



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, APRIL 22, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — COUNCILWOMAN CANDICE N. JOHNSON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - VICE-MAYOR CATHY D. PATTISON
5. **APPROVAL OF AGENDA** (requires motion and roll call vote)
6. **6:00 P.M. SCHEDULED RECESS** (if necessary)
7. **CONSENT AGENDA**
 - A.** Minutes of the work session and the regular meeting of April 8, 2024 (**requires motion and vote**)
8. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** **Public hearing to consider increasing the Lodging Tax to a rate not to exceed ten (10) percent on the charge made to each room rented to transients**
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Public hearing to consider increasing the Lodging Tax to a rate not to exceed ten (10) percent
 3. Consideration by the Town Council to adopt Ordinance No. 1431, an ordinance amending and reenacting Chapter 14, Taxation, Article VI. Lodging Tax, Section 14-107, Amount of Levy, of the Code of the Town of Wytheville, Virginia, to increase the Lodging Tax from eight (8) percent to ten (10) percent, on first and final reading (**requires motion and roll call vote with a supermajority vote**)
 - B.** **Public hearing to consider increasing the Meals Tax to a rate not to exceed nine (9) percent on every meal served, sold or delivered in the town by a restaurant or caterer**
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Public hearing to consider increasing the Meals Tax to a rate not to exceed nine (9) percent

3. Consideration by the Town Council to approve Ordinance No. 1432, an ordinance amending and reenacting Chapter 14, Taxation, Article V. Meals Tax, Section 14-79, Levy of Tax, of the Code of the Town of Wytheville, Virginia, to increase the Meals Tax from eight (8) percent to nine (9) percent, on first and final reading **(requires motion and roll call vote with a supermajority vote)**

C. Public hearing to consider the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Public hearing to consider the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates
3. Consideration by the Town Council to adopt the Town of Wytheville Master Fee Schedule for Fiscal Year 2024-25 that includes increases to water and sewer rates **(requires motion and roll call vote)**

D. Consider Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on first reading

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to approve Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25, on first, but not final, reading **(requires motion and roll call vote)**

E. Consider requests for Community Contribution funding for Fiscal Year 2024-25 from various organizations

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to approve/disapprove the following Community Contribution requests: (1) Brain Injury Solutions; (2) Wytheville Training School Cultural Center; (3) Edith Bolling Wilson A First Lady's Birthplace Museum; (4) Wythe-Grayson Regional Library; (5) Open Door Community; (6) Millwald Theatre **(each request will require a motion and roll call vote)**

F. Consider Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first reading

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to adopt Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first reading **(requires motion and roll call vote)**

G. Consider the request of the Wytheville Farmers' Market for issuance of a raffle permit for calendar year 2024

1. Consideration by the Town Council to approve the request of the Wytheville Farmer's Market for a raffle permit for calendar year 2024 **(requires motion and vote)**

H. Consider the request of the Wytheville Training School Cultural Center for issuance of a raffle permit for calendar year 2024

1. Consideration by the Town Council to approve the request of the Wytheville Training School Cultural Center for a raffle permit for calendar year 2024 **(requires motion and vote)**

I. Consider adopting a resolution of appreciation for Devoted to You for the "A Christmas to Remember" event

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

J. Schedule a public hearing for the May 13, 2024, Town Council meeting to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, heat, and power transmission and distribution system in the Town of Wytheville

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to schedule the public hearing **(requires motion and vote)**

9. CITIZENS' PERIOD

10. PRESENTATIONS TO TOWN COUNCIL

A. Presentation by Director of Planning John Woods regarding the crosswalk project on East Main Street at the entrances to Wytheville Community College and the Hardee's Restaurant

11. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

12. REPORTS

A. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

13. OTHER BUSINESS

A. Review of Committee reappointments/vacancies for 2024

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. No action required at this time

B. Council Member Time

C. Miscellaneous

(1) Council Committee Reports; (2) May 2024 Town Council Meeting Calendar

14. ADJOURNMENT

7-A



MINUTES
TOWN COUNCIL WORK SESSION
MONDAY, APRIL 08, 2024 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

A. Persons Present:

- Beth Taylor - Mayor
Cathy Pattison - Vice-Mayor
Holly Atkins - Council Member
Gary Gillman - Council Member
Candice Johnson - Council Member
Brian Freeman - Town Manager
Elaine HOLETON - Assistant Town Manager
Sherry Corvin - Town Clerk
Paul Cassell - Interim Town Attorney
Josh Sharitz - Director of Parks and Recreation
Billy Anderson - Director of Public Utilities and Engineering
Tony Keen - Pretreatment Administrator
Cavin Newman - Wytheville Police Officer
Alison Pollard - Wytheville-Wythe-Bland Chamber of Commerce Executive Director

Persons Absent:

None

2. ITEMS TO BE DISCUSSED

A. Approval of Agenda

Mayor Taylor advised that the first item on the agenda is the Approval of Agenda. She noted that this required a motion and approval by the Council. Mayor Taylor inquired if there was a motion to approve the Work Session agenda.

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

B. Discussion regarding the Fiscal Year 2024-25 budget

Mayor Taylor advised that the next agenda item is the discussion regarding the Fiscal

Year 2024-25 budget. She stated that Town Manager Freeman would present the Council with more information regarding this topic.

Town Manager Freeman advised that he would be reviewing much of the same information from the last Budget Work Session, focusing on Capital and One-Time Expenditures. He explained to the Council that any expenditure over \$5,000, with an expected life of over five (5) years, is a Capital or One-Time Expenditure. Town Manager Freeman stated that his goal, after reviewing this information in the Work Session, is for the Council to take action endorsing Town Staff to include these expenditures in the first reading of the Fiscal Year 2024-25 budget. He then reviewed the Capital and One-Time Expenditure requests made by Town Department Heads. Town Manager Freeman presented requests from the Sewer and Water Funds that he had not reviewed with the Council at the last Work Session meeting. He stated that the requests for the Sewer and Water Funds include a sewer treatment plant evaluation, rebuilding Pump Station #6, purchasing a four inch High Head Pump, replacing a service truck, repairing, replacing broken/defective hydrants, etc. Town Manager Freeman briefly reviewed a list of items that were modified or not recommended for the Fiscal Year 2024-25 budget and the budget adoption calendar with the Council.

3. ADJOURNMENT

There being no further business, the Work Session was adjourned (4:57 p.m.)

T. Brian Freeman, Town Manager

Sharon G, Corvin, CMC, Town Clerk



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, APRIL 08, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **UNAPPROVED MINUTES**

RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Director of Parks and Recreation Josh Sharitz, Wastewater Treatment Plant Superintendent Tony Keene, Police Officer Cavin Newman, Police Officer Darren Umberger, Downtown Wytheville, Incorporated Assistant Charlie Jones, Wytheville-Wythe-Bland Chamber of Commerce Executive Director Alison Pollard

2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

3. **RE: ESTABLISHMENT OF QUORUM**

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

4. **RE: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Councilwoman Atkins.

5. **RE: APPROVAL OF AGENDA**

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

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion to approve the agenda as presented. There being none, the motion was approved with the following voting results, by roll call

vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

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

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

7. RE: CONSENT AGENDA

A. Mayor Taylor presented the consent agenda consisting of the minutes of the work session and the regular meeting of March 25, 2024. She inquired if there was a motion to approve the minutes of the work session and the regular meeting of March 25, 2024, as presented.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if the minutes presented for approval were the minutes that had been corrected. Mayor Taylor stated that is correct. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

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

A. RE: BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS - STAFF REPORT/PRESENTATION

Mayor Taylor advised that the next agenda item is to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. She noted that Assistant Town Manager Holeton would present the Town Council with information regarding this matter.

Assistant Town Manager Elaine Holeton thanked the Town Council for allowing her to present the budget amendment request to the Council. She explained that, at the last Town Council meeting, this particular item was briefly discussed when the Council scheduled the public hearing. She reviewed the Staff Report with the Town Council that was included in the Council package, regarding pump station number six (6), also known as the Booker Pump Station, and why Town Staff is requesting an amendment to the Fiscal Year 2023-24 budget. Assistant Town Manager Holeton advised that Town Staff is requesting that the Council consider appropriating funds for the following: (1) \$46,000, as a down payment to order two pumps and the Variable Frequency Drive (VFD) electrical panel to begin the work to rebuild pump station number six; and, (2) \$86,000 to order a new portable hi-head pump. Assistant Town Manager Holeton stated that if the Council had any questions regarding the request, she could answer those at this time.

Mayor Taylor inquired if there were any questions for Assistant Town Manager Holeton. There being none, she proceeded with the agenda.

RE: PUBLIC HEARING - BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS

Mayor Taylor advised that the next agenda item is to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. She stated the meeting constituted a public hearing (due notice having been given) to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. Mayor Taylor advised that there were no citizens listed on the sign in sheet who stated that they wished to address the Council during the public hearing, therefore, she declared the public hearing closed and proceeded with the agenda.

RE: BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS - CONSIDER FOR APPROVAL

Mayor Taylor advised that the next agenda item is consideration by the Town Council to approve appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. She inquired if there was a motion to approve appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired of Mayor Taylor or Town Manager Freeman as to when the requested items could be ordered. Town Manager Freeman advised that if the request is approved by the Town Council, the order could be placed tomorrow. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

B. RE: DOWNTOWN WYTHEVILLE, INCORPORATED - 4TH OF JULY CELEBRATION & STREET FESTIVAL REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of Downtown Wytheville, Incorporated to provide traffic control on Thursday, July 4, 2024, for the 4th of July Celebration & Street Festival. Mayor Taylor stated that Assistant Town Manager HOLETON is available if the Council has any questions regarding this request. Mayor Taylor inquired if there was a motion to consider the request of Downtown Wytheville, Incorporated to provide traffic control on Thursday, July 4, 2024, for the 4th of July Celebration & Street Festival.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired about the Jersey barriers, and if they would be filled properly like they are supposed to be. Assistant Town Manager HOLETON explained that in the Council packages, there is a map of the proposed street closure which will include the Jersey barriers, Wytheville Fire Department's vehicles, etc. because the event is so large. She stated that Downtown Wytheville, Incorporated Assistant Charlie Jones is

attending the meeting and could help answer any questions. Assistant Town Manager Holeton inquired of Mr. Jones if what she was stating was correct. Mr. Jones advised that the Jersey barriers that Councilwoman Atkins is referring to are usually placed across Main Street near Fourth Street or Sixth Street, since that is where most of the heavy traffic is flowing. Town Manager Freeman stated that it would be the intent for the Jersey barriers to be filled with water. He advised that they should be filled. Councilwoman Atkins thanked Town Manager Freeman for agreeing to fill the Jersey barriers. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

C. RE: WYTHE ARTS COUNCIL, LTD. - ART AT THE CROSSROADS/APPLE ATCHA FEST REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of Wythe Arts Council, Ltd. for traffic control on Saturday, October 19, 2024, for the Arts at the Crossroads/Apple Atcha Fest. She stated that Assistant Town Manager Holeton is available if there are any questions regarding the request. Mayor Taylor inquired if there was a motion to approve the request of Wythe Arts Council, Ltd. for traffic control on Saturday, October 19, 2024, for the Arts at the Crossroads/Apple Atcha Fest.

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

D. RE: WYTHEVILLE-WYTHE-BLAND CHAMBER OF COMMERCE - COMMUNITY CONNECTIONS DAY REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of the Wytheville-Wythe-Bland Chamber of Commerce for traffic control on Friday, May 3, 2024, for the Community Connections Day event. She stated that Chamber of Commerce Executive Director Alison Pollard is available to answer any questions regarding the event should the Council have questions. Mayor Taylor inquired if there was a motion to approve the request of the Wytheville-Wythe-Bland Chamber of Commerce for traffic control on Friday, May 3, 2024, for the Community Connections Day event.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins requested clarification regarding several items for the Chamber's event request. Executive Director Pollard clarified the details to the Town Council. Mayor Taylor inquired if there were any other questions for Ms. Pollard. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

E. RE: ORDINANCE NO. 1430 - PERSONNEL ORDINANCE - RETIREE BENEFITS AMENDMENT

Mayor Taylor advised that the next agenda item is to review Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations, and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits.

