



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, MAY 13, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — VICE-MAYOR CATHY D. PATTISON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - COUNCILWOMAN CANDICE N. JOHNSON
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 April 22, 2024 (requires motion and vote)
8. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A. **Public hearing to consider Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on second, but not final, reading**
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Public hearing to consider Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25
 3. Consideration by the Town Council to approve Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on second, but not final, reading (**requires motion and roll call vote**)
 - B. **Public hearing to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, light, heat, and power transmission and distribution system in the Town of Wytheville**
 1. Opening and reading aloud of bids by Mayor Taylor
 2. Public hearing to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, light, heat, and power transmission and distribution system in the Town of Wytheville
 3. Staff Report/Presentation by Town Manager Brian Freeman

4. Consideration by the Town Council to accept the high bid contingent upon the negotiation by Town staff of an appropriate franchise agreement to be submitted to the Council for approval **(requires motion and roll call vote)**

C. Consider the request of the Wytheville Training School Cultural Center for traffic control on Saturday, July 20, 2024, for a Street Fair event

1. Consideration by the Town Council to approve the request of the Wytheville Training School Cultural Center **(requires motion and vote)**

D. Consider approving a resolution from the Virginia Department of Transportation for Project Funding and Commitment and Signature Authority

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to adopt the resolution from the Virginia Department of Transportation for Project Funding and Commitment and Signature Authority **(requires motion and roll call vote)**

E. Consider approving a resolution supporting a Smart Scale Application to provide a pedestrian corridor on North Fourth Street from Commonwealth Drive to Northwinds Apartments

1. Staff Report/Presentation by Planning Director John Woods

2. Consideration by the Town Council to approve the resolution **(requires motion and roll call vote)**

F. Consider a resolution recognizing the George Wythe High School Sports Teams and Academic Teams

1. Consideration by the Town Council to approve the resolution **(requires motion and vote)**

G. Consider scheduling a Meet and Greet Session or appointing a member to the Wytheville Tree Advisory Committee to fill a vacant position (term expires May 14, 2028)

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. Consideration by the Town Council to schedule a Meet and Greet Session or to appoint a member to the Wytheville Tree Advisory Committee **(requires motion and vote)**

H. Schedule a public hearing to consider a Community Development Block Grant Application for the Monroe Street Housing Production Project

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

2. Consideration by the Town Council to schedule a public hearing to consider this matter at the May 28, 2024, Town Council meeting **(requires motion and vote)**

L. Schedule a public hearing 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, and appoint viewers for this street vacation request

1. Staff Report/Presentation by Director of Public Utilities and Engineering Billy Anderson

2. Consideration by the Town Council to schedule a public hearing for the June 10, 2024, Town Council meeting and to appoint the members of the Public Works Committee as viewers **(requires motion and vote)**

9. CITIZENS' PERIOD

10. PRESENTATIONS TO TOWN COUNCIL

A. Presentation by Ms. Patricia Austin to provide an update on the activities of the Wytheville Training School Cultural Center

B. Presentation by Planning Director John Woods to provide an update on the public input session regarding traffic calming on Mountain View Drive

11. NEW BUSINESS

12. REPORTS

A. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

13. OTHER BUSINESS

A. Council Member Time

B. Miscellaneous

(1) Council Committee Reports

14. CLOSED MEETING

A. Closed meeting pursuant to § 2.2-3711 (A.) (3.) Discussion regarding the proposed acquisition of real property for a public purpose (requires motion and vote)

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

15. ADJOURNMENT

7-A



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, APRIL 22, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Town Treasurer Michael Stephens, Computer Operations Manager Ron Jude, Director of Museums Grant Gerlich, Planning Director John Woods, Police Chief Joel Hash, Detective Lonnie Anders, Sergeant Jerrod Sadler, Patrol Officer Darren Umberger, Wytheville-Wythe-Bland Chamber of Commerce Executive Director Alison Pollard, Sanjai "C.J." Patel, Josh Sexton, Patricia Austin, Rusty Jones, Jim Cohen, Mike Forrest, Art Davis, Wendy Welch, Nancy Martin, Kirk Chamberlain Collin O'Donnell, Gary Gardner, Donnie Bales, Glenda Crockett-Eans, Thalia Rodriguez, Nick Patel, Others

2. RE: CALL TO ORDER

Mayor Taylor called the meeting to order.

3. RE: ESTABLISHMENT OF QUORUM

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

4. RE: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice-Mayor Pattison.

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 to approve the agenda as presented.

There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

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

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

7. RE: CONSENT AGENDA

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

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

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

Mayor Taylor advised that the Council has three public hearings on the agenda, therefore, she would like to request those who have signed in to speak regarding any of the public hearing agenda items, to please come to the podium, state their name and address and if the person is with a larger group, inform the Council so there are not multiple people speaking about the same agenda item. She stated that she would like to remind everyone to please show respect for each other, Town Staff and the Town Council.

A. RE: LODGING TAX INCREASE - STAFF REPORT/PRESENTATION

Mayor Taylor advised that the next agenda item is to consider increasing the Lodging Tax to a rate not to exceed ten (10) percent on the charge made to each room rented to transients. She noted that Town Manager Freeman would present the Town Council with information regarding this matter.

Town Manager Freeman stated that if the Council agrees, he thought it would be beneficial to review his presentation for the entire budget because a lot of the information is connected. He explained that there are slides specific to Meals and Lodging Tax, which are regarding the two scheduled public hearings. Town Manager Freeman advised that he would request the Council to hold their questions that are not relative to Meals and Lodging Tax until he gets to the budget portion of the agenda. It was the consensus of the Council to hold all questions that are not relative to the Meals and Lodging Tax until Town Manager Freeman gets to the budget item on the agenda.

Town Manager Freeman thanked Town Treasurer Stephens for his help during the budget process. He thanked the Budget and Finance Committee for meeting the last eight to ten weeks for multiple hours, and he noted that everyone may not have

agreed on everything, however, the Committee worked hard to develop a budget that will provide for a healthy discussion. Town Manager Freeman reviewed the proposed 2024-25 Fiscal Year Budget with the Town Council which includes a three percent cost of living increase for all full-time employees along with a one percent year-end holiday bonus. He discussed the proposed budget of various Town Departments including Museums, Water and Wastewater, Public Safety, Fire and Rescue, Public Works, etc.

Town Manager Freeman discussed how the Town's revenue is generated. He noted that general property taxes make up only 10.4 percent of the total revenues needed to operate the Town's General Fund for Fiscal Year 2024-25. He commented that local taxes make up 44 percent of the proposed budget for Fiscal Year 2024-25, and that this percentage does not include any Meals or Lodging Taxes. Town Manager Freeman explained what the Town's Meals Taxes are based on, the meaning of the Meals Tax, etc. He advised that Meals Tax makes up the single largest revenue stream, at nearly 19 percent of the Town's entire General Fund. Town Manager Freeman discussed the Lodging or Transient Occupancy Tax. He noted that this is a tax charged on rooms or lodging rentals provided to individuals who stay fewer than 30 consecutive days. Town Manager Freeman continued to review Lodging Tax information and noted that Lodging Tax is projected, at the current eight (8) percent tax rate, to make up approximately 8.3 percent of the total General Fund revenue stream. He explained that a combination of Meals and Lodging Taxes make up approximately 27 percent of the Town's General Fund. Town Manager Freeman then reviewed the proposed Meals and Lodging Taxes across the region. He explained that Categorical Aide is a revenue stream which is given to localities by the State in the form of grants to target very specific programs. Town Manager Freeman noted that there are strict guidelines for what the grant funds can be spent on, which is what the public needs to understand. He commented that most of Wytheville's Categorical Aide comes in the form of the Virginia Department of Transportation (VDOT) Maintenance Funds, which total about \$3.5M, annually. Town Manager Freeman noted that the Public Works Department makes up approximately \$5.4M of the General Fund, and 65 percent of that money comes from VDOT. He remarked that these funds are based on the number of lane miles of roadway maintained by the Town. Town Manager Freeman continued to highlight other Categorical Aide information included in the proposed budget for Fiscal Year 2024-25, which makes up one of the largest portions of the Town's revenue stream at about 16 percent of the entire General Fund. He advised that interest on reserves has become an important category. Town Manager Freeman expressed that the Town has tried to take advantage of the higher interest rates. He remarked that, last year, the Town did a small amount of borrowing, and that this year, the Town does not intend to borrow. Town Manager Freeman advised that the Town is trying to hold onto the reserves, because there is the anticipation of tripling the interest on reserves. He continued to discuss the Town's reserves and the interest projected on reserves for the next year. Town Manager Freeman commented that the Federal Reserve has indicated that they are targeting a core inflation ration of two percent. He noted that, in March, the Town was above 3.8 percent. Town Manager Freeman remarked that one year ago, core inflation was still at 5.5 percent. He explained that core inflation measures the price of goods and services excluding energy and food sectors because they fluctuate too much for them to be included. Town Manager Freeman remarked that interest on the Town's reserves is not a huge part of the budget, but it is expected to

provide a significant revenue. He stated that the current budget figure appears to be on pace to eclipse the \$565,000 projection, and the Budget and Finance Committee and Town Staff is projecting \$700,000 for Fiscal Year 2024-25.

RE: LODGING TAX INCREASE - PUBLIC HEARING

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider increasing the Lodging Tax to a rate not to exceed ten (10) percent on the charge made to each room rented to transients. She inquired if there were any citizens present who wished to address the Council during the public hearing. There being none, Mayor Taylor stated that she has been asked by Mr. William Smith to read his letter into the record, regarding their concerns regarding this matter. The letter was then entered into the record, as follows:

"I submit this on behalf of my family, the Bolling Wilson Hotel, and the Graze on Main Restaurant and request this be read aloud during the public comment period of the Public Hearing scheduled at 5 PM on Monday April 22, 2024.

We oppose proposed increases in the local Lodging Tax and Meals Tax and call for the reduction of both from current levels.

- 1) Both taxes are regressive, thus a burden on local citizens and the traveling public who support our very important tourism industry.*
- 2) These taxes have created a financial dependency on volatile revenue sources, which is detrimental to the Town of Wytheville's financial stability.*

I further call for the immediate cessation of further discussion regarding increases in both Meals Tax and lodging Tax until such time as the following contradictions are investigated, results disclosed to the public, and all related issues resolved."

Mayor Taylor explained that the rest of the letter that she just read into the record will be located in the Town Clerk's office if anyone would like to read it. There being no further discussion, she declared the public hearing closed and proceeded with the agenda.

RE: ORDINANCE NO. 1431 - LODGING TAX

Mayor Taylor advised that the next agenda item is the consideration by the Town Council to adopt Ordinance No. 1431, an ordinance amending and reenacting Chapter 14, Taxation, Article VI. Lodging Tax, Section 14-107, Amount of Levy, of the Code of the Town of Wytheville, Virginia, to increase the Lodging Tax from eight (8) percent to ten (10) percent, on first and final reading. She stated that Vice-Mayor Pattison will now report on behalf of the Budget and Finance Committee.

