



AGENDA
TOWN COUNCIL WORK SESSION
MONDAY, SEPTEMBER 12, 2022 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. PERSONS SCHEDULED TO ATTEND

- A. Beth A. Taylor - Mayor
- Cathy D. Pattison - Vice-Mayor
- Mark J. Bloomfield - Council Member
- Holly E. Atkins - Council Member
- Gary L. Gillman - Council Member
- T. Brian Freeman - Town Manager
- Elaine R. HOLETON - Assistant Town Manager
- Sherry G. Corvin - Town Clerk
- Michelle Workman Clayton - Town Attorney
- Frances Emerson - Director of Museums
- John Woods - Planning Director
- Todd Wolford - Executive Director, Downtown Wytheville, Inc.
- Press (invited) - WYVE/WXBX/WLOY Radio, *Wytheville Enterprise*

2. ITEMS TO BE DISCUSSED

- A. **Approval of Agenda (requires motion and vote)**
- B. **4:00 p.m. - Director Frances Emerson** - Update regarding the Rock House Stabilization Project
4:15 p.m. - Director John Woods - Review of Peeples Special Exception Permit request
- C. Request for Church Street closure to conduct the Church Street Trunk or Treat event **(requires motion and vote)**
- D. Request from the Wytheville Fire and Rescue Department to hold the Annual Fire Prevention Parade **(requires motion and vote)**
- E. Request from Downtown Wytheville, Inc. to conduct the Mayhem on Main Street event **(requires motion and vote)**
- F. Request for Main Street closure to conduct Christmas events **(requires motion and vote)**
- G. Review of the Budget and Finance Committee recommendations

- H. Council Member Time
- I. Review of Town Committee Vacancies
- J. Update regarding the James Crockett, III, housing development on West Lee Highway
- K. Report regarding the Desert Aire dehumidifier at the Wellness Center Natatorium
- L. Review of a draft resolution regarding the Virginia Resources Authority (VRA) bond
- M. Discussion regarding food truck fees
- N. Miscellaneous (if any time permitting)
 - a. Council Committee Assignment Reports
 - b. Assistant Town Manager Time
 - c. Town Manager Report
 - d. Attachments: (1) Minutes of the August 22, 2022, Council Work Session; (2) Smyth-Wythe Airport Commission Meeting Package; (3) August Building Report; and, (4) Updated September Meeting Calendar

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Rock House Stabilization Project

SUMMARY:

Director of Museums Frances Emerson will be attending the meeting to provide an update to the Committee regarding the Rock House Stabilization Project.

Recommended Action

No action is required on this matter at this time.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Review of Peeples Special Exception Permit Request

SUMMARY:

Planning Director John Woods will attend the meeting to review the request of Kenneth and Jennifer Peeples for a Special Exception Permit to use property located on the north side of North Fourth Street between Tremough Drive and Fairfield Lane, Tax Parcel 24A-1-49, as pasture for four (4) horses, in an R-3 Residential Zoning District.

Recommended Action

No action is required at the Work Session meeting for this request. At the regular Town Council meeting, the Town Council will consider setting a public hearing to consider this matter.

ZEXC-22-1

Special Use Exception Permit Application

Status: Active

Date Created: Jul 20, 2022

Applicant

Kenneth Peebles, Jr.
hilltopautosalesandservice@gmail.com
490 Tremough Dr.
Wytheville, VA 24382
276-620-5317

Information Regarding Special Exception Permits

A special exception means a special use, which is a use not permitted in a particular district except by the issuance of a special exception permit granted under the provisions contained herein. The granting of a special exception permit shall be made under suitable regulations and safeguards as may be established by the Town Council who must consider in granting a special exception permit its relation to the public health, safety, morals, and general welfare of the community.

The Planning Commission may recommend, and the Town Council may adopt at its discretion, suitable regulations, safeguards, requirements, or physical conditions or improvements which must be completed within a set timeframe of the granting of the special exception permit; and, if the regulations, safeguards, requirements, or physical conditions or improvements are not met within the set time, the special exception permit will be considered to be revoked and the use in violation of the Zoning Ordinance.

Applications for a special exception permit shall be made to the Zoning Administrator who shall forward them to the Planning Commission for review. The application for a special exception permit shall include all matters of pertinent information that may be required by the Town Council, Planning Commission, and Zoning Administrator in the course of their review.

The Planning Commission shall conduct a public hearing at its discretion in the manner normally prescribed by law and shall forward its recommendation to the Town Council for their review. Likewise, the Town Council shall conduct a public hearing at its discretion on the matter, in a manner prescribed by law, and shall accept, deny, or modify their recommendation in any manner they deem appropriate in their sole discretion.

Acceptance of Terms

Kenneth G. Peeples, Jr.
07/20/2022

Applicant Information

Name of Applicant

Kenneth & Jennifer Peeples

Does the applicant own the property where the Special Exception is sought?

Yes

If the applicant is not the owner of the property, a description of the relationship between the applicant and the property owner is required.

Location & Property Information

Select the Zoning District for which the Special Exception is being requested.

R-3 Residential

Zoning Overlays

No, there are no zoning overlays

Acreage of the site

5.671

Can site meet the development standards?

Yes, the site will meet zoning standards

Tax Map Parcel Number(s) of Site

24a-1-49

Parcel Street Address or Location

490 Tremough Dr. Wytheville, VA

Special Exception Details

Describe the intended use as it relates to this request. Describe any improvements or structures which are proposed for this property.

Pasture for grazing for 2 horses

Is grading proposed to meet the end goals?

No, no grading is proposed

Describe proposed new water and sewer connections needed or modifications to water and sewer service.

None

New or improvements to site access?

No, already have good site access

Certification and Signature

Signature

Kenneth G Peeples, Jr.
07/20/2022

Attachments

docx

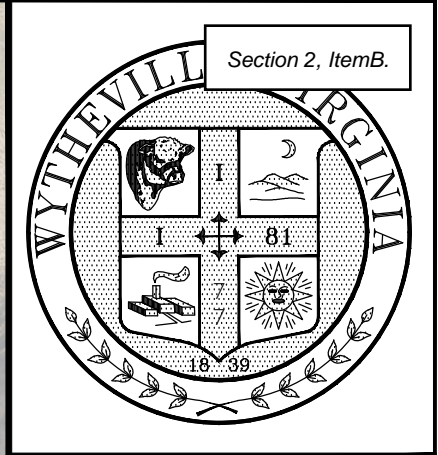
24A-1-49 - Near 490 Tremough Drive - Peeples Farms LLC Special Exception Horse Grazing Narrative.docx

Uploaded by John Woods on Jul 21, 2022 at 8:56 am



24A-1-49 - Near 490 Tremough Drive - Peeples Farms LLC Horse Pasture Special Exception - Site Plan.JPG

Uploaded by John Woods on Jul 21, 2022 at 8:57 am



Special Exception Permit Area Map

PEEPLES FARM LLC.
TAX MAP NO. 24A-1-49
 TOWN OF WYTHEVILLE, VIRGINIA :
 WEST WYTHEVILLE MAGISTERIAL DISTRICT

Special Exception Permit
Drawn By: BJA
Date: 08-16-2022
Scale: 1" = 100'
Sheet 1 of 1
8

Note: This Narrative was prepared by Town of Wytheville Staff and attached to the application file.

Peeples Farms LLC

RE: Special Exception Request ZEXC-22-1, Parcel ID: 24A-1-49.

The site is a 5.671-acre parcel with an existing barn on site. The existing barn is located within a FEMA “Zone A” designated flood zone. The parcel is fenced, and the fencing is in good condition. Approximately 3.2 acres of the site is zoned R-3 Residential and approximately 2.4 acres of the site is zoned R-2 Residential.

The proposed use is to provide grazing pasture for two horses.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Church Street Trunk or Treat Event

SUMMARY:

The Town has received a request from Ms. Bonnie Wright to conduct the Church Street Trunk or Treat event on Monday, October 31, 2022, from 5:00 p.m. to 8:00 p.m. The Safety and Events Committee has approved the request and would recommend that this request be approved.

Recommended Action

Action on this request will require a motion and vote by the Council.