Town Manager Freeman presented his Staff Report, as follows:

1. Other Post-Employment Benefits (OPEB)

OPEB or Other Post-Employment Benefits are defined as benefits, other than pension distributions, that employees may begin to receive from their employer once they retire. OPEB can include life insurance and deferred compensation.

Per *Section 6. Benefits, Subsection 6.4 Retirement Benefits*, of the Town's Personnel Ordinance, employees with 25 years of service who are eligible to retire under the Virginia Retirement System, are also eligible to remain on the Town's insurance plan, with the Town contributing 50 percent of the monthly premium up to \$300 for a period of no more than five (5) years or until the employee becomes eligible for Medicare, whichever is first. Employees who receive the Hazardous Duty Supplement are not eligible to receive this benefit. In 2013, this benefit began, and it has not been modified since, despite significant increases in employee health insurance premiums over that timeframe.

I am recommending that the Personnel Ordinance be modified to remove the \$300 limit for the monthly premium cost, as well as remove the restriction from active employees who also receive the Hazardous Duty Supplement and that this item be placed on an upcoming Town Council meeting agenda for consideration and vote by the Town Council. Please find attached the draft ordinance making these recommended changes for the Council's review at this meeting.

Town Manager Freeman advised that the attached ordinance is highlighted with strikethroughs to reflect the changes to the proposed ordinance. He explained that there are changes under item number five (5), which has the caveat *but in no case more than \$300 per month*, and under item number seven (7), which states *Effective July 1, 2014, any personnel eligible for the Hazardous Duty Supplement will not be eligible to receive the retiree insurance benefit*. Town Manager Freeman commented that he is not asking the Council to take action at this meeting, however, he would request the Council to think about this for review at another meeting. He stated that he could bring the ordinance back to the Council for action as a recommendation from the Town Manager or it could be referred to a Council Committee for review and consideration and return to the Council as a recommendation from the Committee. Town Manager Freeman inquired if the Council had any questions regarding the ordinance.

Councilwoman Johnson inquired of Town Manager Freeman as to how soon he could be ready to present the ordinance to the Council. Town Manager Freeman

advised that he could be ready to present the ordinance to the Council at the next meeting which would be held in two weeks.

Councilwoman Atkins inquired of Town Manager Freeman if five years was the standard number of years that the Town would pay an employee's insurance premium or has there been any other discussion regarding the number of years that the Town will pay. She inquired if the Council would consider, for dedicated employees, going up a couple of years versus the five years that the Town pays toward insurance for retirees. Town Manager Freeman advised that the full Council has not discussed this, however, the subject was brought up during a Budget and Finance Committee meeting approximately a month ago, and it has not been discussed since. He stated that if there are changes, suggestions or alternatives to what has been presented at this meeting and Councilwoman Atkins would like the Council to review the ordinance, he would suggest that it be referred to the Budget and Finance Committee, and then bring it back to the Council for further review. Town Manager Freeman advised, otherwise, he would suggest presenting the ordinance to the Council as it was at this meeting. Councilwoman Atkins stated that she would like for the Council to consider raising the number of years the Town pays a retiree's premium to a higher number of years. Mayor Taylor noted that the Council would request that the Budget and Finance Committee review the ordinance with Councilwoman Atkins' suggestion and present it at a later meeting. Vice-Mayor Pattison inquired of Councilwoman Atkins exactly what she is requesting. Councilwoman Atkins stated that she is requesting that the Budget and Finance Committee review the ordinance and consider changing item number six (6) from five (5) years to a higher number of years. Councilwoman Johnson remarked that she did not see the reason for the request to go to the Committee since all of Council is attending the meeting and could discuss the request as to whether or not they would or would not like to raise the number of years from five (5) to seven (7) years. She inquired of Town Attorney Cassell if it was a legal discussion. Town Attorney Cassell advised that the Council can discuss the item, or they can choose to refer it to the Committee because it is an agenda item. Councilwoman Atkins stated that everything else looked decent to her, and she is grateful for this. She remarked that she feels like the Town offers some great benefits, but she would like to see the five (5) years extended to maybe eight (8) years. Mayor Taylor commented that she would like to see this ordinance request go to the Budget and Finance Committee for review because she would like to see some figures associated with this since it has not been discussed prior to this meeting. Discussion ensued regarding placing the proposed ordinance on the next Town Council meeting agenda to provide the Council with the figures associated with the proposed changes and for further discussion.

9. RE: CITIZENS' PERIOD

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

10. RE: NEW BUSINESS

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

Town Manager Freeman gave a brief update from Town Treasurer Stephens regarding Phase I and II of the transition to the Edmunds System.

11. RE: REPORTS

A. RE: BUDGET AND FINANCE COMMITTEE REPORT

Mayor Taylor advised that the next agenda item is the report from the Budget and Finance Committee. Councilwoman Johnson reported for the Budget and Finance Committee. The Budget and Finance Committee Report was entered into the record, as follows:

1. Capital and One-Time Expenses for Fiscal Year 2024-2025

Each year, the Town of Wytheville must evaluate and plan for its capital needs such that major expenditures are scheduled within the context of the overall budget. The Town considers new, one-time projects costing more than \$5,000, with a useful life of more than five years, as “Capital and One-Time Expenditures.”

After careful consideration, it is the recommendation of the Budget and Finance Committee that the Town of Wytheville include Capital and One-Time Expenditures of **\$786,700** in the General Fund, **\$330,000** in the Water Fund and **\$670,000** in the Sewer Fund for the Fiscal Year 2024-2025.

GENERAL FUND CAPITAL & ONE-TIME EXPENDITURES		
DEPARTMENT	DESCRIPTION	REQUEST
Tourism/Meeting	Tables - 65 (5 foot) lineless tables	\$55,000
Museums	Drainage Improvements	\$25,000
Police	Back-up Service Weapons Sights, lights, Shield Kits	\$12,100
Police	2 - New Patrol Vehicles	\$105,000
Police	Replace Police Department Flooring	\$25,000
Police	Utility Trailer for Special Events	\$8,500
Fire/EMS	Purchase of Truck	\$66,000
Fire/EMS	Gear & Hose Dryer	\$12,000
Fire/EMS	UTV with Medic Bed	\$20,400
Public Works	Replace 1985 Ferguson Asphalt Roller & Trailer	\$32,500
Public Works	Replace Auto Shop Roof	\$105,000
Public Works	Cemetery Mowing Trailer	\$4,500
Public Works	Truck Lease Buyout	\$5,500
Parks & Recreation	Purchase of Van	\$30,000
Parks & Recreation	Lighting replacement	\$36,000
Parks & Recreation	Basketball Court Management System	\$24,000
Parks & Recreation	Replace 3 Artificial Pitching Mounds	\$7,500
Parks & Recreation	Racquetball Court Conversion	\$28,500
Parks & Recreation	Replace ADA Removable Steps at McWane Pool	\$6,700
Parks & Recreation	Renovations to Pool Deck and Gutter Systems	\$110,000
Parks & Recreation	Refurbish Pool Furniture	\$15,500
Parks & Recreation	Replace Therapy Pool UV System	\$12,000
Parks & Recreation	Withers Park Bleacher Demo & Removal	\$32,000
Parks & Recreation	Re-plaster Kids Pool	\$8,000
TOTAL GENERAL FUND		\$786,700

WATER FUND CAPITAL & ONE-TIME EXPENDITURES		
DEPARTMENT	DESCRIPTION	COST
Public Utilities	F550 Service Truck Replacement	\$60,000
Public Utilities	Hydrant Replacement	\$20,000
Public Utilities	Water Main Replacement	\$250,000
TOTAL WATER FUND		\$330,000

WASTEWATER FUND CAPITAL & ONE-TIME EXPENDITURES		
DEPARTMENT	DESCRIPTION	COST
Wastewater Treatment	Sewer Treatment Plant PER	\$80,000
Wastewater Utilities	4" High Head Pump	\$90,000
Wastewater Utilities	Pump Station #6 Rebuild	\$500,000
TOTAL WASTEWATER FUND		\$670,000

2. Proposed Master Fee Schedule Changes for Fiscal Year 2024-25

Each year, part of the budget process includes the Wytheville Town Council reviewing the Town of Wytheville Master Fee Schedule and considering changes for the next fiscal year. Proposed changes to the fee schedule originate with Town Department Heads submitting their proposed changes to Town Management and the Budget and Finance Committee for review and discussion. The Committee considers the proposed changes and makes any edits as needed. The proposed Master Fee Schedule for Fiscal Year 2024-25 has been reviewed by the Budget and Finance Committee and is being presented to the Wytheville Town Council with the recommendation to approve the Master Fee Schedule as presented in the Council packet. If approved, the proposed changes will go into effect on July 1, 2024, which is when the new Master Fee Schedule will be posted on the Town's website and reflected in department operations.

This year, very few changes have been proposed for the Master Fee Schedule. The proposed changes are highlighted in the attached Master Fee Schedule. The proposed changes include the following:

- Increase in the base rate for water users by \$1.00.
- Increase in the water rate for each category of water user.
- Increase in the base rate for sewer water users by \$1.00.
- Increase in the sewer rate for each category of sewer user.
- **Note:** The proposed increase in water and sewer rates combined will equate to a \$6.31 increase in a household water and sewer utility bill for those residential users at 5,000 gallons/month.
- **Note:** The rate increase will be used by the Town to help balance the Water and Sewer Enterprise Funds, where low reserves and high operational and capital costs will require a rate increase, this year, to continue to provide high quality utility services to the citizens of the community.
- Reworded the Building Department fees for plan review.
- Modified the EMS/Fire Fees to reflect the recent Town Code changes and to allow reimbursement for hazardous material incidents.

The Budget and Finance Committee would recommend that the Town Council consider this request at the April 22, 2024, meeting. A public hearing is required prior to the Town Council's consideration on this matter, therefore, later in the meeting, the Council will be asked to schedule the public hearing to consider the proposed Master Fee Schedule at the April 22, 2024, Wytheville Town Council meeting.

Councilwoman Johnson stated that before proceeding, she would like to note that she cannot make a recommendation regarding this matter, and she cannot sign off on the report because she asked for information that she did not receive. She explained that until she receives the information that she requested, she cannot sign off on the report. Councilwoman Johnson continued to express why she could not sign the report. Mayor Taylor inquired if there is a motion to consider capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Discussion ensued and Councilwoman Johnson inquired if this part would include the Recreation Department's request for t-ball mounds. Town Manager Freeman stated that is correct. Councilwoman Johnson reiterated that she did not receive the estimates that she requested, therefore,

she cannot make the recommendation for this item. Mayor Taylor stated that there was a recommendation made by another member. Assistant Town Manager Holeton commented that she would be happy to retrieve information for the pitching mounds and provide it to the Council. Town Manager Freeman apologized for Councilwoman Johnson not receiving the information she requested. He continued to explain what was discussed at the Budget and Finance Committee meeting regarding the mounds. Vice-Mayor Pattison inquired of Councilwoman Johnson if she would consider voting on the item, if Assistant Town Manager Holeton provided the information to her that was requested during the last Budget and Finance Committee meeting. Councilwoman Johnson stated that she would consider it.

RE: RECESS

It was the consensus of the Council to recess the meeting. (5:28 p.m.)

RE: RECONVENE

It was the consensus of the Council to reconvene the meeting. (5:33 p.m.)

