



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, AUGUST 26, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — COUNCILWOMAN CANDICE N. JOHNSON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - VICE-MAYOR CATHY D. PATTISON
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 regular meeting of August 12, 2024 (requires motion and vote)
8. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** Consider a resolution authorizing Town staff to submit four grant applications for the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund and to execute all project related documents
 1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
 2. Consideration by the Town Council to adopt the resolution (requires motion and roll call vote)
 - B.** Consider making an appointment to fill the upcoming vacancy of the Town Treasurer position (effective September 1, 2024)
 1. Consideration by the Town Council to make an appointment to fill the upcoming vacancy of the Town Treasurer position to be effective September 1, 2024 (requires motion and roll call vote)
 - C.** Consider an appointment to the Wytheville Redevelopment and Housing Authority to fill the unexpired term of Mr. Thomas Hundley (term expires September 8, 2027)
 1. Staff Report/Presentation by Town Clerk Sherry Corvin
 2. Consideration by the Town Council to make an appointment to the Wytheville Redevelopment and Housing Authority (requires motion and vote)

D. Set a public hearing for the September 23, 2024, Town Council meeting to consider the demolition of the Withers Park stadium bleachers

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to schedule a public hearing for the September 23, 2024, Town Council meeting to consider the demolition of the Withers Park stadium bleachers **(requires motion and vote)**

E. Consider sponsoring the annual 9/11 Commemoration Event at Elizabeth Brown Memorial Park on Wednesday, September 11, 2024

1. Consideration by the Town Council to sponsor the annual 9/11 Commemoration Event in the upper shelter at Elizabeth Brown Memorial Park on Wednesday, September 11, 2024 **(requires motion and vote)**

F. Consider adopting the proposed Rain Pass Policy for the Town of Wytheville's outdoor pool (McWane Pool) to begin in the 2025 season

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to adopt the Rain Pass Policy for McWane Pool **(requires a motion and roll call vote)**

9. PRESENTATIONS TO TOWN COUNCIL

A. Presentation by Planning Director John Woods regarding options for bike racks on Main Street

10. CITIZENS' PERIOD

11. NEW BUSINESS -TOWN MANAGER BRIAN FREEMAN

12. REPORTS

A. Budget and Finance Committee Report

1. Recommendation to the Town Council regarding an amendment to the Town of Wytheville's Personnel Policy. Chapter 5. Leaves of Absence. Section 5.2. Sick Leave. **(requires motion and roll call vote)**

B. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

13. OTHER BUSINESS

A. Council Member Time

B. Miscellaneous

14. CLOSED MEETING

- A. **Closed Meeting pursuant to § 2.2-3711 (A.) (1.) Discussion regarding the performance of the Town Manager (requires motion and vote)**
- B. **Certification of Closed Meeting (requires motion and roll call vote)**

15. ADJOURNMENT

7-A



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, AUGUST 12, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
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, Interim Town Attorney Paul Cassell, Director of Information Technology Ron Jude, Police Chief Joel Hash, Human Resources Assistant Rebecca Counts, Patrol Officer Kyle Counts, Wytheville-Wythe-Bland Chamber of Commerce Executive Director Alison Pollard, Downtown Wytheville, Incorporated Assistant Charlie Jones, Kearston French, Curtis French, Rashaun French, Deneigh French, Noomi Harper, Mazi Harper, Lily French, Louise Crockett, Maxine Cary, Kerry Eans, Donna Winans, Glenda Crockett-Eans, Chris Fox, Patricia Austin, Mike Forrest, Catherine Thomas, Rick Krietemeyer, Debra Cline, Lora Atwell, Ken Johnson, Timothy Whalen, Jim Cohen

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 Councilwoman Atkins.

5. **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 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: Vice-Mayor Pattison, 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 SPECIAL MEETING OF JULY 15, 2024, AND THE REGULAR MEETING OF JULY 22, 2024

Mayor Taylor presented the consent agenda consisting of the minutes of the special meeting of July 15, 2024, and the regular meeting of July 22, 2024. She stated that the minutes would be considered for adoption separately since there have been two Council members absent from each one of the last two meetings. She inquired if there was a motion to approve the minutes of the special meeting of July 15, 2024.

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

Mayor Taylor inquired if there was a motion to approve the minutes of the regular meeting of July 22, 2024.

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: Voting Yea: Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. Voting Abstaining: Vice-Mayor Pattison due to her absence from the meeting.

8. PRESENTATIONS BY TOWN COUNCIL

A. RE: RESOLUTION - JOHN M. JOHNSON

Mayor Taylor advised that the next agenda item is to consider adopting a resolution honoring the life of Mr. John M. Johnson and presenting the resolution to the Johnson family. She inquired if there was a motion to adopt the resolution honoring Mr. John M. Johnson.

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, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson. Councilwoman Johnson read the resolution and presented it to the Johnson family. A copy of the resolution is attached and made part of the minutes.

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

A. RE: ORDINANCE NO. 1439

Mayor Taylor advised that the next agenda item is 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. Town Manager Freeman presented a handout to the Council reflecting the current Town Code regarding the filling of vacancies on the Council. He reviewed the required changes by the State that went into effect on July 1, 2024. Town Manager Freeman thanked Town Clerk Corvin for preparing the updates to the ordinance. Mayor Taylor inquired if there were any questions for Mr. Freeman. There being none, she proceeded with the agenda.

RE: PUBLIC HEARING - ORDINANCE NO. 1439

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) 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. Mayor Taylor inquired if anyone wished to address the Council during the public hearing. There being no one wishing to address the Council during the public hearing, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: ORDINANCE NO. 1439

Mayor Taylor advised that the next agenda item is to consider adopting 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. Mayor Taylor inquired if there was a motion 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.

