



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JUNE 24, 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 June 10, 2024 (requires motion and vote)
8. **PRESENTATIONS BY TOWN COUNCIL**
 - A. Presentation of a resolution to Devoted To You representatives in appreciation of the "A Christmas to Remember" event
 - B. Consider a resolution recognizing the Wytheville Statesmen Vintage Baseball Team
 1. Consideration by the Town Council to adopt the resolution (requires motion and vote)
 2. Presentation of the resolution to the Wytheville Statesmen Vintage Baseball Team
9. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A. Public hearing to consider the donation of a small parcel of Town-owned property located at the intersection of Main Street and 12th Street to the Virginia Department of Transportation (VDOT)
 1. Staff Report/Presentation by Director of Public Utilities and Engineering Billy Anderson
 2. Public hearing to receive comments regarding the donation of a small parcel of Town-owned property located at the intersection of Main Street and 12th Street to VDOT

3. Consideration by the Town Council to adopt Ordinance No. 1438, an ordinance discontinuing and vacating a small parcel of Town-owned property located at the intersection of Main Street and 12th Street to be donated to the Virginia Department of Transportation, on first and final reading **(requires motion and roll call vote)**

B. Public hearing to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Public hearing to receive comments regarding the proposed appropriations

3. Consideration by the Town Council to approve making appropriations to the Fiscal Year 2023-24 departmental budgets in the following amounts: Wall of Honor Fund Budget in the amount of \$1,000; Perpetual Care Fund Budget in the amount of \$20,000; the Wytheville Economic Development Authority (WEDA) Fund Budget in the amount of \$25,000; the Homestead Endowment Fund Budget in the amount of \$25,000; and, the JAM Program Fund Budget in the amount of \$12,000, and to authorize the Town Treasurer to make departmental transfers **(requires motion and roll call vote)**

C. Consider Ordinance No. 1436, an ordinance repealing Chapter 7, Licenses and Business Regulations, Article III. Taxicabs, of the Code of the Town of Wytheville, Virginia, on first and final reading

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to adopt Ordinance No. 1436, an ordinance repealing Chapter 7, Licenses and Business Regulations, Article III. Taxicabs, of the Code of the Town of Wytheville, Virginia, on first and final reading **(requires motion and roll call vote)**

D. Consider the appointment of a member to the Wytheville Tree Advisory Committee to fill the expired term of Mr. David Richert (term expired May 14, 2024)

1. Consideration by the Town Council to appoint a member to the Wytheville Tree Advisory Committee for a four year term (term expires May 14, 2028) **(requires motion and vote)**

E. Consider scheduling a Work Session to hold Meet and Greet Sessions or appointing a member to the Wytheville Tree Advisory Committee to fill the expired term of Mr. Wythe Morris (term expired May 14, 2024)

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. Consideration by the Town Council to schedule a Work Session for July 8, 2024, at 4:00 p.m. to hold Meet and Greet Sessions with applicants for the Wytheville Tree Advisory Committee **or** to consider making an appointment to the Wytheville Tree Advisory Committee for a four year term (term expires May 14, 2028) **(requires motion and vote)**

F. Consider scheduling a public hearing for the July 22, 2024, Town Council meeting to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to schedule a public hearing for the July 22, 2024, Town Council meeting to consider a bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities **(requires motion and roll call vote)**

G. Consider the issuance of hunting permits on Town-owned land on Sand Mountain

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to approve the issuance of hunting permits **(requires motion and vote)**

10. PRESENTATIONS TO TOWN COUNCIL

A. Presentation to the Town Council regarding a Feasibility Study for a Virginia Breeze Bus Service Transit Stop at Elizabeth Brown Memorial Park

1. Presentation by Virginia Breeze Bus Service representatives
2. Consideration by the Town Council to approve a resolution of support for a Virginia Breeze Bus Service Transit Stop at Elizabeth Brown Memorial Park **(requires motion and roll call vote)**

11. CITIZENS' PERIOD

12. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

13. REPORTS

A. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

14. OTHER BUSINESS

A. Council Member Time

B. Miscellaneous

- (1) July 2024 Town Council Meeting Calendar; (2) Other

15. CLOSED MEETING

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

- B. Closed meeting pursuant to §2.2-3711 (A.) (19.) Discussion regarding plans related to the security of the Wytheville Municipal Building located at 150 East Monroe Street (requires motion and vote)**
- C. Certification of Closed Meeting (requires motion and roll call vote)**

16. ADJOURNMENT

7-A



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JUNE 10, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mayor Beth Taylor, Councilman Gary Gillman

OTHERS PRESENT:

Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Town Treasurer Michael Stephens, Director of Information Technology Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Police Chief Joel Hash, Assistant Treasurer Angela Pennington, Accounting Clerk II Dara Wood, Accounting Clerk III/Utility Billing Clerk Amanda Duncan, Accounting Clerk III Janet Taylor, Police Officer David Newman, Chris Fox, Nancy Martin, Kirk Chamberlain, Megan Stephens, Ronnie Houseman, Jr., Trey Houseman, Jim Cohen, Vickie Stephens, Erica Sadler, Josh Stephens, Asher Coon, Jackie Stephens, Others

2. RE: CALL TO ORDER

In the absence of Mayor Taylor, Vice-Mayor Pattison called the meeting to order.

3. RE: ESTABLISHMENT OF QUORUM

Vice-Mayor Pattison 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

Vice-Mayor Pattison 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 Atkins, Seconded by Councilwoman Johnson. Vice-Mayor Pattison inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Atkins, Councilwoman Johnson, Vice-Mayor Pattison.

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

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

7. RE: CONSENT AGENDA

A. Vice-Mayor Pattison presented the consent agenda consisting of the minutes of the work session and the regular meeting of May 28, 2024. She inquired if there was a motion to approve the minutes of the work session and regular meeting of May 28, 2024, as presented.

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

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

A. RE: HOUSEMAN - HARMAN STREET CLOSING REQUEST

Vice-Mayor Pattison advised that the next agenda item is to consider the request of Ronald E. Houseman, Jr. and Mark Alan Harman, Trustee of the Mark Alan Harman Trust, to vacate an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street. She stated that Director of Public Utilities and Engineering Billy Anderson will present the staff report on this matter. Director of Public Utilities and Engineering Billy Anderson advised that his staff report did not change from the last meeting. He noted that he met with the Town's viewers, which were Councilwoman Atkins and Councilman Gillman, over the last couple of weeks to review any particular items that they felt concerned about regarding the closure of the street. Director Anderson continued to review the staff report with the Council. He inquired of the Council if there were any questions regarding the staff report. Councilwoman Atkins thanked Director Anderson and Assistant Director Austin for taking the staff time to take her to the site and for their hard work regarding the request. Vice-Mayor Pattison inquired if there was a timeframe for this type of request process. Director Anderson advised that the Town has not set a timeframe, however, if approved by Council, the only contingencies would be the receipt of the estimated market value of the property and the execution of the deed of quitclaim to the two participants. He commented that a reasonable timeframe could be set for the two applicants so that the approval would be valid for a certain period of time, if they did need time to acquire funding to purchase the property, etc. Vice-Mayor Pattison inquired if there were any other questions for Director Anderson. There being none, she proceeded with the agenda.

RE: PUBLIC HEARING - HOUSEMAN - HARMAN STREET CLOSING REQUEST

Vice-Mayor Pattison advised that the meeting constituted a public hearing (due notice having been given) to consider the request of Ronald E. Houseman, Jr. and Mark Alan Harman, Trustee of the Mark Alan Harman Trust, to vacate an undeveloped

portion of West Pine Street extending between North 16th Street and North 18th Street. She stated that the sign-in sheet did not list anyone who wished to address the Council during the public hearing, however, if anyone would like to speak regarding this public hearing, now would be the time to do so before the Council decides on the request. There being no one wishing to speak during the public hearing, Vice-Mayor Pattison declared the public hearing closed and proceeded with the agenda.

RE: ORDINANCE NO. 1435 - HOUSEMAN - HARMAN STREET CLOSING REQUEST

Vice-Mayor Pattison advised that the next agenda item is consideration by the Town Council to adopt Ordinance No. 1435, an ordinance discontinuing and vacating an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street, in the Town of Wytheville, Virginia, on first and final reading, and to authorize the Town Manager to execute quitclaim deeds conveying the vacated property. She inquired if there was a motion to adopt Ordinance No. 1435, an ordinance discontinuing and vacating an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street, in the Town of Wytheville, Virginia, on first and final reading, and authorizing the Town Manager to execute quitclaim deeds conveying the vacated property.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Vice-Mayor Pattison inquired if there was any discussion on the motion to adopt Ordinance No. 1435, an ordinance discontinuing and vacating an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street, in the Town of Wytheville, Virginia, on first and final reading, and authorizing the Town Manager to execute quitclaim deeds conveying the vacated property. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Vice-Mayor Pattison.

Vice-Mayor Pattison advised that Ordinance No. 1435 was adopted on first and final reading by a unanimous vote of the Council.

B. RE: ORDINANCE NO. 1434

Vice-Mayor Pattison advised that the next agenda item is to consider Ordinance No. 1434, an ordinance renaming Chapter 10, Planning and Development, and repealing Article IV. Erosion and Sediment Control and Article V. Impervious Land Area Stormwater Management, of the Code of the Town of Wytheville, Virginia, on first and final reading. She stated that Assistant Town Manager Elaine Holeyton would present a staff report regarding this ordinance and the proposed changes to the Council. Assistant Town Manager Holeyton stated that Town Staff is recommending that the Town Council repeal the relevant section of the Town Code, while also adopting a Stand-Alone Erosion and Sediment Control Program. She explained that, essentially, Agenda Item 8B is going to be amending Chapter 10 of the Town Code, and Agenda Item 8C will be adopting the new Stand-Alone Erosion and Sediment Control Ordinance. Assistant Town Manager Holeyton inquired if the Town Council had any questions. She thanked the Town Council for their consideration regarding the two

items. Vice-Mayor Pattison thanked Assistant Town Manager Holeton for her report. Vice-Mayor Pattison inquired if there was a motion to adopt Ordinance No. 1434, an ordinance renaming Chapter 10, Planning and Development, and repealing Article IV. Erosion and Sediment Control and Article V. Impervious Land Area Stormwater Management, of the Code of the Town of Wytheville, Virginia, on first and final reading.