**RE: BUDGET AND FINANCE COMMITTEE REPORT - FISCAL YEAR 2024-25
BUDGET**

Mayor Taylor advised that the Council would consider capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Assistant Town Manager Holeton apologized for Councilwoman Johnson not receiving the information that she requested regarding this matter. She stated that on behalf of herself and Town Manager Freeman, Town Staff would appreciate the Council's consideration of this matter so that the next step can be reached in the budget process, which is to go to the first reading of the budget. Assistant Town Manager Holeton continued to express her thoughts regarding this request. Mayor Taylor inquired if there were any questions or comments regarding the information presented to the Council at this meeting. A motion was made by Councilwoman Johnson and seconded by Vice-Mayor Pattison to approve capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she does not feel comfortable with this because she feels there may have been a few grants that could have been looked into when going line by line in the budget. She continued to express her thoughts regarding the budget and what she did not agree with in regard to the budget. She inquired if there was any way that the Council could review this request further without approving it together. Discussion continued regarding the budget process and what the Council wants to see included in the first reading of the budget following this recommendation of the Budget and Finance Committee. Mayor Taylor inquired if there was any further discussion on the motion to approve capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Johnson. Voting Nay: Councilwoman Atkins.

**RE: BUDGET AND FINANCE COMMITTEE REPORT - MASTER FEE SCHEDULE
PUBLIC HEARING**

Mayor Taylor advised that the next agenda item is a recommendation to schedule a public hearing for the April 22, 2024, Town Council meeting to consider a revised Master Fee Schedule that includes water and sewer rate increases. Mayor Taylor inquired if there is a motion to schedule a public hearing for the April 22, 2024, Town Council meeting to consider a revised Master Fee Schedule that includes water and sewer rate increases.

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

B. RE: UPCOMING MEETINGS

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Wytheville Recreation Commission will meet on Wednesday, April 10, 2024, at 5:30 p.m., at the Wytheville Community Center.
2. The Wytheville Planning Commission meeting scheduled for Thursday, April 11, 2024, has been canceled.
3. The Homestead Museum Advisory Board will meet on Friday, April 12, 2024, at 10:00 a.m., at the Jackson House.
4. The Downtown Wytheville, Incorporated (DTW) Board will meet on Monday, April 15, 2024, at 5:30 p.m., at the DTW office.
5. The Wytheville Economic Development Authority (WEDA) will meet on Wednesday, April 17, 2024, at 9:00 a.m., in the Council Chambers.
6. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, April 18, 2024, at 12:00 p.m., at the Housing Authority office.
7. The New River Regional Water Authority will meet on Thursday, April 18, 2024, at 10:00 a.m., at the Water Plant in Austinville.
8. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, April 22, 2024, at 5:00 p.m., in the Council Chambers.

12. RE: OTHER BUSINESS

A. RE: RESOLUTION - CONGRESSIONALLY DIRECTED SPENDING FUNDING

Mayor Taylor advised that the next agenda item is a presentation regarding Congressionally Directed Spending funding. She stated that Assistant Town Manager HOLETON would review this matter with the Council at this time. Assistant Town Manager HOLETON thanked the Council for allowing her to present the information that was provided in each of the Council members' packets about Congressionally Directed Spending requests. She continued to review the background history of this

matter with the Council, as well as give examples of other projects that have been funded in previous years. Assistant Town Manager Holeton explained that she became aware of this funding a couple of weeks ago, and she applied for funding on Friday, April 5, however, if the Council does not want to do this, she will withdraw the Town's application, tomorrow, because the Town will need to adopt a resolution from the Council, which is under consideration at this meeting. She advised that the Town Council has a proposed resolution in their package, and they can decide if they would like to adopt the resolution authorizing Town staff to apply for the Congressionally Directed Spending funding or not. Assistant Town Manager Holeton stated that it is free for the Town to apply for the funding, therefore, she thinks it is a good opportunity for the Town to apply. She explained that if the Town is awarded funding, the amount of the grant will be used for two (2) clarifiers at the Wastewater Treatment Plant. Assistant Town Manager Holeton stated that the total cost has been estimated at \$2,357,000, and if the Town is awarded funding, it would be responsible for 20 percent of that cost, which is \$471,400. She advised that she recommends that the Council not appropriate those funds in the budget because essentially it is probably going to be at least nine months before funds are awarded, and there are a lot of localities applying for these funds. Assistant Town Manager Holeton continued to discuss this matter with the Town Council, and that it could be hard to receive funding. She explained that it would be her recommendation that the Council move forward with the grant application, and if the Council has any questions, she can answer those at this time. Discussion ensued regarding the grant funding estimated amount, the amount the Town would be required to match and where the match funds would come from in the Town's budget. Mayor Taylor thanked Assistant Town Manager Holeton for her presentation. Discussion ensued regarding the difference between funding for this particular project versus funds in the Water and Sewer Fund. Mayor Taylor inquired if there were any other questions or comments regarding this matter.

Mayor Taylor inquired if there was a motion to approve a resolution authorizing Town Staff to apply for Congressionally Directed Spending funding.

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

B. RE: PROPOSED MEALS AND LODGING TAX RATE INCREASES

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the April 22, 2024, Town Council meeting to consider Meals and Lodging Tax rates for Fiscal Year 2024-2025. Town Manager Freeman discussed the need for the Town to raise Meals and Lodging Tax rates for Fiscal Year 2024-25. He noted that a public hearing would need to be scheduled so that the item could be included on the next Town Council meeting agenda. Town Manager Freeman inquired of Town Attorney Cassell if the Town is required to publish a not-to-exceed rate. He stated that the Town can publish a rate, an anticipated rate increase that cannot be exceeded in the meeting, but if the Council so chose, they could lower the rate in the meeting. Town Manager Freeman continued to discuss the proposed rate increases

with the Council. Town Attorney Cassell advised that the Town would need to publish a not-to-exceed rate and accept comments from the public. Town Manager Freeman inquired if there were any questions. Councilwoman Atkins inquired of Town Manager Freeman if there had been any discussion regarding not raising Meals Tax at this time, but rather, Lodging Tax only. Town Manager Freeman explained that a lot of different things have been discussed. He noted that both taxes are currently at eight cents. Town Manager Freeman explained that one penny of Meals Tax nets approximately \$500,000, but it takes two pennies of Lodging Tax to do the same. He remarked that if a person spends \$1,000 eating out today, and the Town Council passes an increase of one cent, that person will spend \$1,010, next year. Town Manager Freeman advised that it is a penny per dollar, and a \$10 meal will cost a person \$10.10 more, which is very minimal. Councilwoman Atkins thanked Mr. Freeman. Councilwoman Atkins stated that she would request the Council to consider not raising the Meals Tax at this time, and maybe revisit it again six months from now, but raise Lodging Tax now. Mayor Taylor stated that the Council is only considering scheduling a public hearing regarding the proposed changes to Meals and Lodging Tax rate increases at this meeting. Town Attorney Cassell stated that is correct. He noted that the Council is not adopting the ordinance at this meeting, and that the Council is only publishing the advertisement to get comments from the citizens about those proposed rates. Discussion ensued regarding the advertisement and public hearing for the proposed tax increases. Vice-Mayor Pattison suggested advertising the rate increase for Meals Tax at an increase of one percent and Lodging Tax at an increase of two percent just for advertising purposes so that the public can make comments and help the Council make a decision. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to schedule a public hearing for the April 22, 2024, Town Council meeting to consider the Meals Tax Rate not to exceed nine (9) percent and the Lodging Tax Rate not to exceed ten (10) percent for Fiscal Year 2024-2025. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if there was any other discussion earlier from others when she made her suggestion about the tax rates. She noted that she may not have understood or heard, but following her suggestion, did anyone else bring up anything else besides Mr. Cassell. Town Clerk Corvin stated that no one discussed anything else except Mayor Taylor stated that this matter would need to go the next step to hear from the public. Councilwoman Atkins remarked that she thought she heard Mayor Taylor state that the others would discuss this, and she is sorry because she did not hear correctly. Mayor Taylor inquired if there was further discussion on the motion to schedule a public hearing for the April 22, 2024, Town Council meeting to consider the Meals Tax Rate not to exceed nine (9) percent and the Lodging Tax Rate not to exceed ten (10) percent for Fiscal Year 2024-2025. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

C. RE: COUNCIL MEMBER TIME

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not have anything to discuss at this time.

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

Mayor Taylor stated that she did not have anything to discuss at this time.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that Mr. Kirby of The Paper Clip voiced his concerns to the Town Council at a previous meeting, regarding the traffic on Main Street and how people are not waiting to go when a vehicle is making a turn. She inquired if Town Staff has investigated this possible traffic hazard that was presented to the Council. Town Manager Freeman stated that the matter has been reviewed, which he thinks he has in an email. He noted that he thinks Lieutenant Bard analyzed that situation. Town Manager Freeman continued to discuss the matter with the Council. Councilwoman Johnson requested that Town Manager Freeman reach out to Mr. Kirby with an update.

Councilwoman Johnson inquired as to when Planning Director Woods would be presenting his traffic calming presentation, and when it would be placed on the Town Council agenda. Town Manager Freeman stated that Town Staff had discussed placing it on an April agenda. Assistant Town Manager Holeyton remarked that he can plan to attend the next meeting. Councilwoman Johnson inquired if the constituents on Mountain View Drive would be contacted so that they can attend the meeting. Councilwoman Johnson requested that the citizens who voiced concerns and other citizens who would like to attend the meeting to voice concerns should be invited to attend, as well. Town Manager Freeman inquired of the Council if they are requesting Town Staff to directly solicit citizens' participation. Councilwoman Johnson requested that Town Staff advertise the notice on the radio and anywhere else so that citizens are aware of the presentation regarding their concerns. She noted that is all she has to discuss at this time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she wanted to make sure that all Department Heads had time to put in for capital and one-time expenditures. Town Manager Freeman stated that is correct.

Councilwoman Atkins inquired if there could be a crosswalk installed near Hardee's and the Wytheville Community College entrance. Town Manager Freeman stated that he thinks this is already on the way and has been approved by the Virginia Department of Transportation (VDOT). He commented that he thinks Planning Director Woods has already presented this to the Council at a previous meeting. Assistant Town Manager Holeyton advised that Town Staff applied for Highway Safety Improvement Funding, and the Town was selected for the funding. Town Manager Freeman noted that it is 100 percent VDOT funded. Councilwoman Atkins inquired if something can temporarily be installed until the VDOT project happens. Town Manager Freeman advised that Town Staff would provide a timeline to the Council regarding the VDOT project before proceeding. Assistant Town Manager Holeyton stated that she would request Planning Director Woods to provide information to the Town Council about this project since he will be attending the next meeting. Councilwoman Atkins thanked Town Staff for the update regarding the windows.

13. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (6:04 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Clerk of Council

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Public Hearing – Lodging Tax

SUMMARY:

A public hearing has been scheduled to consider increasing the Lodging Tax rate from the current eight (8) percent to a rate of not more than ten (10) percent. Town Manager Freeman will review this matter with the Town Council, and then the public hearing will be held. After comments are received from any interested citizens, the public hearing should be declared closed. The Town Council will consider the approval/disapproval of the ordinance that would increase the Lodging Tax rate to ten (10) percent.

Recommended Action

Approval of this ordinance will require a motion and roll call vote with a supermajority vote (at least 4 affirmative votes) of the Council to be adopted.

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

APRIL 22, 2024

1. Lodging Tax – Committee Report

Transient Occupancy Tax, also known as Lodging Tax, is a tax charged on room or lodging rentals provided to individuals who stay fewer than 30 consecutive days. These taxes are paid by the guest and collected by the lodging establishment for monthly remittance to the locality. Lodging Taxes are an important source of revenue for the Town of Wytheville and help offset the need for other local taxes such as Real Estate and Personal Property Taxes. These taxes provide financial support for general town operations including, but not limited to, our many marketing, tourism and economic development programs, as well as the Town’s Police and Fire and EMS Departments. Continued inflationary forces have led to cost increases in all facets of government operations and are contributing to an anticipated budget deficit for Fiscal Year 2024-25. In order to maintain the high level of service our citizens and visitors have come to expect, the Town will need to generate new revenues for the coming budget year.

It is the recommendation of the Budget and Finance Committee that the Transient Occupancy Tax be increased from eight (8) percent to ten (10) percent with an effective date of July 1, 2024.