Town of Wytheville, VA

08/19/2022

EVEN-22-7

Street Closure Application and Event Application

Status: Active

Date Created: Aug 16, 2022

Applicant

Bonnie Wright
youthminister00@gmail.com
490 N 11th St
Wytheville, VA 24382
2766209406

GENERAL GUIDELINES

SUBMITTAL DEADLINE: ALL applications must be submitted at least 60 DAYS PRIOR to the date of the event/street closure. In the event your application is within the 60 day period there will be no guarantee of approval due to the limited time that will be available for proper arrangements **PROCESS:** Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The 60 Days notice is required because the Committee only meets once a month and the Town Council only meets once every two weeks.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.



Organization Name or N/A

Church Street Trunk or Treat

Organization phone number

276-620-9406

Primary Contact Name

Bonnie Wright

Primary Contact Cell Phone

276-620-9406

Primary Contact Email

youthminister00@gmail.com

Secondary Contact Name

Katie Wright

Secondary Contact Phone

276-620-2489

Secondary Contact Email Address

katherine.wright@mountrogers.org

Event Information

Event Type

Street Closing for Event

Event Name

Church Street Trunk or Treat

Event Description

The event is for the children of our community to have a safe, fun environment for trick or treating. Churches and local businesses support this event annually for the children in our area.

Event Begin Date

10/31/2022

Event End Date

10/31/2022

Event Begin Time

5PM

Event End Time

8PM

Is this the first time that you have sponsored this event?

NO

Applicants: If this is the first time that you have sponsored this event, or if there is a significant change to an event that you have sponsored in the past, you are required to attend the next Safety and Events Committee Meeting to present the application. The Safety and Events Committee meets one time a month. You will be notified of the time and date of the meeting.

If you have held the event before, are you proposing different location or types of activities from last year?

NO

ROUTE & STREET CLOSURE INFORMATION

5. Other Route

Please select a route below or upload a map of the event route or street closure limits in the attachment section.



VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

How many adult volunteers will be provided for this event?

30+

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?

Safety vests wanted be needed for this event

How many loaner safety vests do you need?

Town of Wytheville Police and Fire Departments assist with street closure and safety.

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.

NO

Will 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

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

NO

Will anything be sold at the event?

NO

Will the event require assistance with trash or recycling?

NO

Will tents or stages be set up in coordination with the event?

NO

Will connection to electricity or generators be needed?

NO

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 the organization has obtained a permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application

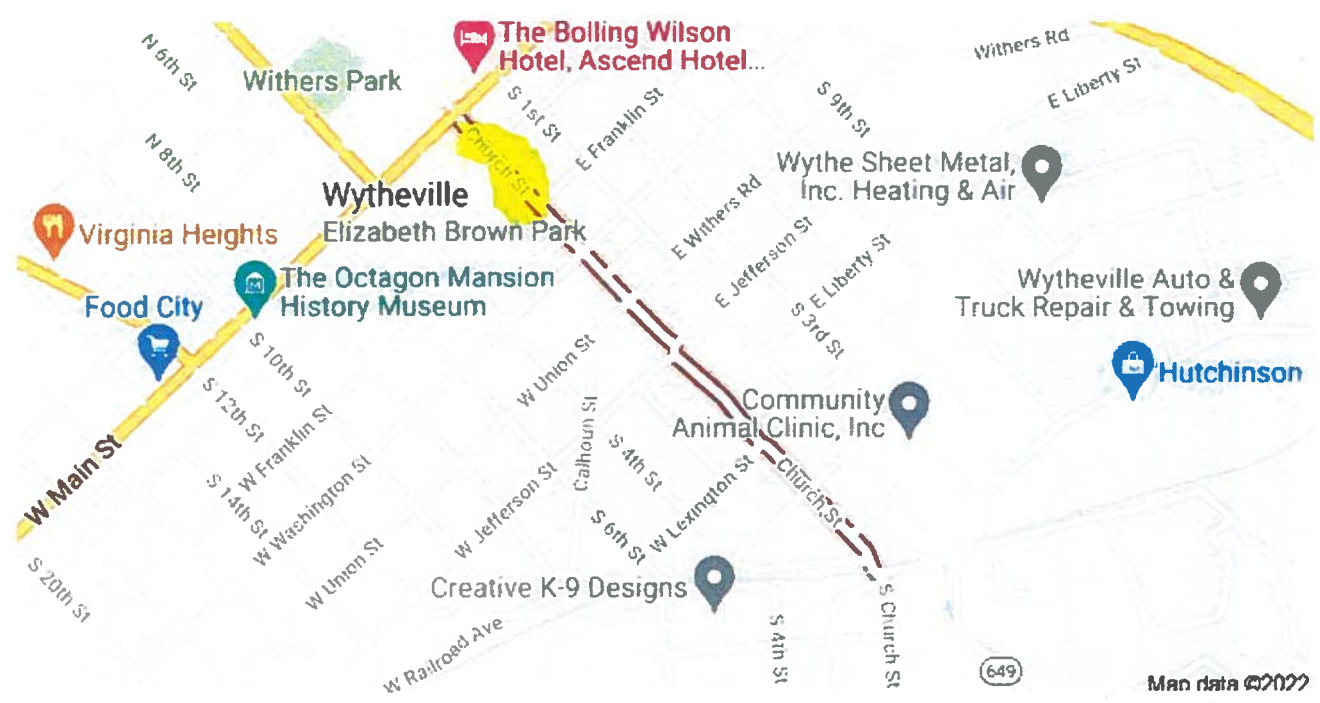
Bonnie R. Wright
08/16/2022

Attachments



Church Street.JPG

Uploaded by Bonnie Wright on Aug 16, 2022 at 10:00 am



**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Annual Fire Prevention Parade Request

SUMMARY:

The Town has received a request from the Wytheville Fire and Rescue Department to close Main Street to hold the Annual Fire Prevention Parade on October 22, 2022, from 6:00 p.m. to 8:00 p.m. The Safety and Events Committee has reviewed this request and would recommend that it be approved.

Recommended Action

Action on this request will require a motion and vote by the Council.



Town of Wytheville, VA

08/19/2022

EVEN-22-9

Street Closure Application and Event Application

Status: Active

Date Created: Aug 17, 2022

Applicant

Marc Brade
marc.brade@wytheville.org
185 West Spring Street Wytheville, VA 24382
Wytheville, VA 24382
276-617-2712

GENERAL GUIDELINES

SUBMITTAL DEADLINE: ALL applications must be submitted at least 60 DAYS PRIOR to the date of the event/street closure. In the event your application is within the 60 day period there will be no guarantee of approval due to the limited time that will be available for proper arrangements **PROCESS:** Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The 60 Days notice is required because the Committee only meets once a month and the Town Council only meets once every two weeks.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.



Organization Name or N/A

Town of Wytheville Fire & Rescue Department

Primary Contact Name

MARC BRADE

Primary Contact Cell Phone

276-617-2712

Primary Contact Email

marc.brade@wytheville.org

Secondary Contact Name

NA

Secondary Contact Phone

NA

Secondary Contact Email Address

NA

Event Information

Event Type

Parade

Event Name

TOWN OF WYTHEVILLE FIRE PREVENTION PARADE

Event Description

FIRE APPARATUS TO EDUCATE FIRE PREVENTION PRACTICES

Event Begin Date

10/08/2022

Event End Date

10/08/2022

Event Begin Time

6AM

Event End Time

8PM

Is this the first time that you have sponsored this event?

NO

Applicants: If this is the first time that you have sponsored this event, or if there is a significant change to an event that you have sponsored in the past, you are required to attend the next Safety and Events Committee Meeting to present the application. The Safety and Events Committee meets one time a month. You will be notified of the time and date of the meeting.

If you have held the event before, are you proposing different location or types of activities from last year?

NO

ROUTE & STREET CLOSURE INFORMATION

5. Other Route



Please select a route below or upload a map of the event route or street closure limits in the attachment section.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

How many adult volunteers will be provided for this event?

NA

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?

Safety vests wanted be needed for this event

How many loaner safety vests do you need?

0

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.