Vice-Mayor Pattison reported on behalf of the Budget and Finance Committee, as follows: Transient Occupancy Tax, also known as Lodging Tax, is a tax charged on room or lodging rentals provided to individuals who stay fewer than 30 consecutive days. These taxes are paid by the guest and collected by the lodging establishment for monthly remittance to the locality. Lodging Taxes are an important source of revenue for the Town of Wytheville and help offset the need for other local taxes such as Real Estate and Personal Property Taxes. These taxes provide financial support

for general operations including, but not limited to, our many marketing, tourism and economic development programs, as well as the Town's Police and Fire and EMS Departments. Continued inflationary forces have led to cost increases in all facets of government operations and are contributing to an anticipated budget deficit for Fiscal Year 2024-25. In order to maintain the high level of service our citizens and visitors have come to expect, the Town will need to generate new revenues for the coming budget year.

A motion was made by Vice-Mayor Pattison and seconded by Councilwoman Johnson to increase the Transient Occupancy Tax from eight (8) percent to ten (10) percent with an effective date of July 1, 2024. 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 and supermajority vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman. Ordinance No. 1431 was approved on first and final reading.

B. RE: MEALS TAX INCREASE - STAFF REPORT/PRESENTATION

Mayor Taylor advised that the next agenda item is to consider increasing the Meals Tax to a rate not to exceed nine (9) percent on every meal served, sold or delivered in the town by a restaurant or caterer. She stated that Vice-Mayor Pattison will report on behalf of the Budget and Finance Committee regarding this matter.

Vice-Mayor Pattison reported on behalf of the Budget and Finance Committee, as follows: Meals Taxes are taxes on foods prepared for human consumption, restaurants, eateries, food trucks, etc. This tax does not apply to foods sold through vending machines or other foods sold in grocery or convenience stores that are not prepared. Meals Taxes are paid by the patron and collected by the business for monthly remittance to the locality. Meals Taxes are an important source of revenue for the Town of Wytheville and help offset the need for other local taxes such as Real Estate and Personal Property Taxes. Meals Taxes provide financial support for general town operations, as well as the many marketing, tourism and economic development programs and the Town's robust Public Safety Departments. After consideration of all factors, including the recency with which the Meals Tax was last increased, it is the recommendation of the Budget and Finance Committee that the Meals Tax remain at eight (8) percent and for the Town Council to reconsider this topic later in 2025.

RE: MEALS TAX INCREASE - PUBLIC HEARING

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider increasing the Meals Tax to a rate not to exceed nine (9) percent on every meal served, sold or delivered in the town by a restaurant or caterer. She inquired if there were any citizens present who wished to address the Council during the public hearing.

Mr. Art Davis was recognized and stated that he resides at 515 East Pine Street in Wytheville. Mr. Davis thanked the Town Council for allowing him to speak. He stated that he wishes that Town staff would have sent letters to the restaurants in town letting them know of the proposed Meals Tax increase. Mr. Davis then discussed his

concerns regarding a Meals Tax increase with the Town Council. Mayor Taylor thanked Mr. Davis for his comments.

Mr. Collin O'Donnell was recognized and stated that he is with The Grind located at 155 East Main Street in Wytheville. Mr. O'Donnell thanked the Council for allowing him to speak. Mr. O'Donnell addressed the Council regarding Meals Tax rates of up to five (5) percent lower than Wytheville in multiple large-scale cities across the United States, a 32 percent decrease from last year in tourism traffic downtown and how a Meals Tax increase will negatively impact the Town of Wytheville and its small businesses. Mayor Taylor thanked Mr. O'Donnell for his comments.

She inquired if there were any other citizens who wished to address the Council during the public hearing. There being none, she declared the public hearing closed and proceeded with the agenda.

RE: ORDINANCE NO. 1432 - MEALS TAX

Mayor Taylor advised that the next agenda item is to consider approving or disapproving Ordinance No. 1432, an ordinance amending and reenacting Chapter 14, Taxation, Article V. Meals Tax. Section 14-79, Levy of Tax, of the Code of the Town of Wytheville, Virginia, to increase the Meals Tax from eight (8) percent to nine (9) percent, on first and final reading.

A motion was made by Vice-Mayor Pattison and seconded by Councilwoman Johnson to disapprove Ordinance No. 1432, an ordinance amending and reenacting Chapter 14, Taxation, Article V. Meals Tax, Section 14-79, Levy of Tax, of the Code of the Town of Wytheville, Virginia, to increase the Meals Tax from eight (8) percent to nine (9) percent, on first and final reading. 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 and supermajority vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. Ordinance No. 1432 was disapproved on first and final reading.

C. RE: MASTER FEE SCHEDULE INCREASES - STAFF REPORT/PRESENTATION

Mayor Taylor advised that the next agenda item is to consider the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates. She stated that Assistant Town Manager Holeton will give the Council more information regarding this topic.

Assistant Town Manager Holeton stated that the proposed Master Fee Schedule presents the user fee and charges collected on behalf of the 12 Town Departments. She noted that these fees cover everything from Recreation Center Pass Plans to Building Permits. Assistant Town Manager Holeton advised that in addition to fees for services, the Rate Schedule lists the water rates, sewer rates and utility connection fees for the Town. She then briefly explained the review process of the Master Fee Schedule with the Town Council. Assistant Town Manager Holeton stated that the changes made to the Master Fee Schedule will become effective on July 1, 2024, should the Council adopt the Master Fee Schedule.

RE: MASTER FEE SCHEDULE INCREASES - PUBLIC HEARING

Mayor Taylor stated that the meeting constituted a public hearing (due notice having been given) to consider the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates. She inquired if there were any citizens who wished to address the Council during the public hearing.

Ms. Glenda Crockett-Eans was recognized and stated that she resides at 50 Lee Circle in Wytheville. Ms. Crockett-Eans inquired if she could be provided a listing of the increases and/or changes that were made to the Master Fee Schedule. Assistant Town Manager then presented the increases and changes that were made to the Master Fee Schedule.

Mayor Taylor stated that she has been asked by Mr. William Smith to read his letter into the record, regarding their concerns regarding this matter. The letter was then entered into the record, as follows:

"I submit this on behalf of my family, Professional Buildings LLC, The Bolling Wilson Hotel, and Graze On Main Restaurant. We request this be read aloud during the public comment period the Public Hearing scheduled at 5PM on Monday April 22, 2024.

We oppose increases in the 2024-25 Master Fee Schedule as proposed.

These increases, the second in two years, clearly represent a dependency by the Town of Wytheville in raising fees and taxes to balance expenditure driven budget deficits rather than addressing the root problem of overspending based on revenues."

Mayor Taylor stated that is only half of the letter, and that the other half will be located in the Town Clerk's Office if anyone is interested in reading it. She inquired if there was anyone else who wished to address the Council during the public hearing. There being none, she declared the public hearing closed and proceeded with the agenda.

RE: FY 2024-25 TOWN OF WYTHEVILLE MASTER FEE SCHEDULE CONSIDERATION

Mayor Taylor advised that the next agenda item is to consider adopting the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates. She inquired if there was a motion to adopt the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates.

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

D. RE: ORDINANCE NO. 1433, BUDGET ORDINANCE FY 24-25 - STAFF REPORT/PRESENTATION

Mayor Taylor advised that the next agenda item is to consider Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on first, but not final, reading. She stated that Town Manager Freeman will give the Council more information on this ordinance.

Town Manager Freeman stated that he had already presented his information regarding the Fiscal Year 2024-25 budget earlier in the meeting, during the discussion regarding Lodging Tax. He then gave a brief overview regarding the State Code requirements on budget readings. Town Manager Freeman advised that he would be glad to answer any questions that the Council may have.

RE: ORDINANCE NO. 1433, FY 24-25 BUDGET ORDINANCE - FIRST READING

Mayor Taylor advised that the next agenda item is the consideration by Town Council to approve Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on first, but not final, reading. She inquired if there was a motion to approve Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on first, but not final, reading.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she would like to see the Town Attorney salary remain in the Fiscal Year 2024-25 budget. She noted that she was under the impression that the Town Attorney position is still open. Councilwoman Atkins inquired if Town Manager Freeman could review the Town Council budget. Town Manager Freeman then explained the breakdown of the Town Council's budget with the Council members. It was the consensus of the Council to keep the Town Attorney salary in the Fiscal Year 2024-25 budget, in the event that an unexpected situation arises with Interim Town Attorney Cassell. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting results by, roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. Ordinance No. 1433 was approved on first, but not final, reading.

E. RE: LODGING TAX INCREASE (CONTINUED)

Mayor Taylor advised that there is a citizen interested in the previous Lodging Tax agenda item, who arrived at the meeting late. She stated that she would now like to give them an opportunity to address the Town Council regarding this matter.

Mr. C.J. Patel was recognized and stated that he and his brother have four (4) properties in the Town of Wytheville. He advised that he owns the Sleep Inn on Peppers Ferry Road and Holston Road, and inquired if the Town could replace the streetlights there. Town Manager Freeman stated that he would have Town staff check on that matter. Mr. Patel inquired about why the Town only advertised the Lodging Tax public hearing in the newspaper, instead of also sending hotel owners a letter. Mayor Taylor stated that she had contacted Mr. Nick Patel regarding the Lodging Tax public hearing and had asked him to share the information he was given with other hotel owners in town. Discussion continued regarding the public hearing advertisement, the Lodging Tax increase, the impact it makes in the town and how to

bring more businesses to Wytheville. Mayor Taylor thanked Mr. Patel for his comments.

RE: FY 2024-25 COMMUNITY CONTRIBUTION FUNDING REQUESTS

Mayor Taylor advised that the next agenda item is to consider approving or disapproving the following Community Contribution funding requests for Fiscal Year 2024-25.

Mayor Taylor stated that the first request is for Brain Injury Solutions in the amount of \$500. She inquired if there was a motion to approve the request of Brain Injury Solutions for \$500. Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

Mayor Taylor stated that the second request is for the Wytheville Training School Cultural Center in the amount of \$4,500. She inquired if there was a motion to approve the request of the Wytheville Training School Cultural Center. Councilwoman Johnson noted that before the Council voted on this request, she would like to discuss all of the requests at one time. She stated that due to the nature of some of these requests, she would like additional consideration. Councilwoman Atkins inquired if the Council could have some dialogue about these requests at one time, and then vote on them separately. Interim Town Attorney Cassell stated that it is acceptable for the Council to have dialogue and vote, in that order.