ORDINANCE NO. 1431

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

Present:

Absent:

AN ORDINANCE AMENDING AND REENACTING CHAPTER 14, TAXATION, ARTICLE VI. LODGING TAX, SECTION 14-107. LEVY OF TAX, OF THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Chapter 14, Taxation, Article VI. Lodging Tax, Section 14-107. Levy of Tax, of the Code of the Town of Wytheville, Virginia, be amended and reenacted as follows:

ARTICLE VI. LODGING TAX

Sec. 14-107. Levy of tax.

There is hereby imposed and levied by the town on each transient a lodging tax in the amount of ten percent of the charge made for each room rented to such transient. Such tax shall be collected from such transient at the time and in accordance with this article.

This ordinance shall become effective July 1, 2024.

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Public Hearing – Meals Tax

SUMMARY:

A public hearing has been scheduled to consider increasing the Meals Tax rate from the current eight (8) percent to a rate of not more than nine (9) percent. Town Manager Freeman will review this matter with the Town Council, and then the public hearing will be held. After comments are received from any interested citizens, the public hearing should be declared closed. The Town Council will consider the approval/disapproval of the ordinance that would increase the Meals Tax rate to nine (9) percent.

Recommended Action

Approval of this ordinance will require a motion and roll call vote with and a supermajority vote (at least 4 affirmative votes) of the Council.

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

APRIL 22, 2024

1. Meals Tax – Committee Report

Meals Taxes are taxes on foods prepared for human consumption, restaurants, eateries, food trucks, etc. This tax does not apply to foods sold through vending machines or other foods sold in grocery or convenience stores that are not prepared. Meals Taxes are paid by the patron and collected by the business for monthly remittance to the locality. Meals Taxes are an important source of revenue for the Town of Wytheville and help offset the need for other local taxes such as Real Estate and Personal Property Taxes. Meals Taxes provide financial support for general town operations, as well as the many marketing, tourism and economic development programs and the Town’s robust Public Safety Departments.

After consideration of all factors, including the recency with which the Meals Tax was last increased, it is the recommendation of the Budget and Finance Committee that the Meals Tax rate remain at eight (8) percent and for the Town Council to reconsider this topic later in 2024.

ORDINANCE NO. 1432

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

Present:

Absent:

AN ORDINANCE AMENDING AND REENACTING CHAPTER 14, TAXATION, ARTICLE V. MEALS TAX, SECTION 14-79. LEVY OF TAX, OF THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Chapter 14, Taxation, Article V. Meals Tax, Section 14-79. Levy of Tax, of the Code of the Town of Wytheville, Virginia, be amended and reenacted as follows:

ARTICLE V. MEALS TAX

Sec. 14-79. Levy of tax.

In addition to all other taxes and fees of any kind now or hereafter imposed by law, a tax is hereby levied and imposed on the purchaser of every meal served, sold or delivered in the town by a restaurant or caterer. The rate of this tax shall be nine (9) percent of the amount paid for the meal. There shall be no tax if the total amount paid is fifty cents (\$.50) or less; on larger amounts, a fractional cent of tax due shall be rounded to the next higher cent.

This ordinance shall become effective July 1, 2024.

8-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Public Hearing – Master Fee Schedule

SUMMARY:

A public hearing has been scheduled to consider the Master Fee Schedule for Fiscal Year 2024-25. Assistant Town Manager Elaine HOLETON will review this matter with the Council, and then the public hearing will be held. After comments are received from any interested citizens, the public hearing should be declared closed.

Recommended Action

Approval of the Master Fee Schedule will require a motion and roll call vote by the Council.

Sewer Rates (Changes are Highlighted)

Use Tier	Up to	Current Rate	Proposed Rate (7/1/24)
	BASE RATE	\$14.00	\$15.00
0 gallons to	3,000 gallons	pay \$1.81 per 1,000 gallons	pay \$2.25 per 1,000 gallons
3,000 gallons to	10,000 gallons	pay \$6.13 per 1,000 gallons	pay \$7.00 per 1,000 gallons
10,000 gallons to	25,000 gallons	pay \$6.19 per 1,000 gallons	pay \$9.34 per 1,000 gallons
25,000 gallons to	100,000 gallons	pay \$6.60 per 1,000 gallons	pay \$9.75 per 1,000 gallons
100,000 gallons to	3,500,000 gallons	pay \$7.15 per 1,000 gallons	pay \$10.30 per 1,000 gallons
3,500,000 gallons to	10,000,000 gallons	pay \$9.15 per 1,000 gallons	pay \$12.30 per 1,000 gallons
10,000,000 gallons to	infinite	pay \$9.10 per 1,000 gallons	pay \$12.25 per 1,000 gallons
sewer usage rate charges are cummulative and assessed at value shown per 1000 gallons used in each bracket			
Example=charged \$2.25 per 1,000 gallons used until they reach 3,000 gallons used, if they use another 1,000 gallons they pay \$7.00 for next 1,000g			

Water Rates (Changes are Highlighted)

Use Tier	Up to	Current Rate	Proposed Rate (7/1/2024)
	BASE RATE	\$21.00	\$22.00
0 gallons	3,000 gallons	pay \$3.00 per 1,000 gallons used	pay \$3.25 per 1,000 gallons used
3,000 gallons to	10,000 gallons	pay \$9.04 per 1,000 gallons used	pay \$9.29 per 1,000 gallons used
10,000 gallons to	25,000 gallons	pay \$7.15 per 1,000 gallons used	pay \$7.40 per 1,000 gallons used
25,000 gallons to	100,000 gallons	pay \$5.70 per 1,000 gallons used	pay \$6.50 per 1,000 gallons used
100,000 gallons to	3,500,000 gallons	pay \$4.60 per 1,000 gallons used	pay \$5.25 per 1,000 gallons used
3,500,000 gallons to	10,000,000 gallons	pay \$4.30 per 1,000 gallons used	pay \$4.95 per 1,000 gallons used
10,000,000 gallons to	infinite	pay \$4.25 per 1,000 gallons used	pay \$4.25 per 1,000 gallons used
water usage rate charges are cummulative and assessed at value shown per 1000 gallons used			
Example=charged \$3.25 per 1,000 gallons used until they reach 3,000 gallons used, if they use another 1,000 gallons they pay \$9.29 for the next 1,000 gallons			

Utility Related Fees (Changes Highlighted)

Type of Fee	Current	Proposed (7/1/2024)
Water Connection Fees		
*5/8" connection	\$1,500 + cost of meter	\$2000 + cost of meter
*3/4" connection	\$1,600 + cost of meter	\$2100 + cost of meter
*1" connection	\$1,750 + cost of meter	\$2250 + cost of meter
*2" connection	\$2,390 + cost of meter	\$2890 + cost of meter
*3" connection	\$2,640 + cost of meter	\$3140 + cost of meter
*4" connection	\$2,890 + cost of meter	\$3390 + cost of meter
*6" connection	\$5,030 + cost of meter	5030 + cost of meter
*8" connection	\$7170 + cost of meter	7170 + cost of meter
* Add 50% for services outside corporate limits		
*Any water connection above 1",owner responsible for install meter box/vault, must be approved prior to install		
Water Meter Prices		
5/8 "	\$170.50	
3/4"	\$185.00	
1"	\$271.75	
2"	\$1,774.87	
3" compound	\$2,055.40	
4" compound	\$2,979.50	
6" compound	\$4,132.50	
Sewer Connection Fees		
*4" or smaller connection	\$1,500	\$2,000
*Over 4" connection	\$2,000	\$2,500
Water/Sewer Service Deposit		
	\$100.00	\$150.00
Water/Sewer Utility Reconnection Fee		
	\$30.00 on/off	\$50.00 on/off
Add 100%Water/Sewer Rate Surcharge for services outside town limits		
Late fee penalty for water and sewer bills	10% of the bill	10% of the bill
Add 50% surcharge on all out of town connections except for Peppers Ferry Rd area, which is the current Wythe County connection fee (\$1000) for residential connections. Commercial Connections pay the actual cost of the work to install the service to the property. 5/8" out of town water = \$2,250 + meter cost, 4" out of town sewer=\$2,250		
Master Meter Program. Multi-family apartments will participate in a Master Meter Program which requires a one time fee of \$5000. In addition to this initial payment, there would be the normal connection fees based on the size of the line to the structure. Thereafter, there would be a monthly set fee which would consist of the minimum monthly water and sewer bill times the number of units being monitored by the Master Meter plus the volume consumed (effective 9/10/2018) (Show master meter fee under water on application form)		

The 2022 Statewide average is \$2,852.

Price reflects same \$100 increase from smaller connection

Price reflects same \$150 increase from smaller connection

Price reflects same \$640 increase from smaller connection

Price reflects same \$250 increase from smaller connection

Price reflects same \$250 increase from smaller connection

Price reflects same cost, no increase

Price reflects same cost, no increase

The 2022 Statewide average is \$3,883.

Wastewater Pretreatment Surcharge and Fees (No Changes for 2024)

Type of Fee or Surcharge	Current	Proposed (7/1/2024)
Charges Per Pound Exceeding Local Limits		
BOD Exceeding local limits of 250 mg/l *	35 cent	35 cent
COD Exceeding local limits of 820 mg/l *	25 cent	25 cent
TSS Exceeding local limits of 250 mg/l *	25 cent	25 cent
O/G Exceeding local limits of 100 mg/l *	15 cent	15 cent
Ammonia Exceeding local limits of 20 mg/l *	85 cent	85 cent
*Total amount based on equations provided by Wastewater Pretreatment Program		

Public Works Department Fees (Changes are Highlighted)

Type of Fee	Current	Proposed (7/1/2024)
Residential Concrete Driveway Entrance Permit and Work for 14' wide	\$500 per permit and work	\$500 per permit and work
Large Concrete Driveway Entrance Permit and Work	\$500 +add \$150 for each 100 sq ft., over 14'	\$500 +add \$150 for each 100 sq ft., over 14'
Entrance Permit Only for gravel, asphalt entrances, no curb or concrete	\$150 per permit	\$150 per permit
Mowing & Trimming Machine Rate Town Forces (Not for Violations)	\$125 per hour	\$125 per hour
Mowing & Trimming Labor Rate Town Forces (Not for Violations)	\$50 per hour	\$75 per hour
Tree Trimming Private Property Town Forces (Not for Violations)	\$50 per hour	\$75 per hour
Historic Sign Replacement (citizen request)	\$350 each	\$350 each
Trash Collection 32 gallon annual decal	\$150 a year	\$150 a year
Trash Collection 13 gallon annual decal	\$75 a year	\$75 a year

Plannning & Zoning Fees (No Changes)

Type of Fee	Existing Fee	Proposed (7/1/2024)
Zoning Appeal	\$500 flat fee	\$500 flat fee
Zoning Variance	\$500 flat fee	\$500 flat fee
Other BZA Types	\$500 flat fee	\$500 flat fee
Rezone	\$800 flat fee	\$800 flat fee
Ordinance Text Admend	\$800 flat fee	\$800 flat fee
Special Use Exception Permit	\$800 flat fee	\$800 flat fee
Zoning Permit	\$0	\$0
Zoning Change in Use	\$50	\$50
Zoning Site Plan Review	\$100	\$100
Chicken Keeping	\$25	\$25
Home Occ Permit	\$100.00	\$100.00
Homestay Permit	\$100.00	\$100.00
Zoning Determination Letter	\$50.00	\$50.00
Admin Review of Telecommunication	\$50.00	\$50.00

Cemetery Schedule of Fees (No Changes for 2024)

