



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 09, 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 special meeting of August 22, 2024, and the regular meeting of August 26, 2024 (**requires motion and vote**)
8. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A. **Public hearing to consider an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 to repair Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier**
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Public hearing to receive comments regarding the proposed budget appropriation for Clarifier #4 at the Wastewater Treatment Plant
 3. Consideration by the Town Council to make an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 to repair Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier (**requires a motion and roll call vote**)
 - B. **Consider the request of Downtown Wytheville, Incorporated (DTW) for traffic control on Saturday, October 26, 2024, for the 2024 Mayhem on Main Street event**
 1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to approve the request of DTW for traffic control on Saturday, October 26, 2024, for the 2024 Mayhem on Main Street event **(requires motion and vote)**

C. Consider the request of the Wytheville Police Department for traffic control on Thursday, October 31, 2024, for the Church Street Trunk or Treat event

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to approve the request of the Wytheville Police Department for traffic control on Thursday, October 31, 2024, for the Church Street Trunk or Treat event **(requires motion and vote)**

D. Consider the request of George Wythe High School for traffic control on Wednesday, October 16, 2024, for their homecoming parade

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to approve the request of George Wythe High School for traffic control on Wednesday, October 16, 2024, for their homecoming parade **(requires motion and vote)**

E. Consider the request of Open Door Community for traffic control on Thursday, November 28, 2024, for the Stuffed Strut 5K event

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to approve the request of Open Door Community for traffic control on Thursday, November 28, 2024, for the Stuffed Strut 5K event **(requires motion and vote)**

9. CITIZENS' PERIOD

10. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

11. REPORTS

A. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

12. OTHER BUSINESS

A. Council Member Time

B. Miscellaneous

13. ADJOURNMENT

7-A



MINUTES

WYTHEVILLE TOWN COUNCIL SPECIAL MEETING

THURSDAY, AUGUST 22, 2024 AT 7:30 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, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Town Treasurer Michael Stephens, Assistant Town Treasurer Angela Pennington, Director of Information Technology Ron Jude, Patrol Officer Kyle Counts

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: APPROVAL OF AGENDA**

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

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

5. **RE: CLOSED MEETING**

A. **RE: CLOSED MEETING PURSUANT TO § 2.2-3711 (A.) (1.) CONDUCT AN INTERVIEW WITH AN APPLICANT FOR THE TOWN TREASURER POSITION**

Mayor Taylor advised that it would now be necessary for the Council to go into a Closed Meeting pursuant to Section 2.2-3711 (A.) (1.) Conduct an interview with an applicant for the Town Treasurer position. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (7:31 p.m.)

B. RE: OPEN SESSION/CERTIFICATION OF CLOSED MEETING

Mayor Taylor noted that it would also be necessary to reconvene into open session. She inquired if there was a motion to certify the Closed Meeting held pursuant to Section 2.2-3711 (A.) (1.) Conduct an interview with an applicant for the Town Treasurer position and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification applies, and only such public business matters that were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Council.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. (8:32 p.m.)

6. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (8:33 p.m.)

Beth A. Taylor, Mayor

Brandi N. Jones, Chief Deputy Clerk



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, AUGUST 26, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Councilman Gary Gillman

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Director of Information Technology Ron Jude, Police Chief Joel Hash, Town Treasurer Michael Stephens, Planning Director John Woods, Assistant Town Treasurer Angela Pennington, Accounting Clerk III/Utility Billing Clerk Amanda Duncan, Accounting Clerk III Janet Taylor, Accounting Clerk II/Clerical Clerk Dara Wood, Patrol Officer Ernest Williams, Downtown Wytheville, Incorporated Assistant Charlie Jones, Randy Osborne, Cindy Taylor, Kerry Eans, Genevieve Ritter, Amanda Lewis, Chad Lewis

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. A motion was made by Councilwoman Atkins to amend the agenda by requesting that there be two votes taken for the approval of the appointment of the Town Treasurer, with one vote being for the actual appointment, and the other vote being for the salary and how it will be broken down. Mayor Taylor inquired if there was a second on the motion to amend the agenda.

There being no second, Mayor Taylor advised that the motion died for the lack of a second. Mayor Taylor inquired if there was a motion to approve the agenda as presented.

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

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

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

7. RE: CONSENT AGENDA

A. RE: MINUTES OF THE REGULAR MEETING OF AUGUST 12, 2024

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of August 12, 2024. She inquired if there was a motion to approve the minutes of the regular meeting of August 12, 2024.

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

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

A. RE: RESOLUTION - VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION ENERGY INGENUITY FUND

Mayor Taylor advised that the next agenda item is to consider a resolution authorizing Town staff to submit four grant applications for the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund and to execute all project related documents. Assistant Town Manager Holeton thanked the Council for their support at the last Council meeting for the grant applications and noted that she is pleased to report that Town staff was able to submit three of the four grants. She explained that the intent of the fourth grant is to submit the grant for the winter round of funding. Assistant Town Manager Holeton stated that at this meeting, the Council will need to consider approving the resolution for the grant applications. She expressed that if the Council had any questions regarding the resolution, she could answer those at this time. Mayor Taylor read the resolution. A copy of the resolution is attached and made part of the minutes. Mayor Taylor inquired if there was a motion to adopt a resolution authorizing Town staff to submit four grant applications for the Virginia Tobacco Region Revitalization Commission Energy Ingenuity Fund and to authorize the Town Manager and/or his designee to administer the grant and execute all documents and agreements pertaining to these grants.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the

motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison.

B. APPOINTMENT - TOWN TREASURER

Mayor Taylor advised that the next agenda item is to consider making an appointment to fill the upcoming vacancy of the Town Treasurer position (effective September 1, 2024). She inquired if there was a motion to make an appointment to fill the upcoming vacancy of the Town Treasurer position, effective September 1, 2024.