Mayor Taylor stated that she would now open the floor for discussion regarding Community Contribution funding requests for Fiscal Year 2024-25. Councilwoman Johnson stated that there are some substantial changes in the amounts that are being requested from the last fiscal year, and that is why she would like to discuss these requests at one time. She noted that she would, personally, like to see the Wytheville Training School Cultural Center, the Edith Bolling Wilson A First Lady's Birthplace Museum and Open Door Community receive at least \$10,000. Councilwoman Johnson advised that she would, also, like for the Wythe-Grayson Regional Library to receive \$4,000, and for the Millwald Theatre to receive \$50,000. She commented that she is aware that the Council has already approved the \$500 request for Brain Injury Solutions, however, she would like to amend that decision for them to receive \$1,000. Councilwoman Atkins stated that she is in agreement with Councilwoman Johnson regarding the amounts for the Wytheville Training School Cultural Center. She noted, however, that she does not support the request of the Millwald Theatre for \$200,000. Vice-Mayor Pattison stated that she is in agreement with Councilwoman Johnson, however, she would like to discuss the amount that the Millwald Theatre has requested. She commented that the Millwald Theatre serves as a cultural and social center for historic downtown Wytheville. She noted that they are asking the Town for support for operating purposes to help keep their doors open. Mr. Rusty Jones with the Millwald Theatre was recognized and addressed the Council regarding the process of how the request for \$200,000 for the Millwald Theatre was developed. Discussion continued regarding the Town supporting the funding request for the Millwald Theatre.

Mr. Christopher Fox was recognized and stated that he resides at 305 North 4th Street in Wytheville. Mr. Fox addressed the Council regarding Open Door Community's funding request for \$50,000, and how he feels that giving the full amount will be beneficial to the community. A brief discussion was held regarding the funding request made by Open Door Community, and how those funds will be used. Mayor Taylor thanked Mr. Fox for his comments.

Ms. Wendy Welch was recognized and stated that she resides at 550 Tazewell Street in Wytheville. Ms. Welch stated that she is a volunteer with Open Door Community and with the Wytheville Women's Club. She noted that whatever Open Door Community is requesting funding for, they will spend it very well, as they are very careful with their spending. Ms. Welch continued to discuss the resources that Open Door Community provides for people in the community. Discussion continued regarding the request of Open Door Community for \$50,000 and how those funds will be used. Mayor Taylor inquired if there was any further discussion. There being none, she proceeded with the agenda.

Mayor Taylor inquired if there was a motion to amend the amount for Brain Injury Solutions from \$500 to \$1,000. Motion made by Councilwoman Johnson, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

Mayor Taylor inquired if there was a motion to approve the request of the Wytheville Training School Cultural Center for \$10,000. Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor noted that she finds it hard to support some of the increased requests, and that she may not approve of all of them. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

Mayor Taylor inquired if there was a motion to approve the request of the Edith Bolling Wilson A First Lady's Birthplace Museum for \$10,000. Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

Mayor Taylor inquired if there was a motion to approve the request of the Wythe-Grayson Regional Library for \$4,000. Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

Mayor Taylor inquired if there was a motion to approve the request of Open Door Community for \$10,000. 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 results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

Mayor Taylor inquired if there was a motion to approve the request of the Millwald Theatre for \$150,000. Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she would like to give the Millwald \$75,000, instead of \$150,000. Councilwoman Johnson inquired if the Council would consider giving the Millwald Theatre \$75,000 now, and then revisit the idea of the additional amount in the future. Mr. Rusty Jones with the Millwald Theatre addressed the Council, again, regarding their request and noted that they would like to receive that money in the first part of the fiscal year should the Council pass the \$75,000 request. He continued to discuss what these funds would be used for and how they will help operational costs with the Council. A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to amend the original motion to approve the Millwald Theatre's request to receive \$150,000 to the Millwald Theatre to receive \$75,000 on or near July 1, 2024, and to revisit their request regarding the additional funds they requested in December of 2024. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

F. RE: ORDINANCE NO. 1430 - PERSONNEL POLICY - RETIREMENT BENEFITS

Mayor Taylor advised that the next agenda item is to consider Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first reading. She stated that Town Manager Freeman would give the Council more information regarding this ordinance.

Town Manager Freeman then presented a report to the Town Council consisting of information regarding Other Post-Employment Benefits (OPEB) and the proposed changes that have been made to the Personnel Ordinance. He advised that it is the Staff recommendation to remove the \$300 premium cap, increase the benefit to 50% of the blended premium to align with the current employer offered insurance benefit requirements, restore the benefit to all employees regardless of Hazardous Duty Benefit status and to keep the retirement benefit at the current five (5) year limit. Councilwoman Atkins stated that she would like for the Council to consider increasing the Town's retirement benefit from five (5) years to seven (7) years. Discussion was held regarding this request and how often the retirement benefits can be evaluated in the future.

A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to approve Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, as presented with the exception to continue the Town's retirement benefit for six (6) years instead of the proposed five (5) years. Mayor

Taylor inquired if there was any discussion on the motion. There being none, the motion was not approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins. Voting Nay: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to adopt Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first and final reading, as follows: to remove the \$300 premium cap, increase the benefit to 50% of the blended premium to align with the current employer offered insurance benefit requirements, restore the benefit to all employees regardless of Hazardous Duty Benefit status and to keep the retirement benefit at the current five (5) year limit. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

G. RE: RAFFLE PERMIT REQUEST - WYTHEVILLE FARMERS' MARKET

Mayor Taylor advised that the next agenda item is to consider the request of the Wytheville Farmers' Market for the issuance of a raffle permit for calendar year 2024. She inquired if there was a motion to approve the request of the Wytheville Farmers' Market for the issuance of a raffle permit for calendar year 2024.

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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

H. RE: RAFFLE PERMIT REQUEST - WYTHEVILLE TRAINING SCHOOL CULTURAL CENTER

Mayor Taylor advised that the next agenda item is to consider the request of the Wytheville Training School Cultural Center for the issuance of a raffle permit for calendar year 2024. She inquired if there was a motion to approve the request of the Wytheville Training School Cultural Center for calendar year 2024.

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, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

I. RE: RESOLUTION - DEVOTED TO YOU "A CHRISTMAS TO REMEMBER" EVENT

Mayor Taylor advised that the next agenda item is to consider adopting a resolution of appreciation for Devoted to You for the "A Christmas to Remember" event. She

inquired if there was a motion to adopt a resolution of appreciation for Devoted to You for the "A Christmas to Remember" event.

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

J. RE: SCHEDULE PUBLIC HEARING - RECEIVE FOR ELECTRICAL FRANCHISE

Mayor Taylor advised that the next agenda item is to schedule a public hearing for the May 13, 2024, Town Council meeting to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, heat, and power transmission and distribution system in the Town of Wytheville. She inquired if there was a motion to schedule a public hearing for the Monday, May 13, 2024, Town Council meeting at 5:00 p.m., to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, heat, and power transmission and distribution system.

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

9. RE: CITIZENS' PERIOD

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

10. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: PRESENTATION TO TOWN COUNCIL - CROSSWALK ON EAST MAIN STREET

Mayor Taylor advised that the next agenda item is a presentation by Planning Director John Woods regarding the crosswalk project on East Main Street at the entrances to Wytheville Community College and the Hardee's Restaurant. She stated that Planning Director Woods will now give the Council more information regarding the crosswalk project.

Planning Director John Woods stated that the Virginia Department of Transportation (VDOT) should be providing the Town with the design plans of the crosswalk within the next few months, and the project should be put out to bid in the fall of this year. He then presented information to the Council regarding the proposed crosswalk at the entrances of Wytheville Community College and Hardee's Restaurant. The Council thanked Director Woods for his presentation.

11. RE: NEW BUSINESS

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

12. RE: REPORTS

A. RE: UPCOMING MEETINGS

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

1. The Joint Industrial Development Authority (JIDA) of Wythe County will meet on Thursday, April 25, 2024, at 3:00 p.m., and the location is to be determined.
2. The Town of Wytheville will hold a Traffic Calming Input Session for Mountain View Drive on Thursday, May 2, 2024, from 4:00 p.m. to 7:00 p.m., at the Wytheville Meeting Center.
3. The Tree Advisory Committee will meet on Thursday, May 9, 2024, at 8:30 a.m., in Conference Room A.
4. The Wytheville Planning Commission will meet on Thursday, May 9, 2024, at 6:00 p.m., in the Council Chambers.
5. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, May 13, 2024, at 5:00 p.m., in the Council Chambers.

13. RE: OTHER BUSINESS

A. RE: TOWN COMMITTEES/BOARDS/AUTHORITIES REAPPOINTMENTS/VACANCIES FOR 2024

Mayor Taylor advised that the next agenda item is to review Committee reappointments/vacancies for 2024. Town Clerk Corvin stated that the Council has a listing of all the upcoming reappointments and vacancies through the end of 2024. She then reviewed the upcoming reappointments and vacancies on the Board of Zoning Appeals, Joint Industrial Development Authority, Recreation Commission, Smyth-Wythe Airport Commission, Tree Advisory Committee, Wytheville Economic Development Authority and the Wytheville Redevelopment and Housing Authority.

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 would like for the Public Works Department to look at the potholes on Tazewell and East Pine Streets. Town Manager Freeman noted that he will look into this matter.

Councilman Gillman stated that he has had citizens reach out to him complaining about people parking in the middle of the road, in the afternoons, when picking up children from Spiller Elementary School. Town Manager Freeman commented that

he would check on this topic.

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 stated that they did not have anything to discuss during Council Member Time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she did not have anything to discuss at this time.

Mayor Taylor inquired if Councilwoman Johnson had anything she would like to discuss during Council Member Time. Councilwoman Johnson inquired if Staff has reached out to the owner of The Paper Clip to discuss their traffic concerns on Main Street. Town Manager Freeman stated that he will check with Police Lieutenant Bard, regarding the status of this matter.

Councilwoman Johnson inquired how many retirees the Town had for December 2023, and if they were given plaques to recognize their years of service. Town Manager Freeman stated that the Town used to recognize retirees, but during the COVID 19 pandemic they were not recognized, however, those retirees from that time period have since been recognized.

Councilwoman Johnson stated that she would like to have a discussion, at a future Council meeting, regarding approving Town Clerk Corvin to attend the Virginia Municipal League (VML) Conference for the purposes of continuing her education. She noted that she would, also, like to discuss continuing the education of Chief Deputy Clerk Jones and Deputy Clerk Bedwell. A brief discussion continued regarding the continuation of education for Town Clerk Corvin, Chief Deputy Clerk Jones and Deputy Clerk Bedwell.

C. RE: MISCELLANEOUS

Mayor Taylor advised that the next agenda item is miscellaneous items. She inquired if there were any Council Committee Reports. A brief discussion was held regarding Council members attending their committee meetings and presenting reports to the rest of the Council members. Mayor Taylor stated that the Town of Wytheville's Arbor Day Celebration will be held on Friday, April 26, 2024, at 10:00 a.m., on Church Street next to Barnett Funeral Home.

14. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:32 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Clerk of Council

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Public Hearing – Fiscal Year 2024-25 Budget

SUMMARY:

A public hearing has been scheduled to consider the Town of Wytheville Budget for Fiscal Year 2024-25. Town Manager Freeman will provide a staff report, and then the public hearing will be opened. After receiving comments from interested citizens, the public hearing should be declared closed. The Town Council will then consider Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on second, but not final, reading. The third and final reading of the Budget Ordinance is scheduled for the May 28, 2024, Town Council meeting.