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

B. RE: VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION ENERGY INGENUITY FUND APPLICATIONS

Mayor Taylor advised that the next agenda item is to consider authorizing Town staff to apply for Virginia Tobacco Region Revitalization Commission Energy Ingenuity Funding. Assistant Town Manager Holeton presented information to the Council regarding Town staff's request for authorization to apply for funding through the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund. She explained that applications are due August 15, 2024, and that the August applications will be awarded in November 2024. Assistant Town Manager Holeton reviewed the timeframe of the project, if the Town was to be awarded the grant. She explained Town staff's requests for the authorization to apply for the funding for the

energy grants being due to the high energy demand in the United States expected to continue, which is being driven by data centers, etc., as well as utility rate increases, which are expecting to continue. Assistant Town Manager Holeton reviewed the Town's energy costs with the Council from the Town's operations at its facilities, pump stations, buildings, etc. She also explained the four proposed grants with the Town Council which included an energy plan grant, a partner grant with Downtown Wytheville, Inc. to be an electric vehicle charging space, a grant for the Wastewater Treatment Plant to replace the blower and a grant for the Wastewater Treatment Plant for solar PV Generation. Assistant Town Manager Holeton stated that, at this meeting, she is requesting the Town Council's approval to apply for the four grants, and she noted that the Council would not need to make a decision regarding an appropriation of funds because that would be considered later in year if the Town is awarded the grant funds. She inquired if the Council had any questions for her at this time. Mayor Taylor thanked Assistant Town Manager Holeton for her report. Mayor Taylor inquired if there was a motion to authorize Town staff to apply for four grants from the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund.

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

C. RE: BUDGET APPROPRIATION AND ESTABLISHMENT OF A REVENUE LINE ITEM FOR CLARIFIER #4 AT THE WASTEWATER TREATMENT PLANT - SCHEDULE PUBLIC HEARING

Mayor Taylor advised that the next agenda item is to 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. Assistant Town Manager Holeton reviewed this matter with the Town Council. She noted that the Town Council is only required to schedule a public hearing at this meeting to proceed with the budget appropriation from the grant funds that were received from SERCAP. Mayor Taylor inquired if there was a motion to 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.

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

D. RE: BUDGET APPROPRIATION FOR EMPLOYEE APPRECIATION DINNER REQUEST

Mayor Taylor advised that the next agenda item is to consider a budget appropriation for an Employee Appreciation Dinner. Assistant Town Manager Holeton discussed information regarding the way the Town distributed Employee Service Awards before COVID, as well as how Town staff would recommend moving forward with Employee Service Awards, etc. She stated that Town staff is proposing to host an Employee Appreciation Dinner on Thursday, November 21, 2024, at the Wytheville Meeting Center from 5:30 p.m. to 7:00 p.m., with dinner to be served at 6:00 p.m. Assistant Town Manager Holeton continued to explain the intentions of the event. She stated that if so desired, the Council would need to authorize a budget appropriation of \$12,000 for an Employee Appreciation Dinner to proceed with this event or the Council can wait until a later meeting. Councilwoman Johnson inquired if this item had been discussed before the Budget and Finance Committee. Assistant Town Manager Holeton stated that it had not. Councilwoman Atkins inquired if there was a certain dollar amount that the Council is required to approve regarding budget appropriations. Town Manager Freeman advised that the Council is required to approve budget appropriations when the request is more than one percent of the total dollar amount of the fund. He stated, therefore, technically speaking, this request is not one percent of this fund, but because it is an item that the Council did not discuss when adopting the budget, it was advisable that the Council hear more about this event before Town staff made the decision to proceed. Discussion ensued regarding the details of the proposed event. Mayor Taylor inquired if this event would replace the departmental luncheons. Town Manager Freeman advised that, in his opinion, it should. Assistant Town Manager Holeton stated that she felt that was a good suggestion because there is value in bringing all the departments together and that the Council interacting with all the employees was a good idea, as well. She advised that Town staff's recommendation would be to dispense with the annual employee meal in the various Town departments. Mayor Taylor inquired if anyone knew the amount appropriated for those meals at this time. Town Clerk Corvin stated that the amount appropriated per employee is \$12.00. Town Manager Freeman stated that is correct. Mayor Taylor inquired if there was a motion to approve a budget appropriation in the amount of \$12,000 for an Employee Appreciation Dinner, and to approve dispensing with the annual employee meal in the various Town departments.

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

E. RE: ANNUAL FIRE PREVENTION PARADE REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of Fire Chief Chris Slep for traffic control on Saturday, October 12, 2024, for the Annual Fire Prevention Parade. Mayor Taylor inquired if there were any questions for Assistant Town Manager Holeton regarding this request. Discussion ensued regarding the type of barriers that would be used for this event. Mayor Taylor inquired if there was a motion to approve the request of Fire Chief Chris Slep for traffic control on Saturday, October 12, 2024, for the Annual Fire Prevention Parade.

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

F. RE: WYTHEVILLE REDEVELOPMENT AND HOUSING AUTHORITY APPOINTMENT

Mayor Taylor advised that the next agenda item is to 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. She noted that there was one application in the Council package for review. Discussion ensued regarding the Council scheduling a work session or making an appointment at this meeting. Mayor Taylor inquired if there was a motion to appoint Mr. Christopher Fox to the Wytheville Redevelopment and Housing Authority to fill the expiring term of Ms. Sharon Alexander (term expires September 8, 2028).

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

G. RE: NEW RIVER REGIONAL WATER AUTHORITY REAPPOINTMENTS

Mayor Taylor advised that the next agenda item is to 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). Town Manager Freeman reviewed this matter with the Town Council. Mayor Taylor inquired if there were any questions for Town Manager Freeman. There being none, she inquired if there was a motion 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).

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: Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

10. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: COMMUNITY CATS RESCUE NETWORK (CCRN) PRESENTATION AND ANIMAL WELFARE DISCUSSION

Mayor Taylor advised that the next agenda item is a presentation by the 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. Representatives of the Community Cats Rescue Network (CCRN), Ms. Donna Winans, Ms. Debra Cline and Ms. Lora Atwell were recognized. Ms. Winans stated that she presented a packet to the Town Council which she will briefly review at this time. She explained that CCRN is a non-profit 501(c)(3) organization that is dedicated to promoting the humane treatment and control of feral and stray cats in Wythe and Bland Counties and the surrounding areas. Ms. Winans continued to review how CCRN works and what the organization does for the community, how many feral and stray cats there are living, whether TNR works, what works and what does not work, how many cats in the Town of Wytheville CCRN have been spayed/neutered, how many cats the Wytheville Cat Shelter takes in, what CCRN needs from the Town Council, etc. Discussions were held regarding the locations of the CCRN clinics, the definition of a caregiver, spaying and neutering colonies of cats, who covers the cost of spaying and neutering at the Town's Cat Shelter, operation hours of the Wytheville Cat Shelter, the Town's Cat Shelter networking CCRN with other groups, the Town's Animal Control Officers' willingness to always help CCRN with TNR situations, the need for volunteers at the Wytheville Cat Shelter, etc. Mayor Taylor thanked the representatives of CCRN for the presentation.