A motion was made by Councilwoman Johnson and seconded by Vice-Mayor Pattison to appoint Ms. Angela Pennington as the Treasurer for the Town of Wytheville, effective September 1, 2024, with an agreed salary amount, and Ms. Pennington will be eligible for review upon completion of continuing education six months after her 90-day probationary period. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if this is the time where she can discuss the salary amount. Interim Town Attorney Cassell stated that is correct. Councilwoman Atkins remarked that she is okay with the salary amount of \$81,000, however, she is reserved about the unclear policy regarding the six months, depending on how a person reads the policy. She advised that she is not comfortable with the 90 days to go to \$88,000. Councilwoman Atkins commented that she is not clear, and noted that she did reach out to ask what kind of review the Council would be doing for this increase. She explained that she has heard some money, some educational, but no one contacted her back to explain the increase. Councilwoman Atkins reiterated that she is uncomfortable with the 90-day increase. She stated that she is okay with Ms. Pennington being appointed as the Town Treasurer and that it is well deserved. Councilwoman Atkins then continued to discuss her concerns regarding the salary for the Town Treasurer position. Councilwoman Johnson inquired if Interim Town Attorney Cassell could discuss Councilwoman Atkins' concerns to help her gain some understanding of the salary for the Town Treasurer position. Interim Town Attorney then discussed the Council's ability to set salaries for appointed positions for the Town of Wytheville. Discussion continued regarding the setting of the salary for the newly appointed Town Treasurer and the review upon completion of continued education six months after her 90-day probationary period.

There being no further discussion, the motion was approved with the following voting results, by roll call vote: Voting Yea: Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

Mayor Taylor congratulated Ms. Angela Pennington, on behalf of the Town Council, on being appointed as the new Treasurer for the Town of Wytheville. She also thanked Mr. Michael Stephens, on behalf of the Town Council, for his many years of service as the Town Treasurer.

RE: RECESS

It was the consensus of the Council to recess the meeting. (5:17 p.m.)

RE: RECONVENE

It was the consensus of the Council to reconvene the meeting. (5:21 p.m.)

C. RE: APPOINTMENT - WYTHEVILLE REDEVELOPMENT AND HOUSING AUTHORITY

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Redevelopment and Housing Authority to fill the unexpired term of Mr. Thomas Hundley (term expires September 8, 2027). She noted that there was one application in the Council package for review. Mayor Taylor stated that the Council could schedule a work session to hold a Meet and Greet Session, or they could make an appointment to the Wytheville Redevelopment and Housing Authority at this meeting.

A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to appoint Mr. Dale Hahn to the Wytheville Redevelopment and Housing Authority to fill the unexpired term of Mr. Thomas Hundley (term expires September 8, 2027). Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

D. RE: SCHEDULING PUBLIC HEARING - DEMOLITION OF WITHERS PARK STADIUM BLEACHERS

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the September 23, 2024, Town Council meeting to consider the demolition of the Withers Park stadium bleachers. Town Manager Freeman stated that there is a clause in the lease agreement between the Town of Wytheville and the Wythe County Board of Supervisors, dated February 12, 2013, that states that the Town will hold a public hearing for citizens to have an opportunity to comment about the project prior to the demolition of the old stadium. Mayor Taylor inquired if there was a motion to schedule a public hearing for the September 23, 2024, Town Council meeting to consider the demolition of the Withers Park stadium bleachers.

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

E. RE: CONSIDERATION OF SPONSORING THE ANNUAL 9/11 COMMEMORATION EVENT

Mayor Taylor advised that the next agenda item is to consider sponsoring the annual 9/11 Commemoration Event at Elizabeth Brown Memorial Park on Wednesday, September 11, 2024, at 6:00 a.m. She inquired if there was a motion to approve sponsoring the annual 9/11 Commemoration Event at Elizabeth Brown Memorial Park on Wednesday, September 11, 2024, at 6:00 a.m.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the

motion was approved with the following voting in favor and there being no opposition:
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins,
Councilwoman Johnson.

F. RE: CONSIDERATION OF PROPOSED RAIN PASS POLICY FOR MCWANE POOL

Mayor Taylor advised that the next agenda item is to consider adopting the proposed Rain Pass Policy for the Town of Wytheville's outdoor pool (McWane Pool) to begin in the 2025 season. Assistant Town Manager Holeton presented a Staff Report regarding the proposed McWane Pool Inclement Weather Policy and reviewed the current Inclement Weather Policy for the pool. She stated that in the new Inclement Weather Policy, if the clearing of the pool is required for one (1) consecutive hour or more, Rain Passes will be available upon request. Assistant Town Manager Holeton stated that she could answer any questions that the Council may have regarding the proposed policy. Mayor Taylor inquired if there was a motion to adopt the proposed Rain Pass Policy for the Town of Wytheville's outdoor pool (McWane Pool) to begin in the 2025 season.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Johnson noted that the initial issue causing her to ask if Staff could develop a Rain Pass Policy, occurred at the Recreation Center. She stated that citizens spend a lot of money for a day pass to the Recreation Center for it to not include a Rain Pass. Councilwoman Johnson commented that she had brought that specific point up in a Budget and Finance Committee meeting, and that Parks and Recreation Director Sharitz stated that there are other things they could do at the Recreation Center in place of a Rain Pass. She then continued to express her concerns regarding a Rain Pass Policy at the Recreation Center and the McWane Pool. Town Manager Freeman advised that the Council could approve this Rain Pass Policy for the McWane Pool at this meeting and revisit the discussion regarding a Rain Pass Policy for the pool at the Recreation Center. He noted that Parks and Recreation Director Sharitz previously expressed to the Council that day passes do not distinguish which part of the Recreation Center that citizens are using. Town Manager Freeman commented that in order to issue a Rain Pass, a pool only pass would need to be offered. Discussion continued regarding the proposed Rain Pass Policy for McWane Pool and implementing a Rain Pass Policy at the Recreation Center. Mayor Taylor inquired if there was any other discussion on the motion. There being none, the motion was disapproved with the following voting results, by roll call vote: Voting Against: Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson. Voting Yea: Mayor Taylor.

9. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: BIKE RACK PRESENTATION

Mayor Taylor stated that the next agenda item is a presentation from Planning Director John Woods regarding options for bike racks on Main Street. Director Woods advised that he was asked to look at potential locations for bike racks in the downtown area. He advised that he also spoke with representatives from Downtown

Wytheville who provided a map of potential locations that they would like to see bike racks involved. Director Woods remarked that one bike rack location is between Skeeter's Restaurant and the Virginia Housing and Community Development building. He stated that the other bike rack location is on the opposite side of the street near the Heritage Walk location. He noted that there are also two future locations with one being in the vicinity of Dutch Boy Furniture and Seven Sisters Brewery, and the other location near the Paper Clip. He reviewed each of these locations with the Town Council. He advised that the next location is the P.R. Sturgill store, and this location is better because there is an area blocked off for no parking of vehicles, and this would be less inclined to have pedestrian traffic. He remarked that this is a busy area of sidewalk due to the tables on the sidewalk at Skeeter's and The Grind. Director Woods remarked that there is a potential space on the Virginia Housing and Community Development site in a grassy area on their site, but the Town would need to negotiate with them for access. He continued to review the sites with the Council. He noted that there may be the potential location for a bike rack on the Seven Sisters Brewery property, but this would require partnering with a private property owner to decide as to whether this would be a viable location.