Recommended Action

Approval of the Budget Ordinance, on second, but not final, reading will require a motion and roll call vote by the Town Council.

ORDINANCE NO. 1433

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on the 22nd day of April, 2024, at 5:00 p.m.

Present:

Absent:

Ordinance No. 1433 concerning the budget for fiscal year beginning July 1, 2024, and ending June 30, 2025.

An Ordinance setting the tax rate at \$0.20 per \$100 valuation of Real Estate and Mobile Homes, \$0.33 per \$100 valuation of Machinery and Tools, \$0.38 per \$100 valuation of Personal Property, excluding household goods and personal effects and including the property separately classified by Sections 58.1-3200 and 58.1-3503 of the Code of Virginia, the Personal Property Tax Relief Act as authorized by Section 58.1-3523 of the Code of Virginia in the amount of thirty six and forty eight one hundredths per centum (36.48%), and a Bank Franchise Tax as authorized by Section 58.1-1209 of the Code of Virginia in the amount of eighty per centum (80%) of the State rate of taxation for each one hundred dollars (\$100) of net capital of banks located in the Town. For such banks which have offices outside the corporate limits of the Town, the tax is to be apportioned as provided in Section 58.1-1211 of the Code of Virginia. The total rates as shown are for municipal purposes.

The funds as indicated are appropriated for the administration and operation of several departments in the Town of Wytheville for the fiscal year ending June 30, 2025. Be it ordained by the Council of the Town of Wytheville that the amounts, as listed herein, be appropriated from the estimate of revenues and funds on hand for the fiscal year.



TOWN OF WYTHEVILLE

PROPOSED FY24-25 BUDGET

SECOND READING

MAY 13, 2024

GENERAL FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 23,459,954	\$ 23,906,739	\$ 446,785	1.90%
APPROPRIATIONS	\$ 23,459,954	\$ 23,906,739	\$ 446,785	

WASTEWATER FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 4,817,499	\$ 5,235,131	\$ 417,632	8.67%
APPROPRIATIONS	\$ 4,817,499	\$ 5,235,131	\$ 417,632	

WATER FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 6,080,732	\$ 6,664,193	\$ 583,461	9.60%
APPROPRIATIONS	\$ 6,080,732	\$ 6,664,193	\$ 583,461	

OPEB FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 24,000	\$ 40,000	\$ 16,000	66.67%
APPROPRIATIONS	\$ 24,000	\$ 40,000	\$ 16,000	

PERPETUAL CARE FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 37,200	\$ 25,000	\$ (12,200)	-32.80%
APPROPRIATIONS	\$ 37,200	\$ 25,000	\$ (12,200)	

WALL OF HONOR FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 2,000	\$ 2,000	\$ -	0.00%
APPROPRIATIONS	\$ 2,000	\$ 2,000	\$ -	

HOMESTEAD ENDOWMENT FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ -	\$ 20,000	\$ 20,000	
APPROPRIATIONS	\$ -	\$ 20,000	\$ 20,000	

JAM FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ -	\$ 20,000	\$ 20,000	
APPROPRIATIONS	\$ -	\$ 20,000	\$ 20,000	

TOTAL ALL FUNDS

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 34,421,385	\$ 35,913,063	\$ 1,491,678	4.33%
APPROPRIATIONS	\$ 34,421,385	\$ 35,913,063	\$ 1,491,678	

2024-2025 PROPOSED BUDGET SUPPLEMENTAL INFORMATION

PROPOSED GENERAL FUND EXPENDITURES PG1		CURRENT BUDGET	PROPOSED BUDGET	INCREASE OR DECREASE
11010	TOWN COUNCIL	\$1,307,563	\$1,647,873	\$340,310
11020	TOWN CLERK	\$256,356	\$280,803	\$24,447
11030	COMMISSION MEMBERS	\$12,621	\$12,621	\$0
12110	TOWN MANAGER	\$174,587	\$180,871	\$6,284
12120	ASSISTANT TOWN MANAGER	\$149,400	\$153,888	\$4,488
12210	TOWN ATTORNEY	\$110,649	\$141,335	\$30,686
12240	AUDITING AND LEGAL SERVICES	\$90,000	\$130,000	\$40,000
12410	TOWN TREASURER'S OFFICE	\$338,328	\$352,033	\$13,705
12520	AUTOMOTIVE/MOTOR POOL	\$328,982	\$346,227	\$17,245
12600	ENGINEERING DEPARTMENT	\$236,640	\$232,265	-\$4,375
12710	HUMAN RESOURCES	\$281,491	\$290,973	\$9,481
12820	COMPUTER OPERATIONS	\$385,858	\$433,816	\$47,958
21600	CLERK OF COURT	\$0	\$2,500	\$2,500
31100	POLICE DEPARTMENT	\$3,375,087	\$3,597,898	\$222,811
32100	FIRE & EMS	\$2,560,757	\$2,999,887	\$439,130
34100	INSPECTIONS-BUILDING	\$179,959	\$216,699	\$36,740
35100	ANIMAL & PEST CONTROL	\$111,534	\$120,885	\$9,351
35600	TRANSIT SYSTEM	\$39,738	\$52,218	\$12,480
41150	PUBLIC WORKS ADMINISTRATION	\$122,089	\$189,558	\$67,469
41200	MAINTENANCE OF STREETS	\$1,863,583	\$1,780,564	-\$83,019
41330	SNOW AND ICE REMOVAL	\$188,534	\$70,937	-\$117,597
41400	TRAFFIC STREETS, SIGN & LIGHTS	\$745,581	\$754,813	\$9,232
41550	STREET CONSTRUCTION	\$1,115,500	\$674,722	-\$440,778
42200	STREET AND ROAD CLEANING	\$72,374	\$75,495	\$3,121
42300	REFUSE COLLECTION	\$468,602	\$206,322	-\$262,280
42400	LANDFILL	\$91,300	\$99,300	\$8,000
42500	WEED CONTROL-MOWING	\$326,714	\$386,717	\$60,003
43200	GENERAL PROPERTIES/TOWN GARAGE	\$126,268	\$232,067	\$105,799
43300	EMS BUILDING	\$36,000	\$36,000	\$0
43400	TOWN HALL	\$267,948	\$247,947	-\$20,001

PROPOSED GENERAL FUND EXPENDITURES PG 2		CURRENT BUDGET	PROPOSED BUDGET	INCREASE OR DECREASE
43500	4TH STREET CIVIC CENTER	\$23,996	\$29,996	\$6,000
43600	PARKS/SPORTS COMPLEXES	\$80,007	\$87,527	\$7,520
43700	CONFERENCE AND COMMUNITY CENTER	\$647,085	\$792,214	\$145,129
43800	POLICE/FIRE BUILDING	\$50,750	\$77,750	\$27,000
43900	ANIMAL SHELTER	\$3,800	\$5,200	\$1,400
44000	E LEE TRINKLE VISTOR CENTER	\$182,455	\$185,153	\$2,698
44200	MEETING CENTER	\$617,591	\$692,075	\$74,484
51000	COMMUNITY ACTIVITIES - REIMBUR	\$12,094	\$12,094	\$0
53300	TAX RELIEF - ELDERLY & VETERAN	\$20,000	\$20,000	\$0
71290	FITNESS INSTRUCTION	\$125,973	\$131,145	\$5,172
71300	RECREATION ADMINISTRATION	\$535,370	\$584,686	\$49,316
71310	COMMUNITY PROGRAMS	\$249,172	\$272,021	\$22,849
71320	OUTDOOR SWIMMING POOL	\$112,360	\$275,248	\$162,888
71330	ATHLETIC PROGRAMS	\$168,813	\$283,946	\$115,133
71350	INDOOR SWIMMING POOL	\$978,870	\$417,205	-\$561,665
71360	YOUTH/TEEN CENTER	\$175,645	\$183,993	\$8,348
71370	FITNESS CENTER	\$155,816	\$164,237	\$8,421
71380	FIT FOR LIFE GRANT OCT 21- SEP	\$25,000	\$25,000	\$0
71390	FIT FOR LIFE GRANT OCT 20 - SE	\$25,000	\$25,000	\$0
71400	CEMETERIES	\$258,170	\$266,132	\$7,962
72200	MUSEUMS/HERITAGE PRESERVATION	\$608,205	\$466,802	-\$141,403
72500	MUSEUM HERITAGE EDUCATION PROG	\$153,990	\$165,209	\$11,219
72800	HOMESTEAD MUSEUM	\$193,582	\$154,582	-\$39,000
81600	TOURISM & COMMUNITY DEVELOPMENT	\$602,891	\$608,687	\$5,796
81700	JOINT I D A	\$300,262	\$304,859	\$4,597
81800	CHAMBER OF COMMERCE DIRECTOR	\$139,753	\$142,818	\$3,065
81900	MAIN STREET PROGRAM	\$137,432	\$135,079	-\$2,353
83100	HORTICULTURE	\$517,184	\$472,379	-\$44,805
95200	DEBT RETIREMENT	\$994,645	\$978,468	-\$16,177
TOTAL GENERAL FUND		\$23,459,954	\$23,906,739	\$446,785

2024-2025 PROPOSED BUDGET SUPPLEMENTAL INFORMATION

PROPOSED WASTEWATER FUND EXPENDITURES		CURRENT BUDGET	PROPOSED BUDGET	INCREASE OR DECREASE
46000	WASTEWATER ADMINISTRATION	\$257,174	\$517,405	\$260,231
46200	WASTEWATER TREATMENT PLANT	\$1,465,784	\$1,586,641	\$120,857
46400	WASTEWATER SYSTEM MAINTENANCE	\$34,102	\$35,713	\$1,611
46600	WASTEWATER CONSTRUCTION	\$13,758	\$12,450	-\$1,308
46700	WASTEWATER PRETREATMENT PROGRA	\$113,007	\$122,488	\$9,481
46900	WASTEWATER UTILITIES	\$2,263,761	\$2,499,893	\$236,132
95300	DEBT RETIREMENT	\$669,913	\$460,540	-\$209,373
TOTAL WASTEWATER FUND		\$4,817,499	\$5,235,131	\$417,632

PROPOSED WATER FUND EXPENDITURES		CURRENT BUDGET	PROPOSED BUDGET	INCREASE OR DECREASE
45000	WATER ADMINISTRATION	\$3,147,576	\$3,189,375	\$41,799
45100	WATER TREATMENT PLANT	\$1,238,350	\$1,362,019	\$123,669
45300	WATER SYSTEM MAINTENANCE	\$582,033	\$743,686	\$161,653
45500	WATER CONSTRUCTION	\$180,517	\$185,120	\$4,603
45900	WATER UTILITIES	\$280,945	\$532,682	\$251,737
95100	DEBT RETIREMENT	\$651,311	\$651,311	\$0
TOTAL WATER FUND		\$6,080,732	\$6,664,193	\$583,461