Mayor Taylor advised that at this time, the Council would proceed with a discussion regarding animal welfare. Councilwoman Atkins stated that she would like to speak at this time. Mayor Taylor inquired if she would like to speak now instead of during Citizens' Period. Councilwoman Atkins stated that is correct.

Ms. Holly Atkins was recognized and stated that she resides on Fairview Road in Wytheville. She commented that she would like to address the Town Council as a Town citizen regarding animal welfare. Ms. Atkins explained that she addressed the Council regarding animal rights welfare in December 2019. She commented that animal rights welfare has increased, but there are still some flaws. Ms. Atkins remarked that she has discussed this matter several times with Council members, as well as Town Administration. She continued to address her concerns regarding the Wytheville Cat Shelter and the animal welfare in town. Ms. Atkins advised that she is requesting the Town Council, not Town Administration, to make animal welfare a priority for the Town. She addressed her concerns regarding volunteers being banned from the Cat Shelter, the lack of volunteers at the Cat Shelter, equipment needed at the shelter, requests that she has made that have been neglected, etc. Ms. Atkins stated that the Town Council needs to do better for the animals who have no voice.

Town Manager Freeman stated that from 2021 to 2024, the Town's budget for Animal Control has increased from \$72,468 to \$120,884. He advised that this is an 81 percent increase since 2021. He explained that, in the history of the Town of Wytheville, there has never been more than one Animal Control Officer (ACO), and since he became Town Manager, there are now five certified ACO's, and there will be six very soon. Town Manager Freeman advised that this is a 600 percent increase. Discussion ensued regarding the euthanization of cats going from a high percentage to almost zero due to organizations such as CCRN, more trained ACO's within the Wytheville Police Department, the future of a larger Cat Shelter, etc.

Councilwoman Johnson suggested that she thinks it would be helpful for

representatives of the Town Council and the Wythe County Board of Supervisors to discuss if a combined animal shelter would be something that they would be interested in pursuing. Discussion was held regarding the County not accepting cats at their shelter. Councilwoman Johnson stated that she was referring to a combined shelter, and that she did not know how it could be worked out with the Town and County according to the law. Discussion continued regarding a combined shelter with the County.

Mayor Taylor stated that this has been a good discussion and presentation. She noted that she appreciated the presentation from CCRN, and that she appreciated Ms. Atkins sharing her concerns with the Council. Mayor Taylor commented that as Town Manager Freeman explained, there have been some large accomplishments made within the Town regarding Animal Control, and the Council would like to continue down that path. Councilwoman Atkins inquired of Mayor Taylor as to how the Town plans to continue down that path. Town Manager Freeman advised that if it is the will of the Town Council for him to contact Wythe County Administration to schedule a meeting to discuss a combined animal facility, then he will do so. It was the consensus of the Town Council for Town Manager Freeman to contact Wythe County to schedule a meeting to discuss a combined animal facility.

11. RE: CITIZENS' PERIOD

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

12. RE: PRESENTATIONS BY TOWN COUNCIL - TIMOTHY WHALEN PROCLAMATION

Mayor Taylor advised that the next agenda item is a presentation of a proclamation and a rocking chair to Mr. Timothy Whalen for his retirement from the Town of Wytheville. Mayor Taylor read the proclamation and presented it to Mr. Whalen. The Town Council thanked Mr. Whalen for his years of service to the Town. A copy of the proclamation is attached and made part of the minutes.

13. RE: NEW BUSINESS

Mayor Taylor advised that the next agenda item is New Business. Town Manager Freeman stated that earlier in the day, he went to the Lithia Road bridge with the Wytheville Police Department and the Wytheville Fire and Rescue Department to pay tribute to Smyth County Sheriff's Deputy, Hunter Reedy, who was killed in the line of duty, and he noted that it was a humbling experience. He commented that it puts a lot into perspective. Town Manager Freeman remarked that he wanted everyone to think about the Town's Police and Fire and Rescue personnel, each, and every day, and thank them for their service.

14. RE: REPORTS

A. RE: UPCOMING MEETINGS

Mayor Taylor advised that the next agenda item was upcoming meetings. Town Clerk

Sherry Corvin presented the upcoming meetings, as follows:

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, Incorporated (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., 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., in the Council Chambers.

15. RE: OTHER BUSINESS

A. RE: REVIEW OF VACANCIES/UPCOMING VACANCIES ON TOWN COMMITTEES, COMMISSIONS, BOARDS, AUTHORITIES

Mayor Taylor advised that the next agenda item is the review of vacancies/upcoming vacancies on Town Committees, Commissions, Boards and Authorities. Town Clerk Corvin stated that the listing, which was a part of the Council package, has all of the upcoming vacancies. She noted that the highlighted names need to be replaced immediately, and the others will need to be reappointed or replaced later in the year. Town Clerk Corvin continued to review the vacancies/upcoming vacancies with the Council. Mayor Taylor thanked Town Clerk Corvin, and she proceeded with the agenda.

B. RE: COUNCIL MEMBER TIME

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Vice-Mayor Pattison had anything to discuss during Council Member Time. Vice-Mayor Pattison stated that she did not have anything to discuss at this time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she had received a complaint regarding the walking track at the Wytheville Community Center. She noted that the complaint was that the walking track was too hot for small children and elderly adults. She commented that she was not sure if there was an air conditioning issue, and she inquired if someone could check about this matter. Town staff agreed to check on this matter.

