



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 24, 2023 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. **CONSENT AGENDA**
 - A. Minutes of the regular meeting of July 10, 2023 (requires motion and vote)
7. **PRESENTATIONS BY TOWN COUNCIL**
 - A. Presentation of a resolution to the George Wythe High School Girls Tennis Team
8. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A. Continued discussion to fund and provide an additional District III Bus Route in the Town of Wytheville
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Consideration by the Town Council to fund and provide an additional District III Bus Route in town (**requires motion and roll call vote**)
 - B. Appointment of a member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to fill the expiring term of Ms. Jean Lester (term expires July 31, 2023)
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Consideration by the Town Council to appoint a member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board (**requires motion and vote**)
 - C. Request of the Wytheville Tree Advisory Committee to increase the number of Committee members from five to seven

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to increase the number of members serving on the Tree Advisory Committee **(requires motion and roll call vote)**

9. CITIZENS' PERIOD

10. NEW BUSINESS

11. REPORTS

A. Staff Report(s) - TOWN MANAGER BRIAN FREEMAN

B. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

12. OTHER BUSINESS

A. Review of vacancies/upcoming vacancies on Town Committees/Boards

1. Staff Report/Presentation by Town Clerk Sherry Corvin

B. Council Member Time

C. Miscellaneous

(1) Council Committee Reports; (2) August 2023 Town Council Meeting Calendar; (3) Other

13. CLOSED MEETING

A. 6:00 p.m. Closed meeting pursuant to § 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of real property used for a public purpose (requires motion and vote)

B. 6:10 p.m. Closed meeting pursuant to § 2.2-3711 (A.) (29.) Discussion regarding the award of a public contract for temporary legal services (requires motion and roll call vote)

C. 6:15 p.m. Closed meeting pursuant to § 2.2-3711 (A.)(1.) Interview with candidate for Town Attorney position (requires motion and vote)

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

14. ADJOURNMENT

6-A



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 10, 2023 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, Councilman Gary Gillman, Councilwoman Candice Johnson

MEMBERS ABSENT:

Councilwoman Holly Atkins

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Computer Operations Manager Ron Jude, Police Officer David Newman, Police Officer John Khachane, Police Officer Andrew Denham, Downtown Wytheville, Incorporated Administrative and Events Coordinator Charlie Jones, Rusty Jones, David Johnston

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: 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 inquired if there was a motion to approve the agenda as presented.

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

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

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

7. RE: CONSENT AGENDA

A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of June 26, 2023. She inquired if there was a motion to approve the minutes as presented.

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

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

A. RE: RESOLUTION - COUNCIL MEETING TIMES

Mayor Taylor advised that the next agenda item is to consider a resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council through June 24, 2024. She stated that Town Manager Freeman will now address the Town Council regarding the resolution. Town Manager Freeman advised that the State Code requires that the Town Council annually adopt a regular meeting schedule. He noted that Town Staff has proposed to keep the meeting dates the second and fourth Monday of each month, the meeting times at 5:00 p.m. and the meeting place in the Town Council Chambers. Town Manager Freeman stated that the Council Work Sessions would be scheduled on a needed and/or requested basis regarding specific and more detailed items. He inquired if there were any questions or concerns. Mayor Taylor inquired if there was a motion to adopt a resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council through June 24, 2024.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

B. RE: RESOLUTION - UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

Mayor Taylor advised that the next agenda item is to consider a resolution authorizing an application to the United States Department of Agriculture (USDA) for funding to be used for equipment. Town Manager Freeman provided the Council with a brief Staff Report/Presentation regarding the resolution. He noted that all public bodies obtaining this type of USDA loan are required to adopt this resolution, and this USDA loan is for the new garbage truck and the new Desert Aire unit at the Community Center. Town Manager Freeman commented that this resolution is a standard resolution from the USDA, and it authorizes the Town Manager to execute documents on behalf of the Town to complete the financing package. Mayor Taylor

inquired if there were any questions or comments. There being none, she inquired if there was a motion to adopt a resolution authorizing an application to the United States Department of Agriculture (USDA) for funding to be used for the purchase of a Desert Aire unit at the Community Center and a new trash truck.