Motion made by Councilwoman Atkins, Seconded by Councilwoman Johnson. Vice-Mayor Pattison inquired if there was any discussion on the motion to adopt Ordinance No. 1434 on first and final reading. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Vice-Mayor Pattison.

Vice-Mayor Pattison advised that Ordinance No. 1434 was adopted on first and final reading by a unanimous vote of the Council.

C. RE: ORDINANCE NO. 1437 - EROSION AND SEDIMENT CONTROL PROGRAM

Vice-Mayor Pattison advised that the next agenda item is to consider Ordinance No. 1437, an ordinance establishing a Stand-Alone Policy for an Erosion and Sediment Control Program for the Town of Wytheville, Virginia, on first and final reading. She inquired if Assistant Town Manager Holeton had anything further to add regarding this proposed Ordinance. Assistant Town Manager Holeton stated that in the Council package, a copy of the new Stand-Alone Policy was included for the Council's review under Agenda Item 8C. She remarked that she is pleased to report that Town Staff feels like the new regulations will be easy for the development community to understand, and Town Staff looks forward to the Council adopting this Ordinance at this meeting. She inquired if the Council had any questions for her regarding the proposed Ordinance. There being none, Vice-Mayor Pattison inquired of the Council if there was a motion to adopt Ordinance No. 1437, an ordinance establishing a Stand-Alone Policy for an Erosion and Sediment Control Program for the Town of Wytheville, Virginia, on first and final reading.

Motion made by Councilwoman Atkins, Seconded by Councilwoman Johnson. Vice-Mayor Pattison inquired if there was any discussion on the motion to adopt Ordinance No. 1437 on first and final reading. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Vice-Mayor Pattison.

Vice-Mayor Pattison advised that Ordinance No. 1437 was adopted on first and final reading by a unanimous vote of the Council.

D. RE: APPOINTMENT - WYTHEVILLE TREE ADVISORY COMMITTEE

Vice-Mayor Pattison advised that the next agenda item is to consider scheduling a Work Session to hold a Meet and Greet Session or appointing a member to the Wytheville Tree Advisory Committee to fill the expired term of Mr. David Richert (term expired May 14, 2024). Town Clerk Sherry Corvin stated that included in the Council package was an application for consideration of appointment to the Wytheville Tree Advisory Committee. She commented that, at this meeting, the Town Council could

schedule a Meet and Greet Session during a Work Session for the next Town Council meeting on June 24, 2024, or the Council could appoint the applicant to fill the term of Mr. David Richert. Vice-Mayor Pattison advised that the Council has two options. Councilwoman Johnson stated that she would like to schedule a Meet and Greet Session like the Council has with all other applicants to remain fair and consistent. Discussion ensued regarding the date and time for a Work Session to hold a Meet and Greet Session. Vice-Mayor Pattison inquired if there was a motion to schedule a Work Session on Monday, June 24, 2024, at 4:30 p.m. to hold a Meet and Greet Session with the applicant to be considered for appointment to the Wytheville Tree Advisory Committee to fill the expired term of Mr. David Richert (term expired May 14, 2024).

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Vice-Mayor Pattison inquired if there was any discussion on the motion to schedule a Work Session. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

9. RE: CITIZENS' PERIOD

Vice-Mayor Pattison advised that the next agenda item is Citizens' Period. She stated that there was one citizen who wished to address the Council during Citizens' Period.

Town Treasurer Michael Stephens was recognized and stated that he was attending the meeting to announce his retirement, effective August 30, 2024. He commented that he would like to thank the current Town Council and the previous Town Councils for their appointments, confidence and abilities for the past 39 years. Town Treasurer Stephens advised that it had been a pleasure and an honor to be the Treasurer for the Town of Wytheville. He thanked the Council for allowing him to speak.

Vice-Mayor Pattison stated that she feels this is both sad and good news for everyone. She commented that 39 years is remarkable, and it is not every day that people stay in one position for that long. Vice-Mayor Pattison expressed that Mr. Stephens is a dedicated employee for this town, and the Town has been so fortunate and privileged to have him.

Councilwoman Johnson thanked Town Treasurer Stephens for all that he has done for the Town's Treasurer's Office. She noted that she would not forget last year's Treasurer's Conference hosted by Town Treasurer Stephens at the Wytheville Meeting Center. Councilwoman Johnson remarked that earlier in the day, she attended a conference and there were people talking about how nice last year's Treasurer's Conference was that the Town of Wytheville hosted. She thanked Town Treasurer Stephens for his time and service, and she remarked that she was sad to see him go and did not want him to go. Councilwoman Johnson thanked Town Treasurer Stephens for helping her in the short time that she has been on the Town Council.

Councilwoman Atkins stated that she and Mr. Stephens go way back. She explained that she was thankful enough to be hired by Mr. Stephens. She noted that she had previously worked for the Town and that she was grateful to have worked for the Town. Councilwoman Atkins commented that she thinks she is some of the person she is today in the accuracy of her job now because of Mr. Stephens, and she noted that she has

explained this to Mr. Stephens before. She remarked that she appreciated that very much. Councilwoman Atkins stated that she hates to see Town Treasurer Stephens go, and she commented that she is sure his employees hate to see him go, as well. She congratulated Town Treasurer Stephens on his new journey and new chapter in life, and she commented that he will be missed.

Vice-Mayor Pattison reiterated her thanks to Town Treasurer Stephens, and she commented that he has done a great job for the Town. She stated that it is her understanding that the Town Council did not have to vote on Town Treasurer Stephens' announcement of his retirement. Vice-Mayor Pattison advised, therefore, on behalf of the Mayor and the other members of the Wytheville Town Council, she would accept Town Treasurer Michael G. Stephens' retirement announcement, effective August 30, 2024.

Vice-Mayor Pattison inquired if there were any other citizens present who wished to address the Council during Citizens' Period. There being no one, she proceeded with the agenda.

10. RE: NEW BUSINESS

Vice-Mayor Pattison advised that the next agenda item is New Business. Assistant Town Manager Holeyton stated that she had one item of New Business to present to the Town Council. She advised that she was made aware that if the Town Council is willing to do so, a public hearing will need to be scheduled for June 24, 2024, for the end of Fiscal Year 2023-24 budget amendments. Assistant Town Manager Holeyton explained that this is an item that is presented to the Council each year around this time, which is essentially a reconciliation of the budget before the end of the budget year. She commented that Town Treasurer Stephens is attending this meeting if the Council has any questions for him regarding this request from the Treasurer's Office. Assistant Town Manager Holeyton stated that if the Council would consider scheduling the public hearing for the next Council meeting, action will need to be taken at this time. Vice-Mayor Pattison inquired if there was a motion to schedule a public hearing for the Monday, June 24, 2024, Town Council meeting to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Vice-Mayor Pattison inquired if there was any discussion on the motion to schedule a public hearing for the Monday, June 24, 2024, Town Council meeting to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Atkins, Councilwoman Johnson, Vice-Mayor Pattison.

11. RE: REPORTS

A. RE: UPCOMING MEETINGS

Town Clerk Sherry Corvin presented the upcoming meetings, as follows:

1. The Wytheville Planning Commission meeting scheduled for Thursday, June 13, 2024, has been canceled.

2. Downtown Wytheville, Incorporated (DTW) Board of Directors will meet on Monday, June 17, 2024, at 5:30 p.m., at the DTW Office.
3. The Wytheville Redevelopment and Housing Authority will hold their monthly meeting on Wednesday, June 19, 2024, at 12:00 p.m., at the Housing Authority Office.
4. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Wednesday, June 19, 2024, in observance of the Juneteenth holiday.
5. The New River Regional Water Authority will meet on Thursday, June 20, 2024, at 10:00 a.m., in Austinville at the Water Plant.
6. The next regular meeting of the Wytheville Town Council will be held on Monday, June 24, 2024, at 5:00 p.m., in the Council Chambers.

12. RE: OTHER BUSINESS

A. RE: ORDINANCE NO. 1436

Vice-Mayor Pattison advised that the next agenda item is to review Ordinance No. 1436, an ordinance to repeal Chapter 7, Licenses and Business Regulations, Article III. Taxicabs, of the Code of the Town of Wytheville, Virginia. Assistant Town Manager Holeton stated that no action is needed by the Town Council regarding this item, and she noted that the presentation is only to make the Council aware of a Staff recommendation to repeal the Taxicabs section of the Town Code. She reviewed the proposed ordinance and explained why the changes were necessary to the Town Code. Assistant Town Manager Holeton commented that if the Council has any questions regarding the proposed ordinance, they can contact her or Town Clerk Corvin. She stated that if the Council agrees, Town Staff will prepare the ordinance for the Council's consideration at the June 24, 2024, Council meeting. She inquired if there were any questions that she could answer for the Council at this time. There being none, Vice-Mayor Pattison advised that the Council would consider the ordinance at the next Council meeting, and she proceeded with the agenda.

B. RE: REVIEW OF VACANCIES/UPCOMING VACANCIES ON TOWN COMMITTEES/BOARDS/AUTHORITIES

Vice-Mayor Pattison advised that the next agenda item is the review of vacancies/upcoming vacancies on Town Committees/Boards/Authorities. Town Clerk Corvin stated that the Council package included a listing of Town Committees/Boards/Authorities with vacancies/upcoming vacancies for 2024. She explained that the most immediate vacancy that the Council will have will be on the Smyth-Wythe Airport Commission and the term expires June 30, 2024. Town Clerk Corvin advised that if the Council knows of anyone wanting to apply for this Commission, the applicant will need to do so through the OpenGov Portal on the Town of Wytheville website. She noted that she is willing to answer any questions that applicants might have regarding this process. Vice-Mayor Pattison commented that if there is anyone wanting to serve on a Town Committee, she would ask that

they please contact Town Clerk Corvin or a Council member because the Town is always looking for someone to serve and the Council needs the help of the citizens.