Councilwoman Atkins inquired if there was an update regarding the bike rack request in the downtown area of Main Street. Town Manager Freeman stated that he did not have an update for Councilwoman Atkins at this meeting, however, Planning Director Woods is researching the bike racks, and that he will have the cost of the bike racks to present to the Council at a future meeting.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that she would like to make a few clarifications regarding the splash pad conversation. She remarked that the highest figure given to the Council for the construction of a splash pad was \$2.5M, and after checking with other localities, these localities have not paid any amount close to that figure. Councilwoman Johnson commented that if the Council is looking at a splash pad like Hillsville's, which is like a playground, it was close to \$500,000. She commented that if the company that was mentioned is going to charge excessively, then the Town needs to open the project up to people who specialize in splash pads. Councilwoman Johnson remarked that the Town could open it up for bid to be fair about it. Town Manager Freeman commented that the project would be a bid item. Interim Town Attorney Cassell advised that any project that costs over \$250,000 is required by the State Code to be opened for bid.

Councilwoman Johnson inquired if there was an update regarding rainchecks for citizens who have paid if they must leave the pool following thunder and lightning. Town staff agreed to check on this matter.

Councilwoman Johnson inquired if there was an update regarding the Splash Pad Committee and a meeting time that was convenient for citizens and the Council members who would serve on the Committee. Mayor Taylor stated that Parks and Recreation Director Sharitz was going to send out a poll to see what date and time worked best for everyone's schedule to meet because it was difficult to meet on a date and at a time that fit everyone's schedule. Councilwoman Johnson advised that she did receive the poll from Director Sharitz.

Councilwoman Johnson inquired when she would receive the printed report that she requested for the overall number of people who use the Wytheville Community Center on the 13 holidays that was requested to be taken off. She remarked that she thinks the Council still needs to review the request, but she has not received the information that she requested. Assistant Town Manager Holeyton advised that she could provide the Town Council with an update on this request. She explained that since the last Council meeting, Director Sharitz has withdrawn the request to the Council. Assistant Town Manager Holeyton commented that if Councilwoman Johnson would still like the report, she could still have the report, but Director Sharitz felt like it was going to be too big of a battle with the Council to continue with requesting the six days off. Councilwoman Johnson inquired of Assistant Town Manager Holeyton as to why it would be too big of a battle to continue with the request. Discussion ensued regarding this matter. Mayor Taylor stated that she would like a copy of the report, as well. Assistant Town Manager Holeyton advised that Town staff would provide a copy of the report for anyone who would like a copy.

Councilwoman Atkins stated that she had sent an email regarding two concerns that she had, and then the full Council received an email with an update to the answers to her questions/concerns. She inquired if, in the future, this will be done each time a Council member sends a request. She stated that she thinks this is a good idea so that everyone is on the same page. Mayor Taylor commented that she agreed, and she also thinks this is a good idea. Town Manager Freeman stated that Town staff will continue doing this moving forward.

Councilwoman Johnson inquired if there was any type of T-Ball activity, etc. for preschoolers for the Town citizens. She remarked that she is aware that the County has something for this age group, and she would like for the Town to offer the same program if it is not already offered so that Town citizens do not have to travel into the county. Town staff agreed to check on this matter.

Mayor Taylor inquired if there were any other items to discuss during Council Member Time. There being none, she proceeded with the agenda.

16. RE: CLOSED MEETING

A. RE: CLOSED MEETING PURSUANT TO § 2.2-3711 (A.) (1.) DISCUSSION REGARDING PERFORMANCE APPRAISALS AND SALARIES FOR APPOINTED EMPLOYEES, AND DISCUSSION REGARDING A PENDING VACANCY FOR AN APPOINTED POSITION

Mayor Taylor advised that it would now 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 discussion regarding a pending vacancy for an appointed position. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilwoman Atkins, 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, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson. (6:50 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 a discussion regarding a pending vacancy for an appointed position 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 Vice-Mayor Pattison, 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison. (8:25 p.m.)

C. RE: TOWN CLERK - PERFORMANCE RAISE

A motion was made by Councilwoman Johnson and seconded by Councilwoman

Atkins to approve a \$10,000 performance raise for the Town Clerk, effective immediately. 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: Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

D. RE: SPECIAL TOWN COUNCIL MEETING

It was the consensus of the Council to schedule a Special Town Council Meeting for Thursday, August 22, 2024, at 7:30 p.m., in the Council Chambers, to hold a Closed Meeting to interview an applicant for the position of Town Treasurer.

17. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (8:28 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	Resolution - Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund

SUMMARY:

Please find attached a resolution authorizing Town staff to submit four grant applications for the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund. The resolution also authorizes the Town Manager and/or his designee to administer the grant and to execute all project related documents. At the August 12, 2024, meeting, the Town Council approved Town staff to apply for the grant funding. Assistant Town Manager Elaine Holeyton will answer any questions the Council may have regarding the resolution.

Recommended Action

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

Resolution



WHEREAS, the Town of Wytheville is applying for four grants from the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund to be used for energy projects for the Town of Wytheville; and,

WHEREAS, these four grant projects include a Town of Wytheville Facilities Energy Plan Project in the amount of \$50,000; an Electric Vehicle Charging Station Project, in downtown Wytheville in partnership with Downtown Wytheville, Incorporated, in the amount of \$ 15,000; a Wastewater Treatment Plant Blower Replacement Project in the amount of \$600,000; and, a Wastewater Treatment Plant Solar PV Generation Project in the amount of \$600,000; and,

WHEREAS, if any, or all, of these grants are awarded, the Town Council hereby acknowledges that the grant requires a one-to-one match by the Town of Wytheville.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, hereby supports the Town staff in the submission of the four grant applications for the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund. The Town Council authorizes the Town Manager and/or his designee to administer the grant and execute all documents and agreements pertaining to these grants.

Adopted this 26th day of August 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	Appointments – Town Treasurer

SUMMARY:

It will be necessary for the Town Council to make an appointment to fill the upcoming vacancy of the Town Treasurer’s position. Town Treasurer Michael G. Stephens is retiring after 39 years of service, and his last day will be on Friday, August 30, 2024. The upcoming vacancy for the Town Treasurer’s position will be effective September 1, 2024.

Recommended Action

Action to appoint a Town Treasurer, effective September 1, 2024, will require a motion and roll call vote by the Town Council.

8-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	Appointment to Wytheville Redevelopment and Housing Authority

SUMMARY:

The unexpired term of Mr. Thomas Hundley on the Wytheville Redevelopment and Housing Authority needs to be filled. The term expires September 8, 2027. Please find attached one application for consideration of appointment to the Housing Authority. The Town Council could schedule a Work Session for September 9, 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 to fill the unexpired term.