11010	OPEB FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS	\$24,000	\$40,000	\$16,000
	TOTAL	\$24,000	\$40,000	\$16,000
73100	PERPETUAL CARE FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS	\$37,200	\$25,000	\$(12,200)
	TOTAL	\$37,200	\$25,000	\$(12,200)
82000	WALL OF HONOR FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS	\$2,000	\$2,000	\$0
	TOTAL	\$2,000	\$2,000	\$0
84000	HOMESTEAD ENDOWMENT FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS		\$20,000	\$20,000
	TOTAL		\$20,000	\$20,000
87000	JAM FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS		\$20,000	\$20,000
	TOTAL		\$20,000	\$20,000
TOTAL EXPENDITURES - ALL FUNDS		\$35,051,899	\$35,913,063	\$861,164

2024-2025 PROPOSED BUDGET SUPPLEMENTAL INFORMATION

GENERAL FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
11010	REAL ESTATE TAXES	\$2,000,000	\$1,898,000	-\$102,000
11020	PUBLIC SERVICE TAX	\$60,000	\$60,000	\$0
11030	PERSONAL PROPERTY TAX	\$330,000	\$330,000	\$0
11040	MOBILE HOME TAX	\$1,300	\$1,300	\$0
11050	MACHINERY & TOOLS	\$148,500	\$175,000	\$26,500
11060	PENALTY & INTEREST	\$16,000	\$16,000	\$0
12000	LOCAL TAXES	\$8,093,187	\$9,142,723	\$1,049,536
12030	BUSINESS LICENSES	\$1,750,000	\$1,800,000	\$50,000
13000	PERMITS	\$92,150	\$92,150	\$0
14000	FINES	\$18,000	\$25,000	\$7,000
15000	INTEREST ON INVESTMENTS	\$565,000	\$700,000	\$135,000
15010	USE OF PROP./SALE OF MATERIA	\$66,100	\$56,100	-\$10,000
16020	EMERGENCY MEDICAL SERVICES	\$885,000	\$885,000	\$0
16030	FIRE SERVICES	\$7,500	\$5,000	-\$2,500
16040	REIMBURSEMENT FARMERS MARKET	\$1,800	\$1,800	\$0
16050	REIMBURSEMENT OTHER ENTITIES	\$589,447	\$594,756	\$5,309
16060	CHARGES FOR ANIMAL CONTROL	\$50	\$50	\$0
16070	MISCELLANEOUS ASSESSMENTS	\$725	\$725	\$0
16080	MOWING CHARGES	\$20,800	\$25,800	\$5,000
16130	RECREATION DEPARTMENT	\$645,250	\$866,450	\$221,200
16160	COPIES	\$2,000	\$2,000	\$0
17000	MUSEUMS	\$60,550	\$60,550	\$0
17001	HOMESTEAD MUSEUMS	\$0	\$0	\$0
17500	MEETING CENTER	\$186,100	\$166,700	-\$19,400
18000	MISCELLANEOUS	\$722,636	\$323,480	-\$399,156
18000	USE OF RESERVES	\$1,159,689	\$2,357,156	\$1,197,467
22000	NON CATEGORICAL AID	\$473,500	\$453,500	-\$20,000
24000	CATEGORICAL AID	\$4,627,670	\$3,832,500	-\$795,170
32000	GRANTS & LOANS	\$904,000	\$2,000	
41000	SALE OF CEMETERY SPACES	\$33,000	\$33,000	\$0
TOTAL GENERAL FUND		\$23,459,954	\$23,906,739	\$1,348,786

PROPOSED WASTEWATER FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
15000	INTEREST	\$ 7,000.00	\$ 7,000.00	-
18000	USE OF RESERVES	\$ 143,139.99	\$ 440,000.00	296,860
32000	GRANTS/LOANS	\$ 2,040,834.25	\$ 1,444,051	(596,783)
80000	REVENUES SEWER SERVICES/CHARGES	\$ 2,565,639.09	\$ 3,344,080	778,441
TOTAL WASTEWATER FUND		\$4,756,613	\$5,235,131	\$478,518

PROPOSED WATER FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
15000	INTEREST	3,500	3,500	\$0
18000	USE OF RESERVES	123,420	437,383	\$313,963
32000	BOND PROCEEDS	1,550,000	1,550,000	\$0
70000	REVENUES WATER SERVICES/CHARGES	4,358,812	4,628,310	\$269,498
90000	PENALTIES	\$ 45,000.00	\$ 45,000.00	\$0
TOTAL WATER FUND		\$6,080,732	\$6,664,193	\$583,461

PROPOSED OPEB FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
15000	CONTRIBUTION TO FUND	\$24,000	\$40,000	\$16,000
18000	USE OF RESERVES	\$0	\$0	\$0
TOTAL		\$24,000	\$40,000	\$16,000

PROPOSED PERPETUAL CARE FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
18000	USE OF RESERVES	37,200	25,000	(\$12,200)
TOTAL		37,200	25,000	(\$12,200)

PROPOSED WALL OF HONOR FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
15000	INTEREST	\$100	\$100	\$0
18000	DONATIONS	\$1,900	\$1,900	\$0
TOTAL		\$2,000	\$2,000	\$0

PROPOSED HOMESTEAD ENDOWMENT FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
15000	INTEREST ON ENDOWMENT	\$0	\$0	\$0
17000	FEES	\$0	\$0	\$0
18000	USE OF RESERVES	\$0	\$20,000	\$20,000
TOTAL		\$0	\$20,000	\$20,000

PROPOSED JAM FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
	TRANSFER FROM GENERAL FUND	\$0	\$12,000	\$0
	CONTRIBUTIONS		\$8,000	
TOTAL		\$0	\$20,000	\$0

TOTAL REVENUES - ALL FUNDS		\$34,360,499	\$35,913,063	\$1,552,564
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8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Public Hearing – Franchise for Electric, Light, Heat, and Power Transmission and Distribution System

SUMMARY:

A public hearing has been scheduled to consider the franchise for the electric, light, heat, and power transmission and distribution system. Any bids received for this franchise will now be opened and read aloud by the Mayor. After the reading of the bids, the public hearing will be opened to receive comments from citizens. Once the public hearing is closed, the Town Manager will provide a report with any staff recommendations. The Town Council will then need to accept the high bid contingent upon the negotiation by Town staff of an appropriate franchise agreement to be submitted to the Council for approval.

Recommended Action

The Town Council will need to make the following motion regarding the franchise: **“To accept the high bid contingent upon the negotiation by Town staff of an appropriate franchise agreement to be submitted to the Council for approval.”** This motion will require a roll call vote by the Town Council. Once the motion is approved, the franchise agreement will then be brought back to the Town Council at a later meeting for approval.

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

MAY 13, 2024

1. Franchise Agreement

Background: The Code of Virginia, Sections 15.2-2100 through 15.2-2103, enables localities the ability to grant franchises for utility and other telecommunication providers. The State Code outlines a detailed process that must be followed by local government to grant a franchise. This process includes the Town Council advertising and receiving bids, publicly opening the bids, and reading the bids aloud during the Town Council meeting.

On April 26, 2004, the Town Council (20 years ago) went through this process and awarded Appalachian Power the electric utility franchise. This utility franchise was in effect for 20 years and expired on April 26, 2024. The expired franchise is attached for the Council’s reference.

At the last regular Town Council meeting on April 22, 2024, the Council agreed to advertise an Invitation to Bid for this franchise. Town staff advertised the bid, and the public hearing was advertised. The due date for the bids is scheduled for the Town Council meeting on May 13, 2024.

During the meeting, the Mayor will open any bids received and read the bids aloud. The bid will include the bid price and terms of the agreement, which will include the use of the Town right of way for electrical transmission equipment.

After the bids are read aloud, the Council will open the public hearing. Following comments, if any, the Council will then close the public hearing.

Because we will not be able to see the sealed bids or proposed terms prior to the bid opening, it is recommended that the Council accept the bid, contingent upon negotiations with Town staff before final review and approval at the May 28, 2024, Town Council meeting. This will allow Town staff the ability to read the proposed Franchise Agreement, negotiate any concerns for use of the right of way and present it to the Town Council for final consideration and approval.

Wytheville, Virginia
April 26, 2004

A regular meeting of the Town Council of the Town of Wytheville, Virginia, was held at the Town Hall, on April 26, 2004, at 7:00 P.M.

There were present:

Trenton G. Crewe, Jr.

Mayor

Jacqueline K. King

Charles G. Crockett

William B. Weisiger

John W. Jones, Jr.

Council Members

There were absent:

Council Members

The meeting was called to order by the presiding officer, Mayor Crewe.

The minutes of the previous meeting were read and, upon motion duly seconded, approved.

The presiding officer announced that the business before the meeting was that of receiving bids for the franchise offered for sale in pursuance of an ordinance directing the descriptive advertisement of said franchise adopted at a meeting held the 8th day of March, 2004.

The bid of Appalachian Power Company (d/b/a/ American Electric Power) for said franchise, offering the sum of Five hundred and no one-hundreds dollars (\$500.00), was received and read aloud before the meeting, no other bids having been filed. The presiding officer then inquired if any other bids were offered and none being offered, he declared the bidding closed.

Whereupon, on motion duly made and seconded, the following resolution was adopted by unanimous vote of the members present:

ORDINANCE No. 1171

WHEREAS, by a proposed Ordinance adopted by the Council of the Town of Wytheville, Virginia, on March 8, 2004, and approved by the Mayor of said Town on March 8, 2004, the franchise for an electric light, heat, and power transmission and distribution system in the Town of Wytheville, Virginia, was, thereby proposed to be sold and bids thereby invited therefor, a descriptive notice of the ordinance proposing to make the grant having been advertised once a week for four consecutive weeks in the Wytheville Enterprise, a newspaper of general circulation in said Town, and

WHEREAS, Appalachian Power Company has bid the sum of (\$500.00) for such franchise and the presiding officer having caused said bid to be read aloud to the members and having inquired if any other bids were offered, and no other bids having been received therefor, it is, therefore,

RESOLVED, that the following Ordinance be and the same is hereby adopted.

BE IT ORDAINED by the Town Council of the Town of Wytheville, Wythe County, Commonwealth of Virginia, and it is hereby ordained by authority of the same that

SECTION I

Appalachian Power Company, its successors and assigns, (hereinafter called "Grantee"), is hereby granted the right, privilege, franchise and authority to acquire, construct, maintain and operate in, above, under, across and along the street, thoroughfares, alleys, bridges and public places (as the same now exist or may hereafter be laid out), of the Town of Wytheville, Wythe County, Commonwealth of Virginia, lines for the distribution of electric energy either by means of overhead or underground conductors, with all necessary or desirable appurtenances for the purpose of supplying electric energy to said Town and the inhabitants thereof and persons or corporations beyond the limits thereof, for light, heat, power or any other purpose or purposes for which electric energy is now or may hereafter be used, and for the transmission of the same through or across said Town.