Type of Fee	Current	Proposed (7/1/2024)
Install Monument or above ground marker, 4' base or more	\$70.00	\$70.00
Install Monument or above ground marker, base under 4'	\$60.00	\$60.00
Install Marker ground level, over 2'	\$50.00	\$50.00
Install Marker ground level, 2' or under	\$40.00	\$40.00
Corner Marker (each)	\$15.00	\$15.00
Minimum Permit Fee	\$40.00	\$40.00
Weekday Mon- Friday Prices for Grave Opening/Closing		
Open/Close Adult Grave-over 60"	\$800.00	\$800.00
Open/Close Child Grave-under 60"	\$300.00	\$300.00
Open/Close Small grave/Urn	\$300.00	\$300.00
Mausoleum Crypt	\$800.00	\$800.00
Open/Close Add Surcharge for Weekend & Holidays, after 3pm on weekdays		
Open Adult Grave	\$225.00	\$225.00
Close Adult Grave	\$150.00	\$150.00
Open Child Grave	\$150.00	\$150.00
Close Child Grave	\$150.00	\$150.00
Open Small/Urn	\$70.00	\$70.00
Close Small/Urn	\$70.00	\$70.00
Transfer of Grave Space	\$30.00	\$30.00
Schedule of Prices for Graves Spaces (see map avb at Treasurers)		
Section A (West End)	\$600.00	\$600.00
Section B (West End)	\$505.00	\$505.00
Section C (West End)	\$565.00	\$565.00
Section D (West End)	\$600.00	\$600.00
West End ,all Other Sections not listed, and East End	\$600.00	\$600.00
Infant Square	\$0.00	\$0.00
Sections E,F,G & H Middle Spots	\$615.00	\$615.00
Sections E,F,G and H Near Access Road	\$695.00	\$695.00
Cul de Sac near flagpole and Mausoleum	\$735.00	\$735.00

Police Department Fees (Changes are Highlighted)

Type of Fee/Fine/Violation	Current	Proposed (7/1/2024)
Parking in front of fire hydrants and in marked fire lanes	\$25.00	\$100.00
Parking in prohibited area / Blocking Crosswalk	\$25.00	\$100.00
Parking on sidewalk	\$25.00	\$100.00
Overtime parking in a loading zone	\$25.00	\$25.00
Blocking Driveway/Blocking Ingress and Egress	\$25.00	\$50.00 and subject to tow at owner exp
Parking over 18 inches from curb	\$25.00	\$25.00
Overtime parking 1st offense	\$25.00	\$25.00
Overtime parking 2nd or subsequent offense	\$35.00	\$35.00
Parking in handicapped space	\$150.00	\$250.00
Parking or operating vehilce with no current state license or state inspection decal	\$50.00	\$50.00
Parking on yellow curb / line & intersection striping	\$25.00	\$50.00
Double parked / occupying two spaces	\$25.00	\$25.00
Blocking travel lane	\$35.00	\$50.00
Parking in a posted no parking zone	\$35.00	\$35.00
Blocking public alley	\$35.00	\$50.00
Parked on wrong side of street	\$25.00	\$50.00
Parking in a privately controlled lot in violation of posted parking restrictions. (No Parking, No Parking Tow Away Zone, No Parking Fire Lane, No Parking Loading Zone, No Parking Tractor Trailers, No Parking Overnight Sleeping)	\$75.00	\$75.00
Parking of oversized vehicles in residential districts	\$35.00	\$50.00
Alcohol Safety Fee for Events	\$50 an hour	\$50 an hour

Recreation Department Membership Fees (No Changes Proposed for 2024)

Type of Fee	Current Continual	Current Annual	Current Monthly	Proposed Continual (7/1/2024)	Proposed Annual (7/1/2024)	Proposed Monthly (7/1/2024)
Gold Adult	\$40.00	\$479.00	\$57.00	\$40.00	\$479.00	\$57.00
Gold Adult +1	\$62.00	\$737.00	\$79.00	\$62.00	\$737.00	\$79.00
Gold Family	\$67.00	\$796.00	\$84.00	\$67.00	\$796.00	\$84.00
Gold Sr/Teen/College	\$34.00	\$406.00	\$52.00	\$34.00	\$406.00	\$52.00
Gold Sr. Couple	\$57.00	\$676.00	\$73.00	\$57.00	\$676.00	\$73.00
Silver Adult	\$28.00	\$330.00	\$45.00	\$28.00	\$330.00	\$45.00
Silver Adult +1	\$45.00	\$540.00	\$63.00	\$45.00	\$540.00	\$63.00
Silver Family	\$54.00	\$638.00	\$71.00	\$54.00	\$638.00	\$71.00
Silver Sr/Teen/College	\$24.00	\$285.00	\$41.00	\$24.00	\$285.00	\$41.00
Silver Sr. Couple	\$40.00	\$476.00	\$58.00	\$40.00	\$476.00	\$58.00
Silver Youth (4-12)	\$19.00	\$226.00	\$36.00	\$19.00	\$226.00	\$36.00
Bronze Adult	\$8.00	\$88.00	\$25.00	\$8.00	\$88.00	\$25.00
Bronze Adult +1	\$12.00	\$142.00	\$29.00	\$12.00	\$142.00	\$29.00
Bronze Family	\$22.00	\$255.00	\$39.00	\$22.00	\$255.00	\$39.00
Bronze Sr/Teen/College	\$7.00	\$81.00	\$24.00	\$7.00	\$81.00	\$24.00
Bronze Sr. Couple	\$11.00	\$129.00	\$28.00	\$11.00	\$129.00	\$28.00
Bronze Youth (4-12)	\$6.00	\$62.00	\$23.00	\$6.00	\$62.00	\$23.00
	Current Daily	Current 6-visit	Current 12-visit	Proposed Daily	Proposed New 6-visit	Proposed 12-visit
Try It Adult	\$8.00	\$45.00	\$90.00	\$8.00	\$45.00	\$90.00
Try It Family	\$21.00	\$111.00	\$212.00	\$21.00	\$111.00	\$212.00
Try It Sr/Teen/College	\$4.50	\$24.00	\$48.00	\$4.50	\$24.00	\$48.00
Try It Youth (4-12)	\$3.50	\$18.00	\$36.00	\$3.50	\$18.00	\$36.00
	Current Group Rate			Proposed Group Rate		
Try it for Groups						
18+	\$7.00			\$7.00		
Sr/Teen/College	\$5.00			\$5.00		
Youth (4-12)	\$4.00			\$4.00		
	Current Resident/PP Holder	Current Non-Resident	Current For Profit Org.	Proposed Resident/ PP Holder	Proposed Non-Resident	Proposed For Profit Org.
MP Room Rentals						
1 Room	\$20.00	\$23.00	\$26.00	\$20.00	\$23.00	\$26.00
2 Rooms	\$25.00	\$28.00	\$31.00	\$25.00	\$28.00	\$31.00
3 Rooms	\$30.00	\$33.00	\$35.00	\$30.00	\$33.00	\$35.00
1 Room w/ Kitchen	\$30.00	\$33.00	\$36.00	\$30.00	\$33.00	\$36.00
2 Rooms w/ Kitchen	\$35.00	\$38.00	\$41.00	\$35.00	\$38.00	\$41.00
3 Rooms w/ Kitchen	\$40.00	\$43.00	\$46.00	\$40.00	\$43.00	\$46.00
Youth/Teen Center	\$45.00	\$50.00		\$45.00	\$50.00	
Climbing Wall						
Groups up to 10	\$45.00	\$50.00		\$45.00	\$50.00	
Groups 11-20	\$55.00	\$60.00		\$55.00	\$60.00	
Gymnasium						
1 Court	\$30.00	\$35.00	\$40.00	\$30.00	\$35.00	\$40.00
2 Courts	\$50.00	\$60.00	\$70.00	\$50.00	\$60.00	\$70.00
4th St Civic Center						
Youth	\$25.00			\$25.00		
Adult	\$30.00			\$30.00		
Indoor Pool						
Groups up to 50	\$180.00	\$185.00		\$180.00	\$185.00	
Groups 51-75	\$220.00	\$225.00		\$220.00	\$225.00	
Groups 76-100	\$260.00	\$265.00		\$260.00	\$265.00	
Park/Shelter Rentals						
EB Shelter	\$22.00	\$25.00	NA	\$22.00	\$25.00	NA
EB Stage	\$22.00	\$25.00	NA	\$22.00	\$25.00	NA
EB Shelter and Stage	\$35.00	\$40.00	\$45.00	\$35.00	\$40.00	\$45.00
McWane Shelter	\$22.00	\$25.00	\$31.00	\$22.00	\$25.00	\$31.00
Withers Park	\$25.00	\$28.00	\$35.00	\$25.00	\$28.00	\$35.00
McWane Pool						
	Current 2 Hours	Current 3 Hours		Proposed 2 Hours	Proposed 3 Hours	
Up to 50 People	\$160.00	\$240.00		\$160.00	\$240.00	
50+ People	\$190.00	\$270.00		\$190.00	\$270.00	
	Current Admission			Proposed Admission		
Daily Admission 4+	\$4.00			\$4.00		
10 visit Punch Pass	\$35.00			\$35.00		
Season Pass	\$100.00			\$100.00		
Family Pass	NA			NA		
Point of Sale Items	Current Fees			Point of Sale Items	Proposed Fees	
Towel Rental	\$1.00			Towel Rental	\$1.00	
Racquet Ball Racquet Rental	\$1.00			Racquet Ball Racquet Rental	\$1.00	
Concert Ticket	\$5.00			Concert Ticket	\$5.00	
No Card Fee Adult	\$5.00			No Card Fee Adult	\$5.00	
No Card Fee Sr/Teen/College	\$3.00			No Card Fee Sr/Teen/College	\$3.00	
No Card Fee Youth	\$2.00			No Card Fee Youth	\$2.00	
NSF Fee	\$25.00			NSF Fee	\$25.00	
Replacement Card Fee	\$5.00			Replacement Card Fee	\$5.00	
Continual Cancellation Fee	\$50.00			Continual Cancellation Fee	\$50.00	
Swim Team Shirts	\$12.00			Swim Team Shirts	\$12.00	
Ice Cream	\$0.50			Ice Cream	\$0.50	
Ice Cream	\$1.50			Ice Cream	\$1.50	
Swim Team Suits Female	\$64.00			Swim Team Suits Female	\$64.00	
Swim Team Suits Male	\$48.00			Swim Team Suits Male	\$48.00	
Goggles	\$21.84			Goggles	\$21.84	
Swim Cap	\$4.75			Swim Cap	\$4.75	
Locks	\$8.55			Locks	\$8.55	
Ear Plugs	\$4.75			Ear Plugs	\$4.75	
Nose Clips	\$4.75			Nose Clips	\$4.75	
Bungee Goggle Strap	\$4.75			Bungee Goggle Strap	\$4.75	
Swim Diaper	\$1.90			Swim Diaper	\$1.90	
Water Glove	\$13.00			Water Glove	\$13.00	
Socks	\$3.00			Socks	\$3.00	
Racquetballs	\$5.00			Racquetballs	\$5.00	
Racquet	\$42.00			Racquet	\$42.00	
Racquetball Safety Glasses	\$13.00			Racquetball Safety Glasses	\$13.00	

Museum Schedule of Fees (Changes are Highlighted)

Type of Fee	Current	Proposed Fees (7/1/2024)	
*Rock House Admission	\$5.00	\$5.00	
*Boyd Musuem Admission	\$5.00	\$5.00	
*Lakes to FL Admission	\$5.00	\$5.00	
*Homestead Admission	\$10.00	\$10.00	
*Four Pack Admission	\$20.00	\$20.00	
* Children (6-12 half price all admission, 5yr and under free			
* Seniors 65+ get \$1 off all admission prices			
* Group Tour prices (varies)	\$10.00	\$10.00	
Facility Rental Fees	Regular Rate	Regular Rate	Nonprofit Rate
*Homestead Rental			
* after 5pm, 1st four hours	\$400	\$400	\$200
* each additional hour	\$50	\$50	\$50
*before 5pm, 1st two hours	\$200	\$200	\$100
* each additional hour	\$50	\$50	\$50
Flat rate (contact museum dept for details)		\$1,000.00	\$750
*Rockhouse Rental			
* grounds/garden 1st 4hrs	\$200.00	\$200.00	\$100
*each additional hour	\$50.00	\$50.00	\$50
* History Preservation Ctr			
* first 2 hours	\$150.00	\$150.00	\$50
*each add hour over 2hr	\$75.00	\$75.00	\$25
Photography			
*first 2 hours	\$100.00	\$100.00	
each add hour	\$25.00	\$25.00	