YES

Will 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

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

NO

Will anything be sold at the event?

NO

Will the event require assistance with trash or recycling?

NO

Will tents or stages be set up in coordination with the event?

NO

Will connection to electricity or generators be needed?

NO

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 the organization has obtained permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application

MARC BRADE
08/17/2022

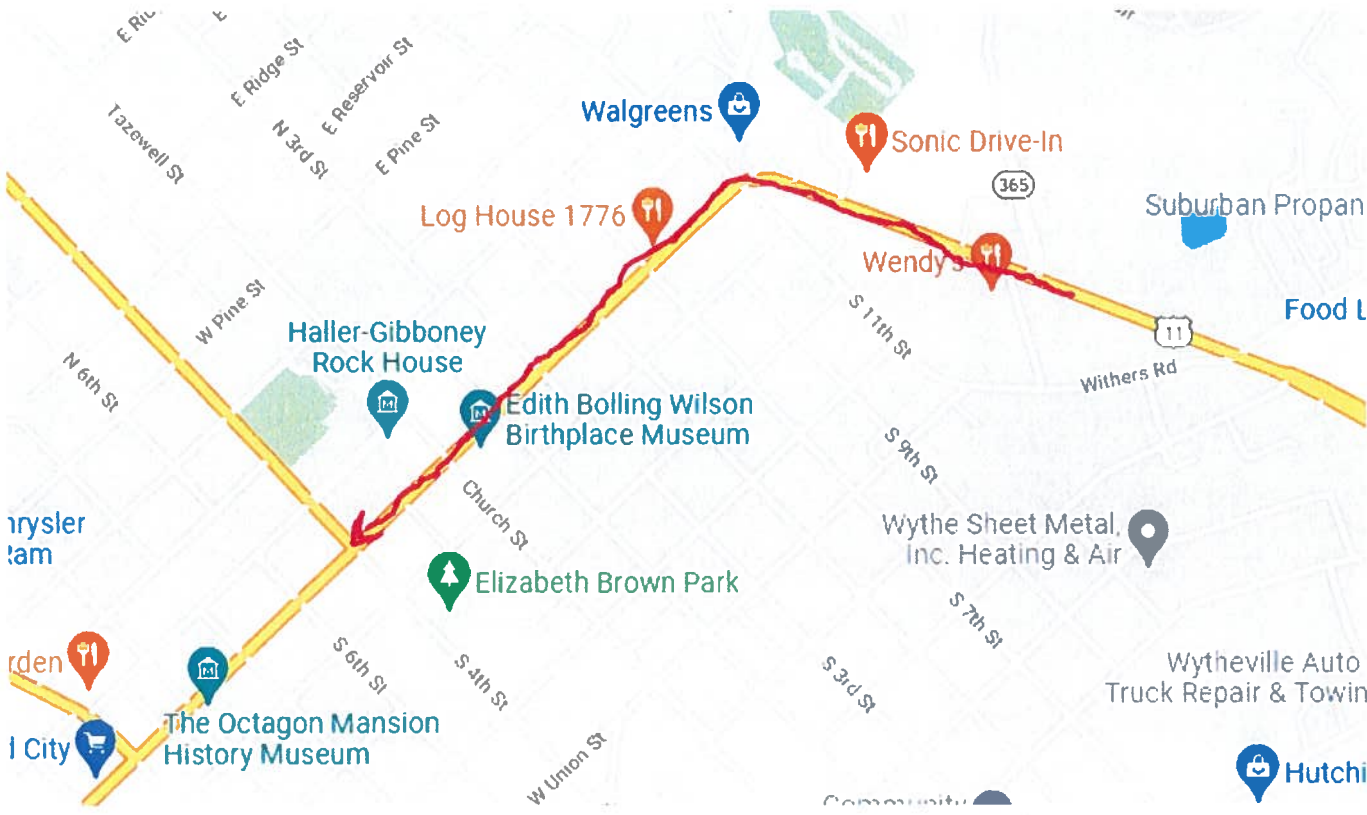
Attachments



Capture.PNG
Uploaded by Marc Brade on Aug 17, 2022 at 2:53 pm

History

Date	Activity
Aug 17, 2022 at 2:46 pm	Marc Brade started a draft of Record EVEN-22-9
Aug 17, 2022 at 2:54 pm	Marc Brade submitted Record EVEN-22-9
Aug 17, 2022 at 2:54 pm	approval step Application Intakewas assigned to Elaine Holeton on Record EVEN-22-9
Aug 18, 2022 at 8:43 am	Elaine Holeton changed Event Begin Date from "10/09/2022" to "08/01/2022" on Record EVEN-22-9
Aug 18, 2022 at 8:44 am	Elaine Holeton changed Event Begin Date from "08/01/2022" to "10/08/2022" on Record EVEN-22-9
Aug 18, 2022 at 8:44 am	Elaine Holeton changed Event End Date from "10/09/2022" to "10/08/2022" on Record EVEN-22-9



**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Mayhem on Main Street Event Request

SUMMARY:

The Town has received a request from Downtown Wytheville, Inc. to close Main Street and several intersecting side streets as shown on the attached map to conduct the Mayhem on Main Street event on Saturday, October 22, 2022, from 12:00 p.m. to 6:00 p.m. The Safety and Events Committee has reviewed this request and would recommend that it be approved.

Recommended Action

Action on this request will require a motion and vote by the Council.



Town of Wytheville, VA

08/19/2022

EVEN-22-8

Street Closure Application and Event Application

Status: Active

Date Created: Aug 16, 2022

Applicant

Todd Wolford
exedir@downtownwytheville.org
180 West Main Street
Suite 4
WYTHEVILLE, VA 24382
2762233343

GENERAL GUIDELINES

SUBMITTAL DEADLINE: ALL applications must be submitted at least 60 DAYS PRIOR to the date of the event/street closure. In the event your application is within the 60 day period there will be no guarantee of approval due to the limited time that will be available for proper arrangements **PROCESS:** Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The 60 Days notice is required because the Committee only meets once a month and the Town Council only meets once every two weeks.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.



Contact/Applicant Information

Organization Name or N/A

Downtown Wytheville Inc

Organization phone number

276-223-3343

Primary Contact Name

Todd

Primary Contact Cell Phone

same

Primary Contact Email

exedir@downtownwytheville.org

Secondary Contact Name

Josh Pennington

Secondary Contact Phone

276-223-3343

Secondary Contact Email Address

Josh.Pennington@edwardjones.com

Event Information

Event Type

5K

Event Name

Mayhem on Main Street

Event Description

5k, Kids fun run, downtown trick or treating, tazewell street block party

Event Begin Date

10/22/2022

Event End Date

10/22/2022

Event Begin Time

12PM

Event End Time

6PM

Is this the first time that you have sponsored this event?

NO

Applicants: If this is the first time that you have sponsored this event, or if there is a significant change to an event that you have sponsored in the past, you are required to attend the next Safety and Events Committee Meeting to present the application. The Safety and Events Committee meets one time a month. You will be notified of the time and date of the meeting.

If you have held the event before, are you proposing different location or types of activities from last year?

NO

ROUTE & STREET CLOSURE INFORMATION

5. Other Route



VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

Please select a route below or upload a map of the event route or street closure limits in the attachment section.

How many adult volunteers will be provided for this event?

12

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?

Safety vests wanted be needed for this event

How many loaner safety vests do you need?

0

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.

YES

Will 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

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

NO

Will anything be sold at the event?

NO

Will the event require assistance with trash or recycling?

YES

Will tents or stages be set up in coordination with the event?

NO

Will connection to electricity or generators be needed?

NO

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 the organization has obtained a permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application

Todd Wolford
08/16/2022

Attachments

pdf Street closure Mayhem on Main 2022.pdf
Uploaded by Todd Wolford on Aug 16, 2022 at 10:46 am

DOWNTOWN WYTHEVILLE

**MAYHEM
ON MAIN STREET**



Saturday October 22

Street closure 12:00 - 6:00pm, from 5th to 4th street

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Christmas Events Requests

SUMMARY:

The Town has received a request from Devoted To You Boutique to close Main Street to conduct the “Wytheville’s A Christmas to Remember” event on Saturday, December 10, 2022, from 12:00 p.m. to 11:00 p.m. Assistant Town Manager Holeton will discuss this event and how it overlaps with the Christmas Parade event. The Safety and Events Committee has reviewed this request, and Assistant Town Manager Holeton will review their recommendation with the Committee.