Director Woods advised that the bike rack that he would recommend is fairly simple, and it is designed to accommodate up to five bikes. He noted that the bike racks cost approximately \$500-\$600 each dependent upon the type of mounting hardware required. Director Woods stated that these bike racks are available through several vendors. He noted that there would also be an expense for the installation of the bike racks. Director Woods noted that the money could be appropriated now or it could be part of the budget over the next fiscal year. Councilwoman Atkins noted that the citizen who contacted her requested at least two racks. Director Woods advised that the first two locations are where the bike racks would be installed first. He noted that Downtown Wytheville has advised that in the future, they would like to see two additional bike racks installed. A brief discussion was held regarding the gauge of steel and the powder coating on the racks. Councilwoman Atkins inquired if two bike racks would be purchased now, and, later on, if Downtown Wytheville were interested, they could purchase the other ones. Director Woods noted that in the future, if the Town wants to install two more bike racks, how they would be installed is another question for the future. Mayor Taylor inquired as to the Town's present ordinance or rules for bike riding on the sidewalks. Director Woods answered that this is a Town Code issue, and he is uncertain if it is mentioned in the Town Code. Mayor Taylor advised that she thinks there are regulations regarding this matter, but it may not be in the Town Code. She explained that food vendors are allowed to use the sidewalk to serve food on a certain portion of the sidewalk, etc., and there are regulations regarding this matter. She requested Town staff to look into this matter because the Town may need to change some regulations. Town Manager Freeman advised that if there is a prohibition about riding bikes on the sidewalks, the Town could still install bike racks for people who ride bikes. He noted that adjacent to Main Street is the 76 Bike Route. Mayor Taylor reiterated that she would like for Town staff to check on the bike regulations. Director Woods advised that he would research the Town's current policy regarding bike riding on the Town sidewalks and let Council know if any revisions are needed. Mayor Taylor inquired if the Council wants to appropriate funds for one bike rack to get started. Town Manager Freeman remarked that this is not an urgent matter. He explained that there are a few appropriation matters with insurance recoveries, etc. that need to be included in a budget

amendment. He stated that if the Town Council would like to see the bike racks in the budget amendments, he can include this amount as soon as the next Town Council meeting. Town Manager Freeman stated that he would suggest that the Town Council not get in the habit of appropriating funds that are not listed on the agenda. Councilwoman Atkins noted that she had requested two bike racks, and this is all that the citizen requested. She explained that she thought that the Town already had money for these two bike racks and inquired as to why the Town Council would need to appropriate money for the bike racks. Town Manager Freeman stated that he did not know why Councilwoman Atkins thought that money had been appropriated for the bike racks. He advised that, possibly, it was explained to Councilwoman Atkins that the original downtown project did include bike racks and locations for them. He noted that they were part of the original bid. Town Manager Freeman commented that Director Woods had previously indicated to the Town Council that those items were lost or damaged in shipping, and since it was at the end of the project, the Town opted to take them out of the project. Councilwoman Atkins stated that she thought that the Town was paid for those bike racks, and they were not replaced. Director Woods stated that the bike racks were purchased by the contractor, and when it came time to install them, the bike racks were gone. He noted that the Town Council at the time was having second thoughts as to whether they wanted bike racks, and the contractor did not bill the Town for the bike racks. Councilwoman Atkins inquired if the funds could be tracked down. Town Manager Freeman advised that this was six years ago, and any remaining balance at the end of the year goes into the General Fund balance. He stated that these funds would still have to be reappropriated because it was six years or so ago. Discussion continued regarding this matter, and Town Manager Freeman explained that the Town was never charged for the bike racks for the downtown project. Councilwoman Johnson inquired if the quotes that Director Woods obtained were from different companies. Director Woods stated that he looked at several distributors, and both of them were in the price range of \$500-\$600. Town Manager Freeman pointed out that the Town tries to use companies like Landscape Forms, etc. Director Woods stated that he checked with Mad Racks and Landscape Forms. He noted that the bike racks from Landscape Forms were more expensive, and he was concerned that their product would cause a tripping hazard. Councilwoman Johnson inquired if Director Woods checked with Park It Bikes or other companies. Director Woods advised that he will do more research with other bike rack vendors. Councilwoman Atkins inquired if additional information will be presented at the next Council meeting. Town Manager Freeman stated that there are a few items that need to be included in a budget amendment, such as insurance recoveries. He noted that departments have already spent some of this money, and since there is an insurance recovery, the Town just needs to replenish the departmental accounts with a budget amendment. Town Manager Freeman commented that he would suggest that the Town try to minimize the number of budget amendments and do those in a cluster, if possible. Mayor Taylor thanked Planning Director Woods for his presentation.

10. RE: CITIZENS' PERIOD

Mayor Taylor stated that the next agenda item is Citizens' Period. She inquired if there was anyone attending who desired to address the Town Council during Citizens' Period. There being none, she proceeded with the agenda.

11. RE: NEW BUSINESS

Mayor Taylor noted that the next agenda item is New Business. Town Manager Freeman stated that he did not have any New Business to report. Mayor Taylor proceeded with the agenda.

12. RE: REPORTS

A. BUDGET AND FINANCE COMMITTEE REPORT

Mayor Taylor stated that the next agenda item is the Budget and Finance Committee Report. Vice-Mayor Pattison read the Budget and Finance Committee into the record as follows:

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

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

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

Vice-Mayor Pattison advised that she would like to make an additional comment about this topic before the Town Council votes. She commented that Councilwoman Atkins has been instrumental and persistent for over a year to get dialogue started with the Budget and Finance Committee and with management. She stated that she would like to give Councilwoman Atkins the credit and the recognition for bringing this topic to the table, and she thanked Councilwoman Atkins. Councilwoman Johnson also thanked Councilwoman Atkins. Councilwoman Atkins thanked the Budget and Finance Committee for considering the matter. Mayor Taylor stated that it is the recommendation of the Budget and Finance Committee that the Town of Wytheville Personnel Policy be amended in accordance with the provisions of the Budget and Finance Committee report.