Wytheville Meeting Center (No Changes for 2024)

Room Rental	Flat Rate	Proposed (7/1/2024)		Govt/Non-Profit Rate	Proposed (7/1/2024)
Ballroom	\$1,500.00	\$1,500.00		\$850.00	\$850.00
Ballroom A	\$500.00	\$500.00		\$300.00	\$300.00
Ballroom B	\$500.00	\$500.00		\$300.00	\$300.00
Ballroom C	\$500.00	\$500.00		\$300.00	\$300.00
Meeting Room 1	\$150.00	\$150.00		\$100.00	\$100.00
Meeting Room 2	\$150.00	\$150.00		\$100.00	\$100.00
Meeting Room 1&2	\$300.00	\$300.00		\$200.00	\$200.00
Meeting Room 3	\$210.00-\$225.00	\$210.00-\$225.00		\$150.00	\$150.00
Fireside Room	\$150.00	\$150.00		\$100.00	\$100.00
Conference Room	\$100.00	\$100.00		\$65.00	\$65.00
After Midnight Charge	\$200/hour (min 1 hour)	\$200/hour (min 1 hour)		\$100/hour (min 1 hour)	\$100/hour (min 1 hour)
Room Change	\$100.00	\$100.00		\$100.00	\$100.00
Audio Visual					
Ballroom	\$160.00	\$160.00			
Ballroom A	\$60.00	\$60.00			
Ballroom B	\$60.00	\$60.00			
Ballroom C	\$60.00	\$60.00			
Meeting Rooms	\$30.00	\$30.00			
Flip Chart	None	None			
B&W Copy	\$.30/page	\$.30/page			
Color Copy	\$.50/page	\$.50/page			
Stage					
Small 16' x 8'	\$100.00	\$100.00			
Medium 24' x 12'	\$225.00	\$225.00			
Large 32' x 12'	\$300.00	\$300.00			
Dance Floor					
up to 18' x 18'	\$150.00	\$150.00			
up to 24' x 24'	\$200.00	\$200.00			
up to 30' x 30'	\$250.00	\$250.00			
Alcohol					
Security	\$50/hour (min 3 hours)	\$50/hour (min 3 hours)			
Bar	\$50.00	\$50.00			
Beer Cooler	\$50.00	\$50.00			
Room Cleaning Fee	\$50.00	\$50.00			

Building Department Fees (Changes Highlighted)

Type of Fee	Current Fee	Based on Contract/Est Cost of Project (\$)	Add 2% Levy for DHCD	Proposed Fee	Based on Contract/Est Cost of Project (\$)
Building Permit Fees	Minimum is \$35	Up to 8,000 in value	Yes	Minimum is \$35	Up to 8,000 in value
	Add \$4 per \$1,000	8,000 - 100,000	Yes	Add \$4 per \$1,000	8,000 - 100,000
	Add \$3 per \$1,000	Over 100,000	Yes	Add \$3 per \$1,000	Over 100,000
Trade Permit Fee	Minimum is \$35	Up to 500 in value	Yes	Minimum is \$35	Up to 500 in value
	\$40.00	500 to 1,000	Yes	\$40.00	500 to 1,000
	\$50.00	1,000-2,000	Yes	\$50.00	1,000-2,000
	\$60.00	2,000-3,000	Yes	\$60.00	2,000-3,000
	\$70.00	3,000-4,000	Yes	\$70.00	3,000-4,000
	\$80.00	4,000-5,000	Yes	\$80.00	4,000-5,000
	\$80 plus \$4 per 1,000 value	Over 5,000	Yes	\$80 plus \$4 per 1,000 value	Over 5,000
Sign Permit Fee	\$100.00	Up to 5,000	Yes	\$100.00	Up to 5,000
	\$100 plus \$4 per 1,000value	Over 5,000	Yes	\$100 plus \$4 per 1,000value	Over 5,000
Elevator Inspection	\$25		Yes	\$25	
Temp Tent (900 sqft) Permit	\$25		Yes	\$25	
Code of Appeals- Comm	\$300		No	\$300	
Code of Appeals -Res	\$300		No	\$300	
Co-locate Cell Tower	\$100		Yes	\$100	
Permit Renewal every 6 months	\$25		Yes	\$25	
Certificate of Occupancy	\$25		Yes	\$25	
Failure to schedule final	\$25		No	\$25	
Start work w/o permit penalty	1.5 x the fee		Yes	fee is 1/2 cost of permit	
Reinspection after 2x	\$25		No	\$25	
Building Plan Review	\$25 an hour		Yes	\$25	
Amusement Devices					
Small Mech Ride/Inflatable	\$55		Yes	\$55	
Trampoline Inspection	\$75		Yes	\$75	
Circular & Flat Ride	\$75		Yes	\$75	
Coaster less than 60'	\$200		Yes	\$200	
Coaster more than 60'	\$200		Yes	\$200	

Engineering Department Fees (Changes Highlighted)

Type of Fee	Existing Fee	Proposed (7/1/2024)
E&S Permit (10,000 sq. ft threshold)	\$50.00	\$50.00
E&S Plan Review (10,000 sq. ft. threshold)	\$50 up to 1acre, \$20 for each add acre, max of \$500	\$50 up to 1acre, \$20 for each add acre, max of \$500
Grading Permit below E&S threshold	\$50.00	\$50.00
Land Use Permit (for utilities and structures)	\$200 flat fee, add \$100 for each add RW crossing	\$200 flat fee, add \$100 for each add RW crossing
Vacating Plat, Street or Alley	\$150.00	\$150.00
Paving Permit	\$4 per \$1000 est cost, up to \$100,000 (max at \$400) when est cost is over \$100,000, rate goes to \$3 per \$1000	\$4 per \$1000 est cost, up to \$100,000 (max at \$400) when est cost is over \$100,000, rate goes to \$3 per \$1000
Admin or Minor Subdivision Rev	\$100 flat fee	\$100 flat fee
Subdivision Variation or Exception Request	no fee	\$200 flat fee
Major Subdivision Review	\$500 flat fee	\$500 flat fee

Administrative Fees & Other Town Code Fees (Changes are Highlighted)

Type of Fee	Current	New Fee (7/1/2024)
Hunting Permit	\$25.00	\$25.00
Raffle Permit	\$25.00	\$25.00
Alternate Landscaping of Property	None	None
Mowing Exemption	None	None
Street Closure or Traffic Control	None	None
Town Code Violation for Excessive Vegetation (Also known as violation to mowing ordinance)	Not listed	Actual Cost Incurred by Mowing Contractor to Cut Vegetation +\$50 civil penalty as shown in town code

EMS/Fire Department Fees (Changes Highlighted)

Permit Type	Current	New Fee (7/1/2024)
Blasting	\$50.00	\$50.00
Storage of Explosives	\$50.00	\$50.00
Fireworks	\$50.00	\$50.00
Sale of Fireworks	\$50.00	\$50.00
Fire Inspections	\$0.00	\$0.00
Hazardous Material Incidents Materials Cost	\$0.00	Actual Cost To Replace Materials & Supplies
Hazardous Materials Incidents Use of Equipment	\$0.00	See Apparatus Rates
Personnel Costs for Hazardous Materials/Other Billable Incidents	Actual	Actual Hourly Employee Costs to Town
Personnel Costs to Assist with Special Events	\$0.00	\$35.00 per hour
Fire Apparatus (hourly rate)	\$0.00	\$100 per hour
EMS Apparatus & Command Vehicles (hourly rate)	\$0.00	\$50 per hour
False Alarm Response (when applicable)	\$0.00	\$75 per incident
EMS Care and Transport Fees		
BLS	\$350.00	\$350.00
BLS- EMERGENT	\$1,000.00	\$1,000.00
ALS	\$1,200.00	\$1,200.00
ALS 2	\$1,800.00	\$1,800.00
TREAT/NO TRANSPORT	\$100.00	\$100.00
MILEAGE (per loaded mile)	\$14.43 per mile	\$14.43 per mile

8-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Ordinance No. 1433

SUMMARY:

Please find attached Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25. The ordinance is before the Town Council on first, but not final, reading. Town Manager Freeman will review the budget with the Council. The public hearing and second reading of the ordinance will be held at the May 13, 2024, Town Council meeting.

Recommended Action

Approval/disapproval of the ordinance will require a motion and roll call vote by the Town Council.



TOWN OF WYTHEVILLE

PROPOSED FY24-25 BUDGET

FIRST READING

APRIL 22, 2024

GENERAL FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE (DECREASE)	
REVENUES	\$ 23,459,954	\$ 23,817,341	\$ 357,386	1.52%
APPROPRIATIONS	\$ 23,459,954	\$ 23,817,341	\$ 357,386	

WASTEWATER FUND

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

WATER FUND

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

OPEB FUND

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE (DECREASE)	
REVENUES	\$ 24,000	\$ 24,000	\$ -	0.00%
APPROPRIATIONS	\$ 24,000	\$ 24,000	\$ -	

PERPETUAL CARE FUND

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

WALL OF HONOR FUND

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

HOMESTEAD ENDOWMENT FUND

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

JAM FUND

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

TOTAL ALL FUNDS

REVENUES & APPROPRIATIONS	CURRENT	PROPOSED	INCREASE (DECREASE)	
REVENUES	\$ 34,421,385	\$ 35,807,665	\$ 1,386,280	4.03%
APPROPRIATIONS	\$ 34,421,385	\$ 35,807,665	\$ 1,386,279	

2024-2025 PROPOSED BUDGET SUPPLEMENTAL INFORMATION

PROPOSED GENERAL FUND EXPENDITURES PG1		CURRENT BUDGET	PROPOSED BUDGET	INCREASE OR DECREASE
11010	TOWN COUNCIL	\$1,307,563	\$1,740,548	\$432,985
11020	TOWN CLERK	\$256,356	\$267,064	\$10,708
11030	COMMISSION MEMBERS	\$12,621	\$12,621	\$0
12110	TOWN MANAGER	\$174,587	\$180,871	\$6,284
12120	ASSISTANT TOWN MANAGER	\$149,400	\$153,888	\$4,488
12210	TOWN ATTORNEY	\$110,649	\$0	-\$110,649
12240	AUDITING AND LEGAL SERVICES	\$90,000	\$130,000	\$40,000
12410	TOWN TREASURER'S OFFICE	\$338,328	\$352,033	\$13,705
12520	AUTOMOTIVE/MOTOR POOL	\$328,982	\$346,227	\$17,245
12600	ENGINEERING DEPARTMENT	\$236,640	\$232,265	-\$4,375
12710	HUMAN RESOURCES	\$281,491	\$290,973	\$9,481
12820	COMPUTER OPERATIONS	\$385,858	\$433,816	\$47,958
21600	CLERK OF COURT	\$0	\$2,500	\$2,500
31100	POLICE DEPARTMENT	\$3,375,087	\$3,597,898	\$222,811
32100	FIRE & EMS	\$2,560,757	\$2,999,887	\$439,130
34100	INSPECTIONS-BUILDING	\$179,959	\$191,699	\$11,739
35100	ANIMAL & PEST CONTROL	\$111,534	\$120,885	\$9,351
35600	TRANSIT SYSTEM	\$39,738	\$52,218	\$12,480
41150	PUBLIC WORKS ADMINISTRATION	\$122,089	\$189,558	\$67,470
41200	MAINTENANCE OF STREETS	\$1,863,583	\$1,780,564	-\$83,019
41330	SNOW AND ICE REMOVAL	\$188,534	\$70,937	-\$117,597
41400	TRAFFIC STREETS, SIGN & LIGHTS	\$745,581	\$754,813	\$9,232
41550	STREET CONSTRUCTION	\$1,115,500	\$674,722	-\$440,778
42200	STREET AND ROAD CLEANING	\$72,374	\$75,495	\$3,121
42300	REFUSE COLLECTION	\$468,602	\$206,322	-\$262,280
42400	LANDFILL	\$91,300	\$99,300	\$8,000
42500	WEED CONTROL-MOWING	\$326,714	\$386,717	\$60,003
43200	GENERAL PROPERTIES/TOWN GARAGE	\$126,268	\$232,067	\$105,799
43300	EMS BUILDING	\$36,000	\$36,000	\$0
43400	TOWN HALL	\$267,948	\$247,947	-\$20,001