Recommended Action

Action to schedule a Meet and Greet Session on September 9, 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-24-8
Application to Serve on
Town Committee or
Board
Status: Active
Submitted On: 8/6/2024

Primary Location
No location

Applicant
Dale Hahn
@
Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Dale Judson Hahn

Applicant Mailing Street/PO Address *

Zip Code Mailing Address*

24382

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Retired

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.*

College grad and previous business owner in town of Wytheville

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.*

Owner Hahns Jewelry Operations manager at Two Way Radio until retirement
Worked as General Manager at King Ford Of Marion for several years

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

Punctual , Have ideas to improve our town

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. 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:* ⓘ

Dale Judson Hahn

Click here to add your legally binding digital signature*

✔ Dale Judson Hahn
Aug 6, 2024

Attachments



Background Report Release Form and Personnel Record Release Form REQUIRED
071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf
Uploaded by Dale Hahn on Aug 6, 2024 at 10:36 AM

8-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	Demolition of the Withers Park Bleachers

SUMMARY:

A clause in the lease agreement between the Town of Wytheville and the Wythe County Board of Supervisors dated February 12, 2013, states that the Town will hold a public hearing for citizens to have an opportunity to comment about the project prior to the demolition of the old stadium. It will be necessary for the Town Council to schedule a public hearing about the demolition of the Withers Park stadium bleachers, which could be held at the September 23, 2024, Town Council meeting.

Recommended Action

To schedule a public hearing for the September 23, 2024, Town Council meeting to consider the demolition of the Withers Park stadium bleachers will require a motion and vote by the Town Council.

8-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	9/11 Commemoration Event

SUMMARY:

The 9/11 Commemoration Event has become an annual event to recognize the First Responders of our community which include the Virginia State Police, the Wytheville Police Department, the Wytheville Fire and Rescue Department and the Wythe County Sheriff’s Department. Several years ago, the event began as a breakfast hosted by St. John’s Episcopal Church, however, following the COVID-19 Pandemic, the event turned into a meal delivery. In 2023, the Wytheville Town Council agreed to sponsor the event at Elizabeth Brown Memorial Park in the upper shelter, so that breakfast could be distributed to First Responders as they were finishing shifts, beginning shifts, etc. Last year, Mayor Taylor and Councilwoman Johnson helped plan this event, and they can answer questions that the Council may have regarding the event.

Recommended Action

Action for the Town Council to continue sponsoring this annual event will require a motion and vote by the Town Council.

8-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	McWane Pool Rain Pass Policy

SUMMARY:

Please find attached the proposed Rain Pass Policy for McWane Pool, the Town’s outdoor pool. If approved by the Council, this policy would begin in the 2025 season. The proposed policy was reviewed by the Budget and Finance Committee during the Committee’s last meeting. Assistant Town Manager Holeton can answer any questions the Council may have about the policy.

Recommended Action

If the Council desires to approve this policy, it will require a motion and roll call vote of the Town Council.

Staff Report

August 26, 2024

Purpose: Review current policy regarding rain passes at the Town of Wytheville Outdoor Pool, McWane Pool, and consider revision for the 2025 season.

Inclement Weather Policy: In the event of inclement weather such as thunder, lightning or heavy downpour, the following procedures will take place:

- Thunder – Pool is cleared, and all patrons must exit the water. The pool will remain clear for 30 minutes. Each occurrence of thunder will restart the 30-minute clock.
- Lightning – Pool is cleared, and all patrons must proceed to sheltered pool area. Each occurrence of lightning will restart the 30-minute clock.
- Heavy downpour – Pool will be cleared if rain affects pool visibility and main drains cannot be seen. The pool will remain clear until the main drains are visible.

Current Rain Pass Policy: If McWane Pool is cleared due to weather, no rain passes or refunds have been issued. McWane Pool will remain open to the public, but no swimming will be allowed until hazardous weather watch has ceased or rain has cleared. If hazardous weather was to occur within 30 minutes of scheduled closing time, McWane Pool will close for the day.

Proposed Rain Pass Policy: Beginning in the 2025 season, McWane Pool will begin operating under the following rain pass policy. In the event of inclement weather and clearing of the pool is required for one consecutive hour or more, rain passes will be available upon request. McWane Pool will remain open to the public, but no swimming will be allowed until hazardous weather watch has ceased or rain has cleared. If hazardous weather was to occur within 30 minutes of scheduled closing time, McWane Pool will close for the day.

9-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	Bike Racks on Main Street Presentation

SUMMARY:

Planning Director John Woods will make a presentation to the Town Council to provide options for bike racks on Main Street in downtown Wytheville.

Recommended Action

No action required at this time.

DOWNTOWN BIKE RACKS

STAFF REPORT

PRIORITY SITES

Section 9, Item A.