SECTION II

Said lines and appurtenances shall be constructed so as to interfere as little as possible with the traveling public in its use of the streets, thoroughfares, alleys, bridges and public places. The location of all poles and conduits shall be made under the supervision of the proper Board or Committee of the Town government.

SECTION III

The rights, privileges and franchise hereby granted shall be in force and effect for a period of twenty (20) years from the date of the passage of this ordinance.

The rights, privileges and franchise hereby granted shall not be construed to be exclusive and the Council of said Town hereby reserves the right to grant similar rights, privileges and franchises to any other person or persons, firm or firms, corporation or corporations.

SECTION IV

The granting of this franchise is made upon the express condition that the exercise of the same shall be subject to such regulations as may be adopted by the State Corporation Commission of Virginia or such other body upon which said State may hereafter confer regulatory powers over like corporations for the purpose of securing efficiency of public service from said Grantee, its successors and assigns, in said Town of Wytheville, and the maintenance of the property and works of said Grantee in good order throughout the term of this franchise.

SECTION V

Said Grantee shall save the Town harmless from any and all liability arising in any way from Grantee's negligence in the erection, maintenance or operation of said lines for the distribution of electric energy.

SECTION VI

Whenever said Grantee shall begin the erection of any lines or equipment it shall promptly and diligently prosecute the work to completion and leave the streets, thoroughfares, alleys, bridges and public places where such work is done in as good condition or repair as before such work was commenced.

SECTION VII

In the event it becomes necessary or expedient for the Town to change the course or grade of any public highway, street, avenue, road, alley, lane, way, utility easement, parkway, or other public ground in which Grantee is maintaining an electric light, heat and power transmission and distribution system, upon notification by the

Town, the Grantee will relocate or change the location or depth of such mains, pipes, wires, or other appliances and fixtures as necessary to conform to the proposed street alteration at Grantee's own expense. However, the Town shall be responsible for providing Grantee with a suitable location to which the Grantee will relocate its mains, pipes, wire or other appliances and fixtures. In the event that it becomes necessary or expedient for the Town to change the course or grade of any public highway, street, avenue, road, alley, lane, way, utility easement, parkway, or other public ground which requires Grantee to relocate its mains, pipes, wire, or other appliances and fixtures that are located on Grantee's private easement, the Grantee shall relocate such mains, pipes, wires or other appliances and fixtures as necessary to conform to the proposed street alteration at the Town's expense. The Town shall also be responsible for providing Grantee with a suitable easement, which may be owned the Town, to which the Grantee will relocate its mains, pipes, wires or other appliances and fixtures.

SECTION VIII

Whenever, in this Ordinance, either the Town or the Grantee is referred to, it shall be deemed to include the respective successors or assigns of either; and all rights, privileges and obligations herein contained by or on behalf of said Town or by or on behalf of said Grantee, shall bind and inure to the benefit of the respective successors or assigns of said Town or of said Grantee, whether so expressed or not.

SECTION IX

In consideration of the benefits which in the judgment of said Town will accrue to it by reason of the construction and operation of said electric light, heat and power system and as an inducement to said Grantee proposing to construct, maintain and operate said system, the said Town of Wytheville hereby agrees with the said Grantee that no franchise or specific pole or wire tax shall be imposed or charged against said Grantee, its successors or assigns by said Town during the life of this franchise, but said Town of Wytheville hereby expressly reserves the right of assessing or charging any other valid tax of any other nature whether ad valorem or otherwise which is now authorized or which may be hereafter authorized by the general laws of the Commonwealth of Virginia.

SECTION X

This franchise shall be accepted by the Grantee within sixty (60) days from the date of the passage of the same.

Passed in Council this twenty-sixth day of April 2004.

Mayor

Attest:

Clerk

8-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Wytheville Training School Cultural Center Request

SUMMARY:

A request has been received from the Wytheville Training School Cultural Center for traffic control on Saturday, July 20, 2024, for a Street Fair event. The Town Safety and Events Committee has reviewed the application and recommends that it be approved by the Town Council.

Recommended Action

The approval of this request will require a motion and vote by the Town Council.



EVEN-24-9

Street Closure or Traffic Control Application

Status: Active

Submitted On: 4/11/2024

Primary Location

No location

Applicant

Patricia Austin



wtsc1952@embarqmail.com



410 E Franklin St

Wytheville, Virginia 24382

APPLICATION CONFIRMATION

Please check the box to indicate that you understand the process for review and approval of this application and to agree to the Policy Guidance on Event Safety, Street Closure and Traffic Control.*

APPLICANT INFORMATION

Event Name*

3rd Annual Street Fair

Organization Name or N/A*

Applicant Name*

Wytheville Training School Cultural Center

Applicant Cell Phone*

Applicant Email Address*

wtsc1952@embarqmail.com

Co Applicant*

Patricia Austin

Co Applicant Cell Phone*

Co Applicant Email Address*

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

YES

EVENT INFORMATION

Day of the Week *

Saturday

Event Date or Day of Event*

07/20/2024

Event Type*

Street Closing for Event

Name of the Route (if known) *

Street Fair

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

8:00 am - 5 pm

Time Event Opens to Public*

8AM

Time Event Closes to Public*

5PM

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

N/A

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

The purpose of the street fair is to support community engagement, provide community education and a cultural exchange. Participants will have an opportunity to interact with vendors that potentially could increase access to healthcare, legal services, as well as financial education.

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

150



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

8

STREET CLOSURE OR TRAFFIC CONTROL

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

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



Close corner of 7th & Franklin and Corner of 5th Street and Franklin to Spring St.

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

YES

Employee Section: Please describe the type of street closure planned for the event and responsible parties day of event.

OTHER REQUIRED INFORMATION

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

YES

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

NO

If alcohol is proposed the town requires the event organizer to pay an off duty police officer to be present. Larger festivals or events may require two officers at the discretion of the Police Chief In some instances an event may also request security even if alcohol is not proposed. Will this event require an off duty policy officer due to alcohol or other reasons?*

—

If an off duty officer is needed please indicate the date needed and the time period of the alcohol sales or security need. The event organizer will be charged \$50 an hour for each officer for each hour of time needed to be at the event. Put N/A if this does not apply to your event .

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

NO

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

YES

A vendor license from the Town Treasurer is required to sell items, food or beverages in the Town of Wytheville. Event organizer is required to notify all vendors of this requirement and to ensure that local laws are followed. Treasurer Contact Number is 276-223-3333

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

YES

If you are placing physical items in the street or on the sidewalk you must submit a site plan showing that these items are placed properly in accordance with the Town street closure policy. Upload the site plan in the attachments.

Will connection to electricity or generators be needed?*

YES

By signing this application you agree to the policy requirements for electricity and generators. Please familiarize yourself with these safety requirements.

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

NO

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

It is our hope that the partnership with the Town of Wytheville to collect trash will be congruent with our past events. We will have port a johns rented from R&R Septic.

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

NOT APPLICABLE TO MY EVENT

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

DIGITAL SIGNATURE: I am signing this application as the event coordinator and I understand that I am responsible for ensuring that any special directions and/or conditions provided by the Town and attached to this permit for street closure and/or special event must be followed. I understand that it is my responsibility to ensure that local, state and federal laws as it relates to the event that I am sponsoring are followed and adhered to. I have read and I understand the Town Policy Guidance on Street Closures and Traffic Control. I agree to serving as the Event Organizer to ensure that the event can be safely held. I understand that in the event of an incident on the interstate that requires a detour through Town, that my event may be cancelled or shut down at the discretion of the Town and the Town will not be held liable for unforeseen circumstances beyond the Town's control.

Select the box to provide a digital signature for this application*

- Patricia S. Austin
Mar 21, 2024

Attachments



Event Map

Map 2023.jpg

Uploaded by Patricia Austin on Mar 21, 2024 at 5:58 PM

REQUIRED



Certificate Proof of Insurance for Event -

Low Hazard Special Event Insurance Certificate - Additional Insured
Town of Wythevi.pdf

Uploaded by Patricia Austin on Apr 10, 2024 at 4:58 PM

REQUIRED





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Section 8, Item C.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Risk Solutions, LLC dba Sesco Group 110 E MAIN ST WYTHEVILLE, VA 24382-2350	CONTACT NAME:	
	PHONE (A/C, No, Ext): 276-223-1148	FAX (A/C, No): 276-223-1116
	E-MAIL ADDRESS: slowe@sescogroupinc.com	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A : Great American Insurance Company	16691
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: Wytheville Training School Cultural Center's 3rd Annual Street Fair 410 E Franklin St Wytheville, VA 24382	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: GAS140831

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PAC 4725036	07/20/2024 12:00 AM	07/21/2024 12:01 AM	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$10,000
	<input checked="" type="checkbox"/> HOST LIQUOR LIABILITY INCLUDED	X					PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTO	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB						EACH OCCURRENCE	
	EXCESS LIAB						AGGREGATE	
	DED	RETENTION \$						
A	Professional Liability	X		PAC 4725036	07/20/2024 12:00 AM	07/21/2024 12:01 AM	EACH OCCURRENCE	\$1,000,000
							AGGREGATE LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event Type: Trade Shows and Expos. Certificate Holder is named as additional insured with respect to the operations of the Named Insured. The Certificate Holder is added as an additional insured but only with respect to liability arising out of the named insured during the policy period.

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

CERTIFICATE HOLDER

Town of Wytheville
150 E Monroe St
Wytheville, VA 24382

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Risk Solutions Ins & Fin Svcs, Inc.

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

Policy Number: PAC 4725036 / GAS140831
Insured: Wytheville Training School Cultural Center's 3rd Annual Street Fair

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Town of Wytheville 150 E Monroe St Wytheville, VA 24382
Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II - WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

8-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Resolution for VDOT Project Funding and Commitment and Signature Authority

SUMMARY:

Please find attached a resolution from the Virginia Department of Transportation (VDOT). The resolution notes the Town’s project funding and commitment to VDOT projects, and it authorizes the Town Manager and/or his designee to execute agreements and/or addendums for approved projects. A similar resolution has been adopted by the Town Council in the past.

Recommended Action

Approval of this resolution will require a motion and roll call vote by the Town Council.

Resolution



AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS UNDER AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION AND PROVIDE SIGNATURE AUTHORITY

WHEREAS, the Town of Wytheville is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and,

WHEREAS, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).

BE IT FURTHER RESOLVED that the Town Manager and/or his designee is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

Adopted this 13th day of May 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

8-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Resolution for SMART SCALE Application to VDOT for North 4 th Street Pedestrian Improvements

SUMMARY:

Please find attached a resolution endorsing a SMART SCALE application to the Virginia Department of Transportation (VDOT) for pedestrian improvements on North Fourth Street from Commonwealth Drive to Northwinds Apartments. This project would include the construction of sidewalks and crossings on North Fourth Street that will greatly enhance this area for pedestrians.

Recommended Action

Approval of this resolution will require a motion and roll call vote by the Town Council.