C. RE: COUNCIL MEMBER TIME

Vice-Mayor Pattison advised that the next agenda item is Council Member Time. She inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she had one item to discuss, after speaking to a citizen, which was the speeding on US 21 coming into town due to the 20th Street Bridge closure. She noted that she has also discussed this with Town Manager Freeman, and he stated that Town Staff is working on some different techniques to try to help with the issue. She remarked that it was her understanding that the Wytheville Police Department had been patrolling the area. Councilwoman Atkins inquired if this area is something that could be revisited.

Vice-Mayor Pattison inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson advised that a citizen contacted her and inquired regarding when Wytheville will be getting a splash pad for the kids so that citizens no longer must drive to Hillsville or Christiansburg. She stated that she feels like this is something that the Council should accommodate the citizens with and that she would be willing to work with anybody on Town Staff to make this happen. Councilwoman Johnson advised that at some point, a Closed Meeting needs to be scheduled to discuss raises and evaluations for appointed employees.

Vice-Mayor Pattison advised that she did not have anything to discuss during Council Member Time. She thanked the citizens for attending the meeting and noted that following the meeting, citizens were welcome to speak to any Council member or to wish Town Treasurer Stephens some good thoughts.

13. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (5:26 p.m.)

Cathy D. Pattison, Vice-Mayor

Sharon G. Corvin, CMC, Clerk of Council

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-----------------------------|
| Meeting Date: | June 24, 2024 |
| Subject: | Resolution – Devoted To You |

SUMMARY:

Please find attached a resolution that was adopted by the Town Council at the April 22, 2024, Town Council meeting expressing their appreciation to Devoted To You for “A Christmas to Remember” event. Representatives from Devoted To You will be attending the meeting for the presentation of the resolution.

Recommended Action

No action required.

Resolution



WHEREAS, Devoted To You sponsored its third annual "A Christmas to Remember" event on December 9, 2023; and,

WHEREAS, this event requires endless hours of work and dedication by Devoted to You and the many volunteers to make this event successful; and,

WHEREAS, this event supports not only downtown Wytheville but the entire Town of Wytheville with the thousands of people who attend this event; and,

WHEREAS, this event has been likened to a "Hallmark" movie that highlights beautiful downtown Wytheville; and,

WHEREAS, the Town Council desires to express its thanks to Devoted To You and the volunteers who are responsible for making "A Christmas to Remember" a wonderful and memorable event that brings attention to our town and attracts visitors from near and far.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, hereby expresses its appreciation and congratulations to Devoted To You for their efforts in sponsoring this annual Christmas event.

In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Wytheville, Virginia, to be affixed this 22nd day of April two thousand twenty four.

Beth A Taylor
Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin
Sharon G. Corvin, CMC, Town Clerk

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | June 24, 2024 |
| Subject: | Resolution – Wytheville Statesmen Vintage Baseball Team |

SUMMARY:

Please find attached a resolution expressing the Town Council’s appreciation to the Wytheville Statesmen Vintage Baseball Team. Members of the baseball team have been invited to the meeting for the presentation of the resolution. It will be necessary for the Town Council to adopt the resolution before it is presented to the Wytheville Statesmen Vintage Baseball Team.

Recommended Action

Adoption of the resolution will require a motion and vote by the Town Council.

Resolution



WHEREAS, in 2017, two Wytheville vintage baseball teams were formed, the Bereans and the Deacons, and these teams were fortunate to have the support and donations from organizations, companies and individuals that helped to purchase uniforms, balls, bats and bases; and,

WHEREAS, in the winter of 2022, the Wytheville Statesmen Vintage Base Ball (two words in 1865) Team was formed as a traveling team, and this new team united the members of the Bereans and the Deacons, and the team plays by 1865 rules, and wears uniforms and uses equipment from this same time period; and,

WHEREAS, the Wytheville Statesmen was the first Virginia team to be sanctioned by the Vintage Base Ball Association; and,

WHEREAS, in 2023, the Wytheville Statesmen hosted the first ever Blue Ridge Cup championship game at Wytheville Community College, and the team was also the first ever Virginia team to play at the Gettysburg National 19th Century Base Ball Festival in Gettysburg, Pennsylvania; and,

WHEREAS, the Wytheville Statesmen has been requested to help establish vintage baseball teams in areas such as Richmond and Fredericksburg; and,

WHEREAS, when the Wytheville Statesmen hosts games, this brings many visitors to the Town of Wytheville to enjoy the ways of vintage baseball and to enjoy all our beautiful town has to offer.

***NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, officially commends the Wytheville Statesmen on its successes and appreciates the recognition the team brings to Wytheville.*

In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Wytheville, Virginia, to be affixed this 24th day of June, 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

9-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | June 24, 2024 |
| Subject: | Public Hearing – Land Donation to Virginia Department of Transportation |

SUMMARY:

A public hearing has been scheduled to consider the donation of a small parcel of Town-owned property at the intersection of Main Street and 12th Street to the Virginia Department of Transportation (VDOT). Director of Public Utilities and Engineering Billy Anderson will present the staff report on this matter. After the public hearing is opened and comments are received from any interested citizens, the public hearing should be declared closed. The Town Council will then consider Ordinance No. 1438 to discontinue and vacate this portion of Town-owned property so it can be donated to VDOT. The ordinance is before the Town Council on first and final reading.

Recommended Action

A motion and roll call vote will be required to adopt Ordinance No. 1438.

Town of Wytheville Staff Report:

Issued By: Billy J. Anderson, Director of Public Utilities and Engineering

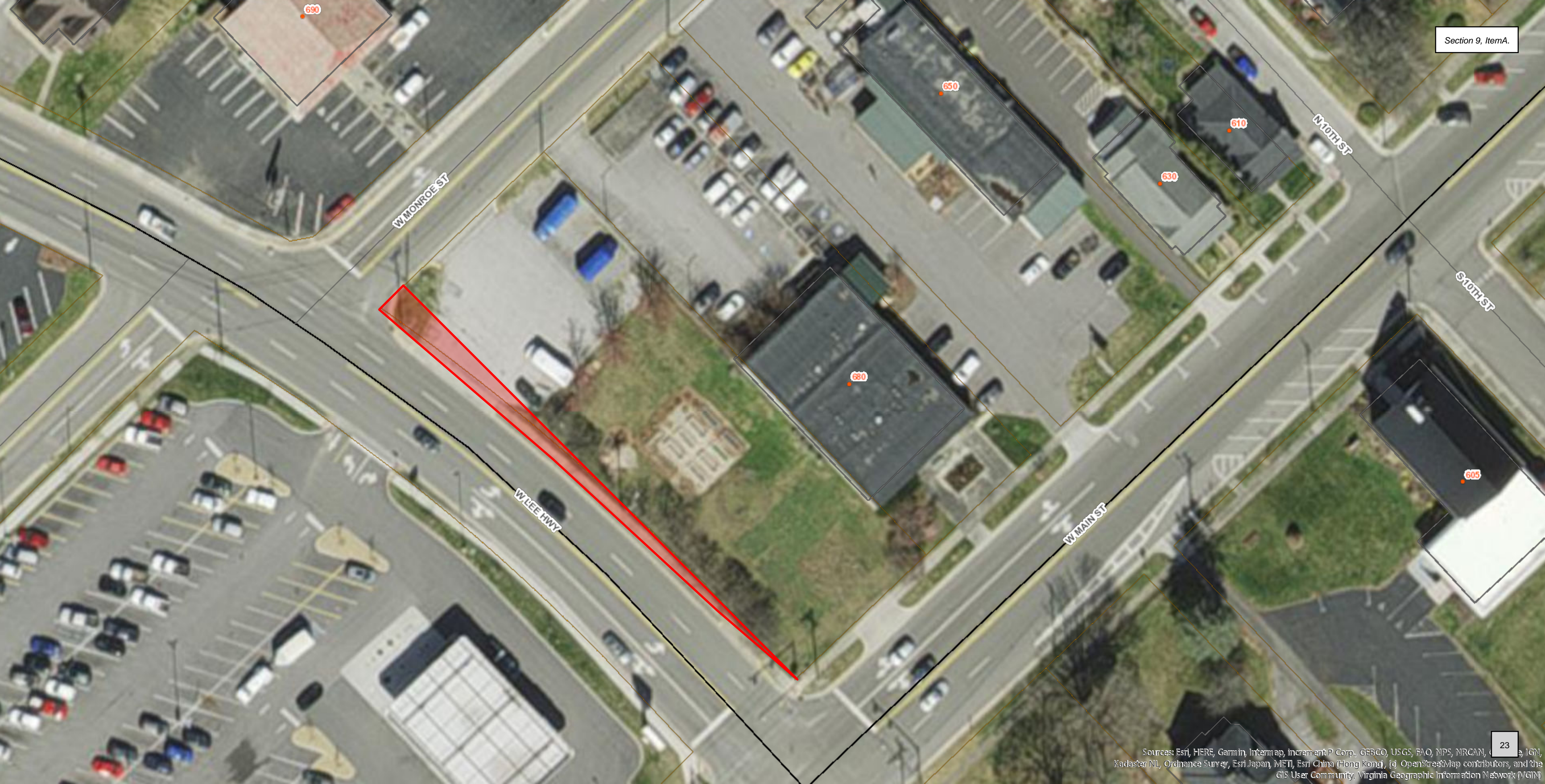
Date: May 22, 2024

In association with the relocation of portions of West Monroe Street at the intersection of West Lee Highway (VDOT Project UPC 119431), The Virginia Department of Transportation is requesting a donation of real property currently possessed and owned by the Town of Wytheville Virginia.

The real property is described below and is additionally shown on two maps of the Town of Wytheville.

- 1) Map of Wytheville created October 4th, 1839, commonly known as the “Piper Map of Wytheville.” To which a portion of 12th Street is designated and extends north from Main Street.
- 2) Map of Wytheville created April 23rd, 1877, commonly known as the “Boyd Map of Wytheville.” To which a portion of 12th Street is designated and extends north from Main Street.