RE: ORDINANCE NO. 1440 - PERSONNEL POLICY REVISIONS

Mayor Taylor presented Ordinance No. 1440, 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 5. Leaves of Absence, Subsection 5.2 Sick Leave, on first and final reading. Mayor Taylor inquired if there was any further discussion on the motion. Councilwoman Atkins stated that she has a question. She stated that she thinks this has already been discussed, and noted that it may have been discussed at the Budget and Finance Committee meeting. She inquired if the Town Council would be willing to add a lifetime membership to the Recreation Center for the retiring employee, and not a family membership. Town Manager Freeman commented that if this is something that the Town Council would like to consider, the Council will have to do it separately since the Leaves of Absence is part of the policy within the Personnel Ordinance that addresses these issues. He explained that a lifetime membership at the Recreation Center would have to be addressed as another post employment benefit under a separate section of the policy. Councilwoman Atkins stated that she would like to thank the Council for considering this matter and taking it under review. Councilwoman Atkins also thanked Town Manager Freeman for his hard work and everyone meeting together. Mayor Taylor inquired if there is any other discussion. There being none, a motion was made by Vice-Mayor Pattison and seconded by Councilwoman Johnson to adopt Ordinance No. 1440, 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 5. Leaves of Absence, Subsection 5.2 Sick Leave, on first and final reading. The motion was approved with the following voting in favor and there being no opposition, by roll call vote: Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison. Ordinance No. 1440 was adopted on first and final reading.

A copy of the Budget and Finance Committee Report is attached and made part of these minutes.

B. RE: UPCOMING MEETINGS

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

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

13. RE: OTHER BUSINESS

A. RE: COUNCIL MEMBER TIME

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if 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 she 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 to discuss during Council Member Time. Councilwoman Johnson thanked Town Manager Freeman for having the Public Works Department install a "Watch for Farm Vehicles" sign on Chapman Road. She inquired if one of those signs could also be placed on the other side of the road, as well. Town Manager Freeman stated that Staff will look into this matter.

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

14. RE: CLOSED MEETING

A. RE: CLOSED MEETING PURSUANT TO § 2.2-3711 (A.) (1) DISCUSSION REGARDING THE PERFORMANCE OF THE TOWN MANAGER

Mayor Taylor advised that it would now be necessary for the Council to go into a Closed Meeting pursuant to § 2.2-3711 (A.) (1.) Discussion regarding the performance of the Town Manager. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson. (6:02 p.m.)

B. RE: OPEN SESSION/CERTIFICATION OF CLOSED MEETING

Mayor Taylor advised that it would be necessary to certify the Closed Meeting. She noted that it would also be necessary to reconvene into open session. Mayor Taylor inquired if there was a motion to certify the Closed Meeting held pursuant to § 2.2-3711 (A.) (1.) Discussion regarding the performance of the Town Manager and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the Closed Meeting to which this certification applies, and only such public business matters were identified in the motion convening the Closed Meeting were heard, discussed or considered by the Council.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison. (6:47 p.m.)

15. **RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded, and carried to adjourn the meeting. (6:48 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 9, 2024
Subject:	Public Hearing – Budget Appropriation for Clarifier #4 at Wastewater Treatment Plant

SUMMARY:

A public hearing has been scheduled to consider an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 for the repair of Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item for grant funds from the Southeast Rural Community Assistance Project (SERCAP) for the same Clarifier. Town Manager Freeman will review this matter with the Town Council prior to the public hearing being opened up for comments. After receiving comments from the public, the public hearing should be declared closed.

Recommended Action

Action for the Town Council to make an appropriation to the Fiscal Year 2024-25 Budget in the amount of \$64,500 for the repair of Clarifier #4 at the Wastewater Treatment Plant and to add a \$50,000 revenue line item from SERCAP for the same Clarifier will require a motion and roll call vote by the Town Council.

Staff Report: Wastewater Plant Clarifier #4
Public Hearing for Budget Appropriation - Wastewater Fund
Wytheville Town Council Meeting
September 9, 2024
By: Brian Freeman, Town Manager

Background:

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

There are four clarifiers at the Treatment Plant. Each clarifier has arms that rotate in the clarifier basin. The rotating arms enable the separation of the solid particles from the liquid particles. When the clarifier arms are not operating properly, this affects both the water quality and treatment capacity of the Wastewater Plant.

On July 12, we submitted a grant request to Southeast Rural Community Assistance Project (SERCAP) in the amount of \$50,000 to assist with the cost to install and balance the new clarifier arm. On July 22, the Town Council approved a resolution in support of this SERCAP grant. We received notice from SERCAP that we were successful in obtaining the grant.


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

If the Town Council agrees, we will need to appropriate the total project cost in the Wastewater Fund of \$64,500. Upon completion of the project, we will request reimbursement of the \$50,000 grant.

A public hearing is required by law when expenditures exceed one percent (1%) of the fund, and this request meets the threshold for the public hearing requirement. After the public hearing, the Council will take action on this matter.

Recommendation:

It is recommended that the Town Council amend and appropriate \$64,500 to the Wastewater Fund.

 <h1 style="margin: 0;">TOWN OF WYTHEVILLE</h1> <h2 style="margin: 0;">PROPOSED BUDGET AMMENDMENT & APPROPRIATION</h2> <p style="margin: 0;">FY24-25</p> <p style="margin: 0;">Monday, September 9, 2024</p>				
WASTEWATER FUND				
REVENUES & APPROPRIATIONS	APPROVED	PROPOSED	INCREASE	
			(DECREASE)	
REVENUES	\$ 5,235,131	\$ 5,299,631	\$ 64,500	1.23%
APPROPRIATIONS	\$ 5,235,131	\$ 5,299,631	\$ 64,500	

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 9, 2024
Subject:	Request of Downtown Wytheville, Inc. for Traffic Control for the 2024 Mayhem on Main Street Event

SUMMARY:

A request has been received from Downtown Wytheville, Inc. for traffic control on Saturday, October 26, 2024, for the 2024 Mayhem on Main Street event. Town Manager Brian Freeman will review the application with the Town Council.