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: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

C. RE: APPOINTMENT - BUILDING CODE APPEALS BOARD

Mayor Taylor advised that the next agenda item is to consider the reappointment of Mr. Dennis Manuel to the Building Code Appeals Board (term expires July 26, 2023). She inquired if there was a motion to reappoint Mr. Dennis Manuel to the Building Code Appeals Board for a five-year term (expires July 26, 2028).

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, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

D. RE: FREEDOM OF INFORMATION ACT POLICY AMENDMENT

Mayor Taylor advised that the next agenda item is to consider adopting the revised Freedom of Information Act policy. Town Clerk Corvin stated that as of July 1, 2023, there were a few changes to the Freedom of Information Act (FOIA) laws that required a couple of changes in the Town's policy. She remarked that one change is that if a locality accepts electronic payments, then it needs to be listed in the policy, therefore, this change has been made in the Town's FOIA policy. Town Clerk Corvin explained that the second change is that it must be listed how a locality calculates staff time, which has been addressed in the Town's FOIA policy, as well. She remarked that those two housekeeping changes are the only amendments in the Town's policy. Mayor Taylor inquired if there was a motion to adopt the amendments to the Freedom of Information Act policy.

Motion made by Councilwoman Johnson, 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 in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

9. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there is one citizen listed on the sign-in sheet to address the Council during Citizen's Period.

Downtown Wytheville, Incorporated Administrative and Events Coordinator, Mr. Charlie Jones, was recognized and stated that he was attending the meeting on behalf of

Executive Director Todd Wolford to give a report regarding the Downtown Wytheville 4th of July Celebration. He thanked the Council, Town Staff and Town citizens for a great July 4th event. Mr. Jones commented that he thinks this may have been the largest event Downtown Wytheville, Incorporated has ever held with upwards of 6,500 to 7,000 people in attendance. He noted that to his knowledge, this was the best single day attendance for an event in the Town of Wytheville. Mr. Jones remarked that the multiple businesses that were set up in the downtown area stated that they sold out of almost everything they had to sell. He commented that overall, it was a really great event. Mayor Taylor stated that she wanted to thank the Downtown Wytheville, Inc. Staff, their Board of Directors, their volunteers, all the other volunteers and all the Town Staff who helped during the July 4th event.

Mayor Taylor inquired if there were others who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

11. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

Day Off: Town Manager Freeman noted that several Town employees have expressed their gratitude to him for the Town Council awarding the additional day off for the July 4th holiday.

4th of July: Town Manager Freeman stated that the Downtown Wytheville 4th of July Celebration appeared to have been a success. He noted that the estimated attendance throughout the day was in the 7,000 to 8,000 range. Town Manager Freeman expressed that the event could not have been successful without the planning and preparation of Downtown Wytheville, Inc., its many volunteers and sponsors and the tireless work of the various Town of Wytheville Departments. He advised that the Town of Wytheville Public Works, Police and the Fire and Rescue Departments all worked in the days and weeks leading up to and throughout the event to make it enjoyable for everyone. Town Manager Freeman noted that Wytheville EMS treated about 17 people on the day of the event. He commented that seven of those were treated for heat related illnesses and diabetic emergencies that resulted in transportation to the hospital, and the other 10 were treated for minor issues. Town Manager Freeman expressed his gratitude to the Town personnel who were present and assisting with these matters during the event.

Kids Public Safety Camp: Town Manager Freeman stated that during the last week of June, approximately 30 children participated in a Kids Public Safety Camp, which was offered by the Town of Wytheville Department of Museums, the Wytheville Police Department, the Wytheville Fire and Rescue Department and the Highlands Emergency Rescue and Transport. He noted that this program gives the children of the community exposure to the many facets of Public Safety in a very positive and encouraging environment. Town Manager Freeman continued to explain the obstacle course that participants ran and the hands-on training they received throughout the camp. He noted that this is a wonderful collaboration amongst Town departments, and that he is so pleased that the Town can offer it to the youth each year.

Speed Enforcement: Town Manager Freeman advised that the Wytheville Police Department has been more active with speed enforcement in the past few weeks and will remain so for the next several weeks. He noted that he is not saying the Town has not been active in the past, but there have been some areas that emphasis is and will be placed on throughout town.