Recommended Action

Any action on the Devoted To You Boutique request will require a motion and vote by the Council.

07/25/2022

EVEN-22-5

Street Closure Application and Event Application

Status: Active

Date Created: Jul 20, 2022

Applicant

Steven Riggins
jamie@devotedtoyou12.com
145 West Main Steet
Wytheville , VA 24382
2766209032

GENERAL GUIDELINES

SUBMITTAL DEADLINE: ALL applications must be submitted at least 60 DAYS PRIOR to the date of the event/street closure. In the event your application is within the 60 day period there will be no guarantee of approval due to the limited time that will be available for proper arrangements **PROCESS:** Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The 60 Days notice is required because the Committee only meets once a month and the Town Council only meets once every two weeks.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.



Organization Name or N/A

D2U (Devoted To You)

Primary Contact Name

Jamie Riggins

Primary Contact Cell Phone

2766209032

Primary Contact Email

jamie@devotedtoyou12.com

Secondary Contact Name

Trevor Riggins

Secondary Contact Phone

2764846881

Secondary Contact Email Address

Trevor@wythevillesactr.com

Event Information

Event Type

Street Closing for Event

Event Name

Wytheville's A Christmas To Remember

Event Description

Food vendors, arts and craft vendors, music and much more

Event Begin Date

12/10/2022

Event End Date

12/10/2022

Event Begin Time

12PM

Event End Time

11PM

Is this the first time that you have sponsored this event?

NO

Applicants: If this is the first time that you have sponsored this event, or if there is a significant change to an event that you have sponsored in the past, you are required to attend the next Safety and Events Committee Meeting to present the application. The Safety and Events Committee meets one time a month. You will be notified of the time and date of the meeting.

If you have held the event before, are you proposing different location or types of activities from last year?

NO

ROUTE & STREET CLOSURE INFORMATION

Please select a route below or upload a map of the event route or street closure limits in the attachment section.

5. Other Route

Section 2, Item F.



VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

How many adult volunteers will be provided for this event?

20

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?

Yes, we will provide safety vests for our volunteers for this event..

How many loaner safety vests do you need?

0

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.

NO

Will 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

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

NO

Will anything be sold at the event?

YES

Will the event require assistance with trash or recycling?

NO

Will tents or stages be set up in coordination with the event?

YES

Will connection to electricity or generators be needed?

YES

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 the organization has obtained a permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring. Section 2, Item F.

Select the box to provide a digital signature for this application

Steven J. Riggins
07/06/2022

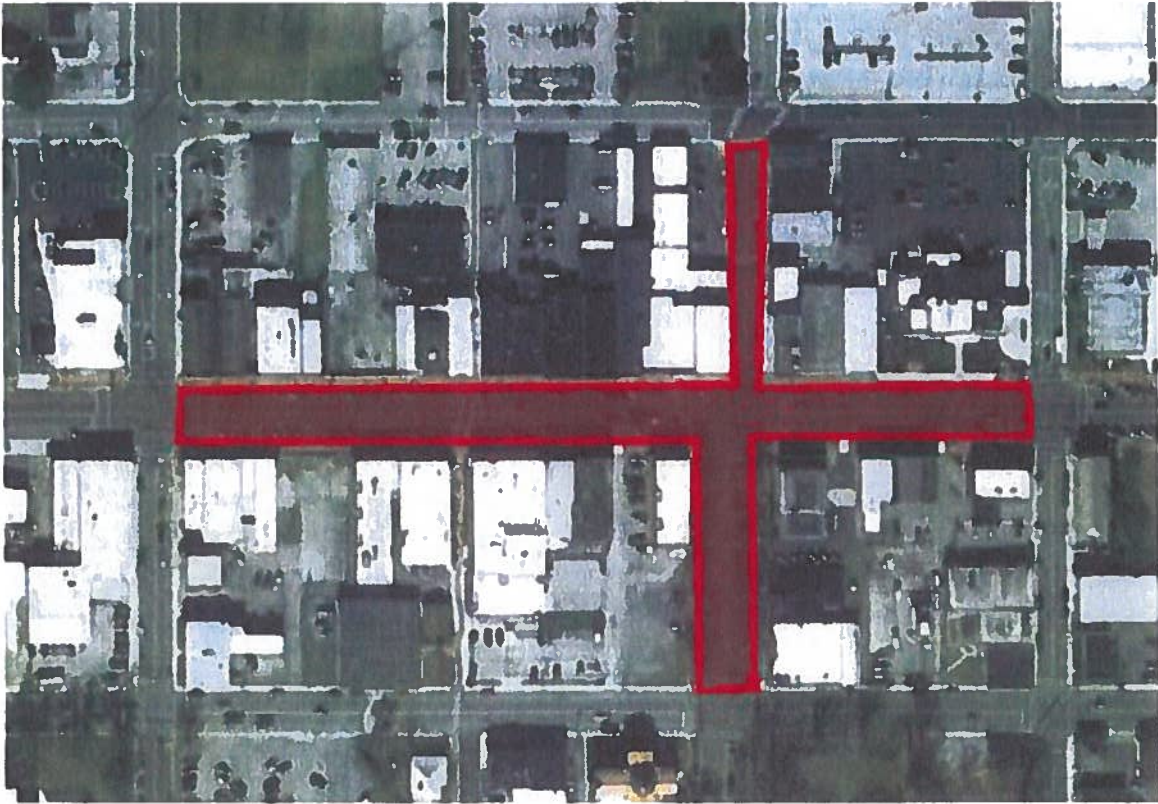
Attachments



Screenshot 2022-07-20 122405.png
Uploaded by Steven Riggins on Jul 20, 2022 at 12:32 pm



Screenshot 2022-07-20 122405.png
Uploaded by Steven Riggins on Jul 20, 2022 at 12:31 pm



**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Budget and Finance Committee Recommendations

SUMMARY:

Town Manager Freeman, along with the Budget and Finance Committee, will discuss the Committee’s recommendations regarding amendments to the current fiscal year budget.

Recommended Action

No action is required on this agenda item.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Committee Vacancies

SUMMARY:

Please find enclosed the current and upcoming vacancies on the Town Committees. Town Clerk Corvin will review these vacancies with the Committee.

Recommended Action

No action is required on the agenda item.

COMMITTEE VACANCIES

Board of Zoning Appeals

David Harrison – Expires 9/10/22 (Not eligible for reappointment)

Wytheville Economic Development Authority

Jeffrey Lucas – Expires 12/31/22 (Eligible for reappointment)

Wytheville Recreation Commission

Mary Katherine Claypool – Expires 12/31/22 (Eligible for reappointment)

Wytheville Redevelopment and Housing Authority

(Resident Member Vacancy)– Term expired 9/8/21

Charles T. Conduff – Expires 9/8/22 (Not eligible for reappointment)

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Crockett Housing Development

SUMMARY:

Assistant Town Manager Holeyton will update the Committee on the Crockett housing development that is proposed to be constructed on the former Horseshow Ground property on West Lee Highway.

Recommended Action

No action is required on this matter.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Desert Aire Dehumidifier

SUMMARY:

Assistant Town Manager Holeton will discuss the issues with the Desert Aire dehumidifier at the Wellness Center Natatorium with the Committee.

Recommended Action

Any action will require a motion and vote by the Council.



WYTHEVILLE PARKS AND RECREATION

Natorium Desert Air Renewal Project

Desert Air System – What is it??



The Desert Air system, when functioning, removes air that contains chloramines and carbon dioxide from the interior of the natatorium. It then replaces with the appropriate amount of fresh air from outside of the facility. Through this process the system also dehumidifies and cools the air within the facility. Controlling this process allows for a more comfortable working environment for staff and more enjoyable atmosphere for all our facility users.