Recommended Action

To approve the request of Downtown Wytheville, Inc. for traffic control on Saturday, October 26, 2024, for the 2024 Mayhem on Main Street event, it will require that the Town Council make a motion and vote on the request.



EVEN-24-11

Special Event, Street Closure, or Traffic Control Application

Status: Active

Submitted On: 8/6/2024

Applicant

Charlie Jones

180 W Main Street, Suite 4 Wytheville, VA 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*

2024 Mayhem on Main Street

Organization Name or N/A*

Applicant Name*

Todd Wolford

Applicant Cell Phone*

Applicant Email Address*

Co Applicant*

Charlie Jones

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*

10/26/2024

Event Type* ?

Street Closing for Event

Name of the Route (if known) * ?

Mayhem on Main

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.*

Main Street 11am - 4pm, Tazewell Street 11-7pm

Time Event Opens to Public* ?

1PM

Time Event Closes to Public* ?

7PM

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.* ?

This event has been held for many years and is a family-friendly Halloween event featuring trick 'r treating, costume contests, kids fun run, zombie laser tag, games, and live music.

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

5000



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

0

STREET CLOSURE OR TRAFFIC CONTROL

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

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



Main Street closed to traffic from the intersection at 5th Street (Seven Sisters) to 4th Street (Schewels). Tazewell Street from Monroe to Main will also be closed until 7pm.

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

YES

OTHER REQUIRED INFORMATION

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

YES

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

YES

Describe the type of ABC license you have for the event and what type of alcohol will be served.*

We have the Designated Outdoor Refreshment Area License in effect but won't be selling alcohol directly.

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

YES

If an off duty officer is needed please indicate the date needed and the time period of the alcohol sales or security need. Officers working alcohol events are to arrive 30 minutes before alcohol is served and stay 30 minutes after alcohol is stopped being served. 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 .*

Saturday, October 26th. The timing itself is still being finalized with ABC but will likely be in the afternoon from 5-9pm but could be throughout the street closure itself from 12-6. We will directly coordinate with Wytheville PD on this 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? *

NO

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.*

We will have portable toilets at the event in prominent locations and we will be utilizing public trash cans throughout downtown.

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

NO

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

History

Date	Activity
9/3/2024, 11:55:49 AM	Elaine HOLETON changed Time Event Opens to Public from "12PM" to "1PM" on Record EVEN-24-11
9/3/2024, 11:53:19 AM	approval step Town Council Meeting was assigned to Elaine HOLETON on Record EVEN-24-11

Date	Activity
9/3/2024, 11:53:19 AM	Elaine Holeton altered inspection step Notify Town Clerk of Pending Application, changed status from Active to Complete on Record EVEN-24-11
9/3/2024, 11:53:14 AM	inspection step Notify Town Clerk of Pending Application was assigned to Sherry Corvin on Record EVEN-24-11
9/3/2024, 11:53:14 AM	Elaine Holeton approved approval step Safety and Events Committee Meeting on Record EVEN-24-11
9/3/2024, 11:52:51 AM	Elaine Holeton altered multi-entry field 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., changed value from "Main Street closed to traffic from the intersection at 5th Street (Seven Sisters) to 4th Street (...)" to "<div style="box-sizing: border-box; font-family: undefined;">Main Street closed to traffic from t..." on Record EVEN-24-11
8/30/2024, 8:22:20 AM	Elaine Holeton changed Time Event Closes to Public from "6PM" to "7PM" on Record EVEN-24-11
8/30/2024, 8:22:20 AM	Elaine Holeton changed 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. from "11am - 5pm" to "Main Street 11am - 4pm, Tazewell Street 11-7pm" on Record EVEN-24-11
8/27/2024, 7:58:10 AM	Elaine Holeton changed 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. from "Noon - 6pm" to "11am - 5pm" on Record EVEN-24-11
8/8/2024, 8:42:59 AM	approval step Safety and Events Committee Meeting was assigned to Elaine Holeton on Record EVEN-24-11
8/8/2024, 8:42:58 AM	Elaine Holeton approved approval step Application Intake on Record EVEN-24-11
8/6/2024, 2:45:11 PM	approval step Application Intake was assigned to Elaine Holeton on Record EVEN-24-11
8/6/2024, 2:45:10 PM	Charlie Jones submitted Record EVEN-24-11
8/6/2024, 2:29:09 PM	Charlie Jones started a draft of Record EVEN-24-11



Main Street closed from 4th st to 5th street at Seven Sisters. Tazewell closed from W. Monroe to Main St.

8-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 9, 2024
Subject:	Request of the Wytheville Police Department for Traffic Control for the Church Street Trunk or Treat Event

SUMMARY:

A request has been received from the Wytheville Police Department for traffic control on Thursday, October 31, 2024, for the Church Street Trunk or Treat event. Town Manager Brian Freeman will review the application with the Town Council.

Recommended Action

To approve the request of the Wytheville Police Department for traffic control on Thursday, October 31, 2024, for the Church Street Trunk or Treat event, the Town Council will need to make a motion and vote on the request.



Town of Wytheville, VA

EVEN-24-13

Special Event, Street Closure, or Traffic Control Application

Status: Active

Submitted On: 8/23/2024

Applicant

Bryan Bard

185 W Spring St
Wytheville Police Department
WYTHEVILLE, VA 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*

Church Street Trunk or Treat

Organization Name or N/A*

Applicant Name*

Lt. Bryan Bard

Applicant Cell Phone*

Applicant Email Address*

Co Applicant*

Chris Slempp

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 * ?

Thursday

Event Date or Day of Event*

10/31/2024

Event Type* ?

Street Closing for Event

Name of the Route (if known) * ?

100 Block of Church and 100 Block of W. Spring

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.*

4pm to 9pm

Time Event Opens to Public* ?

6PM

Time Event Closes to Public* ?

8PM

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

N/A

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

Family safe Halloween Trick-or-Treat Event

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

800

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

0

STREET CLOSURE OR TRAFFIC CONTROL

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

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

West Spring Street from S. 4th to Church St.
Church Street from 1st to Washington 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

OTHER REQUIRED INFORMATION

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

NO

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

NO

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

NO

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? *

NO

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?*

NO

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.*

Each group handing out candy is responsible for their own trash.

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



8-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 9, 2024
Subject:	Request of George Wythe High School (GWHS) for Traffic Control for the GWHS Homecoming Parade

SUMMARY:

The Town has received a request from George Wythe High School requesting traffic control on Wednesday, October 16, 2024, for the GWHS Homecoming Parade. Town Manager Brian Freeman will review the application with the Town Council.