- NORTH SIDE NEAR HERITAGE WALK
- SOUTH SIDE NEAR SKEETERS & P.R. STURGILL

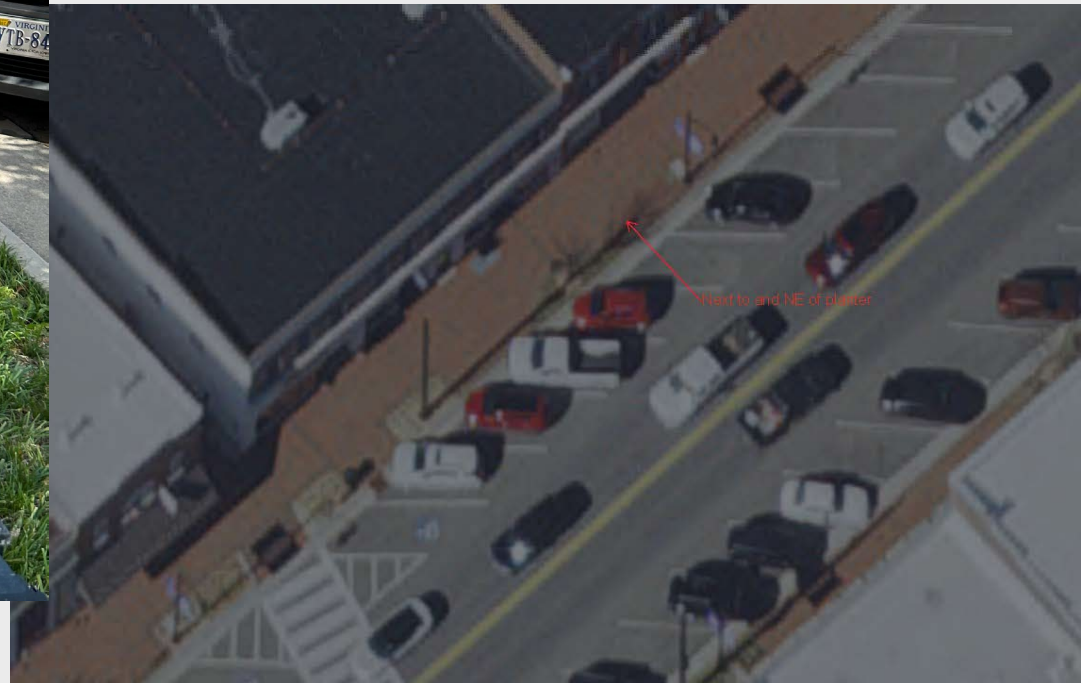
FUTURE SITES

- SOUTH SIDE NEAR DUTCH BOY FURNITURE
- SOUTH SIDE NEAR FUTURE PLAZA



PRIORITY SITES

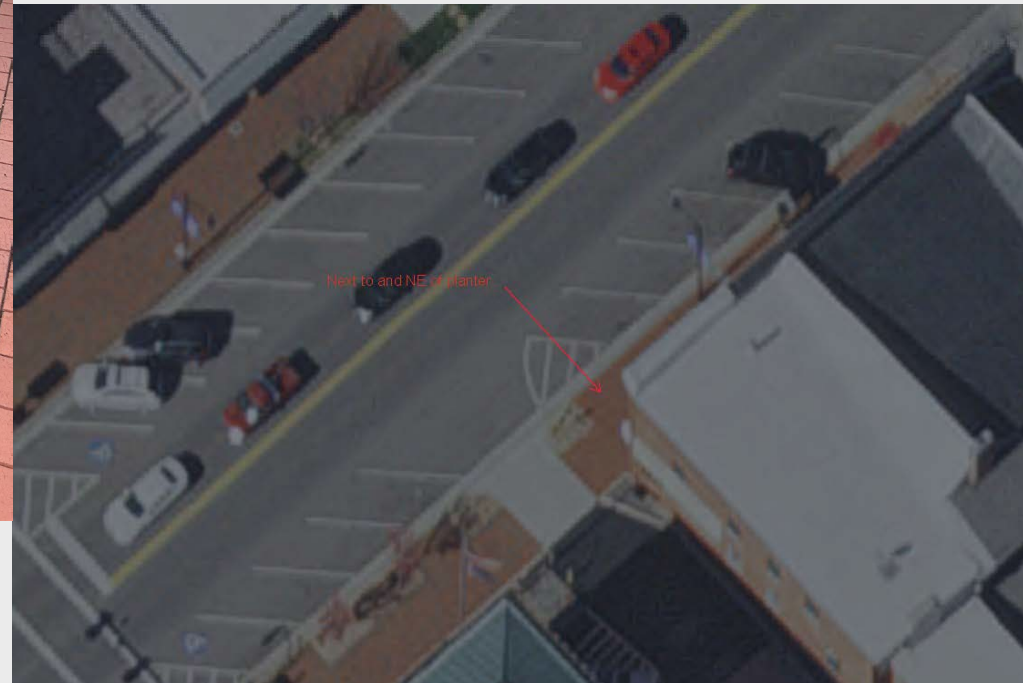
- NORTH SIDE NEAR HERITAGE WALK
- LOCATIONS CLOSER TO HERITAGE WALK CONFLICT WITH FUTURE EV CHARGING STATION LOCATIONS.





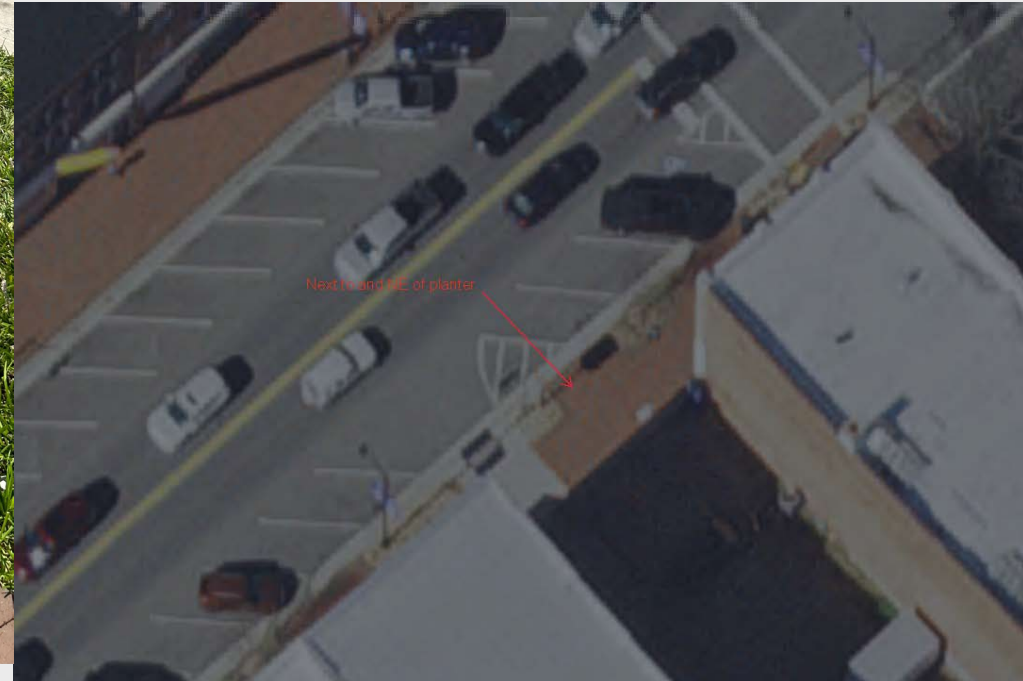
PRIORITY SITES

- SOUTH SIDE NEAR SKEETERS & P.R. STURGILL
- IT MAY BE POSSIBLE TO PARTNER WITH VIRGINIA HOUSING DEVELOPMENT AND USE SPACE AT THEIR FACILITY



