve on
Town Committee or
Board
Status: Active
Submitted On: 5/29/2024

Primary Location
No location

Applicant
 Chris Fox

BHHS
Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Christopher Fox

Applicant Mailing Street/PO Address *

Zip Code Mailing Address*

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Self

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Housing Rehabilitation Zone Selection Committee - Five (5) year term. Must be either a Planning Commission or Town EDA member. Members shall not be in construction or real estate industry.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?*

Wytheville Redevelopment & Housing Authority

If you would like to serve on more than one board or committee, please enter them both in this field. ?

Are you currently a member of the Board of Zoning Appeals or are you a member on the Building Board of Appeals?*

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.*

As a real estate broker with eight years of experience, I am deeply invested in the local community both professionally and personally. I serve as an associate broker with Berkshire Hathaway in the real estate sales sector and as the principal broker for Open Door Property Solutions in the property management sector. My commitment to the community extends beyond my professional roles; I am an active volunteer with Open Door Community, local churches, and various other organizations throughout the year on an as-needed basis. My extensive experience and dedication to community service make me a well-rounded candidate for the Wytheville Redevelopment and Housing Authority Committee.

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.*

No experience in any form on town governance or committee appointments

Provide information about yourself. Share knowledge base or skillsets that you possess. How will you add value to the committee or board?*

I am a seasoned real estate broker with eight years of experience, serving as an associate broker with Berkshire Hathaway in the real estate sales sector and as the principal broker for Open Door Property Solutions in the property management sector. My extensive experience has provided me with a deep understanding of the local real estate market, investment strategies, and property management.

In addition to my professional roles, I am actively involved in the community, volunteering with Open Door Community, local churches, and various other organizations on an as-needed basis throughout the year. This involvement has given me a strong connection to the community and an understanding of its needs.

I bring a comprehensive skill set to the table, including market analysis, negotiation, property management, and community engagement. My goal is to leverage these skills to contribute to the Wytheville Redevelopment and Housing Authority Committee, helping to drive initiatives that promote sustainable development and improve housing solutions for our community. My dedication to both my profession and my community uniquely positions me to add significant value to the committee.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form . The forms can be downloaded from the link under attachments on the attachment page. <font color="red"Copy and paste this link in a new web browser: <a

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

ACKNOWLEDGMENT & AUTHORIZATION


1. I hereby certify that the information provided is complete and accurate.*

2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.*

Name of Applicant:* 

Christopher Fox

[Click here to add your legally binding digital signature*](#)

 Christopher Fox
May 29, 2024

Attachments



Background Report Release Form and Personnel Record Release Form REQUIRED

071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf

Uploaded by Chris Fox on May 29, 2024 at 9:07 AM

9-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Reappointments to the New River Regional Water Authority

SUMMARY:

The terms of Town Manager Brian Freeman and Vice-Mayor Cathy Pattison to the New River Regional Water Authority expired June 30, 2024. It will be necessary for the Town Council to consider reappointing Town Manager Brian Freeman for a four year term that will expire June 30, 2028, and to consider reappointing Vice-Mayor Cathy Pattison for a two year term that will expire June 30, 2026. Town Manager Freeman will review this matter with the Town Council.

Recommended Action

Action to make the reappointments to the New River Regional Water Authority will require a motion and roll call vote by the Town Council.

10-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Presentation by Community Cats Rescue Network (CCRN) and Animal Welfare Discussion

SUMMARY:

Representatives of the Community Cats Rescue Network (CCRN) will be attending the meeting to make a presentation regarding their Trap, Neuter, Release (TRN) efforts in the Town of Wytheville. The Town Council will also hold a discussion at this time regarding animal welfare.

Recommended Action

No action is required by the Town Council.

13-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Upcoming Meetings

SUMMARY:

Town Clerk Sherry Corvin will present the upcoming meetings to the Town Council.

Recommended Action

No action required at this time.

UPCOMING MEETINGS

1. The New River Regional Water Authority will meet on Thursday, August 15, 2024, at 10:00 a.m., at the Water Plant in Austinville.
2. The Downtown Wytheville, Inc. (DTW) Board will meet on Monday, August 19, 2024, at 5:30 p.m., at the DTW Office.
3. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, August 21, 2024, at 12:00 p.m., at the Housing Authority Office.
4. The Joint Industrial Development Authority of Wythe County will meet on Thursday, August 22, 2024, at 3:00 p.m., here in the Council Chambers.
5. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, August 26, 2024, at 5:00 p.m., here in the Council Chambers.

14-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 12, 2024
Subject:	Review of Vacancies/Upcoming Vacancies on Town Committees, Commissions, Boards, Authorities

SUMMARY:

Please find attached a listing of all the vacancies/upcoming vacancies on the Town Committees, Commissions, Boards, Authorities. Town Clerk Sherry Corvin will review this listing with the Town Council. Anyone desiring to apply to serve on a Town Committee, Commission, Board or Authority should apply on the Town of Wytheville website through the OpenGov portal.

Recommended Action

No action required at this time.

2024 Committee Vacancies/Reappointments

Board of Zoning Appeals

Chuck Johnson – Expires 9/10/2024 (Does not desire to be reappointed)

Joint Industrial Development Authority

Jeffrey Lucas – Expires 12/31/2024 (Eligible for reappointment)

Recreation Commission

Vacancy – Expires 8/1/24 (Youth Member)

Vacancy – Expires 8/1/24 (Youth Member)

Glenda Salerno – Expires 12/31/24 (Not Eligible for reappointment)

Bobby Angles – Expires 12/31/24 (Eligible for reappointment)

Wytheville Economic Development Authority

Zach Cooley – Expires 12/12/24 (Resigned)

Kathleen Laster – Expires 12/12/24 (Eligible for reappointment)

Wytheville Redevelopment and Housing Authority

Sharon Alexander – Expires 9/8/24 (Not eligible for reappointment)

Wytheville Tree Committee

James Cohen – Expires 5/14/27 (Resigned)