Recommended Action

To approve the request of George Wythe High School for traffic control on Wednesday, October 16, 2024, for their homecoming parade, it will require a motion and vote by the Town Council.



EVEN-24-14


Special Event, Street Closure, or Traffic Control Application

Status: Active


Submitted On: 8/26/2024

Applicant

 Jason Morris

 # 1 Maroon Way 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* 

GWHS Homecoming Parade

Organization Name or N/A* 

Applicant Name* 

Jason Morris

Applicant Cell Phone* 

Applicant Email Address* 

Co Applicant* 

Kim Ingo

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 * ?

Wednesday

Event Date or Day of Event*

10/16/2024

Event Type* ?

Parade

Name of the Route (if known) * ?

GWHS Homecoming Parade Route

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

Monroe Street 6:00 PM, South 1st Street - Main Street - Parade route will end at 10th Street.

Time Event Opens to Public* ?

6PM

Time Event Closes to Public* ?

7PM

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.* ?

GWHS Homecoming Parade

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

250

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

0

STREET CLOSURE OR TRAFFIC CONTROL

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

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

Exit Town Municipal Office on the Monroe Street Side.
Left Turn onto Monore Street.
Turn Right onto S. 1st Street.
Turn Right onto Main Street (corner of Main at the Boiling Wilson Hotel).
Parade will travel through Downtown Wyyheville) Parade Route will end at 10th and Main Street.
Parade Participants will continue up to 12th and Main and meet busses, vehicles, etc.

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

YES

OTHER REQUIRED INFORMATION

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

NO

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

NO

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

NO

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? *

NO

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

NO

Will connection to electricity or generators be needed?*

NO

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

NO

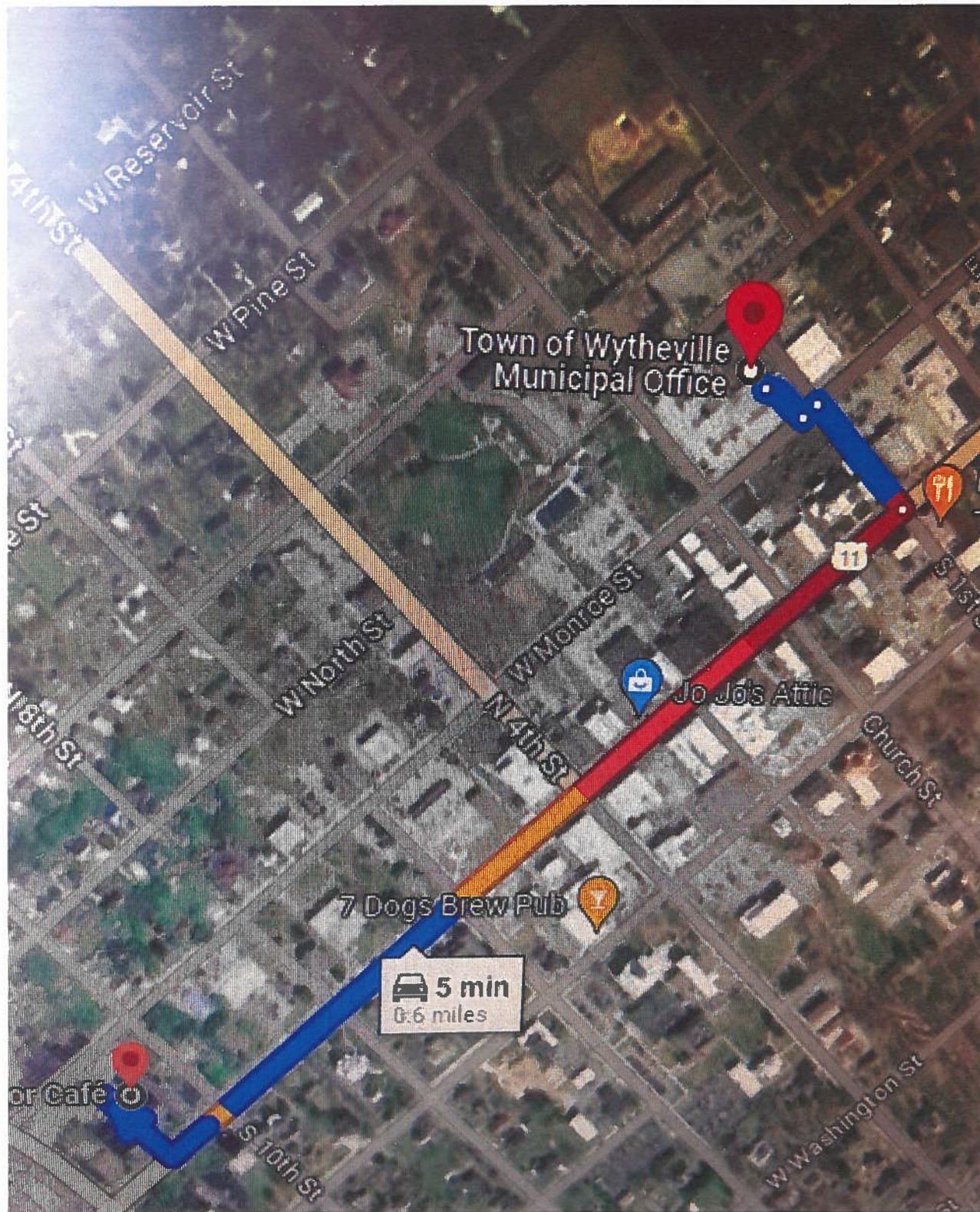
Describe your plan for trash refuse collection and providing port a johns or sanitary facilities.*

None

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



8-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 9, 2024
Subject:	Request of Open Door Community for Traffic Control for the Stuffed Strut 5K Event

SUMMARY:

The Town has received a request from Open Door Community for traffic control on Thursday, November 28, 2024, for the Stuffed Strut 5K event. Town Manager Brian Freeman will review the application with the Town Council.

Recommended Action

To approve the request of Open Door Community for traffic control on Thursday, November 28, 2024, for their Stuffed Strut 5K event, it will require a motion and vote by the Town Council.