PROPOSED GENERAL FUND EXPENDITURES PG 2		CURRENT BUDGET	PROPOSED BUDGET	INCREASE OR DECREASE
43500	4TH STREET CIVIC CENTER	\$23,996	\$29,996	\$6,000
43600	PARKS/SPORTS COMPLEXES	\$80,007	\$87,527	\$7,520
43700	CONFERENCE AND COMMUNITY CENTER	\$647,085	\$792,214	\$145,129
43800	POLICE/FIRE BUILDING	\$50,750	\$77,750	\$27,000
43900	ANIMAL SHELTER	\$3,800	\$5,200	\$1,400
44000	E LEE TRINKLE VISTOR CENTER	\$182,455	\$185,153	\$2,699
44200	MEETING CENTER	\$617,591	\$692,075	\$74,484
51000	COMMUNITY ACTIVITIES - REIMBUR	\$12,094	\$12,094	\$0
53300	TAX RELIEF - ELDERLY & VETERAN	\$20,000	\$20,000	\$0
71290	FITNESS INSTRUCTION	\$125,973	\$131,145	\$5,173
71300	RECREATION ADMINISTRATION	\$535,370	\$584,686	\$49,316
71310	COMMUNITY PROGRAMS	\$249,172	\$272,021	\$22,849
71320	OUTDOOR SWIMMING POOL	\$112,360	\$275,248	\$162,888
71330	ATHLETIC PROGRAMS	\$168,813	\$283,946	\$115,133
71350	INDOOR SWIMMING POOL	\$978,870	\$417,205	-\$561,665
71360	YOUTH/TEEN CENTER	\$175,645	\$183,993	\$8,348
71370	FITNESS CENTER	\$155,816	\$164,237	\$8,421
71380	FIT FOR LIFE GRANT OCT 21- SEP	\$25,000	\$25,000	\$0
71390	FIT FOR LIFE GRANT OCT 20 - SE	\$25,000	\$25,000	\$0
71400	CEMETERIES	\$258,170	\$266,132	\$7,962
72200	MUSEUMS/HERITAGE PRESERVATION	\$608,205	\$464,802	-\$143,403
72500	MUSEUM HERITAGE EDUCATION PROG	\$153,990	\$165,209	\$11,219
72800	HOMESTEAD MUSEUM	\$193,582	\$154,582	-\$39,000
81600	TOURISM & COMMUNITY DEVELOPMENT	\$602,891	\$608,687	\$5,796
81700	JOINT I D A	\$300,262	\$304,859	\$4,597
81800	CHAMBER OF COMMERCE DIRECTOR	\$139,753	\$142,818	\$3,065
81900	MAIN STREET PROGRAM	\$137,432	\$135,079	-\$2,353
83100	HORTICULTURE	\$517,184	\$472,379	-\$44,805
95200	DEBT RETIREMENT	\$994,645	\$978,468	-\$16,177
TOTAL GENERAL FUND		\$23,459,954	\$23,817,341	\$357,386

2024-2025 PROPOSED BUDGET SUPPLEMENTAL INFORMATION

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

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

11010	OPEB FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS	\$24,000	\$24,000	\$0
	TOTAL	\$24,000	\$24,000	\$0

73100	PERPETUAL CARE FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS	\$37,200	\$25,000	-\$12,200
	TOTAL	\$37,200	\$25,000	-\$12,200

82000	WALL OF HONOR FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS	\$2,000	\$2,000	\$0
	TOTAL	\$2,000	\$2,000	\$0

84000	HOMESTEAD ENDOWMENT FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS		\$20,000	\$20,000
	TOTAL		\$20,000	\$20,000

87000	MUSEUM ENDOWMENT FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS			(\$4,000)
	TOTAL			(\$4,000)

87000	JAM FUND	CURRENT	PROPOSED	INCREASE OR DECREASE
	APPROPRIATIONS		\$20,000	\$20,000
	TOTAL		\$20,000	\$20,000

TOTAL EXPENDITURES - ALL FUNDS		\$35,051,899	\$35,807,665	\$755,766
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2024-2025 PROPOSED BUDGET SUPPLEMENTAL INFORMATION

GENERAL FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
11010	REAL ESTATE TAXES	\$2,000,000	\$1,898,000	-\$102,000
11020	PUBLIC SERVICE TAX	\$60,000	\$60,000	\$0
11030	PERSONAL PROPERTY TAX	\$330,000	\$330,000	\$0
11040	MOBILE HOME TAX	\$1,300	\$1,300	\$0
11050	MACHINERY & TOOLS	\$148,500	\$175,000	\$26,500
11060	PENALTY & INTEREST	\$16,000	\$16,000	\$0
12000	LOCAL TAXES	\$8,093,187	\$8,648,251	\$555,064
12030	BUSINESS LICENSES	\$1,750,000	\$1,800,000	\$50,000
13000	PERMITS	\$92,150	\$92,150	\$0
14000	FINES	\$18,000	\$25,000	\$7,000
15000	INTEREST ON INVESTMENTS	\$565,000	\$700,000	\$135,000
15010	USE OF PROP./SALE OF MATERIA	\$66,100	\$56,100	-\$10,000
16020	EMERGENCY MEDICAL SERVICES	\$885,000	\$885,000	\$0
16030	FIRE SERVICES	\$7,500	\$5,000	-\$2,500
16040	REIMBURSEMENT FARMERS MARKET	\$1,800	\$1,800	\$0
16050	REIMBURSEMENT OTHER ENTITIES	\$573,197	\$592,756	\$19,559
16060	CHARGES FOR ANIMAL CONTROL	\$50	\$50	\$0
16070	MISCELLANEOUS ASSESSMENTS	\$725	\$725	\$0
16080	MOWING CHARGES	\$20,800	\$25,800	\$5,000
16130	RECREATION DEPARTMENT	\$645,250	\$866,450	\$221,200
16160	COPIES	\$2,000	\$2,000	\$0
17000	MUSEUMS	\$60,550	\$60,550	\$0
17001	HOMESTEAD MUSEUMS	\$0	\$0	\$0
17500	MEETING CENTER	\$186,100	\$166,700	-\$19,400
18000	MISCELLANEOUS	\$735,020	\$323,480	-\$411,540
18000	USE OF RESERVES	\$640,787	\$2,764,228	\$2,123,442
22000	NON CATEGORICAL AID	\$473,500	\$453,500	-\$20,000
24000	CATEGORICAL AID	\$3,897,670	\$3,832,500	-\$65,170
	GRANTS & LOANS	\$742,910	\$2,000	
41000	SALE OF CEMETERY SPACES	\$33,000	\$33,000	\$0
TOTAL GENERAL FUND		\$22,046,095	\$23,817,341	\$2,512,155

PROPOSED WASTEWATER FUND REVENUES		CURRENT	PROPOSED	INCREASE OR DECREASE
15000	INTEREST	\$ 7,000.00	\$ 7,000.00	-
18000	USE OF RESERVES	\$ 125,287.08	\$ 440,000.00	314,713
32000	GRANTS/LOANS	\$ 2,077,187.00	\$ 1,444,051	(633,136)
80000	REVENUES SEWER SERVICES/CHARGES	\$ 2,580,639.09	\$ 3,344,080	763,441
TOTAL WASTEWATER FUND		\$4,790,113	\$5,235,131	\$445,018

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

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

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

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

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

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

TOTAL REVENUES - ALL FUNDS		\$32,980,140	\$35,807,665	\$2,827,524
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ORDINANCE NO. 1433

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

Present:

Absent:

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

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

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

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Community Contribution Requests

SUMMARY:

Please find attached letters of request from various organizations for Community Contribution funding during the Fiscal Year 2024-25 budget year. In total, there are six requests that Town Manager Freeman will review with the Town Council. Each request will be considered and will require a separate vote.

Recommended Action

Approval/disapproval of these requests will require a motion and roll call vote by the Town Council.

BRAIN INJURY SOLUTIONS

February 12th, 2024

Town of Wytheville
C/O Town Manager
150 E. Monroe St.
Wytheville, VA 24382

Hello Mr. Freeman,

I hope this finds you well. Brain Injury Services of Southwest Virginia, which is a long name and not correct anymore as we now serve parts of Central and Southside Virginia, is now doing business as Brain Injury Solutions. We still provide the same great services, just with a better, more appropriate name.

As Brain Injury Solutions, we would like to request \$500 in support from the Town of Wytheville in your upcoming budget to support Case Management services for Wytheville residents with acquired brain injuries. We hope to continue working with our current clients in the area while also expanding services to new clients. All of our services are provided for FREE to Wytheville residents thanks to support from localities like yours.

Brain Injury Solutions is the only organization providing these services in the area for free, making our existence crucial to many survivors of brain injury and their families. Most of our clients have a household income that is at or below the federal poverty guideline and are uninsured. They typically would have nowhere to turn without our free Case Management services.

The Need

According to 2020 census data, one in thirty people in Virginia have a disability because of a brain injury. That is not simply having a brain injury, that is having a disability from a brain injury. Causes include traffic accidents, falls, heart attacks, strokes, sports injuries, or illness. Cognitive and physical impairments are the most obvious effects though behavioral and emotional impairments can also occur and can be just as challenging.

While many people receive good care in the hospital, many find once they are home, they lack supporting resources. This is even more true for those who already have limited means. Survivors of brain injuries often find that they are lost and unsure how to navigate life following their injury. They must relearn how to do everyday activities such as grocery shopping, working, and using a cell phone. Even simply visiting with a friend can be a new challenge.

Fortunately, Brain Injury Solutions is here to help turn tragedy into hope! Not only is Brain Injury Solutions here to fill the huge need of support during a challenging time, we provide this support free of charge for survivors of brain injury and their families.

BRAIN INJURY

S O L U T I O N S

The Service

Brain Injury Solutions’ main area of support is through Case Management. Case managers assist survivors in becoming more independent, achieving their goals, and reintegrating into their communities through volunteer work, job placement, life skills, education assistance, and support programs. Coordinating supportive services can empower survivors and families to again become involved in their communities as they return home, to school, to work, and to life. *Over 90% of goals set by survivors of brain injury with their case managers are met!*

Brain Injury Solutions is the only organization that provides free Case Management services to survivors of brain injury throughout Southwest and parts of Central and Southside Virginia. Long-term Case Management services provided by Brain Injury Solutions saves valuable resources as it allows clients to live as independently and productively as possible, thus removing clients from public and correctional caseloads. *More than 60% of our consumers are able to work, attend school, or participate in vocational training.* Research indicates that as many as 87% of prison inmates report having experienced a brain injury. Costs have been reported to be as high as \$32,137 annually to house an inmate in Virginia. The average cost of serving one client at Brain Injury Solutions is about \$3,500 a year, which is about 11% of the cost of incarceration. Early intervention pays off socially and economically in addition to building stronger communities.

Funding

Brain Injury Solutions is able to provide services, which each year costs about \$3,500 a person, for free thanks to generous support from donors, organizations, foundations, businesses, local governments, and the state. We are seeking support from the Town of Wytheville in the amount of \$500. This support will cover some of the expenses for offering case management services, free of charge, to residents of Wytheville.

Brain Injury Solutions’ mission is to help children and adults living with brain injury improve the quality of their lives and reintegrate into family and community. From a survey in 2023, 92% of people served confirmed that we achieved this mission through offering free services of case management, telehealth programs, and support groups. Please consider supporting us in improving the quality of lives of survivors of brain injury in the Town of Wytheville.