Resolution



Resolution of Endorsement for the Town of Wytheville's Round 6 SMART SCALE Application for North 4th Street Pedestrian Improvements

WHEREAS, the Town Council of the Town of Wytheville, Virginia, recognizes that many residents of the Northwinds Apartment Complex, located on North 4th Street, walk to and from employment and shopping opportunities located on North 4th Street and Commonwealth Drive; and,

WHEREAS, the Town Council recognizes that no sidewalks are available along this heavily traveled corridor, which includes an intersection with Interstate 81 at Exit 70; and,

WHEREAS, a cooperative transportation planning process has been carried out with VDOT and the Town of Wytheville working together through the STARS Program to conduct a comprehensive traffic study of the North 4th Street Corridor, which corridor is comprised of segments of US 52 and US 21; and,

WHEREAS, the Town Council recognizes the SMART SCALE Program for funding transportation projects as administered by VDOT and overseen by the Commonwealth Transportation Board; and,

WHEREAS, the Town Council acknowledges that the STARS US 52, US 21 4th Street Corridor Study has confirmed the need for safe pedestrian access between Northwinds Apartments and the shopping and employment opportunities found on or near the North 4th Street Corridor.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Wytheville, Virginia, approves and supports the Town submitting the North 4th Street Pedestrian Improvements Project, as described below, via the SMART SCALE application process, with an application deadline of August 1, 2024.

Project Description: Install approximately 2350' of new 5' wide sidewalk along the south side of North 4th Street from Northwinds Apartments to Fairview Road, approximately 2800' on the north side from Fairview Road to Commonwealth Drive, approximately 320' on the south side from Commonwealth Drive to Virginia Avenue, and approximately 550' along Virginia Avenue and Cardinal Street to Wytheville Commons existing sidewalk. Construct two signalized high-visibility crossings at the North 4th Street/Commonwealth Drive intersection, and nine unsignalized high-visibility crossings throughout the project extents.

BE IT FURTHER RESOLVED that the Town Council of the Town of Wytheville, Virginia, encourages and implores the Commonwealth Transportation Board and the Virginia Department of Transportation to fund the aforementioned project and that a copy of this resolution be forwarded to the VDOT Wytheville Residency Office and the VDOT Bristol District Office.

Adopted this 13th day of May 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

8-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Resolution for George Wythe High School Athletic Teams and Academic Teams

SUMMARY:

Please find attached a resolution recognizing the many efforts and accomplishments of the George Wythe High School Athletic Teams and Academic Teams.

Recommended Action

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

Resolution



WHEREAS, the George Wythe High School sports teams and academic teams have excelled during this school year; and,

WHEREAS, the Town Council recognizes that the students from these sports teams and academic teams have practiced and devoted countless hours to be prepared for local, regional and state competitions; and,

WHEREAS, these teams have brought great recognition to their school and to the Town of Wytheville with their accomplishments; and,

WHEREAS, the Town Council values these dedicated students and acknowledges that they are part of the bright future for the Town of Wytheville and its continued success.

***NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, officially commends the George Wythe High School sports teams and academic teams, their coaches and other high school officials.*

***BE IT FURTHER RESOLVED** those copies of this resolution be presented to the members of the George Wythe High School sports teams and academic teams, 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 13th day of May, two thousand twenty-four.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

8-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Tree Advisory Committee Appointment

SUMMARY:

Please find attached an application to be considered for appointment to the Tree Advisory Committee. This application will fill a vacant position on the Committee, and it will enable the Committee to have its full seven members. At this meeting, the Town Council could elect to schedule a Work Session for the next Town Council meeting to hold a Meet and Greet Session with the applicant, or the Council could make the four year appointment to the Committee. The term of the appointment will expire May 14, 2028.

Recommended Action

To schedule a Town Council Work Session to hold a Meet and Greet Session or to make the appointment to the Committee will require a motion and vote by the Town Council.



COMM-24-2
Application to Serve on
Town Committee or
Board
Status: Active
Submitted On: 4/16/2024

Primary Location
No location

Applicant
Hunter Stuart
Wytheville, Va 24382

APPLICANT INFORMATION

Full Legal Name*

Brandon Hunter Stuart

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24382

Applicant Contact Phone Number* ?

Applicant Email Address* ?

Place of Employment or Other* ?

Self-employed

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.* ?

2008 B.S. degree in Wildlife Science/Biology from VT. Courework in Dendrology, Plant Ecology, Silviculture Techniques, Evolutionary Biology. Previous employment with Big Walker Soil and Water Conservation District 2010 - Wytheville, VA, Natural Resource Conservation Service 2011 - Wytheville, VA, a number of private sector ecological service-based company experiences 2009-present day - Berea, KY, Wheeling, WV, Lexington, KY, Blacksburg, VA. Current owner of Hunter's Wildlife Solutions, LLC - Wytheville, VA, providing services in wildlife and natural resource consulting, specializing in bat remediation and bat surveys for development/compliance projects per USFWS development procedures.

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 knowledge base or skillsets that you possess. How will you add value to the committee or board?*

Outgoing and approachable, I've worked with the general public in a paid position since 2006. I grew up in Bland, VA, only moving away to complete 2 years of college education at Virginia Tech after receiving my Associate's Degree from Wytheville Community College. I moved to Wytheville after graduating college and meeting my wife and starting a business in July of 2014. My wife and I have ran a successful fitness facility in the town of Wytheville since 2012. I've wanted to create my own ecological consulting company for many years, and as of last year, I began Hunter's Wildlife Solutions, LLC, offering an array of biological services and consulting for landowners, wildlife enthusiasts, and those with nuisance wildlife issues. I operate under the philosophy of Kaizen and am looking to surround myself with knowledgeable professionals to keep continuously improving upon myself and my community.

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.*



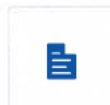
Name of Applicant:* ⓘ

Hunter Stuart

Click here to add your legally binding digital signature*

✔ Brandon Hunter Stuart
Apr 16, 2024

Attachments



Background Report Release Form and Personnel Record Release Form REQUIRED
Stuart_Hunter_071922-Town-Committee-Board-Packet-and-Background-Release-Forms_4_16_24.pdf
Uploaded by Hunter Stuart on Apr 16, 2024 at 2:51 PM

8-H

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Schedule Public Hearing – Monroe Street Housing Production Project

SUMMARY:

The Town Council will need to please consider scheduling a public hearing for the May 28, 2024, Town Council meeting to consider a Community Development Block Grant application for the Monroe Street Housing Production Project. Assistant Town Manager Elaine HOLETON will review this project with the Town Council.

Recommended Action

To schedule this public hearing, it will require a motion and vote by the Town Council.

Staff Report for May 13th, 2024, Town Council Meeting

By: Elaine Holeton

Community Development Block Grant (CDBG) Application- Set Public Hearing

Background: Last summer, Open Door Community approached town staff about the possibility of applying for a community development block grant to assist with the funding of the proposed Monroe North Apartments.

At the November 13th, 2023, Town Council meeting, I provided a presentation to Town Council about the CDBG program, and I received permission from Town Council to schedule the first public input session which is required for the grant application. On December 5th, Mt. Rogers PDC staff and Town staff hosted a public input session to receive public comments. No comments were received that indicated opposition to the project.

Staff recommends that we move forward in partnership with Open Door Community and Mt. Rogers Planning District Commission to apply for CDBG funding for the Monroe North Apartment Project.

The grant is due on June 12th, 2024. I have met with Open Door Community and Mt. Rogers PDC, and these two entities will complete the grant application by the deadline. Once completed, the town will submit the application to the Virginia Department of Housing and Community Development (DHCD).

One requirement of the grant application is to host a public hearing. At the May 13th meeting the council will consider and vote to schedule a public hearing for the May 28th, 2024 meeting.

I have asked Brian Reed of MRPDC to attend the May 28th meeting to present detailed information on the grant request. More information will be shared at that time. For the purposes of tonight's meeting, the only action required is to schedule the public hearing.

I suggest the following motion:

"I move that we set a public hearing for May 28th, 2024, to consider public input in regard to a CDBG application for the Monroe North project."

Please call if you have any questions prior to Monday night. Thank you for your consideration.

8-1

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Schedule Public Hearing – Street Vacation Request

SUMMARY:

The Town Council will need to please consider scheduling a public hearing for the June 10, 2024, Town Council meeting to consider a request by Ronald E. Houseman, Jr. and Mark Alan Harman to vacate an undeveloped portion of West Pine Street, extending between North 16th Street and North 18th Street, and to also appoint viewers for this street vacation. Customarily, the Town Council has requested the Public Works Committee members to serve as viewers for the street vacation requests to ensure that the rights and interests of no one would be jeopardized or violated. Director of Public Utilities and Engineering Billy Anderson will review this street vacation request with the Town Council members.

Recommended Action

To schedule this public hearing and to appoint the viewers, this will require a motion and vote by the Town Council.

Town of Wytheville Staff Report, May 13, 2024

Department: Public Utilities and Engineering

Report Preparer: Billy J. Anderson, Director of Public Utilities and Engineering

Application: VACA-24-2

Narrative: The public right of way proposed for vacation is a portion of West Pine Street between North 16th Street and North 18th Street. This section of undeveloped public right of way is 60' in width and 340' in length, as indicated on Plat book 1 page 4 "Trinkle/Calfee Addition".

Development Potential: This section of right of way is currently undeveloped and contains natural topography in the form of a low swale in the drainage basin. This area receives natural stormwater runoff along with collected runoff from street corridors. Given the topography and lack of developable land along this unimproved corridor, there is very little possibility that West Pine Street would ever be constructed between North 16th Street and North 18th Street. However, it should be indicated natural drainage should not be inhibited or restricted within this area of vacation. Appropriate restrictions and reservations can be included within the Deed of Quit Claim from the Town of Wytheville to each affected property owner.

Utility Conflict: This section of right of way currently contains an 18" water main that extends between West Lee Highway and North 20th Street. This is a main distribution line for many neighborhoods in this area. If this portion of West Pine Street Right of way is vacated, prior to the adoption of the ordinance and vacation of public rights, there will be a requirement for the town to reserve a easement, centered along the in place water line. This easement shall be not less than 20', being 10' on each side of the physical water line. The easement can be included within the Deed of Quit Claim from the Town of Wytheville to each affected property owner. This easement will contain restrictions on the placement of permanent structures, landscaping, fences, etc. within the easement along with restrictions on the placement of any fill material within the easement. This will ensure that the Town of Wytheville can adequately maintain its infrastructure.

Recommendation: The Department of Public Utilities and Engineering considers this request to vacate as acceptable, give the appropriate legal restrictions and reservations as mentioned herein are made prior to the final approval by the Town Council.