FUTURE SITES

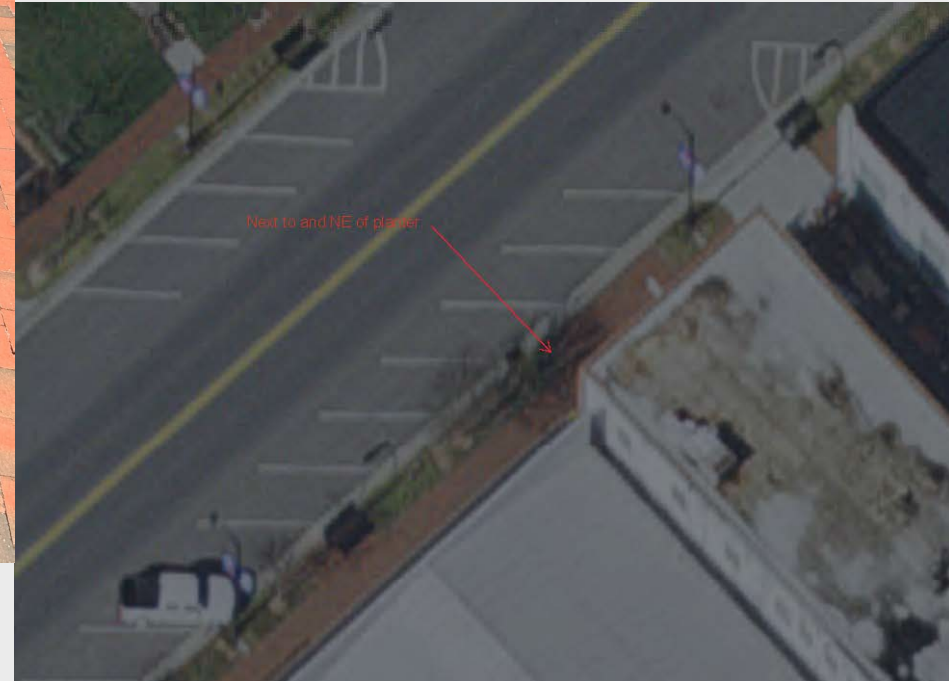
- SOUTH SIDE NEAR FUTURE PLAZA
- IT MAY BE AN OPTION AT THIS LOCATION TO PLACE IT IN THE PROPOSED PLAZA SPACE





FUTURE SITES

- SOUTH SIDE NEAR DUTCH BOY FURNITURE
- POTENTIAL SITES ON THE SIDEWALK ARE LIMITED, BUT THERE MAY BE OPPORTUNITIES TO PARTNER WITH ADJOINING PROPERTY OWNERS.



RECOMMENDED STYLE



- LOOP STYLE BIKE RACK (AVAILABLE THROUGH MULTIPLE SUPPLIERS)
 - APPROXIMATE COST \$500 TO \$600 EACH
 - INSTALLATION WILL BE AN ADDITIONAL EXPENSE

12-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 2024
Subject:	Budget and Finance Committee Report

SUMMARY:

Please find attached a report from the Budget and Finance Committee that consists of the following recommendations:

1. Consider an amendment to the Personnel Policy of the Town of Wytheville, Virginia, Chapter 5. Leaves of Absence. Section 5.2. Sick Leave.

Recommended Action

This will require a motion and roll call vote of the Town Council.

BUDGET AND FINANCE COMMITTEE REPORT
AUGUST 26, 2024

1. PROPOSED CHANGES TO SICK LEAVE PAYOUT AND ACCRUAL POLICIES

As the challenge of hiring and retaining competent employees becomes increasingly difficult, the Town of Wytheville must adjust or risk falling behind. Industry leaders in employment matters indicate that employee retention is one of the greatest challenges facing employers in the modern era. Among the many factors that influence employee turnover are lack of career development, unsatisfactory compensation and benefits and lack of recognition.

As a means of recognizing, rewarding and incentivizing employees that have given much of their working lives in the service to our community, it is the recommendation of the Budget and Finance Committee that the Town of Wytheville Personnel Policy be amended in accordance with the following provisions:

- Increase sick leave payout from 25 percent to 30 percent for employees with 30 years of service.
- Increase sick leave payout from 25 percent to 35 percent for employees with 35 years of service.
- Increase sick leave payout from 25 percent to 40 percent for employees with 40 or more years of service.
- Remove sick leave accrual cap for employees with over 10 years of service, regardless of hire date.
- Remove \$5,000 payout cap for employees with 10 years of service, regardless of hire date.

Cathy D. Pattison

Candice N. Johnson

5. LEAVES OF ABSENCE

5.1 Annual Leave

Each full-time employee shall earn annual leave as follows:

1. Employees with less than five full years of service, eight work hours for each completed calendar month of service. (12 days annually)
2. Employees with five but less than 10 full years of service, ten work hours for each completed calendar month of service. (15 days annually)
3. Employees with ten or more full years of service, twelve work hours for each completed calendar month of service. (18 days annually)

Annual leave may be accumulated not to exceed one hundred ninety-two work hours (24 days) for employees with less than five full years of service, two hundred forty work hours (30 days) for employees with five but less than 10 full years' service, two hundred eighty-eight work hours (36 days) for employees with ten but less than 15 full years' service and three hundred thirty-six work hours (42 days) for employees with 15 or more full years' service.

All employees are required to abide by the limits as established above. Any employee over their limit at the end of the calendar year will lose that amount of leave, which is above their limit, unless approved by the Town Manager.

No annual leave shall be earned for employment of less than one half calendar month (hired after the 15th of the month or terminating employment during the month). Annual leave earned will be applied to the employee's account on the last day of each calendar month.

All annual leave must be approved in advance. Employees must notify their supervisor no later than one half (1/2) hour after the start of the workday for unscheduled leave due to emergency situations. Annual leave will not be advanced unless approved by the Town Manager. Vacation may be taken in 1-hour increments.

Upon termination of employment with the Town, an employee may be paid in one lump sum the balance of any unused annual leave at their regular rate of pay, providing the employee has not been advanced any other type of leave.