District Three Senior Services Letter: Town Manager Freeman advised that he received a letter from District Three Senior Services, which each Council member received a copy of at their seat. He explained that the letter states that at the Town's request, they will explore some additional routes for underserved people in the community who may not live close to a bus stop or may need extended hours to and from their workplaces. He stated that District Three notes that they will do a trial "X" bus route and add about 50 hours a week of service, which would potentially be launched in the fall of 2023. Town Manager Freeman advised that District Three stated that they would not request an additional match requirement until July 2024, which would be approximately \$12,480. He stated that this does not require action of the Council at this meeting, however, he wanted the Council to review it so that it could be placed on the next Council meeting agenda for discussion to see how interested the Council is in having District Three make the "X" bus a trial route in the fall of 2023.

B. RE: UPCOMING MEETINGS

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Wytheville Recreation Commission will meet on Wednesday, July 12, 2023, at 5:30 p.m., at the Wytheville Community Center.
2. The Wytheville Planning Commission will meet on Thursday, July 13, 2023, at 6:00 p.m, here in the Council Chambers.
3. Downtown Wytheville, Incorporated (DTW) will meet on Monday, July 17, 2023, at 5:30 p.m., at the DTW Office.
4. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, July 19, 2023, at 12:00 p.m., at the Housing Authority Office.
5. The New River Regional Water Authority will meet on Thursday, July 20, 2023, at 10:00 a.m., at the Water Plant in Austinville.
6. District Three will meet on Thursday, July 20, 2023, at 6:00 p.m., at the Marion Office.
7. The next regular meeting of the Wytheville Town Council will be held at 5:00 p.m. on Monday, July 24, 2023, here in the Council Chambers.

12. RE: OTHER BUSINESS

A. RE: MISCELLANEOUS

Mayor Taylor advised that the next agenda item is Other Business, which consists of Miscellaneous and Council Member Time. She noted that she would proceed with Miscellaneous items. Mayor Taylor stated that the Smyth-Wythe Airport Commission has invited the Wytheville Town Council members who would like to come and tour the facility, watch the planes land and take off and attend a Board meeting to do so.

B. RE: COUNCIL MEMBER TIME

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

Mayor Taylor 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 Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that she would like to thank Town Clerk Corvin for keeping the Council up to date and informed regarding the FOIA updates. She expressed that the Council appreciates her, and all that Town Clerk Corvin does for the Council. Town Clerk Corvin thanked Councilwoman Johnson for her kind words.

Mayor Taylor stated that she wanted to let everyone know that there is a new ice cream shop located in town, and the name of the shop is Frozen In Time. She commented that if the Council members have not been to the new business, she would recommend it as a good place to visit, and it is located on Tazewell Street.

Mayor Taylor inquired if she could please receive Council input regarding the 9/11 Commemoration event. She noted that it was discussed for the Town to participate in a breakfast on the street for the First Responders and have the local churches provide breakfast. She remarked that she has not heard any input from the Council during discussions at the last few meetings, therefore, she is requesting some input so that she knows how to proceed. Councilwoman Johnson inquired of Mayor Taylor if the commemorative event would recognize all the First Responders. Mayor Taylor advised that, basically, what the churches are used to doing for this event is providing breakfast for the Virginia State Police, the Wytheville Police Department, the Wytheville Fire and Rescue Department and the Wythe County Sheriff's Department. Councilwoman Johnson inquired of Mayor Taylor as to where the event is hosted. Mayor Taylor advised that prior to the COVID-19 Pandemic, the event was hosted at St. John's Episcopal Church, however, since the Pandemic, it has turned to a meal delivery at each entity between 5:00 a.m. to 5:30 a.m. Mayor Taylor continued to explain the past process to the Council and some of the issues. She remarked that if the event were to be held outside, it would be open to more First Responders to come and get their breakfast. Mayor Taylor stated that the date is approaching quickly, therefore, a decision needs to be made. Town Manager Freeman advised that September 11 is on a Monday this year. Councilwoman Johnson inquired if there is only one church involved in the event. Mayor Taylor stated that in the past, it has only been one church, but going forward she would like to have any church that wants to participate and/or contribute to the breakfast involved with the event.