The portion 12th being requested for donation by the Virginia Department of Transportation is the portion of 12th Street which extends north from the north right of way line of West Main Street to the South right of way of West Monroe Street formerly shown on the above to mentioned plats as 12th Street right of way, and lying directly adjacent to the east right of way line of West Lee Highway as shown on prior road improvement design sets. .



ORDINANCE NO. 1438

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on June 24, 2024, at 5:00 p.m.

Present:

Absent:

AN ORDINANCE DISCONTINUING AND VACATING A SMALL PARCEL OF TOWN-OWNED PROPERTY LOCATED AT THE INTERSECTION OF 12TH AND MAIN STREETS TO BE DONATED TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Town Council received a request from the Virginia Department of Transportation (VDOT) to donate to VDOT a small parcel of Town-owned property at the intersection of 12th Street and Main Street, as shown on the attached plat; and,

WHEREAS, it is also necessary to discontinue and vacate this small parcel of Town-owned property at the intersection of 12th Street and Main Street; and,

WHEREAS, the Town Engineering Department Staff of the Town Council was directed to review the donation of said parcel of property, the discontinuance and vacation of which was proposed, and to recommend to Town Council whether or not the same should be discontinued and vacated; and,

WHEREAS, pursuant to the provisions of Section 15.2-2204 of the Code of Virginia, as amended, notice of the intention of the Town of Wytheville to discontinue and vacate the same was duly published twice as required by law, with at least six days elapsing between the first and second publication in the Wytheville Enterprise, a newspaper published or having general circulation in the Town of Wytheville, specifying the time and place of a hearing at which persons affected thereby might appear and be

heard; and,

WHEREAS, a public hearing was conducted, as advertised, on June 24, 2024; and,

WHEREAS, by report dated June 24, 2024, the Town Engineering Department Staff unanimously reported to the Town Council that no inconvenience would result from discontinuing and vacating this small parcel of Town-owned property located at the intersection of 12th Street and Main Street; and,

WHEREAS, the Town Engineering Department Staff has viewed said parcel of property and reported their opinion what, if any, inconvenience would result from discontinuing and vacating the same; and,

WHEREAS, the Town Council concurs in said report and is of the opinion that the public interest would be best served by discontinuing and vacating the parcel of Town-owned property as reported by the Town Engineering Department Staff, that the rights and interests of no persons would be jeopardized or violated thereby.

NOW, THEREFORE, BE IT ORDAINED that a small parcel of Town-owned property at the intersection of 12th Street and Main Street, as designated on the attached plat, be discontinued and vacated. This vacation is subject to any right, privilege, permit, license or easement in favor of any public service company, utility or other person or entity, including any political subdivision, whether located above, upon, or under the surface, either presently in use or of record, including the right to operate, maintain, replace, alter or decrease in size any facilities in the vacated parcel. The full value of consideration for the street and the alley is \$14,428.42, the value of which is not required to be paid to the Town of Wytheville by the Virginia Department of Transportation since

the donated parcel will be used as an improvement to the thoroughfare.

BE IT FURTHER ORDAINED that the parcel of property referenced herein shall be conveyed to the Virginia Department of Transportation, and this conveyance will be contingent on the recordation of this Ordinance and a Quitclaim Deed in a form approved by the office of the Town Attorney and executed by the Town Manager on behalf of the Town Council of Wytheville. Recordation shall not occur until sixty (60) days have elapsed from the date of adoption of this Ordinance provided an appeal from the adoption of this Ordinance has not been filed within the said sixty (60) days. If the adoption of the Ordinance is appealed, recordation will be held in abeyance until the matter is resolved.

BE IT FURTHER ORDAINED that a certified copy of this Ordinance of discontinuance and vacation be recorded as deeds are recorded and indexed in the name of the Town of Wytheville in the Clerk's Office of the Circuit Court of Wythe County, Virginia.

9-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | June 24, 2024 |
| Subject: | Public Hearing – Appropriations to Fiscal Year 2023-24 Departmental Budgets |

SUMMARY:

A public hearing has been scheduled to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year. The staff report will be given by Town Manager Brian Freeman. After receiving comments from any concerned citizens, the public hearing should be declared closed.

Recommended Action

For the Town Council to take action on the appropriations, **the following motion needs to be made:** *To amend and appropriate the 2023-24 Wall of Honor Fund Budget in the amount of \$1,000; the Perpetual Care Fund Budget in the amount of \$20,000; the Wytheville Economic Development Authority (WEDA) Fund Budget in the amount of \$25,000; the Homestead Endowment Fund Budget in the amount of \$25,000; and, the JAM Program Fund Budget in the amount of \$12,000, and to authorize the Town Treasurer to make the departmental transfers.*

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

2023-2024 BUDGET AMENDMENT

| | DEBIT | CREDIT |
|---------------------------------------|-----------------|-----------------|
| PERPETUAL CARE | \$20,000 | |
| USE OF RESERVES | | \$20,000 |
| TOTAL PERPETUAL CARE FUND | \$20,000 | \$20,000 |
| WALL OF HONOR | \$1,000 | |
| USE OF RESERVES | | \$1,000 |
| TOTAL WALL OF HONOR FUND FUND | \$1,000 | \$1,000 |
| HOMESTEAD ENDOWMNET | \$25,000 | |
| USE OF RESERVES | | \$25,000 |
| TOTAL HOMESTEAD ENDOWMNET FUND | \$25,000 | \$25,000 |
| BUILD IT 25 EXPENDITURES | \$25,000 | |
| USE OF RESERVES | | \$25,000 |
| TOTAL WYTHEVILLE EDA FUNDING | \$25,000 | \$25,000 |
| JAM PROGRAM | \$12,000 | |
| USE OF RESERVES | | \$12,000 |
| TOTAL JAM PROGRAM FUND | \$12,000 | \$12,000 |

MOTION - AMEND AND APPROPRIATE THE 2023-24 WALL OF HONOR FUND BUDGET IN THE AMOUNT OF \$ 1,000, PERPETUAL CARE FUND BUDGET IN THE AMOUNT OF \$20,000, THE WYTHEVILLE EDA FUND IN THE AMOUNT OF \$25,000, HOMESTEAD ENDOWMENT FUND BUDGET IN THE AMOUNT OF \$25,000 AND THE JAM PROGRAM BUDGET IN THE AMOUNT OF \$12,000.

9-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--------------------|
| Meeting Date: | June 24, 2024 |
| Subject: | Ordinance No. 1436 |

SUMMARY:

Please find attached Ordinance No. 1436, an ordinance repealing Chapter 7. Licenses and Business Regulations, Article III. Taxicabs, of the Code of the Town of Wytheville, Virginia. The ordinance is before the Town Council on first and final reading. Town Manager Freeman will give the staff report on this matter.

Recommended Action

A motion and roll call vote is required to adopt Ordinance No. 1436.

Taxicab Operators and the Town Code

Town Council Meeting on June 24, 2024

Staff Report: By Elaine Holeton

Taxicab Operators and the Town Code

Background: The Code of Virginia § 46.2-2059 to § 46.2-2067 is the enabling authority for localities to regulate taxicab services in a jurisdiction.

In 1967, the Town of Wytheville began the practice of regulating taxicabs by requiring a taxicab operator's license.

The locality regulation of taxicabs is optional, and each jurisdiction is allowed to make this decision. Town staff is recommending that the Town of Wytheville not regulate taxicabs above and beyond what the state is already requiring. In order to accomplish this change in policy, we need to repeal Chapter 7, Article III. Taxicabs, from the Town Code.

The Virginia Department of Motor Vehicles (DMV) regulates taxi cabs through the Motor Carrier Permit. <https://www.dmv.virginia.gov/businesses/motor-carriers/intrastate/taxi-cab>

The taxicab service that we have here in the Wytheville area is 276 Express. This business is licensed with the DMV as both a Taxicab and a Non-Emergency Medical Transportation Carrier.

https://www.dmv.virginia.gov/businesses/motor-carriers/auth-mc/authorized-motor-carriers?field_contact_information_value=&field_carrier_type_target_id=All&field_locality_value=WythevilleThe

Requiring a taxicab operator to also register with the locality is redundant to what the State already requires and does not provide any benefit to the Town or the citizens of the Town. Interim Town Attorney Paul Cassell has reviewed this change in policy and agrees with the Staff recommendation to repeal the taxicab section of the Town Code.

Please feel free to call or email Assistant Town Manager Elaine Holeton or Town Clerk Sherry Corvin if you have any questions. Thank you for your consideration.

ORDINANCE NO. 1436

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on the 24th day of June, 2024, at 5:00 p.m.

Present:

Absent:

AN ORDINANCE REPEALING CHAPTER 7, LICENSES AND BUSINESS REGULATIONS, ARTICLE III. TAXICABS, OF THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Chapter 7, Licenses and Business Regulations, Article III. Taxicabs. of the Code of the Town of Wytheville be repealed and replaced, as follows:

CHAPTER 7. LICENSES AND BUSINESS REGULATIONS

ARTICLE III. TAXICABS

Sec. 7-81. Repealed.

Taxicabs are regulated by the Virginia Department of Motor Vehicles. Any person desiring to operating a taxicab business in the Town of Wytheville should apply for a Motor Carrier’s License with the Virginia Department of Motor Vehicles. A business license is required to operate a taxicab business in the Town of Wytheville.

9-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | June 24, 2024 |
| Subject: | Appointment - Wytheville Tree Advisory Committee |

SUMMARY:

Please find attached one application for consideration of appointment to the Wytheville Tree Advisory Committee to fill the expired term of Mr. David Richert (term expired May 14, 2024). This appointment will be for a four year term that expires May 14, 2028.

