



# AGENDA

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 26, 2022 AT 6:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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1. **INVOCATION** — VICE-MAYOR CATHY D. PATTISON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** — COUNCILWOMAN HOLLY E. ATKINS
5. **APPROVAL OF AGENDA** - MAYOR BETH A. TAYLOR **(requires motion and vote)**
6. **CONSENT AGENDA**
  - A. Minutes of the regular meeting of September 12, 2022 **(requires motion and vote)**
7. **CITIZENS' PERIOD**
8. **REPORTS**
  - A. **Staff Report(s)** - TOWN MANAGER T. BRIAN FREEMAN
9. **NEW BUSINESS** - TOWN MANAGER T. BRIAN FREEMAN
10. **APPOINTMENTS**
  - A. Consider reappointing Mr. Jeffrey Lucas to the Wytheville Economic Development Authority (term expires December 12, 2022) **(requires motion and vote)**
  - B. Consider the appointment of a member to the Wytheville Redevelopment and Housing Authority to fill the expired term of Mr. Charles T. Conduff (term expired September 8, 2022) **(requires motion and vote)**
11. **ORDINANCES/RESOLUTIONS**
  - A. Consider a resolution supporting the issuance of a revenue bond by the 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 **(requires motion and roll call vote)**
  - B. Consider a resolution waiving the Peddler's License fee for food truck operators participating in Town-sponsored events **(requires motion and roll call vote)**
12. **ADJOURNMENT**



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 12, 2022 AT 6:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

### 1. **UNAPPROVED MINUTES**

#### **RE: ATTENDANCE**

##### **MEMBERS PRESENT:**

Mayor Beth Taylor  
Vice-Mayor Cathy Pattison  
Councilman Mark Bloomfield  
Councilwoman Holly Atkins  
Councilman Gary Gillman

##### **MEMBERS ABSENT:**

None

##### **OTHERS PRESENT:**

Town Manager T. Brian Freeman  
Assistant Town Manager Elaine R. HOLETON  
Town Clerk Sharon G. Corvin  
Town Attorney Michelle Workman Clayton  
Police Chief Joel Hash  
Patrol Officer Aaron Williams  
Leslie Woodzell

### 2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

### 3. **RE: ESTABLISHMENT OF QUORUM**

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

### 4. **RE: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Councilman Gillman.

### 5. **RE: APPROVAL OF AGENDA**

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

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins.

Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Bloomfield, Councilwoman Atkins, Councilman Gillman

**6. RE: CONSENT AGENDA**

A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of August 22, 2022. She inquired if there is a motion to approve the consent agenda as presented.

Motion made by Councilman Bloomfield, Seconded by Councilman Gillman.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Bloomfield, Councilman Gillman  
Voting Abstaining: Councilwoman Atkins

Councilwoman Atkins advised that she was abstaining from the vote due to her absence from the meeting for a medical appointment.

**7. RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens attending the meeting who wished to address the Council during Citizens' Period, therefore, she would proceed with the agenda. Mayor Taylor stated, however, if anyone arrives later during the meeting who wished to address the Council, she will reserve the right to revisit this agenda item.

**8. RE: REPORTS**

**A. BUDGET AND FINANCE COMMITTEE**

The Budget and Finance Committee Report was entered into the record as follows:

Downtown Wytheville, Incorporated was formed as a non-profit 501(c)(3) organization with the vision of making Downtown Wytheville the vibrant heart of the community and commerce for the region. Investment in this program, along with other physical improvements, have transformed Wytheville into a nationally recognized downtown revitalization success story in a relatively short period of time.

Downtown Wytheville, Incorporated is staffed with a full-time Executive Director and one support position, which prior to the COVID-19 Pandemic was also a full-time position. The change in economic conditions and reduction of Downtown Wytheville's programs and initiatives, however, led to this position being reduced to part-time. As we look toward a time of recovery, it will be necessary to restore this position to full-time employment to ensure Downtown Wytheville, Incorporated is adequately staffed to meet their programming goals and needs. It is the recommendation of the Budget and Finance Committee to amend and appropriate \$10,500 to account number 011010-5682 to restore the Main Street Program to full staffing level. Mayor Taylor inquired if there is a motion to approve amending the 2022-23 budget to appropriate \$10,500 to account number 011010-5682 to restore the Main Street Program to full staffing level.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Bloomfield.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Bloomfield, Councilman Gillman  
Voting Nay: Councilwoman Atkins

**B. STAFF REPORT**

The Staff Report was entered into the record as follows:

**New Animal Control Officer Hired:** Officer Isaac Diamond assumed his duties as the Town's new Animal Control Officer on Monday, August 22, 2022. Officer Diamond will work Monday - Friday, from 8:00 a.m. - 5:00 p.m. During these hours, Officer Diamond can be reached by telephone at (276) 223-3397 for all non-emergency animal control and welfare concerns. If he is occupied on a service call, please leave a voice message with your name, telephone number and the nature of you call, and Officer Diamond will return your call. You can reach Officer Diamond via email at [wpdac@wytheville.org](mailto:wpdac@wytheville.org), as well.