Desert Air System - History

- The system currently in place was installed with the construction of the facility in 2007.
- Typical lifespan of commercial desert air systems are approximately 10-12 years, ours is currently 15 years old.
- When the facility was constructed, the initial design of the Desert Air system was smaller than necessary to accommodate the necessary air flow of approximately 6000 cubic feet per minute.
- When inadequate air flow is provided into the space the facility can become overwhelmingly hot and inadequate removal of the air can lead to a build up of chloramines inside the space that can lead to shortness of breath and pose potential health risk when using the space.
- Through a series of upgrades with service agreement provider and public works the system was remedied to accommodate the necessary amount of incoming and exiting air.
- Although upgrades were made the system has continued to require regular maintenance as integral parts have met the end of their lifespan.

Desert Air System - History continued

- Due to the scale of our system, the Desert Air unit is designed to operate with 2 different circuits. When both circuits are operable one circuit will control the blower motors to ensure that old air is replaced with the designated amount of fresh air. The second circuit is then used to control dehumidification and cooling of the space. These circuits are designed to switch back and forth to assist in lengthening the life of the system.
- In 2016 one of these circuits became inoperable and due to the cost of the replacement it has remained inoperable since that time. Thus, the system has only been able to maintain the appropriate mixture of fresh air into the facility and the system has been unable to cool and dehumidify the space. This has led to increasingly uncomfortable air quality within the aquatics facility and has caused an increase in the number of necessary breaks for staff and patrons being increasingly uncomfortable in the space.

What happens if the system fails??

- In the event of an unexpected failure of the system the facility would be required to close until a temporary system can be put in place while a new system is on order.
 - A new system lead time would be approximately 3-6 months from the date of order, possibly longer depending on current supply chain issues.
 - While the system is down all programming would stop in the space. This would be at least one month waiting on the mobile units and another month closure when the new system is being installed.
 - Most mobile units would take at least a month to arrive, and two mobile units would be necessary to operate in the space until a new system can be installed. These are typically transported on a tractor trailer and can incur rental fees of nearly \$10,000 per month, per unit.
 - Another likely side effect of the facility being closed unexpectedly for lengthy periods of time would be the loss of staff as they would be more likely to seek employment elsewhere during the closings.
 - With ever growing competition in the Recreation industry, lengthy down times may lead to increased patron dissatisfaction and patrons going elsewhere for this service.

What are our options??

- Total replacement of the Desert Air System
 - Cost - Approximately \$600,000 based on current estimates
 - New product would come with a manufacturer warranty of approximately 1 year and parts and labor for approximately 5 years, we are currently working with Public Works for more definite details on warranty.
 - Would be designed to become a part of our monitoring system to alert staff of any issues immediately.
 - Would cost significantly less to add to the existing maintenance agreement with current service provider.
 - Ordering now would eliminate costly rental and unexpected down time in the facility.

Initiate major repairs

- Cost - Approximately \$100,000
- This would replace most of the integral parts of the system that receive the most wear and tear.
- We currently have \$95,000 allotted in the budget for the evacuator system that could be reallocated toward this project.
- This solution may resolve current issues, however there is no guarantee nor warranty with this work.

Evacuators – What are they??

- The addition of an evacuator system was introduced in the CIP for install in FY 22/23
- Evacuators are introduced to the space to removed chloramines and other fumes from the surface of the pool.
- Evacuators can be set up in two different ways:
 - Pool Surface - Pool surface evacuators are installed as a part of the gutter system and remove chloramines and fumes between the surface and 6 inches above and are very affective. However, they are costly to retrofit within a facility without a full-scale remodel of the space.
 - Wall Mounted - wall mounted units can be easily placed into the space; however, they are not directly above the surface and will act as a large exhaust fan in the space. Also, due to the layout of the facility and evacuators requiring the ability to exhaust directly outdoors this unit will only benefit users in the splash pad area or the therapy pool. The wall mounted unit is what was budgeted in the current CIP for FY 22/23.

If an evacuator was introduced into the current pool environment the rapid removal of air would increase negative pressure in the space causing doors to be difficult to open and would impact the desert air systems ability to provide ample fresh air into the space. This could cause major health risks to users of the space.

An evacuator could be a good addition to the space if the Desert Air System was modified and increased in size, however with our current system the evacuator system does not seem to be a viable option.

Questions????



**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Virginia Resources Authority Bond

SUMMARY:

Town Manager Freeman will discuss a resolution required by the Virginia Resources Authority regarding the New River Regional Water Authority.

Recommended Action

No action is required at this time.

RESOLUTION SUPPORTING THE ISSUANCE OF A REVENUE BOND BY NEW RIVER REGIONAL WATER AUTHORITY AND ACKNOWLEDGING CERTAIN MATTERS WITH RESPECT TO THE BOND, INCLUDING A MORAL OBLIGATION TO MAKE CERTAIN APPROPRIATIONS IN SUPPORT OF THE AUTHORITY

New River Regional Water Authority (the “**Authority**”) is a public body politic and corporate of the Commonwealth of Virginia created pursuant to the Virginia Water and Waste Authorities Act (Chapter 51, Title 15.2, Code of Virginia of 1950, as amended) (the “**Act**”) by the Boards of Supervisors of Carroll and Wythe Counties and the Council of the Town of Wytheville (the “**Participating Localities**”).

The Authority and Participating Localities have entered a Service Agreement dated June 1, 2006, as amended by Amendment dated June 1, 2008, Amendment dated August 1, 2015, and Amendment dated August 1, 2022 (the “**Service Agreement**”), whereby the Participating Localities have agreed to purchase water from the Authority and to make certain appropriations to the Authority.

The Authority has determined it is in the best interests of the Authority and Participating Localities to authorize the issuance and sale of a bond in the maximum of \$8,500,000 (the “**Bond**”) in order to pay costs of capital improvements to the Authority’s water treatment plant.

Virginia Resources Authority (“**VRA**”) has indicated its willingness to purchase the Bond in accordance with the terms of a Local Bond Sale and Financing Agreement to be dated as of September 16, 2022, or another date to be specified by VRA, between VRA and the Authority (the “**Local Bond Sale and Financing Agreement**”).

VRA has requested that the Participating Localities adopt this resolution to acknowledge that the Local Bond Sale and Financing Agreement and the Bond will be “Bond Documents” as defined in the Service Agreement and that their moral obligations under the Support Agreement will extend to the debt service on the Bond.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WYTHEVILLE, VIRGINIA:

1. As and when executed and delivered by the Authority, the Local Bond Sale and Financing Agreement and the Bond will be “Bond Documents” as defined in the Service Agreement.

2. It is acknowledged that (a) the Service Agreement requires the Authority to fix, alter and at all times maintain the rates charged the Participating Localities so that the rates will be sufficient to prevent any default by the Authority of its duties under the Bond Documents and (b) under the Service Agreement, the Participating Localities have agreed to make certain annual appropriations to the Authority in amounts sufficient to pay expenses of the Authority, including debt service payments on bonds of the Authority. The obligation of each Participating Locality to make payments required by Service Agreement, other than, to the extent allowed by law, payments

of Minimum Investment Rate and Base Liability as defined in the Service Agreement, is subject to and contingent upon appropriations being made for such purpose by that Participating Locality’s governing body.

3. It is acknowledged that (a) VRA will be a third party beneficiary of the Service Agreement for so long as the Bond remains outstanding and (b) VRA is treating the Service Agreement as a “local obligation” within the meaning of Section 62.1-199 of the Code of Virginia of 1950, as amended (the “Virginia Code”), which in the event of nonpayment thereunder by a Participating Locality authorizes VRA or the trustee for VRA’s bonds to file an affidavit with the Governor that such nonpayment has occurred pursuant to Section 62.1-216.1 of the Virginia Code. Section 62.1-216.1 of the Virginia Code provides that if the Governor is satisfied that such nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to that Participating Locality of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to that Participating Locality for any and all purposes, and the Governor will, while the nonpayment occurs continue, direct in writing the payment of all sums withheld from the Comptroller, or as much of them as is necessary, to VRA, so as to cure, or cure insofar as possible, such nonpayment.