Recommended Action

This appointment to the Wytheville Tree Advisory Committee will require a motion and vote of the Town Council.



| | | |
|---|-------------------------|------------------|
| COMM-24-3 | Primary Location | Applicant |
| Application to Serve on Town Committee or Board | No location | DeAnne Irving |
| Status: Active | | |
| Submitted On: 5/8/2024 | | |
| | | |

APPLICANT INFORMATION

| | |
|-----------------------------------|--|
| Full Legal Name* | Applicant Mailing Street/PO Address * |
| DeAnne Bronson Irving | |
| Zip Code Mailing Address* | Applicant Contact Phone Number* |
| 24382 | |
| Applicant Email Address* | Place of Employment or Other* |
| | Aschenbach Chevrolet |

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?*

Tree Advisory Committee

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.*

Clerical and Administrative Assistant. B.S. Forestry VA Tech. Volunteer on church committees.

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.*

None

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

Avid garden. I'm particularly interested in native plants and ecology.

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:* ?

DeAnne Irving

Click here to add your legally binding digital signature*

✔ DeAnne Bronson Irving
May 8, 2024

Attachments



Background Report Release Form and Personnel Record Release Form REQUIRED
D.Irving- Background-Release-Forms.pdf
Uploaded by DeAnne Irving on May 8, 2024 at 2:15 PM

9-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | June 24, 2024 |
| Subject: | Applicants for Wytheville Tree Advisory Committee |

SUMMARY:

Please find attached two applications for consideration of appointment to the Wytheville Tree Advisory Committee. The Town Council could schedule a Work Session on July 8, 2024, at 4:00 p.m. to hold Meet and Greet Sessions with the applicants **or** the Town Council could appoint a member to the Wytheville Tree Advisory Committee for a four year term to fill the expired term of Mr. Wythe Morris (term expired May 14, 2024). This four year term will expire on May 14, 2028.

Recommended Action

To schedule a Work Session for July 8, 2024, at 4:00 p.m. to hold Meet and Greet Sessions with the applicants **or** to appoint a member to the Wytheville Tree Advisory Committee will require a motion and vote of the Town Council.



COMM-24-5

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 6/10/2024

Primary Location

No location

Applicant

Tammy Jenkins



Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Tammy Elizabeth Jenkins

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24382

Applicant Contact Phone Number* ?

Applicant Email Address* ?

Place of Employment or Other* ?

Retired

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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?*

Tree Advisory Committee

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.* ?

BBA The College of William and Mary, 12 years Girl Scout Leader, 28 years licensed insurance agent

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.* ?

Wythe County Community Works

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

I have a Minor in Studio Fine Arts. I worked for a nonprofit organization for two years. We used HUD grants to fund a housing program for abused women and their children.

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

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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:* ⓘ

Tammy Elizabeth Jenkins

Click here to add your legally binding digital signature*



Tammy Elizabeth Jenkins

Jun 10, 2024

Town Council Approval

🔒 Date of Issuance

—

🔒 If appointed. Town Clerk put term expiration date here.

—

Attachments



Background Report Release Form and Personnel Record Release Form REQUIRED

071922-Town-Committee-Board-Packet-and-Background-Release-Forms_Mon_Jun_10_2024_09-07-07.pdf

Uploaded by Tammy Jenkins on Jun 10, 2024 at 9:13 AM



COMM-24-6
Application to Serve on
Town Committee or

Primary Location
No location

Applicant

Tim Whalen

Status: Active
Submitted On: 6/17/2024

Wytheville, Virginia 24382

APPLICANT INFORMATION

Full Legal Name*

Tim Whalen

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24382

Applicant Contact Phone Number* ?

Applicant Email Address* ?

Place of Employment or Other* ?

Retired

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

Tree Advisory Committee

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.* ?

I am a model citizen who has served working for the town of Wytheville for over 30 years. I am familiar with the trees and landscaping in Wytheville as I have worked as a professional tree trimmer and am very knowledgeable about the types of trees that are native to this area. I am a dedicated church going christian and I love to work in my community and help its citizens. I am a member of my church choir. I've also served as a butcher. I attended school in Wythe County as I went to Speedwell Elementary and Rural Retreat Middle School and High School.

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.* ?

I've worked for the town of Wytheville for over 30 Years.

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

I add value by being very community focused, I am a conservationist, I love nature and I am a fisherman and a hunter. I am knowledgeable about the flora and fauna that are native to this area. I am also knowledgeable about the policies and procedures related to landscaping and conservation efforts here in Wytheville, VA.

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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:* ⓘ

Tim Whalen

Click here to add your legally binding digital signature*

✔ Tim Whalen
Jun 17, 2024

Town Council Approval

🔒 Date of Issuance

—

🔒 If appointed. Town Clerk put term expiration date here.

—

Attachments



Background Report Release Form and Personnel Record Release Form

REQ

Section 9, Item E.

TW Background Release Form.pdf

Uploaded by Tim Whalen on Jun 17, 2024 at 5:35 PM

9-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-------------------------|
| Meeting Date: | June 24, 2024 |
| Subject: | General Obligation Bond |

SUMMARY:

It will be necessary for the Town Council to schedule a public hearing for the July 22, 2024, Town Council meeting to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town’s wastewater facilities. Town Manager Freeman will give the staff report on this matter.

Recommended Action

A motion and vote will be necessary to schedule the public hearing for the July 22, 2024, Town Council meeting.

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

June 24, 2024

1. Sewer Infiltration & Inflow Project Report

Over the last 12-18 months, the Town has been working on the design and financing of a Sewer Infiltration and Inflow Project. On March 6, 2024, the Town Council held a special Council meeting and a public hearing to consider approving a resolution authorizing the execution of a General Obligation Bond through Virginia Resources Authority (VRA) in the amount of \$491,784, which was 25 percent of the nearly \$2,000,000 project. The Council voted unanimously to approve the resolution. This bond was for 30 years at zero (0) percent interest and represented the principal repayment portion of the project. The remainder of the project cost, or about \$1,500,000, was to be in the form of a principal forgiveness loan. This was, essentially, a 75/25 grant from the Virginia Department of Environmental Quality. The loan amount was based on the design work and estimate provided by the consulting engineers.

On April 25, 2024, the bids were opened, and the project came in at \$3,198,394, or about \$1.2M higher than the engineer’s estimate. In response, VRA issued a new commitment letter, increasing the principal forgiveness portion to \$2,398,394, and the principal repayment portion to \$800,000. This remains at the 75/25 ratio, just as before. The new commitment letter is attached.

Since these are new amounts, the Town will have to set another public hearing and repeat the process to finalize the financing, which can be scheduled for the July 22, 2024, Town Council meeting.

May 24, 2024

Mr. Brian Freeman
Town Manager
Town of Wytheville
150 E. Monroe Street
Wytheville, Virginia 24382

**Re: Virginia Water Facilities Revolving Fund
Town of Wytheville, Virginia
C-515745 (FY2022 Funding Cycle) Commitment Letter Amendment**

Dear Mr. Freeman:

With respect to the Commitment Letters, dated December 19, 2022, October 16, 2023, and February 9, 2024, (the "Commitment Letters"), from the Virginia Resources Authority (the "Authority"), as Administrator of the Virginia Water Facilities Revolving Fund, to the Town of Wytheville, please be advised that the total Project funding has been increased to \$3,198,394.00.

Funding for the Project now consists of a loan of up to \$800,000.00 (the "Principal Repayment Loan") and a principal forgiveness loan of up to \$2,398,394.00 (the "Principal Forgiveness Loan"). All other Loan terms remain the same.

Should you have any questions concerning the foregoing, please contact Joe Bergeron at (804) 616-3442.

Very truly yours,



Shawn B. Crumlish

C: F. B. Webster Day, Esq.
Megan M. Gilliland, Esq.
Karen M. Doran, Virginia Department of Environmental Quality