Councilwoman Johnson inquired of Mayor Taylor if anyone has reached out to any of the churches. Mayor Taylor stated that she has not because the Council has not given her any dialogue to move forward. Town Manager Freeman inquired of Mayor Taylor if she is asking for the event to be held in the street. Mayor Taylor stated that is correct. She remarked that she would like for this to be a Town sponsored event and invite the local churches to participate by contributing the food. Mayor Taylor stated that she would like it to be a Town sponsored event, which means that the Town may have to set up tables, etc., and the Council can decide together what it would like to do to be included in the event. She noted that, in the past, the procedure for the event has only been to distribute breakfast and the only people who have been able to appreciate it were the First Responders who were switching shifts. Councilwoman Johnson inquired of Mayor Taylor as to what time she was thinking of hosting the event. Mayor Taylor stated that she would like to propose that it be held around 9:00 a.m. and open the event to all available First Responders. Discussion continued regarding the proposed event, a time to host the event, location for the event and Mayor Taylor reaching out to the local churches for the time that is best for them to distribute meals, etc. Town Manager Freeman inquired if there would be more to the event than just a distribution of food such as a message, prayers, speakers, etc. Mayor Taylor advised that it could be whatever the Council would like it to be. She continued to discuss what it could be and noted that she just needs to know what direction to follow so that she can let the church know that has hosted the event in the past, so they will know how to proceed. Mayor Taylor inquired of Town Manager Freeman if this requires Council action. Town Manager Freeman advised that it would not require a formal vote, and that it would only require the consensus of the Council to sponsor the event. He commented that the Council would only need to let Town Staff know what resources they need for the event so that it can come to fruition. Discussion continued regarding past years' participation. Mayor Taylor inquired of Councilwoman Johnson if she would help her plan the event. Councilwoman Johnson stated that she would work with Mayor Taylor to plan the event. It was the consensus of the Town Council for the Town to sponsor the 9/11 Commemoration event on Monday, September 11, 2023.

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

13. RE: CLOSED MEETING

- A. Mayor Taylor advised that it will now be necessary for the Council to go into a closed meeting pursuant to section 2.2 3711 (A.) (1.) discussion regarding the Town Attorney position. She inquired if there was a motion to go into a closed meeting.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion to go into a closed meeting. 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, Councilman Gillman, Councilwoman Johnson. (5:32 p.m.)

- B. Mayor Taylor advised that it is necessary to certify the closed meeting. She noted that after a closed meeting, it is also necessary to reconvene into an open session by stating that the Town Council is now in session. Mayor Taylor inquired if there is a

motion to certify the closed meeting held pursuant to section 2.2-3711 (A.) (1.) discussion regarding the Town Attorney 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 as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson. (6:07 p.m.)

RE: CITIZENS' PERIOD

Mayor Taylor advised that at her discretion, she was revisiting Citizens' Period because Mr. David Johnston has stated that he would like to address the Council. She asked that Mr. Johnston come to the podium and state his name and address so that the minutes could be properly recorded. Mayor Taylor advised Mr. Johnston that he would have five minutes to address the Council.

Mr. David Johnston was recognized and stated that he resides at 650 South 10th Street in Wytheville. Mr. Johnston addressed the Council regarding the public alley in the vicinity of 8th and 10th Streets. He inquired of the Council as to how he could have the alley closed. Town Manager Freeman provided Mr. Johnston with the paperwork regarding the policies and procedures for the vacation of a public right of way. Discussion ensued regarding who has the right to use the public alley, etc. Mayor Taylor advised Mr. Johnston that if he is interested in closing a public alley, he will need submit the appropriate paperwork to Town Staff with all the supporting documents he has that will help with his matter to attempt to close the alley. She remarked that, at this point, this is all that the Town Council can offer him. Mayor Taylor thanked Mr. Johnston for addressing the Council, and she proceeded with the agenda.

14. RE: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS (CONTINUED)

- A. Mayor Taylor advised that the next agenda item is to consider contracts for legal services. She inquired if Town Manager Freeman had any comments regarding this item. Town Manager Freeman stated that he did not. A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to authorize Town Manager Brian Freeman to execute a contract for temporary legal services for the Town of Wytheville. 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: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson.

15. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (6:24 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

7-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
Subject:	Presentation of George Wythe High School Tennis Team Resolution

SUMMARY:

The George Wythe High School Girls Tennis Team and their Coach have been invited to attend the Town Council meeting for the presentation of their resolution that was adopted by the Town Council at the meeting held on June 26.

Recommended Action

No action required by the Town Council.

Resolution



WHEREAS, the George Wythe High School Girls Tennis Team displayed their tennis skills when the Team was named as the Region C Champions; and,

WHEREAS, the Girls Tennis Team brought great recognition to the Town of Wytheville and George Wythe High School when the Team competed at the Class 1A State Championship on June 8, 2023, at Virginia Tech and was named as the Class 1A Runners Up; and,

WHEREAS, several Team members excelled and placed in the State Championship; and,

WHEREAS, Ms. Maggie Minton swung her way to victory and attained the State Champion title in the Class 1A Singles Championship, and this win made her a two time back to back State Champion; and,

WHEREAS, Ms. Camryn Hardin and Ms. Payton Rigney also persevered and won in straight sets at the Class 1A State Championship.

***NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, officially commends the George Wythe High Girls Tennis Team, its Head Coach Mary Alice Watson, Assistant Coach Chuck Johnson and other high school officials.*

***BE IT FURTHER RESOLVED** that copies of this resolution be presented to the members of the George Wythe High School Girls Tennis Team, Head Coach Mary Alice Watson, school officials and the news media.*

In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Wytheville, Virginia, to be affixed this 26th day of June, two thousand twenty-three.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
Subject:	District III Additional Bus Route

SUMMARY:

Town Manager Brian Freeman will discuss with the Town Council the proposed additional bus route through District III. This will be the X Bus route that could potentially be launched in the fall of 2023. This bus route will not require any additional funding until July 2024. Ms. Melanie Fleenor with District III has been invited to attend the meeting to answer any questions of the Council.

Recommended Action

If the Council desires to provide the additional bus route through District III, this will require a motion and roll call vote by the Town Council.

Finding a way...

TOWN OF WYTHEVILLE
RECEIVED
JUL 10 2023

DISTRICT THREE
GOVERNMENTAL COOPERATIVE

4453 Lee Highway, Marion, VA 24354-4270

July 3, 2023

Dear Mayor Taylor and Members of Wytheville Town Council,

District Three Governmental Cooperative has successfully partnered with the Town of Wytheville for more than 30 years to provide its residents and visitors with safe, affordable, and accessible transit service. The Mountain Lynx Transit system in Wytheville began with one bus, and over the years has evolved into a three-route system operating five days per week with additional single-bus service on Saturdays. Operating hours have also expanded over the years, with service starting earlier and ending later each day to accommodate working individuals. In FY22, Mountain Lynx Transit in Wytheville provided more than 8,400 hours of service with a total ridership of 34,791.

The current system operates an east and west daily loop on an hourly schedule. While most passengers are able to be served by the two routes, one additional bus (“X Bus”) is utilized to provide additional service including but not limited to the following:

- Service for those requesting service two blocks or more off the loop routes
- Rides to workplaces or medical appointments before 8 AM
- Transportation for individuals requiring additional assistance, i.e., individuals with disabilities or mobility issues
- Support to loop routes during peak demand
- Transport for groups, i.e., children and care providers from day care facilities
- Mandated breaks for fixed route loop drivers

As the demand for service in Wytheville has grown, the need has arisen for an additional X Bus. The addition of an X Bus in Wytheville would enable Mountain Lynx Transit to continue to safely and effectively meet the needs of Wytheville’s transit users.

I am reaching out to you to request that you consider adding one additional X Bus to Wytheville Transit due to increased demand for transit service.

The increased demand for service in Wytheville has also been experienced by other municipal systems in Mountain Lynx Transit’s service area. The recent launch of a second X Bus in Abingdon has enabled us to expand service to those in greatest need while improving the quality of the service.