4. It is believed that each Participating Locality will continue to have an essential need and requirement, pursuant to applicable laws, for the services of the Authority for the duration of the Service Agreement and for as long as any bonds of the Authority remain outstanding.

5. This resolution shall take effect immediately upon its adoption.

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

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	September 12, 2022
Subject:	Food Truck Fees

SUMMARY:

Town Attorney Clayton will review food truck fees with the Committee and discuss a proposed change to the Town’s current regulations regarding food trucks.

Recommended Action

No action is required at this time.



MINUTES
TOWN COUNCIL WORK SESSION
MONDAY, AUGUST 22, 2022 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. PERSONS SCHEDULED TO ATTEND

A. Persons Present

- Beth A. Taylor - Mayor
- Cathy D. Pattison - Vice-Mayor
- Mark J. Bloomfield - Council Member
- Gary L. Gillman - Council Member
- T. Brian Freeman - Town Manager
- Elaine R. Holeton - Assistant Town Manager
- Sherry G. Corvin - Town Clerk
- Michelle Workman Clayton - Town Attorney
- Billy Anderson - Assistant Town Engineer
- Tommy Lester - Police Officer
- James Cohen

Persons Absent

- Holly E. Atkins - Council Member

2. ITEMS TO BE DISCUSSED

A. Approval of Agenda

Town Manager Freeman advised that the first item on the agenda is the Approval of Agenda, and this required a motion and approval by the Committee. A motion was made by Councilman Bloomfield and seconded by Mayor Taylor to approve the agenda. Town Manager Freeman 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: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None.

B. Update regarding cost for the manhole repair at Old Stage Crossing

Town Manager Freeman stated that Assistant Town Engineer Billy Anderson will update the Committee regarding the cost for the manhole repair at Old Stage Crossing. Assistant Town Engineer Anderson noted that a meeting was held with Mr. Joe Faraci, who is the developer for Old Stage Crossing, to discuss the Town's plans. He commented that they are supposed to have a follow up meeting with the owner of Old Stage Crossing. Mr. Anderson noted that there is an estimated cost of

about \$9,000 to repair some of the 36-inch manholes on the property. He advised that the estimated cost for the 48-inch manholes is about \$3,600. Mr. Anderson stated that these costs do not include excavation, installation or flushing out materials in the pipe. Discussion continued regarding the possible repairs and plans for Old Stage Crossing. Town Manager Freeman stated that once Staff has the follow up meeting with the owner, he will ask Mr. Anderson to update the Committee again. Councilman Bloomfield inquired about the Industry Road and Lithia Road Force Main Project. Mr. Anderson stated that the Industry Road Project went well, and they hope to fix the rough areas of the road next year. He noted that Staff and contractors are still working on the Lithia Road Project, but the force main has been installed. A brief discussion was held regarding the progress of the Lithia Road Project. Vice-Mayor Pattison inquired about Mr. Kevin Varney and the matter regarding the sinkhole on his property on Main Street. Mr. Anderson stated that Mr. Varney has requested a copy of Food City's highway plan, former deed, etc. He advised that Staff is unsure of what direction this matter will take.

C. Downtown Wytheville, Inc. Cruise In event

Town Manager Freeman presented a request from Downtown Wytheville, Inc. for a street closure to hold the Downtown Cruise In event on Saturday, September 10, 2022, from 10:00 a.m. to 2:00 p.m. Mayor Taylor inquired how the 60 day submittal deadline can be enforced to ensure that event applications are being completed on time. Town Clerk Corvin advised that the 60 day submittal deadline was established to help the Police Department schedule events. Councilman Bloomfield stated that the process the Fire Department used to close the streets worked very well. Assistant Town Manager Holeton stated that it was the recommendation of the Safety and Events Committee to approve this event. Mayor Taylor inquired if a reminder could be sent to past applicants regarding the submittal deadline. Assistant Town Manager Holeton stated that Staff will work on this matter and possible policy changes to present to the Committee. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to approve the request of Downtown Wytheville, Inc. for a street closure to hold the Downtown Cruise In event on Saturday, September 10, 2022, from 10:00 a.m. to 2:00 p.m. Town Manager Freeman 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: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None.

D. Review of an application from Ms. Maggie Minton to serve as a youth member on the Recreation Commission

Town Manager Freeman advised that the next item on the agenda is to review an application from Ms. Maggie Minton to serve as a youth member on the Recreation Commission. He inquired if the Committee would like to interview Ms. Minton before considering her for appointment. It was the consensus of the Committee not to interview Ms. Minton. A motion was made by Councilman Gillman and seconded by Mayor Taylor to appoint Ms. Maggie Minton as a youth member on the Recreation Commission. Town Manager Freeman 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: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None.

E. Review of engagement letter from Robinson, Farmer, Cox Associates

Town Manager Freeman advised that the next item on the agenda is to review an engagement letter from Robinson, Farmer, Cox Associates. He noted that an engagement letter is sent every year for the annual audit to be performed. Town Manager Freeman noted that there has been an addendum to the letter this year regarding some additional requirements needed for public audits. Discussion continued regarding the letter, new requirements and additional services needed. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to retain Robinson, Farmer, Cox Associates for Town audits. Town Manager Freeman 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: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None. Town Manager Freeman stated that he will sign the engagement letter and return it.

F. Discussion regarding a resolution granting a non-exclusive telecable franchise, privilege, lease or right

Town Manager Freeman advised that the next item on the agenda is the discussion regarding a resolution granting a non-exclusive telecable franchise, privilege, lease or right. Town Attorney Clayton noted that the information included in the telecable contract comes from Federal and State Law, and the bidding process is required. She advised that Shentel is the only company that showed interest during this time. Town Attorney Clayton advised that, by law, Shentel is supposed to provide free services to the Town for schools, the Police Department, etc. A brief discussion was held regarding the services of Shentel. Town Manager Freeman advised that action on this matter would be taken during the Town Council meeting.

G. Closed meeting pursuant to State Code section 2.2-3711 (A)(3) regarding the disposition of publicly held real property

Town Manager Freeman stated that the next agenda item is to conduct a closed meeting pursuant to State Code section 2.2-3711 (A)(3) regarding the disposition of publicly held real property. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to go into a closed meeting pursuant to State Code section 2.2-3711 (A)(3) regarding the disposition of publicly held real property. Town Manager Freeman inquired if there was any discussion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None. (4:27 p.m.)

The Town Council certified the closed meeting. A motion was made by Councilman Bloomfield and seconded by Mayor Taylor that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies and that only such public business matters as were identified in the motion convening the closes meeting were heard, discussed or considered by the Wytheville Town Council. The motion was approved with the following voting in favor by roll call vote, and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None. (4:50 p.m.)

H. Council Member Time

Councilman Bloomfield inquired about the development of the apartment complex on Highway 11 and what the status is of that project. Assistant Town Manager Holeton stated that a meeting was held with the owner, designer and Town staff regarding the most recent concept plan, utilities, sewer, etc. for the apartments. She noted that the owner may propose another site plan based on the topics discussed in their meeting. Mayor Taylor noted that she believed the owners of the upcoming apartment complex are also the possible owners of the medical offices of former Dr. Morin. Assistant Town Manager Holeton advised that topic did come up in their meeting and, potentially, that building may be used for the same use. She noted that a more formal presentation will be made at a future Work Session meeting to update the Committee on this project.

Councilman Bloomfield stated that there are some sunken areas on the southside of Main Street between the Millwald Theatre and Oracle Books due to water. Town Manager Freeman stated that he will have Staff check on this matter.

Councilman Gillman stated that Mr. Donnie Repass contacted him regarding some work that had been done on Rose Hill Road. He advised that there may be some areas that have been washed out by the most recent rain events. Town Manager Freeman Freeman stated that he will check on this matter.

Councilman Gillman inquired if mowing is required on the Crockett property on Highway 11 until there is a housing development. Town Manager Freeman noted that based on the zoning of the property, mowing is required, and the Town will mow it if the property owners will not. He stated that he will look into this matter.