9-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

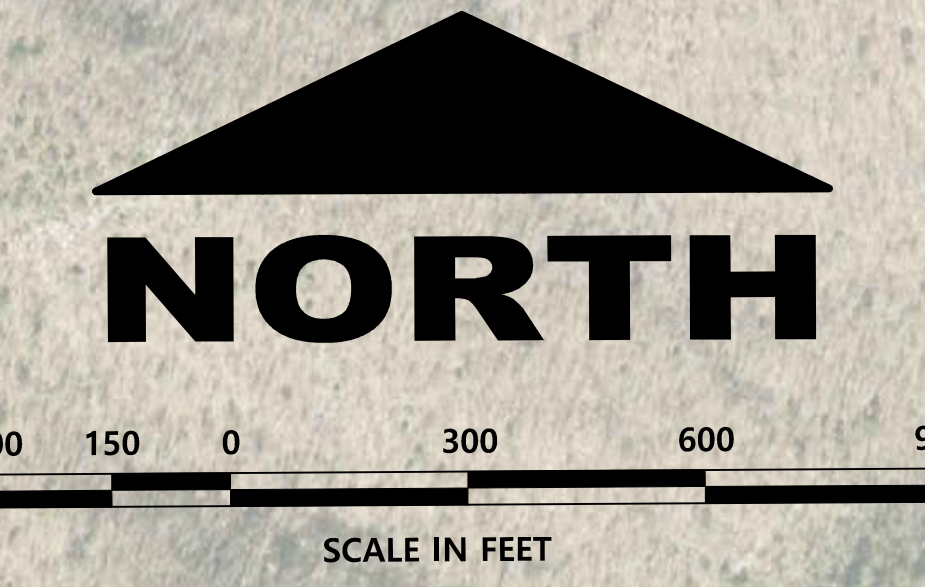
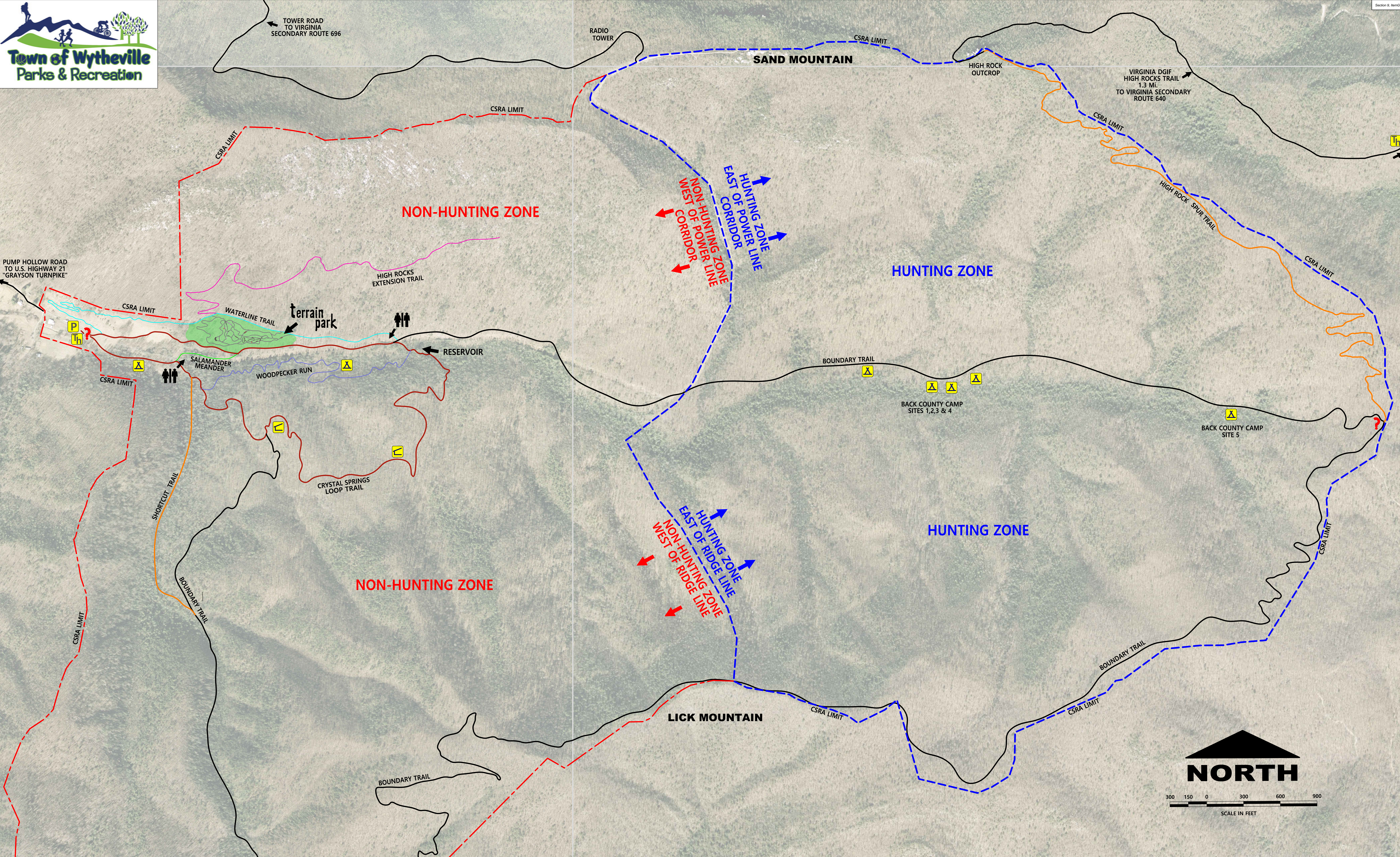
| | |
|----------------------|----------------------|
| Meeting Date: | June 24, 2024 |
| Subject: | Town Hunting Permits |

SUMMARY:

Each year, the Town Council considers issuing annual hunting permits for up to 50 people to hunt on the Town-owned land on Sand Mountain. Please find attached a map depicting the portion of the Town’s land on which hunting is allowed. Hunting is regulated by the Virginia Department of Game and Inland Fisheries.

Recommended Action

Action to approve the issuance of the hunting permits will require a motion and vote by the Town Council.



| | |
|------|---------------------------------|
| CSRA | CRYSTAL SPRINGS RECREATION AREA |
| | CAUTION AREA |
| | INFORMATION |
| | PUMP HOLLOW ROAD PARKING LOT |
| | RESTROOM |
| | TRAIL HEAD |
| | CAMP SITE |
| | STORM SHELTER |

**CRYSTAL SPRING RECREATION AREA
HUNTING/NON-HUNTING LIMITS**

10-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | June 24, 2024 |
| Subject: | Presentation on Virginia Breeze Bus Service Transit Stop |

SUMMARY:

Representatives from the Virginia Department of Rail and Public Transportation will be attending the meeting to discuss the proposed development of a Virginia Breeze Bus Service transit stop on Spring Street near the Elizabeth Brown Memorial Park. After the presentation, the Town Council will consider the adoption of a resolution that authorizes the Department of Rail and Public Transportation to construct the new transit stop on Spring Street near the Elizabeth Brown Memorial Park. No funding from the Town will be required for this project.

Recommended Action

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



Town of Wytheville VA-Breeze Wytheville Transit Stop Feasibility Study Project Update

Town Council: June 24, 2024





Project History

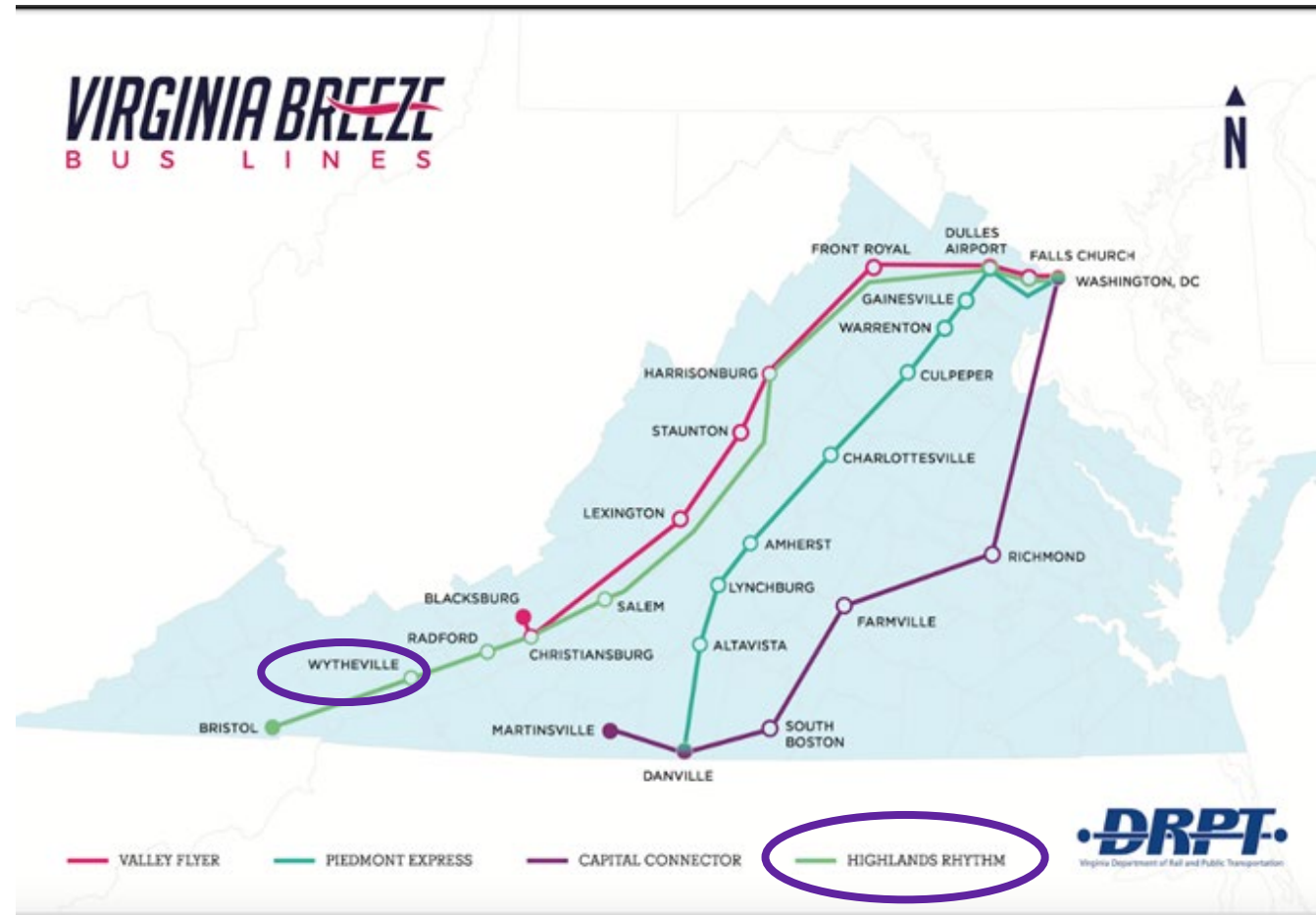
Virginia Breeze Highlands Rhythm

Wytheville is on the Virginia Breeze Highlands Rhythm Route, operated by DPRT, with daily service between Bristol, VA, and Washington, D.C. along I-81.

- Service introduced in 2021
- One Service East/West Daily

DRPT has funding available to Design and Construction a new Virginia Breeze Transit Stop in Wytheville

- Multiple sites were evaluated as part of a Feasibility Study.



Virginia Breeze Highlands Rhythm – Wytheville

Existing Stop

- On a privately owned parking lot.
- Location to be redeveloped. Existing application with Town to subdivide the parcel.
- Car-oriented Rural King shopping center along US 11.
- Limited connectivity to town destinations.
- Served by Mountain Lynx Gray Loop Only.

Wytheville Ridership

- Approximately 30 Monthly Passengers.
- 6% of Ridership of the Highlands Rhythm Route.
- Most passengers Picked up/Dropped Off.
 - About One Daily vehicle parking at stop.
- Highest ridership in Summer months.



Existing Virginia Breeze Wytheville Stop at the Rural King Shopping Center

Concepts

Environmental Considerations

Potential NEPA impacts were considered during evaluation. Efforts reviewed nearby natural and cultural resources.

No Traffic Analysis Anticipated

No anticipated impacts to existing traffic patterns in Downtown Wytheville.

Coordination with Other Transportation Providers



Design footprint and future-proofing for transit to provide an opportunity for local and regional transit providers to utilize transit investment.

Utilities

Comprehensive utility investigation not completed. Anticipated to be completed during future phases of design.



Base Improvements

Section 10, Item A.