If approved, Wytheville’s second X Bus could potentially be launched in the fall of 2023. This timeline would depend upon the delivery of new buses and adequate staffing. District Three could implement the expansion without need for local match until July 2024.

Finding a way...



4453 Lee Highway, Marion, VA 24354-4270

Mountain Lynx Transit's current service in Wytheville is 146 hours per week, or approximately 7,300 hours per year. The annual cost to the Town of Wytheville is \$39,738.

The service currently provided by Mountain Lynx Transit in Wytheville is summarized below.

Gray Loop (East)	M-F	8AM-5PM
Maroon Loop (West)	M-F	8AM-5PM
X Bus 1	M-F	7AM-5PM
Weekend Loop	SAT	8AM-2PM

The proposed X Bus 2 expansion would add 50 hours of service per week (approximately 2,500 hours annually) for additional annual cost of \$12,480.

Mountain Lynx Transit strives to provide safe, reliable, and courteous on-time service. We understand that in many cases our riders depend on us for their most vital needs, including transportation to medical appointments and the grocery store.

It is a pleasure to serve Wytheville as its public transportation provider. I sincerely appreciate your consideration of this request and welcome the opportunity to discuss the matter further.

Sincerely,

Melanie Fleenor
Director of Transportation

Cc: Brian Freeman; Town Manager, Wytheville
Rhiannon Powers, Executive Director, District Three Governmental Cooperative

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
Subject:	Appointment – Willow Brook Jackson/Umberger Homestead Museum Advisory Board

SUMMARY:

The term of Ms. Jean Lester on the Willow Brook Jackson/Umberger Homestead Museum Advisory Board expires July 31, 2023, and Ms. Lester is not eligible for reappointment. Please find attached two applications for consideration for appointment to this Board. This is a five year appointment that will expire July 31, 2028.

Recommended Action

This appointment will require a motion and vote by the Town Council.

06/28/2023

COMM-23-5

Application to Serve on Town Committee or Board

Status: Active

Date Created: Jun 28, 2023

Applicant

James Spraker

APPLICANT INFORMATION

Full Legal Name

Town or City Mailing Address

Zip Code Mailing Address

Applicant Email Address

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

Applicant Mailing Street/PO Address

State Mailing Address

Applicant Contact Phone Number

Place of Employment or Other

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.

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?

Willow Brook Jackson/Umberger Homestead Museum Advisory Board

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?

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member 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.

Charter Member Wythe County Historical Society; currently serving as board member; veteran genealogist; published genealogical articles; currently chair of the Assessments Committee; BA Emory and Henry College; MMus Converse College; additional study UNC/Chapel Hill; art history, University of Edinburgh; Educator, Pulaski County/Carroll County. Volunteer for Wytheville Dept of Museums; Member Wythe Couty Genealogical and Historical Association.

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.

Section 8, Item B.

Volunteer, Wytheville Museums

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

Decorative arts background, knowledge of Wythe County history.

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 in the Attachments Section of this Application. To access these forms the applicant will be required to download them from the Town Website. Copy and paste this link in a new web browser:
<https://www.wytheville.org/docs/general/071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf>

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:

James Spraker

Click here to add your legally binding digital signature

James C. Spraker

06/28/2023



Town of Wytheville, VA

06/28/2023

COMM-23-6

Application to Serve on Town Committee or Board

Status: Active

Date Created: Jun 28, 2023

Applicant

Elizabeth Jo Trevillian

APPLICANT INFORMATION

Full Legal Name

Town or City Mailing Address

Zip Code Mailing Address

Applicant Email Address

Applicant Mailing Street/PO Address

State Mailing Address

Applicant Contact Phone Number

Place of Employment or Other

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

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 to submit 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.

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?

Willow Brook Jackson/Umberger Homestead Museum Advisory Board

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

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Are you currently a member of the Board of Zoning Appeals?

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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.

Business degree; Treasurer of the Wythe County Historical Society, Agape Food Pantry

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.

Camcar/Textron (American Screw Company)

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

Section 8, Item B.

enjoy volunteering at the Homestead

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.