Mayor Taylor stated that a citizen who is renovating a building reached out to her regarding where in town that partial rubber material could be disposed of. She noted that she was not aware of a disposal area anywhere in town for that type of material. Town Manager Freeman advised that the County Convenience Center may be a possible place to dispose of it or to contact the County on this matter.

I. Miscellaneous (if any time permitting)

Councilman Bloomfield stated that the Budget and Finance Committee will meet on Tuesday, August 23, 2022.

Mayor Taylor stated that the Tree Advisory Committee is trying to reach a goal of starting a tree walking tour within the community for the Specimen Tree Program. She noted they are wanting to reach out to citizens in town and beyond Town limits in hopes of having more trees submitted to the Specimen Tree Program.

Mayor Taylor inquired when the Wytheville Redevelopment and Housing Authority will commence their project on Calhoun Street. Town staff advised that it would be up to the Housing Authority to submit their plans to the Town.

Councilman Bloomfield noted that he received some comments from new residents on Withers Road who just moved here and they chose Wytheville because it is a walkable community. He noted that the residents also advised him that people speed on Withers Road. A brief discussion was held on roundabouts and speed humps.

Vice-Mayor Pattison noted that she has a meeting with Mr. Sid Kitts to discuss a stormwater problem.

Town Clerk Corvin advised the Committee that a new set of minutes from the August 8, 2022, meeting has been given to them. She noted that Councilwoman Atkins asked Staff to expound upon several topics from the previous meeting, and the changes have been highlighted for the Committee members. Town Clerk Corvin stated that she explained that these are summary minutes and the audio of the meetings are available as well. Vice-Mayor Pattison expressed her concern over Town staff having to revise the minutes.

Town Manager Freeman stated that a thank you letter from the Wytheville Training School Cultural is included in their meeting package, along with an August and September meeting calendar.

There being no further business, the Work Session was adjourned. (5:15 p.m.)

T. Brian Freeman, Town Manager

Sharon G. Corvin, CMC, Town Clerk

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CERTIFICATION OF CLOSED MEETING UNDER VIRGINIA FREEDOM OF INFORMATION ACT

Date: August 22, 2022
Council Meeting: Yes X No _____
VA Code, Section 2.2-3711(A) (3)
Subject: Disposition of publicly held
real property

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Wytheville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3711 (A) of the Code of Virginia requires a certificate by this Council that such closed meeting was conducted in conformity with Virginia law;


NOW, THEREFORE, BE IT RESOLVED that the Wytheville Town Council hereby certifies that to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Vote:	Ayes	Nays
Beth A. Taylor	X	
Cathy D. Pattison	X	
Mark J. Bloomfield	X	
Gary L. Gillman	X	

(For each nay vote, the substance of the departure from the requirements of the Act should be described.)

Absent during meeting: Holly E. Atkins

Absent during vote: None


Sharon G. Corvin, CMC, Clerk of Council

Smyth Wythe Airport Commission Meeting

Agenda: August 25, 2022

Call to Order: Chairman

Approval of Minutes:

Financial Report: Mrs. Patricia Belcher

Current expenses/Budget transfers

Sponsor funding status

Other:

Fuel Pricing Review: Brian Burkett

Old Business:

Airport Operations Report & Business: Brian Burkett.

New Business:

- Report and Business.
- Next Meeting Date: **September 22, 2022**
- **Adjournment**

Smyth Wythe Airport Commission

Minutes

July 28, 2022

Call to Order:

The regular monthly meeting of the Smyth Wythe Airport Commission held at the Mountain Empire Airport was called to order by the Chairman, Mr. Curtis Pennington, at 6:00 p.m.

Members Present:

Mr. Curtis Pennington, Mr. Billy Dungan, Mr. David Taylor, Mr. Cecil Hicks, Mrs. Anne B. Crockett-Stark, and Mr. Brandon Elmore

Approval of Minutes:

The minutes for the last regular commission meeting held June 23, 2022, were presented for approval.

Motion by Mr. Billy Dungan

Seconded by Mrs. Anne B. Crockett-Stark

Motion passed unanimously.

Financial Reports:

Mrs. Patricia Belcher provided the financial report. Notable expenses include:

Painting Avgas fuel tank at fuel island	\$11,650.00
Liability Insurance	\$4,489.00

Motion made by Mrs. Anne B. Crockett-Stark to approve and transfer the following:

Date of Transfer	Budget Operation Account #1066	Fuel/Hangar Account #1354	Projects Account #1353	Checking Account #6662	Reserve Account #5549
7/5/2022	\$2,500.00				(\$2,500.00)
7/12/2022				\$15,000.00	(\$15,000.00)
7/28/2022				\$15,000.00	(\$15,000.00)
Totals	\$2,500.00			\$30,000.00	(\$32,500.00)

Seconded by Mr. Brandon Elmore
Motion passed unanimously

The Fiscal Year for the Smyth Wythe Airport Commission is July 1st to June 30th. Must have operating funds the first of each quarter.

FUEL PRICING:

Brian Burkett reported on the current fuel pricing and inventory status and provided a copy of the current Fuel Pricing spreadsheet. Current margins for both types of fuel are currently above the approved fuel pricing guidelines. Comparisons to other airports in the area show that we remain competitive relative to the median price for the airports in the region.

OLD BUSINESS & ACTION ITEMS:

Reports on major Active Projects:

NEW BUSINESS:

- Airport Operations Report & Business:

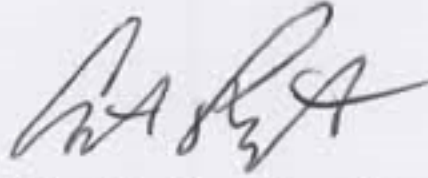
Motion made by Mr. Billy Dungan to decline offer to buy Airport Lockers LLC.

Seconded by Mr. David Taylor
Motion passed unanimously

Nex meeting: Thursday, August 25, 2022
Adjournment



Secretary



Chairman

Airport Commission Meeting August 25, 2022

- Current Inventory of Fuel

- Jet-A including truck: 11,121 -gal, Wholesale @ \$3.79 per gal- \$42,148.59

- 100-LL including truck: 6,068.9-gal, Wholesale @ \$5.27 per gal- \$27,772.29

- TOTAL: **\$69,920.88**

100 LL

Jet-A

\$6.50

\$6.00 Mountain Empire (MKJ)

\$6.99

\$6.99 Dublin/Pulaski (PSK)

\$6.53

\$5.97 VA. Highlands (VJI)

\$6.50

\$5.89 Tazewell (JFZ)

\$6.35

\$5.50 Hillsville (HLX)

\$7.25

\$6.20 Lonesome Pine (LNP)

Prices are as of 8/25/2022

Applicant Name	Property Owner Name	Cost of Construction	Mechanical:	Electrical:	Plumbing, Gas	Description of Proposed Improvements	Job Site Street
Tim Vannatter		\$2,000.00			\$4,500.00	Replace all plumbing, remodel 2 baths and kitchen	545 Tazewell St
Jerry O'Donnell		\$8,000.00				Replacing same size structure	Same
Scott Mccroskey		\$10,000.00		\$400.00		16' x 24' garage Wall height will be 8' 6"	425 Wytheview Drive
Kelly Glinski	Art Matheny	\$6,560.00				Installation of Smart Jacks under the main beam in crawlspace to engineer's report. No additional square footage added	200 Valley St
David Schmidt	Compass Developers	\$139,000.00	\$7,000.00	\$2,000.00	\$2,000.00	Single Family Dwelling	245 Spring Meadow Dr
Tony Seagle		\$7,500.00		\$0.00		extending upper level floor, relocation electrical outlets, add exterior door	735 East Lexington Street
Randy Compton	Laura Abbey	\$1,800.00	\$450.00	\$800.00		Expanding the Kiln out back	420 East Main St
Tony Seagle		\$0.00		\$500.00		Adding electrical outs to grill area and new outlet in the bar area inside	510 Withers Rd.
Adam Thorsen		\$2,000.00				10'-0"X16'-0" to 4' to 5'-0" off ground wood deck (Replace existing Deck)	360 S 6th St
Shae Young	Brad Terry	\$6,484.78				Install approx 42 LF basement gutter, 13 LF buried discharge line, 13 LF interior PVC discharge, 3 LF feed line, 5 SF vent	385 East Withers Rd
Rickey Smith	Adams and Delp	\$10,000.00				Bathroom Remodel	390 W Monroe
Ron Dunford, Jr.	Chris Fox	\$0.00	\$8,200.00	\$1,800.00		New heat pump and electrical service upgrade.	590 West Jefferson Street
Scott Mccroskey		\$110,000.00	\$8,900.00	\$6,240.00	\$6,240.00	Spec House	200 Country Ln
Total		\$303,344.78	\$24,550.00	\$11,740.00	\$12,740.00		