- W. Spring Street Restriping for Bus Pull-out Lane
- Level Boarding Platform
- Tactile Warning Strip
- Concrete Bus Pad
- Sign Post



Intermediate Build-Out

Section 10, Item A.

All Previous Improvements +

- Seating
- Landscaping



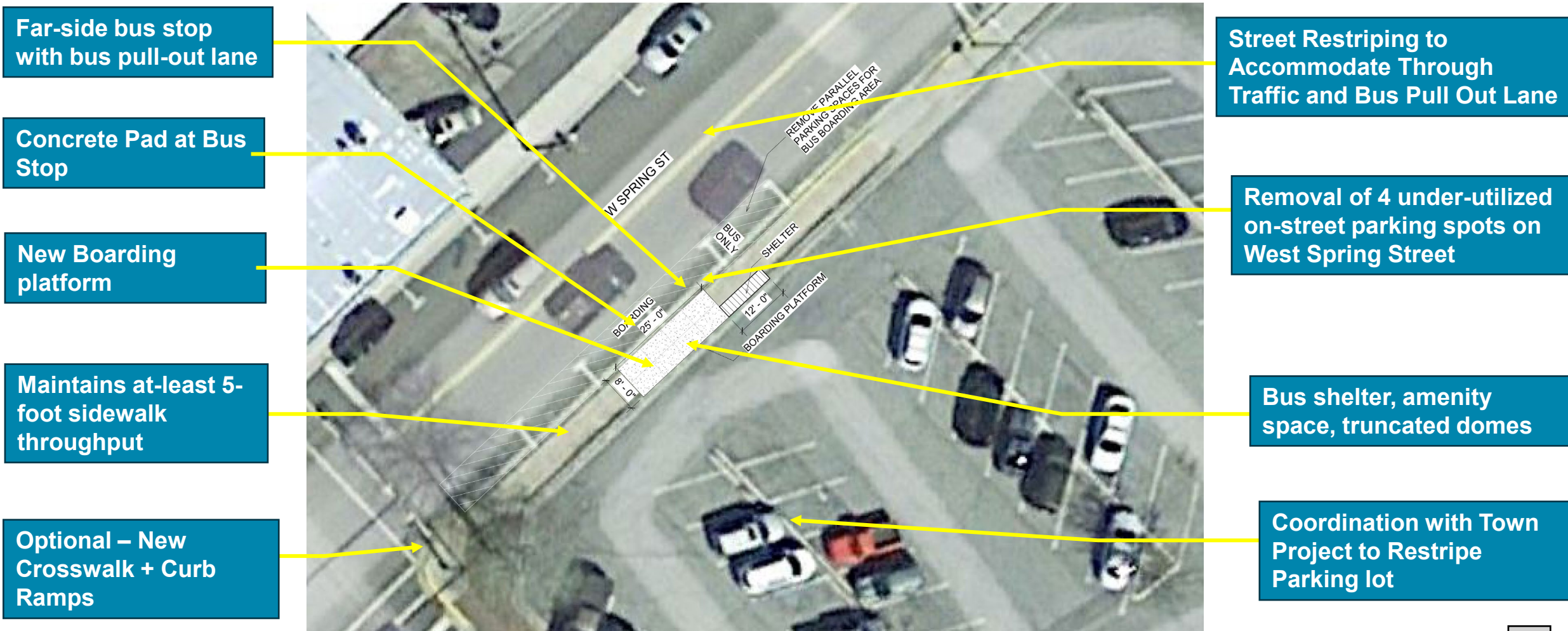
Full Build-Out

All Previous Improve Section 10, Item A.

- Bus Shelter
- Extended Boarding Platform
- Placemaking
- Branded Signage



Highlights of Conceptual Layout – Overall Site



Project Next Steps

Necessary Required Town of Wytheville Approvals and Permits

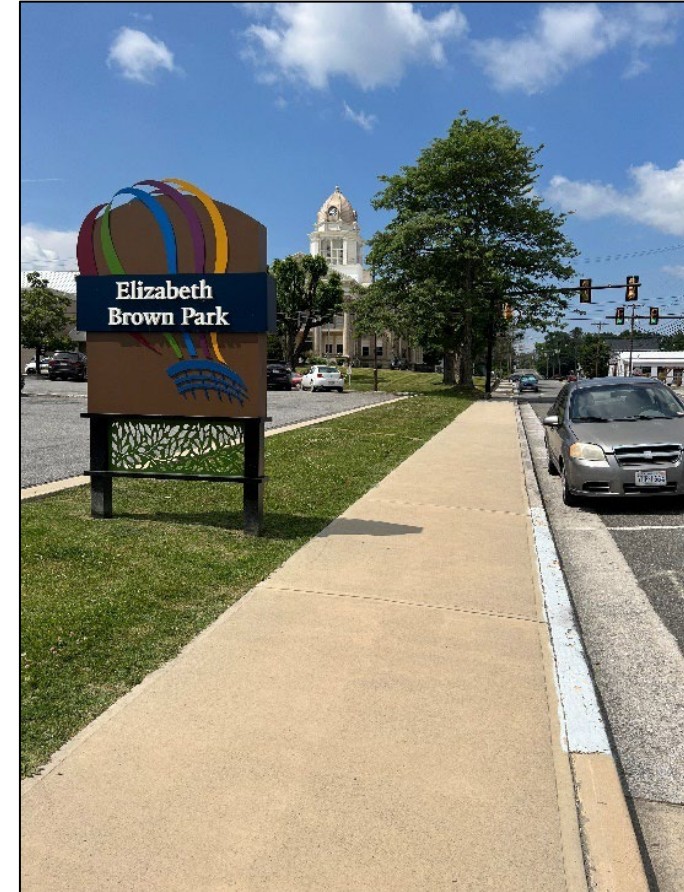
Design Level of Detail Plans needed for Town Permitting and Approval?

Coordination with other Town Projects

- Civic Center Parking Lot Resurfacing

Town of Wytheville Design and Construction Priorities

- Construction Materials and Operational Costs
- Placemaking
- Branding
- Landscaping



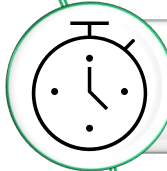
Thank You



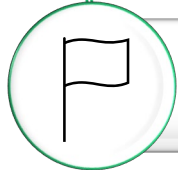
Background and Previous Study – Study Goals



Sufficient Footprint and Sizing - The site has enough of a developable footprint that will support the stop for a 30-year planning horizon for sizing and topography purposes. The footprint is assessed through a Space Program, and this program defines the operational, functional, and infrastructure needs of the transit service.



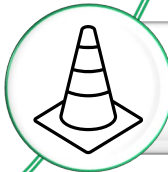
Proximity to I-81 - Accommodates Bus Ingress and Egress from Interstate 81 (Proximity to I-81) to maintain route schedules.



Safe, Visible, Public Access - The site is safe, visible, and accessible to the public. The site close to local destinations



Safe Bus Movements - The bus can safely maneuver along its route to and from the transit stop without any tight or unsignalized turns or U-turns.

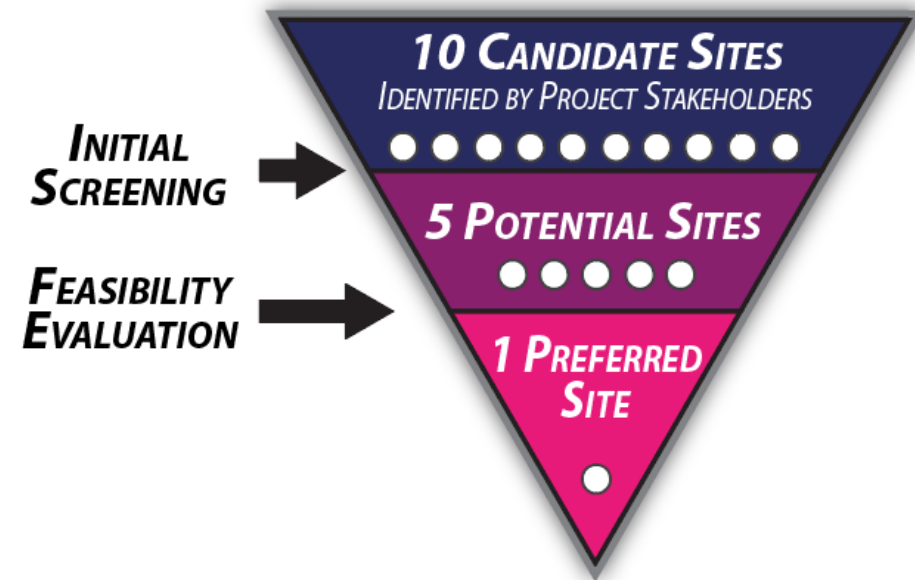


Site Readiness - The site is already developed with potential utility connections and is limited to no potential environmental impacts. The land is already publicly owned or in existing ROW so construction of the stop can start when the design is complete.