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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:

Elizabeth Jo Trevillian

Click here to add your legally binding digital signature

Elizabeth Jo Trevillian

06/28/2023

Town Council Approval

8-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
Subject:	Request from Tree Advisory Committee for an Increase in Members

SUMMARY:

Please find attached a request from the Tree Advisory Committee to increase the number of members from five to seven. The ordinance that formed this Committee notes that the Committee can have no less than five members and no more than nine members, so this request is within the confines of the ordinance.

Recommended Action

If the Council desires to increase the number of members on this Committee, it will require a motion and roll call vote by the Town Council.

From: Alma Watson, Chair Tree Committee

To: Mayor Beth Taylor
Town Council Representatives

Subject: Request to Expand the Tree Committee

The current members of the tree committee are requesting that we be allow to add two additional members to our group. The five member committee is involved in an ongoing project to showcase the rich variety of trees in our community. The committee needs more citizens/members to help us fully implement the project. The expanded number will increase our ability garner community involvement as we promote tree nomination and, in particular, as we review, approve, and publish of a guide that can feature these trees within the city and across Wythe County.

If you have any questions, we are available to have further conversation. Thank you for considering, our request.

11-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
Subject:	Staff Report(s)

SUMMARY:

Town Manager Freeman will present a Staff Report(s) on various topics.

Recommended Action

No action required at this time.

11-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
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 Willow Brook Jackson/Umberger Homestead Museum Advisory Board will meet on Thursday, July 27, 2023, at 10:00 a.m., at the Jackson House.
2. The Joint Industrial Development Authority of Wythe County will meet on Thursday, July 27, 2023, at 3:00 p.m., here in the Council Chambers.
3. The Wytheville Tree Advisory Committee will meet on Thursday, August 10, 2023, at 8:30 a.m., in Conference Room A.
4. The Wytheville Planning Commission will meet on Thursday, August 10, 2023, at 6:00 p.m., here in the Council Chambers.
5. The next regular meeting of the Wytheville Town Council will be held at 5:00 p.m. on Monday, August 14, 2023, here in the Council Chambers.

12-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 24, 2023
Subject:	Town Committee/Board Upcoming Vacancies

SUMMARY:

Town Clerk Sherry Corvin will review the upcoming vacancies on the Town Committees/Boards. The upcoming vacancies that are in the very near future are highlighted in yellow. Anyone interested in serving on a Town Committee/Board must apply on the Town website through the OpenGov portal.

Recommended Action

No action required at this time.

COMMITTEE VACANCIES

Board of Zoning Appeals

John Jones, Jr. – Expires 9/10/23 (Eligible for reappointment)

Building Code Appeals

William Turner, III – Expires 7/26/23 (Not eligible for reappointment)

Joint Industrial Development Authority

David Kause – Expires 11/10/23 (Not eligible for reappointment)

Recreation Commission

Maggie Minton (Youth Member) – Expires 8/1/23 (Not eligible for reappointment)

McKenzie Tate (Youth Member) – Expires 8/1/23 (Not eligible for reappointment)

Michael Mitchell – Expires 12/31/23 – (Not eligible for reappointment)

Willow Brook Jackson-Umberger Homestead Museum Advisory Board

Jean Lester – Expires 7/31/23 (Not eligible for reappointment)

Wytheville Economic Development Authority

Linda Nye – Expires 12/12/23 (Not eligible for reappointment)

Melissa Crockett – Expires 12/12/23 (Eligible for reappointment)

Wytheville Redevelopment and Housing Authority

Tommy Hundley – Expires 9/8/23 (Eligible for reappointment)

Gay Hawkins – Expires 9/8/23 (Eligible for reappointment)

12-C

Town of Wytheville

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
All meetings are held in the Municipal Building unless otherwise noted.	CALENDAR SUBJECT TO CHANGE	1	2	3	4	5
6	7	8	9	10 8:30 AM — Tree Advisory Committee 6:00 PM-Planning Commission	11	12
13	14 5:00 PM — Town Council Meeting	15	16 12:00 PM-Housing Authority (HA Office)	17 10:00 AM — NRRWA (NRRWA Plant)	18	19
20	21 5:30 PM DTW (DTW Office)	22	23	24 3:00 PM — JIDA	25	26
27	28 5:00 PM — Town Council Meeting	29	30	31		