Town of Wytheville, VA

EVEN-24-15

Special Event, Street Closure, or Traffic Control Application

Status: Active

Submitted On: 8/29/2024

Applicant

Eric Bucey

680 West Main Street
Wytheville, VA 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*

Stuffed Strut 5k

Organization Name or N/A*

Applicant Name*

Eric Bucey

Applicant Cell Phone*

Applicant Email Address*

Co Applicant*

Mike Pugh

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 * ?

Thursday

Event Date or Day of Event*

11/28/2024

Event Type* ?

5K

Name of the Route (if known) * ?

Chautauqua 5k

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.* ?

7:30 am - 9:30 am

Time Event Opens to Public* ?

7AM

Time Event Closes to Public* ?

10AM

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

NA

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

The Stuffed Strut begins at 8 am on Thanksgiving morning in downtown Wytheville, at the new Open Door Café. The route is a relatively flat paved course around downtown Wytheville. Parking is available at the Café, next door at the HOPE Ministry Center, and across Main Street in a church parking lot. On-site registration opens at 6:45 am. We will serve warm refreshments immediately after the run's conclusion, in time to get everyone home for a big Thanksgiving lunch.

1st, 2nd and 3rd place finishers in several age and mobility categories will receive recognition.

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

250



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

10

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.* ?

West Main Street between 10th and 12th Streets at the Open Door Cafe entrance

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

YES

OTHER REQUIRED INFORMATION

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

NO

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

NO

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

NO

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? *

NO

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

NO

Will connection to electricity or generators be needed?*

NO

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.* ?

Collected on private property

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

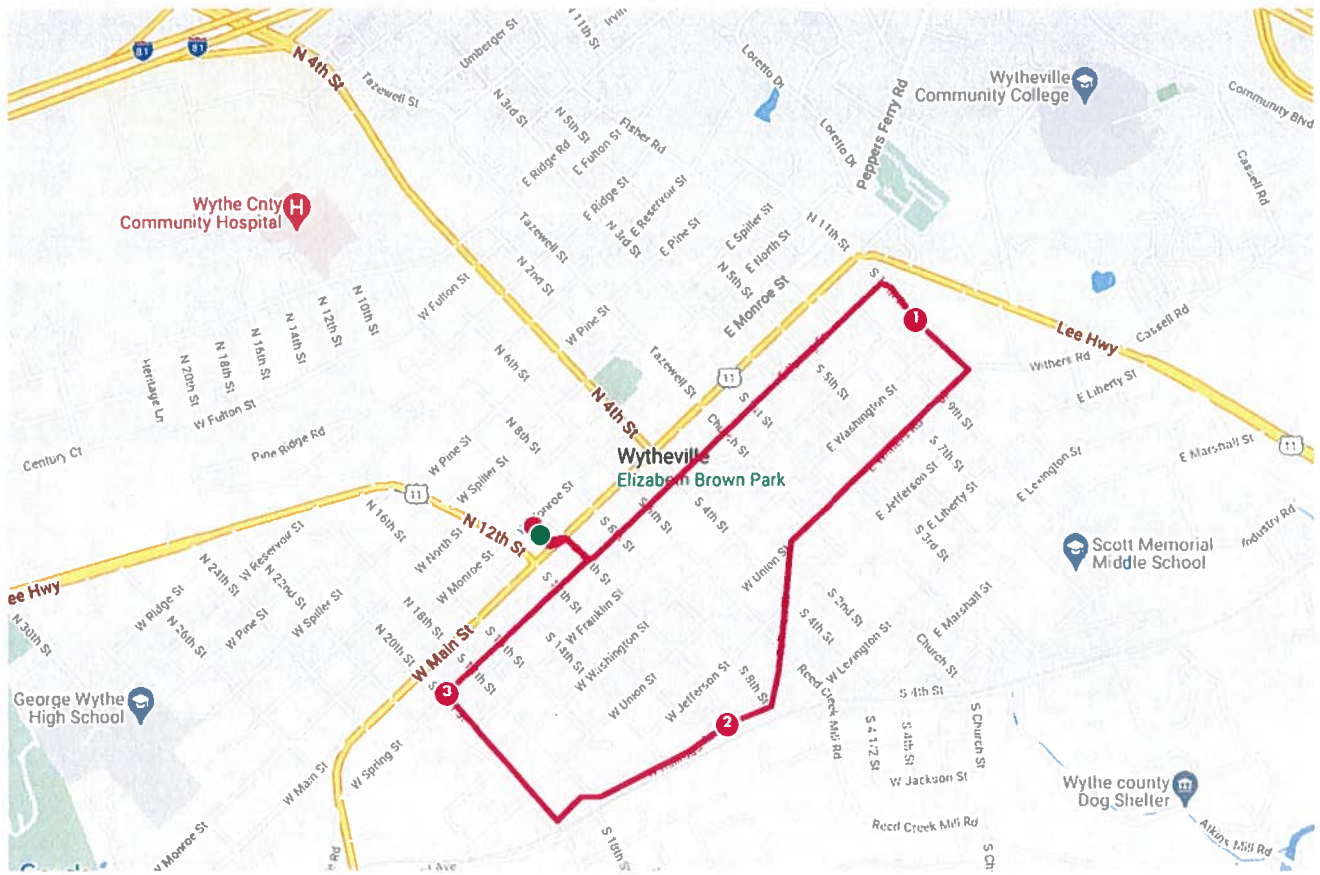
History

Date	Activity
8/30/2024, 7:57:28 AM	approval step Safety and Events Committee Meeting was assigned to Elaine Holeton on Record EVEN-24-15
8/30/2024, 7:57:27 AM	Elaine Holeton approved approval step Application Intake on Record EVEN-24-15
8/29/2024, 3:56:37 PM	approval step Application Intake was assigned to Elaine Holeton on Record EVEN-24-15
8/29/2024, 3:56:35 PM	Eric Bucey submitted Record EVEN-24-15
8/14/2024, 2:22:14 PM	Eric Bucey started a draft of Record EVEN-24-15