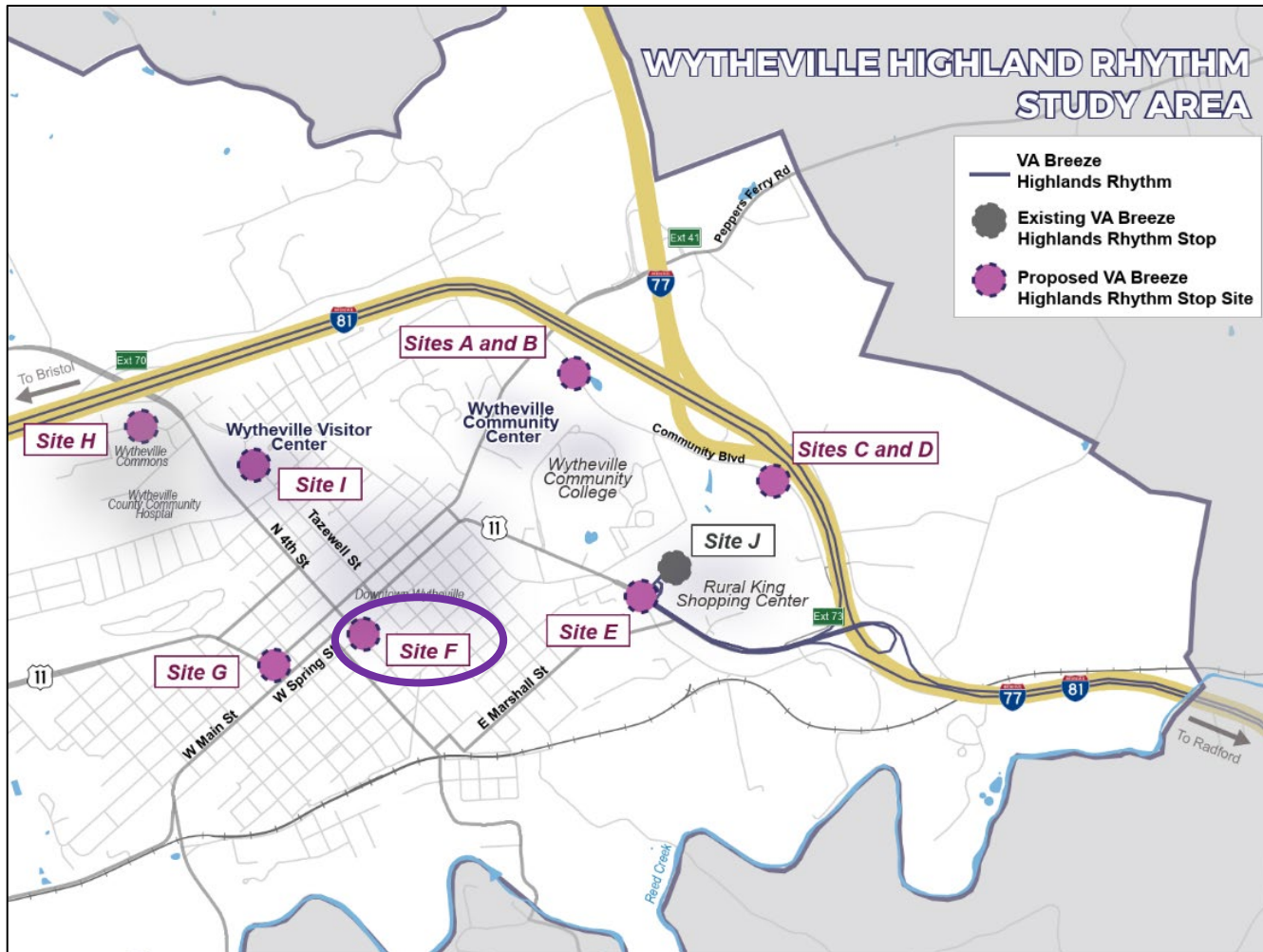


Feasibility Study

- DRPT evaluated the relocation of the Wytheville Virginia Breeze Highlands Rhythm Route stop that serves the Town of Wytheville in a Feasibility Study.
- Multiple sites in Wytheville were evaluated as part of a Feasibility Study screening. The preferred site identified was near Elizabeth Brown Park on West Spring Street in Downtown Wytheville.
- Following the Feasibility Evaluation - a conceptual layout was generated for the Preferred Site.



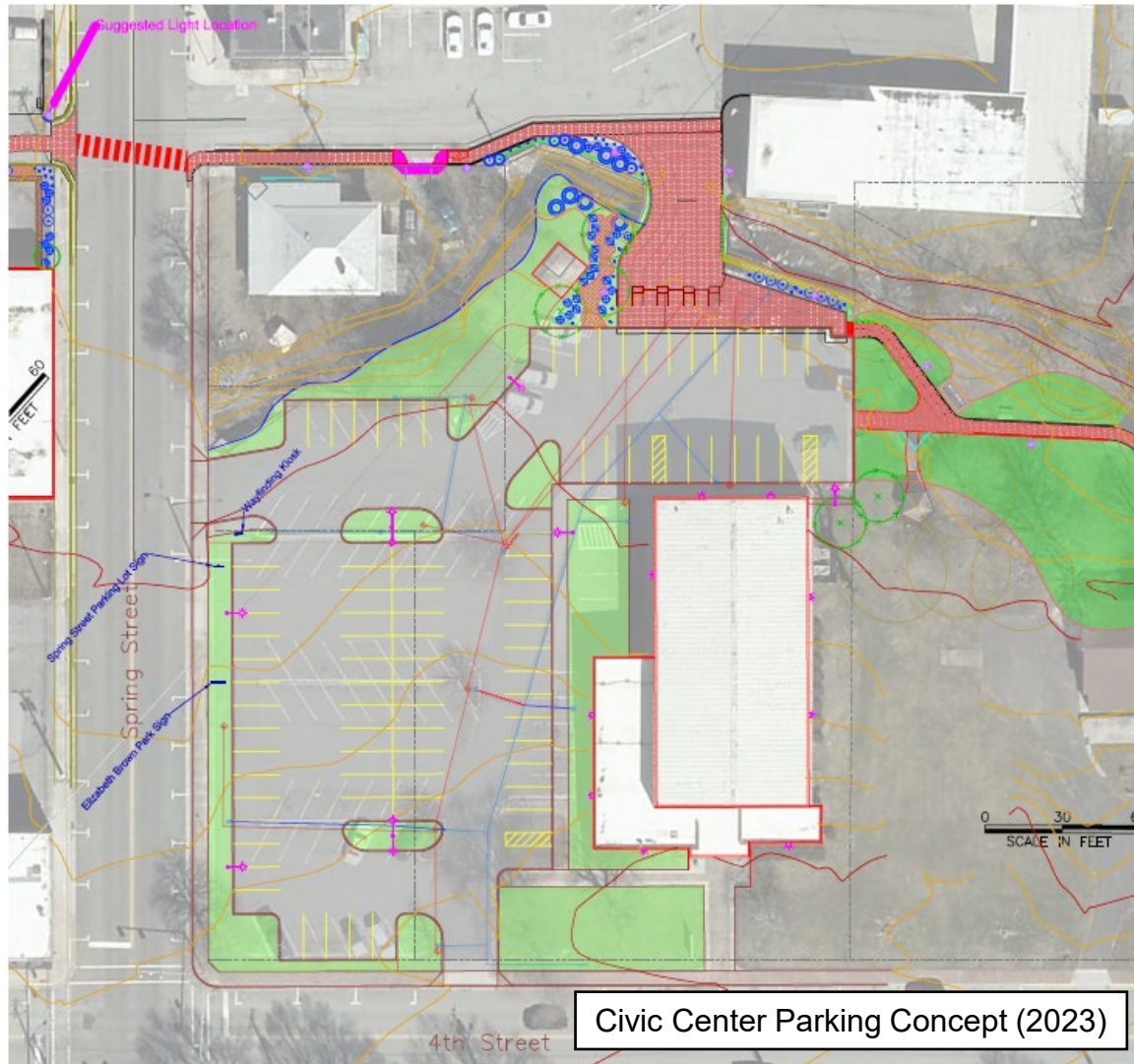
Wytheville Highland Rhythm Study Area



| Site ID | Site Name |
|---------|--|
| A | Community Center NB |
| B | Community Center SB |
| C | Community Blvd NB |
| D | Community Blvd SB |
| E | US 11 |
| F | Preferred Site - Elizabeth Brown Park |
| G | Italian Garden |
| H | Wytheville Commons |
| I | Wytheville Visitors Center |
| J | Existing Rural King No-Build |

Ongoing Coordination with the Town of Wytheville

- Site Visits
- Meetings with the Director of Planning at Project Kickoff and Study Milestones
- Check-ins with VDRPT District Three Public Transit
- Conceptual Layout incorporates the Town project to restripe the 90-space Civic Center parking lot.



Resolution



A RESOLUTION SUPPORTING AND AUTHORIZING THE VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION TO CONSTRUCT A NEW VIRGINIA BREEZE BUS STATION ON WEST SPRING STREET IN THE TOWN OF WYTHEVILLE, VIRGINIA

WHEREAS, the Virginia Breeze (VA Breeze) is an intercity bus service provided by the Virginia Department of Rail and Public Transportation (DRPT) that connects communities across the Commonwealth to the national transportation network; and,

WHEREAS, the VA Breeze’s Highland Rhythm route connects seven towns between Bristol and Washington, D.C., stopping in Wytheville, currently at the Rural King Parking Lot; and,

WHEREAS, over 33,000 have taken trips on the Highland Rhythm since its launch in November 2021, ridership continues to grow and demand for access to affordable and convenient transportation increases; and,

WHEREAS, DRPT conducted a feasibility study to identify a new location for the VA Breeze stop in Wytheville, and it recommends relocating the stop to West Spring Street near Elizabeth Brown Memorial Park; and,

WHEREAS, The Commonwealth Transportation Board (CTB) has allocated funding to improve VA Breeze stops along the I-81 corridor and requires no local match; and,

WHEREAS, DRPT proposes to use allocated funds to develop and build a transit stop with shelter for waiting passengers at that location.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Wytheville, Virginia, hereby authorizes the Department of Rail and Public Transportation to construct a new transit stop with shelter for waiting passengers.

BE IT FURTHER RESOLVED that the Town of Wytheville supports the relocation of the Virginia Breeze’s Highlands Rhythm bus stop from the Rural King parking lot to the new location on West Spring Street near Elizabeth Brown Memorial Park, upon completion of construction.

Adopted this 24th day of June, 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

13-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-------------------|
| Meeting Date: | June 24, 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. As a reminder, the Wytheville Treasurer's Office is closed to the public Monday, June 24, through Friday, June 28, 2024, for the Treasurer's Office employees to attend the Treasurers' Association of Virginia Conference and for a software change.
2. The Joint Industrial Development Authority of Wythe County (JIDA) will meet on Thursday, June 27, 2024, at 3:00 p.m., here in the Council Chambers.
3. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Thursday, July 4, and Friday, July 5, 2024, due to the Independence Day holiday.
4. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, July 8, 2024, at 5:00 p.m., here in the Council Chambers.

14-B

Town of Wytheville

July 2024

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