Owner Name	Applicant Name	Electrical Cost:	Plumbing Cost:	Mechanical Cost:	Description of Proposed Improvements	Street Address
	Jennifer Wheatley	\$0.00		\$18,000.00	Install heat pump 2.5ton upgrade	1095 W. Jackson St
RUSH REALTY HOLDINGS, LLC	Aaron Robinson		\$1,500.00		REPLACE SEWER LINE	585 SOUTH 5TH STREET
	Rickey Smith	\$400.00	\$300.00		Installing one outlet and plumbing lines for a washer and electrical for washer and dryer	800 E Main St
EVA DIAZ	Aaron Robinson		\$1,000.00		REPAIR / REPLACE WATER LINE	680 SOUTH 9TH STREET
Town of Wytheville, c/o Francis	Mark Zammit	\$40,000.00			Install 12 post lights on walkways of property	1125 Tazewell Street
	Randy Compton			\$29,250.00	Mechanical work. Some electrical Work	1350 W Main St
Building & Design of VA., Inc.	Mark Zammit		\$2,000.00		replace water line from meter to house	145 E. Withers Road
Joy Umberger	James Bishop	\$6,000.00		\$4,800.00	24 Kw generator with an automatic transfer switch and setting 2) 120 gallon propane tanks with a gas line to the generator	1250 Church St
	Andy Sayers	\$250.00			New GFCI Circuit in basement	385 Withers Rd
TAMN LLC	Aaron Robinson		\$2,000.00		Replace Water & Sewer Main	340 West Monroe Street
TAT Properties, LLC	Tony Seagle	\$500.00			New meter base and wiring ran to box	455 Cassell Rd
Donna Leonard and Emily Paisley	Mastin Paisley	\$500.00			Upgrading Electrical Service from 100 amp to 200 amp	530 East Monroe St.
Total		\$47,650.00	\$2,000.00	\$52,050.00		

Name of Applicant	Name of the Property Owner	Fence Structure Cost	Electrical Cost:	Description of Proposed Improvements	Job Site Street Address
Sanket Patel		\$500.00	0	100ft wood fence	140 LITHIA ROAD
Adam Thorsen		\$500.00		Solid Wood Fence. Removing existing fence and replacing it for like for like	360 South 6th St
Total		\$48,650.00	\$0.00	\$0.00	

Applicant Name	Property Owner Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Job Site Street Address
Wess Brenda Browning		\$6,500.00				10'-0"x20'-0" Located in back yard. Deck was built after building	120 London Lane
James Cohen		\$2,500.00				10x16 storage shed	1130 cove rd
Elliott Angle		\$9,500.00				14'-0"X20'-0" to 8'-0" high	455 Echo Valley Rd
Ronnie Lanter		\$11,000.00				24'x25' 10'-0) Eave Height	730 N 3rd St
Mark Rollings		\$12,000.00				Pre fab 12 X 16	320 East Withers Rd
Mark Rollings		\$8,000.00				Prefab 12 X 10	320 East Withers
George J Kincer		\$7,018.00				10x16 Utility Building - Urethane Siding	230 VALLEY ST
Total		\$56,518.00	\$0.00	\$0.00			

Applicant Name	Property Owner Name	Cost of Construction	Electrical Cost	Mechanical Cost	Description of Proposed Improvements	Job Site Street Address
VICKIE CAROSI	NEW DIRECT	\$1,570.00			REMOVING THE EXISTING BUILDING SIGN ONLY AND INSTALLING NEW DIRECT	485 W LEE HIGHWAY
Total		\$1,570.00	\$0.00	\$0.00		

Applicant Name	Property Owner Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Job Site Street Address
Ronnie Lanter		\$2,000.00				18'-0" Above Ground pool	730 N 3rd st
Total		\$2,000.00	\$0.00	\$0.00			

Town of Wytheville Building Department July 2022 OpenGov Ledger Report

Record Type	Fee Label	Amount Paid
Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$0.70
Accessory Structure Application	Building Permit Fee	\$48.00
Accessory Structure Application	Virginia Department of Housing Levy	\$1.66
Accessory Structure Application	Electrical Fees	\$35.00
Accessory Structure Application	Building Permit Fee	\$35.00
Accessory Structure Application	Virginia Department of Housing Levy	\$1.40
Accessory Structure Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$0.70
Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	\$50.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$1.00
Accessory Structure Application	Building Permit Fee	\$35.00
Accessory Structure Application	Virginia Department of Housing Levy	\$0.70
Swimming Pool and Spa Permit Application	Building Permit Fee	\$35.00
Swimming Pool and Spa Permit Application	Virginia Department of Housing Levy	\$0.70
Accessory Structure Application	Building Permit Fee	\$44.00
Accessory Structure Application	Virginia Department of Housing Levy	\$1.58
Accessory Structure Application	Electrical Fees	\$35.00
Accessory Structure Application	Building Permit Fee	\$40.00
Accessory Structure Application	Virginia Department of Housing Levy	\$1.50
Accessory Structure Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$0.70
General Building Permit Application	Building Permit Fee	\$40.00
General Building Permit Application	Virginia Department of Housing Levy	\$0.80
General Building Permit Application	Virginia Department of Housing Levy	\$2.92
General Building Permit Application	Electrical Fees	\$50.00
General Building Permit Application	Mechanical Fees	\$96.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$0.70
General Building Permit Application	Building Permit Fee	\$430.00
General Building Permit Application	Virginia Department of Housing Levy	\$14.04
General Building Permit Application	Electrical Fees	\$88.00
General Building Permit Application	Mechanical Fees	\$96.00
General Building Permit Application	Plumbing Fees	\$88.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$2.20
General Building Permit Application	Electrical Fees	\$40.00
General Building Permit Application	Mechanical Fees	\$35.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$1.40
General Building Permit Application	Electrical Fees	\$35.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$0.70
Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	\$84.00
Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	\$80.00

Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	
Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	\$50.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$1.00
Accessory Structure Application	Building Permit Fee	\$35.00
Accessory Structure Application	Virginia Department of Housing Levy	\$0.70
Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	\$180.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$3.60
Fence Permit Application	Virginia Department of Housing Levy	\$0.70
Fence Permit Application	Building Permit Fee	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	\$40.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$0.80
Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$1.40
Sign Permit	Virginia Department of Housing Levy	\$2.16
Sign Permit	Sign Permit Fee	\$108.00
Fence Permit Application	Virginia Department of Housing Levy	\$0.70
Fence Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$0.70
General Building Permit Application	Virginia Department of Housing Levy	\$0.70
General Building Permit Application	Electrical Fees	\$35.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$0.70
Accessory Structure Application	Building Permit Fee	\$35.00
Accessory Structure Application	Virginia Department of Housing Levy	\$0.70
General Building Permit Application	Building Permit Fee	\$517.00
General Building Permit Application	Virginia Department of Housing Levy	\$14.10
General Building Permit Application	Electrical Fees	\$50.00
General Building Permit Application	Mechanical Fees	\$88.00
General Building Permit Application	Plumbing Fees	\$50.00
General Building Permit Application	Building Permit Fee	\$35.00
General Building Permit Application	Virginia Department of Housing Levy	\$2.30
General Building Permit Application	Plumbing Fees	\$80.00
General Building Permit Application	Building Permit Fee	\$40.00
General Building Permit Application	Virginia Department of Housing Levy	\$1.50
General Building Permit Application	Electrical Fees	\$35.00
Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	\$50.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$1.00
Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	\$132.00
Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	\$2.64
		72.08
		3604.00
		3676.08

September 2022

Town of Wytheville

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