Citizens are reminded to call 911 to report an animal emergency or an animal in distress.

**9. RE: NEW BUSINESS**

Under New Business, Town Manager Freeman reported the following:

1. The New River Regional Water Authority will meet on Thursday, September 15, 2022, at 10:00 a.m., in Austinville.
2. The 2022 Hazardous Waste Day, hosted by the Wythe Bland Joint Public Service Authority located at 169 Kents Lane in Wytheville, will be held on Saturday, September 17, 2022, from 8:00 a.m. - 12:00 p.m. For more information, please call (276) 228-4907.
3. Downtown Wytheville, Inc. will meet on Monday, September 19, 2022, at 5:30 p.m., at the DTW office.
4. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, September 21, 2022, at 12:00 p.m., at the Housing Authority office.
5. The Joint Industrial Development Authority meeting scheduled for Thursday, September 22, 2022, has been cancelled.
6. The next Council Work Session will be held on Monday, September 26, 2022, at 4:00 p.m., in the Council Conference Room followed by the Council meeting at 6:00 p.m., in the Council Chambers.

**10. RE: SPECIAL EXCEPTION PERMIT - KENNETH AND JENNIFER PEEPLES**

- A. Mayor Taylor advised that the next agenda item is to consider setting a public hearing to consider 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 24-1-49, as pasture for four (4) horses, in an R-3 Residential Zoning District. She noted that the public hearing could be set for the Tuesday, October 11, 2022, Town Council meeting. Mayor Taylor inquired if there is a motion to schedule the public hearing for Tuesday, October 11, 2022, at 6:00 p.m., in the Council Chambers, during the Town Council meeting.

Motion made by Councilman Bloomfield, Seconded by Councilwoman Atkins.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Bloomfield,  
Councilwoman Atkins, Councilman Gillman

**11. RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting. (6:08 p.m.)

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 26, 2022
<b>Subject:</b>	Staff Report(s)

**SUMMARY:**

Town Manager Freeman will present the Staff Report(s).

**STAFF REPORT**  
**SEPTEMBER 26, 2022**

A. **Force Main Project Completion:** As you may recall, the Lithia Road and Chapman Road force mains began failing about 18 months ago, necessitating more than 100 costly emergency repairs. Fortunately, last week, the replacement of these lines was completed, and I am happy to report that we were able to do so at significantly lower than anticipated cost. The Industry Road force main had a preliminary cost estimate of \$538,000 and construction was completed for \$362,938.62 or about \$175,000 under budget. The Lithia Road force main replacement had a preliminary cost estimate of \$452,000 and construction was completed for about \$392,000 or about \$60,000 under budget.

I would like to thank the Public Utilities Department that kept these lines operational, despite the onerous hours and repair conditions. I would like to thank our Engineering staff for their ability to effectively scope and manage the project in such a way that significantly reduced the price without cutting corners. I would also like to thank the Public Works Department for completing the asphalt patchwork. Milling and paving of these streets will take place during the 2023 Paving Program to allow time for any settling that may occur.

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 26, 2022
<b>Subject:</b>	Appointments – WEDA

**SUMMARY:**

The term of Mr. Jeffrey Lucas on the Wytheville Economic Development Authority expires December 12, 2022. Mr. Lucas has indicated a willingness to serve again, if reappointed. This reappointment will be for a four year term, which expires December 12, 2026.

**Recommended Action**

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



**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 26, 2022
<b>Subject:</b>	Appointments – Wytheville Redevelopment and Housing Authority

**SUMMARY:**

The term of Mr. Charles T. Conduff on the Wytheville Redevelopment and Housing Authority expired September 8, 2022, and he is not eligible for reappointment. Please find enclosed one application for consideration of appointment to the Authority. This appointment will be for a four year term, which expires September 8, 2026.

**Recommended Action**

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

# TOWN OF WYTHEVILLE TOWN COMMITTEE/BOARD APPLICATION



## PUBLIC DOCUMENT SUBJECT TO FREEDOM OF INFORMATION ACT

The Town Council has 11 Committees/Boards to which it appoints members. All appointments to Town Committees/Boards require a background check.

Please indicate the Committees/Boards for which you are applying.