5.2 Sick Leave

Each full-time employee shall earn sick leave at the rate of ten (10) work hours for each full calendar month of service (15 days annually). Sick leave earned will be applied to the employee's account on the last day of each calendar month. Sick leave may be granted only for absence from duty because of illness, pregnancy, childbirth and related medical conditions, confinement after pregnancy (one month), legal quarantine, or illness in the immediate family as provided by the Family and Medical Leave Act (FMLA). An employee may be required to provide a medical certificate indicating the inability to work because of illness upon the request of the employee's supervisor. Failure to provide such verification, if requested, may result in loss of pay for the leave taken.

A period of absence may be charged against Family Sick from sick leave balance not covered under the Family Medical Leave Act (FMLA) in the immediate family of an employee, but in no case, shall exceed three (3) days per occurrence or six (6) days per personnel year. A period of absence may be coded as Sick from the sick leave balance for the death of an immediate family member of an employee, but in no case, shall exceed five (5) days, or forty (40) hours, per personnel year. The immediate family shall be regarded as mother, stepmother, father, stepfather, wife, husband, son, stepson, daughter, stepdaughter, brother, half-brother, stepbrother, sister, half-sister, stepsister, grandparents, step grandparents, grandchild or step grandchild when sick leave is used for an illness. For a death, immediate family shall be regarded as mother, stepmother, mother-in-law, father, stepfather, father-in-law, wife, husband, son, stepson, son-in-law, daughter, stepdaughter, daughter-in-law, brother, half-brother, stepbrother, brother-in-law, sister, half-sister, stepsister, sister-in-law, grandparents, step grandparents, grandchild or step grandchild when sick leave is used for an illness or a death.

~~Employees hired prior to January 1, 2014, shall continue to earn sick leave days as provided herein with no maximum accrual balance. Upon separation of employment, any full-time employee whose term of employment with the Town is five years or more will be entitled to receive payment of 25% of accrued sick leave days with exception of those employees who had an accrued number of sick leave days in excess of 90 days (720 hours) on January 1, 2014, shall only be entitled to receive payment of 25% of accrued sick leave days earned as of January 1, 2014, or the balance as of separation, whichever is less.~~

~~Employees hired prior to January 1, 2014, who, as of January 1, 2014, had earned less than 90 days (720 hours), will be entitled to receive payment of 25% of accrued sick leave days up to 90 days (720 hours).~~

~~Employees hired on or after January 1, 2014, will be allowed to accumulate up to 90 days (720 hours). Upon separation of employment, any full-time employee whose term of employment with the Town is five years or more will be entitled to receive payment of 25% of accrued sick leave, but not to exceed \$5,000. Only employees who retire from the Town will be entitled to receive the payment of 25% of their sick leave.~~

Employees must notify their supervisor as early as possible, but no later than one half (1/2) hour after the start of the workday of sickness, and any subsequent days. Failure to do so may result in disciplinary action. Sick leave may be taken in 1-hour increments.

Annual leave may be used if the employee has exhausted his sick leave balance. No more than eight (8) hours sick leave may be advanced and must have Department Head approval.

No sick leave shall be earned for employment of less than one half calendar month (hired after the 15th of the month or terminating employment during the month).

Sick leave accrual and balance payouts shall follow the terms set forth in the schedule below:

SICKLEAVE ACCRUAL AND PAYOUT SCHEDULE

YEARS OF SERVICE	MAXIMUM ACCRUAL	SICK LEAVE BALANCE PAYOUT	MAXIMUM ALLOWABLE PAYOUT	
			IF HIRED <u>PRIOR TO</u> JAN. 1, 2014	IF HIRED <u>AFTER</u> JAN. 1, 2014
Less than 5	720	Not Eligible	N/A	Not Eligible
5 to less than 10	720	25% of Sick Leave Balance Upon Separation Up to Maximum Allowable	N/A	25% of 720 Hours (=180 hours) up to \$5,000 Max
10 to less than 30	No Max Accrual	25% of Sick Leave Balance Upon Separation Up to Maximum Allowable	** 25% of 720 hours unless the employee's sick leave balance was more than 720 hours as of January 1, 2014, in which case the maximum is 25% of the actual sick leave balance as of January 1, 2014.	25% of 720 hours (=180 hours)
30 to less than 35	No Max Accrual	30% of Sick Leave Balance Upon Separation Up to Maximum Allowable	** If the sick leave balance was more than 720 hours as of January 1, 2014, then the maximum is 30% of the actual sick leave balance as of January 1, 2014.	30% of 720 hours (= 216 hours)
35 to less than 40	No Max Accrual	35% of Sick Leave Balance Upon Separation Up to Maximum Allowable	** If the sick leave balance was more than 720 hours as of January 1, 2014, then the maximum is 35% of the actual sick leave balance as of January 1, 2014.	35% of 720 hours (= 252 hours)
40 or more	No Max Accrual	40% of Sick Leave Balance Upon Separation Up to Maximum Allowable	** If the sick leave balance was more than 720 hours as of January 1, 2014, then the maximum is 40% of the actual sick leave balance as of January 1, 2014.	40% of 720 hours (= 288 hours)

** NOTE: January 1, 2014 is a significant date due to legacy changes to the Personnel Ordinance that continue to apply to some employees. Sick Leave balances for grandfathered employees is tracked by Human Resources/Payroll.

12-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	August 26, 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 Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, September 2, 2024, due to the Labor Day holiday.
2. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, September 9, 2024, at 5:00 p.m., here in the Council Chambers.

G:\COUNCIL\UPCOMING MEETINGS\2024\082624.docx

13-B

Town of Wytheville

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 All meetings are held in the Municipal Building unless otherwise noted	2 HOLIDAY - TOWN OFFICES CLOSED	3	4	5	6	7
8	9 5:00 PM - Town Council Meeting	10	11	12 6:00 PM - Planning Commission	13	14
15	16 5:30 PM - DTW (DTW Office)	17	18 12:00 PM - Housing Authority (HA Office)	19 10:00 AM - NRRWA (NRRWA Plant) 3:00 PM - JIDA 6:00 PM - District III (Marion Office)	20 10:00 AM – Homestead Museum Advisory Board (Jackson House)	21
22	23 5:00 PM - Town Council Meeting	24	25	26	27	28
29	30	CALENDAR SUBJECT TO CHANGE				