Route Map

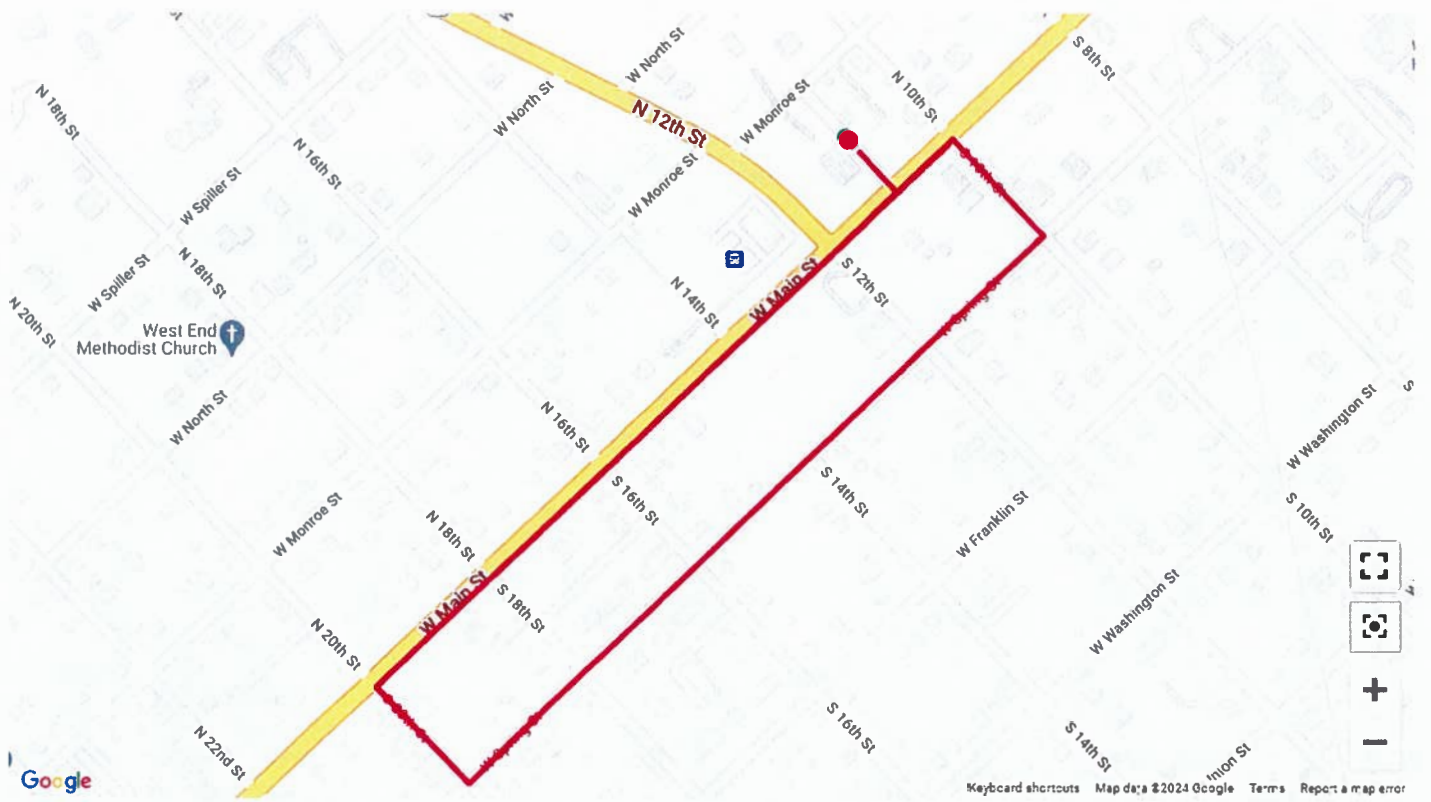
Wednesday, August 14, 2024 2:30 PM

5k Run/Walk



Screen clipping taken: 8/14/2024 2:30 PM

Kids Fun Run



Screen clipping taken: 8/14/2024 2:30 PM

11-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 9, 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 Planning Commission will meet on Thursday, September 12, 2024, at 6:00 p.m., here in the Council Chambers.
2. Downtown Wytheville, Inc. will meet on Monday, September 16, 2024, at 5:30 p.m., at the DTW Office.
3. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, September 18, 2024, at 12:00 p.m., at the Housing Authority office.
4. The New River Regional Water Authority will meet on Thursday, September 19, 2024, at 10:00 a.m., at the Water Plant in Austinville.
5. The Joint Industrial Development Authority of Wythe County (JIDA) will meet on Thursday, September 19, 2024, at 3:00 p.m., here in the Council Chambers
6. The District III Board of Directors will meet on Thursday, September 19, 2024, at 6:00 p.m., at the Marion office.
7. The Homestead Museum Advisory Board will meet on Friday, September 20, 2024, at 10:00 a.m., at the Jackson House.
8. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, September 23, 2024, at 5:00 p.m., here in the Council Chambers.

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FOR MORE INFORMATION, CONTACT:
Marcella Taylor, Assistant Director
Town of Wytheville Dept. of Museums
(276) 223-3330
marcellat@wytheville.org

FOR IMMEDIATE RELEASE

WYTHEVILLE, VA (Friday, August 30) – A new exhibit focusing on Wythe County’s contributions to the American Revolution is set to open at the Thomas J. Boyd Museum.

“Revolutionary Roots of Southwest Virginia” will open Friday, September 13, 5-7 pm, at the museum located at 295 Tazewell Street. With photos, maps and artifacts, the exhibit tells the story of Wythe County’s contribution in securing the nation’s independence before and during the American Revolution.

“This exhibit is part of the VA250 celebration. It highlights the role Southwest Virginia played leading up to and during the American Revolution. The actions and events that occurred in this region are overlooked, said Grant Gerlich, Director, Town of Wytheville Department of Museums. “This is exhibit will help to shed light on this lessor known but vital chapter of American history.”

The exhibit is a part of Virginia’s observance of the 250th anniversary of the signing of the Declaration of Independence. Wythe County has joined other counties to form a VA250 Committee to illustrate this area’s rich history and many ties to the American Revolution.

“We are excited to partner with PBS Appalachia, Blue Ridge PBS and the Wilderness Road Regional Museum to produce *Resolved to Live and Die: The Revolutionary Roots of Southwest Virginia*,” added Gerlich. “We are grateful to the VA250 Commission and the Virginia Commission of the Arts for their support.”

Much like the exhibit, the documentary will illustrate the under-represented history of Southwest Virginia but to a much broader audience.

The documentary, premiering in Fall 2025, is being filmed throughout Southwest Virginia. In December, a re-enactment of the Fincastle Resolutions of 1775 will be filmed at The Homestead in Wytheville.

For more information, call (276) 223-3330 or email marcellat@wytheville.org.