	Board of Zoning Appeals* (5 Year Terms)
	Building Code Appeals Board (5 Year Terms)
✓	Joint Industrial Development Authority** (4 Year Terms)
✓	Planning Commission*** (4 Year Terms)
	Recreation Commission (3 Year Terms)
	Smyth-Wythe Airport Commission (4 Year Terms)
	Tree Advisory Committee (4 Year Terms)
	Wall of Honor Committee (4 Year Terms)
	Willow Brook Jackson/Umberger Homestead Museum Advisory Board (5 Year Terms)
	Wytheville Industrial Development Authority** (4 Year Terms)
✓	Wytheville Redevelopment & Housing Authority (4 Year Terms)

\* Requires real estate disclosure

\*\*Requires financial and real estate disclosure and Conflict of Interest Act training

\*\*\*Requires real estate disclosure and Certified Planning Commissioner's training

### PLEASE PRINT OR TYPE

Name: LISA R. ANDERSON

Home Mailing Address: 40 Lee Circle Wytheville, VA 24382

Do you live inside the Town of Wytheville Corporate Limits? Yes

Place of Employment: Retired Telephone Number: \_\_\_\_\_

Professional Background: Emergency Dept, ECCU, Home Supervisor Manager WCHH

Educational Background: BSN RN - Registered Nurse

Interests/Community Service Activities: Interests - Wythe Fire & Rescue - worked closely with Marc Brade & Everett Lineberry at WCHH

Are you currently serving, or have you previously served, on a Town of Wytheville Committee/Board? If yes, please list: WRS Board

Have you ever worked for the Town of Wytheville? If yes, please list dates and department names: NO

Why are you interested in serving on a Town Committee/Board? What special qualities can you bring to a Town Committee/Board? \_\_\_\_\_

PLANNING COMMISSION - VISIONS For Future development  
WRS - Medical expertise For patients in the community

What do you see as the objectives/goals of the Committee/Board to which you seek appointment? future growth of Wythe County / New Businesses

I hereby certify that the above information is correct to the best of my knowledge.

Lisa Anderson  
Signature

1/10/2022  
Date

Please return your completed form to:  
Office of the Town Clerk  
Town of Wytheville  
Post Office Box 533  
Wytheville, Virginia 24382  
[sheryc@wytheville.org](mailto:sheryc@wytheville.org)  
(276) 223-3349

Thank you for your interest in serving on a Town Committee/Board.

Applications expire December 31<sup>st</sup> of each year.

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 26, 2022
<b>Subject:</b>	Resolution – New River Regional Water Authority

**SUMMARY:**

Please find attached a resolution that supports the issuance of a revenue bond for the New River Regional Water Authority. This resolution also includes a moral obligation to make certain appropriations in support of the Authority.

**Recommended Action**

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

**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” of each Participating Locality, 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 the nonpaying Participating Locality of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to the nonpaying Participating Locality for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by 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 26<sup>th</sup> day of September, two thousand twenty-two.

\_\_\_\_\_  
Beth A. Taylor, Mayor

ATTEST:

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

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 26, 2022
<b>Subject:</b>	Resolution – Waiver of Food Truck Fee

**SUMMARY:**

Please find attached a resolution that temporarily waives the \$250 Peddler’s License fee for food truck operators who participate in Town sanctioned events. This waiver of fee is effective until December 31, 2023. The resolution notes that food truck operators will continue to pay the Town of Wytheville Meals Tax on all food sales.

**Recommended Action**

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

# Resolution



*WHEREAS, Chapter 7, Business and Business Regulations, Section 2-57. Retail Sales, of the Town Code requires that “peddlers,” which include food truck operators, pay a \$250 peddler’s license fee; and,*

*WHEREAS, Chapter 14, Taxation, Section 14-79, Levy of Tax, requires that food truck operators pay Meals Tax on their food sales; and,*

*WHEREAS, the Town Council is cognizant that food trucks are an integral part of many community activities, and that the peddler’s license fee can be a deterrent to some food truck operators desiring to operate in town; and,*

*WHEREAS, upon study of this issue, the Town Council has considered waiving the peddler’s license fee for food truck operators participating in certain events.*

***NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, hereby temporarily waives the peddler’s license fee of \$250 for all food truck operators participating in Town sponsored events and Downtown Wytheville, Incorporated sponsored events until December 31, 2023.*

***BE IT FURTHER RESOLVED** that all food truck operators shall continue to pay the Town of Wytheville Meals Tax collected for all food sales as provided for in Chapter 14, Taxation, Section 14-79, Levy of Tax, in the Town Code of the Town of Wytheville, Virginia.*

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

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*Beth A. Taylor, Mayor*

*ATTEST:*

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*Sharon G. Corvin, CMC, Town Clerk*