Billy J. Anderson, Director of Public Utilities and Engineering

Property Owner's Affidavit:

Petition for Vacation

I/We the below signed petitioner (s), hereby apply to have the below described street/alley in the Town of Wytheville, Virginia, permanently vacated, discontinued, and closed pursuant to Virginia Code section 15.2-2006 as amended. This street/alley is more particularly described on as:

Description of street/alley: *an undeveloped portion of Pine Street which extends southwest from North 16th Street to North 18th Street. This portion begins at the southwest right of way line of North 16th Street and ends at the northeast right of way line of North 18th Street. A public street right of way being 60' in width and shown on Plat book 1 page 4 as recorded in the Clerk's Office of Wythe County, Virginia.*

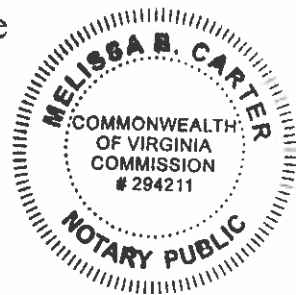
Wherefore, the below signed petitioner(s) respectfully request that the above-described street/alley be vacated by the Council of the Town of Wytheville, Virginia, in accordance with Virginia Code section 15.2-2006 as amended.

Ronald E. Houseman Jr.
Ronald E. Houseman Jr.

3-15-24 Date

The Individual listed above has appeared before me and were identified as Ronald E Houseman Jr

Melissa B Carter Notary Signature
My Comm Exp 7-31-2024

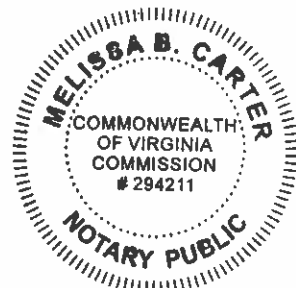


Mark Alan Harman, TTEE
Trustee of the Mark Alan Harman Trust

Date *The 15th day of March, 2024.*

The Individual listed above has appeared before me and were identified as Mark Alan Harman

Melissa B Carter, Notary Signature
My Comm Exp 7-31-2024





TOWN OF WYTHEVILLE PINE STREET RIGHT OF WAY VALUE CALCULATION

PERMIT APPLICATION NUMBER	PERMIT APPLICATION SUBMITTAL DATE	NUMBER OF PARCELS ADJOINING APPLICATION	NUMBER OF OWNERS ADJOINING APPLICATION		Owner information
VACA-24-2	3/25/2024	2	2		
PARCEL 1	TAX MAP NO. (S)	TOTAL COMBINED TAXABLE/CALCUALTED AREA IN SQ.FT.	TOTAL COMBINED TAXABLE LAND VALUE	CALCULATED AVERAGE LAND VALUE PER SQ.FT BASED ON PUBLISHED LAND TAX VALUE	Ronald E. Houseman Jr. 262 Saint Lukes Road Wytheville, VA 24382
	41A-7-14-1	0.66 ACRES = 28,717.1 SQ.FT. (REFERENCE DEED INST. 240000206)	\$71,900	\$71,900 / 28,717.1 SQ.FT	
				\$2.50/SQ.FT.	
PARCEL2	TAX MAP NO. (S)	TOTAL COMBINED TAXABLE/CALCUALTED AREA IN SQ.FT.	TOTAL COMBINED TAXABLE LAND VALUE	CALCULATED AVERAGE LAND VALUE PER SQ.FT BASED ON PUBLISHED LAND TAX VALUE	Mark Alan Harman Trustee of the Mark Alan Harman Trust 920 West Spiller Street Wytheville, VA 24382
	41A-7-13-1	2.458 ACRES = 107,100 SQ.FT. (REFERENCE PLAT BOOK 1 PAGE 4)	\$35,000	\$35,000 / 107,100 SQ.FT	
				\$0.33/SQ.FT.	
AVERAGE PER SQ.FT. VALUE OF ALL ADJOINING PARCELS: $(2.50 + 0.33) \div 2 = \$1.41/\text{SQ.FT.}$					
PLAT DIMENSION OF ALLEY WAY SUBJECT TO APPLICATION	SOURCE OF DIMENSIONS FOR ALLEY WAY SUBJECT TO APPLICATION	TOTAL COMBINED LAND VALUE OF RIGHT OF WAY CALCULATED USING AVERAGE LAND VALUE OF ADJOINING PROPERTIES, "PURCHASE COST OF PROPOSED RIGHT OF WAY"			
60'X340'	PLAT BOOK 1 PAGE 4	\$1.41 PER SQ.FT. x (20,400 SQ.FT)			
20,400 SQ.FT	TRINKLE/CALFE ADDITION	\$28,764.00			

10-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Presentation to Town Council – Ms. Patricia Austin

SUMMARY:

Ms. Patricia Austin will be attending the meeting to provide a presentation to the Town Council about the activities of the Wytheville Training School Cultural Center.

Recommended Action

No action required at this time.

10-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Presentation to Town Council – Update on Mountain View Drive Public Input Session

SUMMARY:

Planning Director John Woods will be attending the meeting to provide an update to the Town Council regarding the recent public input session about the traffic calming measures on Mountain View Drive.

Recommended Action

No action required at this time.

Mountain View Drive Traffic Calming Survey

Please Tell Us What You Think

Please let us know what you think about the various options for traffic calming in your neighborhood. Thank you.

Note: 12 citizens attended the input meeting, three citizens made comments by phone, one citizen sent a written comment, and one citizen submitted an email response. Nine of the people that attended the meeting completed the survey form.

How serious is the problem of speeding on Mountain View Drive?

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	1	11	11	11	11
Total	1	2	2	2	2
Average	3.222				

Not a Problem _____ A Serious Problem

Please rate the following traffic calming tools for how well they fit your neighborhood.

Chicanes

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	11111111		1		
Total	8	0	1	0	0
Average	1.222				

Bad Idea _____ Great Idea

Painted Curb Bump-Outs

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	111111	1	11		
Total	6	1	2	0	0
Average	1.556				

Bad Idea _____ Great Idea

Mini Roundabouts

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	111111	1	1		1
Total	6	1	1	0	1
Average	1.778				

Bad Idea _____ Great Idea

Speed Humps

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	111111	1	11		
Total	6	1	2	0	0
Average	1.556				

Bad Idea _____ Great Idea

Speed Cushions

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	111111		1	1	
Total	6	0	1	1	0
Average	1.625				

Bad Idea _____ Great Idea

Additional Stop Signs

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	1111	1		11	11
Total	4	1	0	2	2
Average	2.667				

Bad Idea _____ Great Idea

How important is it to install traffic calming measures on Mountain View Drive?

Choice	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Tally	11	1	11	1	11
Total	2	1	2	1	2
Average	3.000				

Not Important _____ Very Important

How often do you drive or walk on Mountain View Drive?

<input type="checkbox"/> Many times each day	5
<input type="checkbox"/> A few times each week	3
<input type="checkbox"/> Occasionally	0

Do you live on Mountain View Drive?

<input type="checkbox"/> Yes	6
<input type="checkbox"/> No, but nearby	2

Please provide your street address.

Names and addresses are withheld for privacy reasons. Authorized individuals should see survey forms and sign in sheet for addresses that participated.

Please share any other comments or suggestions.

(Comments from survey forms.)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Stop signs at all intersections. • I don't want speed bumps. • Stop sign not needed at Mountain View & 13th Street. • The stop sign would be better at Loretto (17th Street). • Opposed to the stop signs. • Need to enforce the speed limit with tickets. • Collect speed data from Cove Road to the new stop sign. | <ul style="list-style-type: none"> • Identify the extent of the problem when vehicles reach the bottom of the hill. • Install stop sign at 17th Street. • Increase enforcement. • Install radar speed sign at the dip between 17th Street and 13th Street. • Make the stop sign at Fisher Road an all-way stop. (Add stop sign on Fisher Road coming up the hill to Mountain View Drive.) • Traffic Enforcement. |
|--|---|

(Comments noted at community input meeting.)

We need to collect speed data at the dip area where speeding is worst.

Enforcement needs to focus on the morning and evening rush when speeding is worst.

Enforcement needs to focus on the hours when children are being dropped off from school.

Landscape contractor trucks use the street as a short cut to 4th Street.

The Fisher Road intersection should be an all-way stop.

Shrubbery and brush at the corner of Mountain View Drive and Fisher Road makes it difficult to see without creeping into the Fisher Road traffic.

Add a radar speed sign to collect data and remind drivers at the dip.

(Comments by phone from people indicating that they could not attend the meeting.)

Stop sign at 13th Street is not necessary.

Please do not install more stop signs.

Please do not install speed bumps. I have back problems that are aggravated by bumpy streets.

Our street is a normal quiet street. It does not need to be changed.

There are a few speeders occasionally, but we do not need the street to be changed.

Young people with children often don't realize the need to walk facing oncoming traffic for safety.

(Comments by mail or email from people indicating that they could not attend the meeting.)

I have lived on Mountain View for forty-six (46) years and at times have observed some fast moving traffic. The traffic seems to have improved over the last few years! The totally unnecessary stop sign at 13th Street may have helped some, but most of the neighbors around me don't even know what you are talking about when you say calming measures for traffic on our street.

It's always good to get opinions from a variety of affected people, instead of listening to a few chronic complainers, hence the reason for this public hearing. There are always going to be speeders on any street no matter what you do. That's the reason for the police department.

Speeding is a problem everywhere! Also, on Mountain View Drive it is treated like a "freeway" by some. I have had people in vehicles pass me on Mountain View Drive because I was doing 25 MPH on Mountain View Drive, which by the way is posted 25 MPH. I also live on Mountain View Drive.

I am also reluctant to say anything about anything any more!! I do not have a plan on how to resolve this problem. Some people need to hit a brick wall or better yet a concrete wall, they need to experience a life altering situation. Cove Road is even worse.

Observations and interpretation

It seems that those most concerned with speeding live between 17th Street and 13th Street and tend to be close to the low point of the block, which many refer to as "the dip."

12-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	May 13, 2024
Subject:	Upcoming Meetings

SUMMARY:

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

Recommended Action

No action required at this time.

UPCOMING MEETINGS

1. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, May 15, 2024, at 12:00 p.m., at the Housing Authority Office.
2. The New River Regional Water Authority will meet on Thursday, May 16, 2024, at 10:00 a.m., at the Water Plant in Austinville.
3. The Board of Zoning Appeals will hold its annual meeting on Thursday, May 16, 2024, at 11:00 a.m., here in the Council Chambers.
4. The District III Board of Directors will meet on Thursday, May 16, 2024, at 6:00 p.m., at the Marion Office.
5. The Homestead Museum Advisory Board will meet on Friday, May 17, 2024, at 10:00 a.m., at the Jackson House.
6. The Downtown Wytheville, Incorporated (DTW) Board of Directors will meet on Monday, May 20, 2024, at 5:30 p.m., at the DTW Office.
7. The Joint Industrial Development Authority of Wythe County (JIDA) will meet on Thursday, May 23, 2024, at 3:00 p.m., here in the Council Chambers.
8. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, May 27, 2024, due to the Memorial Day holiday.
9. The next regular scheduled meeting of the Wytheville Town Council will be held on Tuesday, May 28, 2024, at 5:00 p.m., here in the Council Chambers.