Sincerely,
Alex Barge
Director of Development & Marketing
alex@bisolutions.org
(540) 344-1200

“My case manager has been a huge source of support, resources, and a sounding board during these challenging times. She is so honest and encouraging regarding my "new normal" and is patient with me. She makes me feel heard and ok rather than feeling awkward and embarrassed by my symptoms. I am so thankful for her and the support of Brain Injury Solutions” ~ Case management participant

From: Patricia Austin <psaustin2020@outlook.com>
Sent: Thursday, February 29, 2024 10:04 AM
To: Brian Freeman <bfreeman@wytheville.org>
Subject: RE: Community Contribution

****Caution. External Email:** This email came from an external source and any attachments or links should be treated with caution.**

The Wytheville Training School Clutural Center is requesting consideration of \$4,500.00 this year as community contribution. I wanted to make sure this request was sent in timely for your consideration. Thank you, we look forward to the continuation of service to the community.

Sent from [Mail](#) for Windows

Edith Bolling Wilson

A First Lady's Birthplace Museum

March 5, 2024

Mayor Beth Taylor
& Town of Wytheville Council Members
Town of Wytheville
150 E. Monroe Street
Wytheville, VA 24382

Re: Budget Request of \$10,000 to support museum operations

Dear Mayor Taylor & Town of Wytheville Council Members:

On October 15, 2023, the Edith Bolling Wilson Birthplace Museum celebrated two significant events. First, we commemorated the 151st anniversary of the First Lady’s birth in Wytheville in 1872. And second, we celebrated the fact that 15 years ago, in 2008, the Museum opened its doors for the first time to visitors from Wytheville and around the world to learn about one of the most significant women leaders of the 20th century.

Over the past 15 years this museum, a 501(c)(3) non-profit public charity, has welcomed thousands of tourists, over two-thirds of whom hail from outside of the Commonwealth. As our Mission Statement makes clear, our goal for each visitor is to offer an interpretation of the life and legacy of the First Lady, emphasizing such values as democracy, devotion, patriotism, and love, both for country and for one another. But we also strive to situate her youth and young adulthood within the broader framework of Appalachian culture, values, and society.

And so each day, we retell the story of how the Bolling family relocated to Wytheville from Bedford County in 1866; of the day in October 1872 when she was born; of her first marriage to Norman Galt in 1896; of how she met President Woodrow Wilson and came to be First Lady in 1915; of the key functions she performed during Wilson’s presidency and the Great War; of the stroke that paralyzed the President in 1919, necessitating that Mrs. Wilson temporarily step in to aid him in his work until he regained his health; and so on.

We are pleased to say that in order to further these efforts, we have recently employed additional full-time staff who operate the museum on a consistent weekly schedule. In turn, we also have recently acquired a number of grants to help us further facilitate outreach. These have included a Wythe-Bland Foundation grant to support our efforts to improve accessibility to the hearing impaired and those who are blind or with low vision, and a Virginia Tourism Corporation Marketing grant through which we have been seeking to rebrand the Museum to better fit with the interests and needs of the post-COVID, “Experiential Tourist.”

It is now possible to say that what was once a small museum run mostly by part-time staff and volunteers has now grown into a well-recognized community landmark. In 2023 alone – a year when the museum was still recovering from the COVID-induced hangover – some 3,000 patrons from nearly all fifty states and

2.

several countries including Brazil, Poland, Israel and beyond visited the Edith Bolling Wilson Birthplace Museum. Already in 2024, the museum is on track to draw even more visitors, possibly resuming levels more in line with pre-COVID numbers averaging nearly 4,000.

This momentum is encouraging. A process of professionalization, innovation and renewal is now under way at the museum that is, to date, unprecedented. But of course, all opportunities have costs, in both the for-profit and non-profit realms. Change will not come quickly, but incremental improvements and additions to our exhibits (and soon, the Bolling Home itself) will in time snowball, only furthering our ability to grow our offerings while in the meantime, adding value to our programs and services. In turn, this will also facilitate our ability to attract additional funding, both through grants and, we believe, through our growing donor base, as well.

And indeed, recent evidence suggests that the museum is well on its way to becoming one of Virginia’s most highly regarded, first-class small attractions and educational facilities. As recently as January 2024, *Virginia Living* magazine nominated the Edith Bolling Wilson Birthplace Museum for an award for being one of Virginia’s “Best Museums” in the Southwest region, competing against several other notable institutions in Roanoke and throughout the New River Valley. The museum also was nominated for “Best Tourist Attraction” and “Best Historic Site.” No other museum in Wytheville was honored with such a distinction.

In order to build upon the Museum’s foundation as it expands, financial support from our Town is needed and requested. We ask Wytheville Town Council to allocate \$10,000 to support our work as a national site of significance and a heritage tourism destination for Fiscal Year 2025.

Visitors to this museum and the Bolling Home also add to meals, lodging, and sales tax for Wytheville. With the average tourist in Virginia spending over \$1,000 per trip and the top destinations being historic sites and museums, we believe that the potential for this historic site is great and will serve to contribute to Wytheville’s increasing tourism economy.

We are grateful that Wytheville recognizes the importance of its museums. We want to thank you for your ongoing commitment to this museum in the past in terms of your financial and programmatic support. In the meantime, we hope that we can look forward with confidence, secure in the knowledge that the Town will continue to collaborate with us to ensure a strong and bright future.

Thank you in advance for your consideration in support of this non-profit organization to help in our efforts to engage, educate, and inspire the public through the interpretation of First Lady Edith Bolling Wilson’s life, legacy, and birthplace home.

Sincerely,

Steven C Dinero

Steven C. Dinero, Ph.D.
Executive Director

Jeremy Miller

Jeremy Miller
Chair, Board of Trustees

Carolyn Ward

Carolyn Ward, Ph.D.
Vice Chair, Board of Trustees

Wythe-Grayson Regional Library

75 YEARS OF SERVICE

P.O. BOX 159
Independence, VA 24348
Phone: 276-773-2761
FAX: 276-773-3289

Mary Thomas, Director
mthomas@wgrlib.org
www.wgrlib.org

April 15, 2024

Brian Freeman, Town Manager
Town of Wytheville
105 E Monroe St
Wytheville, VA 24382
bfreeman@wytheville.org

Dear Mr. Freeman,

I would like to respectfully request that the Town of Wytheville to at least maintain its contribution of \$3,675 to the Wythe-Grayson Regional Library. We are requesting a large increase from Wythe County. WGRL is attempting to raise the pay scale for our employees and cover the rising operational expenses. If the Town of Wytheville could increase its contribution by 10% (\$368) this would help. Any increase would be appreciated.

We have a wonderful staff at WCPL that go above and beyond for anyone in the community that comes into the library or calls in for further information. I really enjoy hearing comments that our library users appreciate the great service they are given. WGRL is working on avenues to retain our awesome staff members, part of that retention plan is pay increases. Over the past year we have increased options for our library users in services and programs as well as maintaining a diverse lending collection. I hope you see the Wythe County Library as a valuable asset to our community.

Talking about all that WGRL and all our local libraries do for their communities is one of my favorite topics. If you need further information please let me know.

Thank you for supporting WGRL and the Wythe County Public Library.

Respectfully,

Mary R Thomas

Mary R Thomas
Director

C.c. Elaine Holton, Assistant Town Manager and Sherry Corwin, Town Clerk



where everyone belongs

TOWN OF WYTHEVILLE
RECEIVED
FEB 12 2024

February 5, 2024

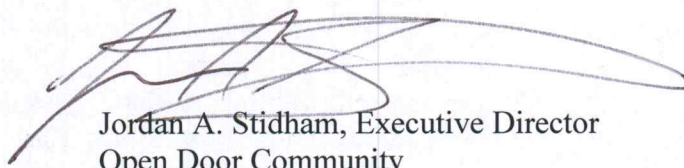
Town of Wytheville
C/O Brian Freeman
150 E. Monroe St
Wytheville VA 24382

Re: Warming Shelter Budget

Dear Mr. Freeman and Town Council,

As you may be aware, Open-Door Community (formerly HOPE Inc.) has started an emergency warming shelter program. We started with 5 rooms per night when the temperatures fell below 32. Thanks to the generous support of the local community, we have been able to increase our nightly rooms to 10. We do this through local motels by providing private rooms nightly on a first come first served basis. This allows us to keep families together and get away from the congregate shelter model. As we plan for next winter, we are looking at a tall task ahead. Long-term, we are working on developing new units to increase the supply, but in the short-term, we must make sure our neighbors are housed on the dangerously cold nights. The population we are serving are based locally and have been for several generations in some cases. As we do check ins, we track demographics in our system. Of the individuals that come to our shelter programs, most are from Wytheville, Rural Retreat, and the Max Meadows and Fort Chiswell area. We are asking that you please consider adding Open Door Community to your budget for this upcoming year. We would like to formally request to be added to the budget for \$50,000 to sustain our emergency shelter program. We are anticipating needing to provide shelter for approximately 125 nights next winter.

Sincerely,



Jordan A. Stidham, Executive Director
Open Door Community



Town of Wytheville
150 E. Monroe Street
Wytheville, Virginia 24382

Dear Town of Wytheville Council Members:

The Millwald Theatre is at a critical level. Without your support, we may need to close the doors to our beloved theatre that only reopened in December 2022.

Millwald Theatre served as the cultural and social center of Wytheville for 78 years. Hosting community events, fundraisers, film screenings, and an opera; there’s no doubt that the Millwald has contributed to the cultural history of our town. As we reflect on our past including the successful restoration of the building, thanks in major part to you, we now look towards our future and how the Town of Wytheville can assist in ensuring that our historical landmark can continue to be a hub for education, culture, and civic dialogue.

Millwald Theatre has welcomed over 15,000 visitors since our reopening in December of 2022. Guests have experienced a diverse range of programming such as comedy, live music, community events, education, and film screenings. Our nationally recognized programs not only bring in our local community, but travelers from other states such as North Carolina, Ohio, West Virginia, Kentucky, and even as far as Oklahoma. For example, Sunny Sweeney, a SiriusXM host, had 76% non-local attendees. 50% of the audience for The Drifters were non-local.

According to the Americans for the Arts, the nonprofit arts industry generates “166.3 billion in economic activity annually” and arts attendees spend beyond the cost of admission. The national trend for performing arts centers to estimate economic impact is to multiply ticket sales by 2.5 and add in expenses to the local community. When we estimate our local impact, it’s clear that Millwald Theatre is an economic driver for the Town of Wytheville. For example, we estimate \$72,362 of local economic impact from The Drifters and over \$40,000 of local economic impact from our presentation of the Roanoke Symphony’s Holiday Brass.

Other towns are benefiting from supporting their local theatre and have seen how the performing arts effect local businesses as well. For example, “a recent economic impact study in 2018 found that the Harvester in Rocky Mount, VA generated nearly \$1.1 million of annual economic activity in the town, and that the town saw a return of \$3.03 for every dollar it invested.”

From an article titled [“Ten years later, the Harvester Performance Center put Rocky Mount on the map,”](#) the town’s lodging tax revenues grew over \$150,000. When asked about the town’s decision to support the Harvester, Rocky Mount’s Mayor is quoted as saying “They (Town Council) made a very tough decision that was unpopular, but it’s an idea that’s been proven to have been the right one.”

According to a recent study from Virginia Tech, “profitable, historic theatres receive \$151,724 annually from their local government for operational support.” As we look towards our local colleagues for proof of concept, there are several examples. Roanoke City has invested over \$3 million dollars and gives

MILLWALD

annually to the Jefferson Center. Barter Theatre receives \$200,000 annually from their local government. Government support ensures that these venues have operational support so that they can continue offering exceptional programming to their community. Additionally, the more events our venue can have in our community, the more positive economic impact our community will have from our patrons spending at other local businesses and the more tax dollars our community will raise from that spending. If we look at the Harvester Center as an example of success, not only from a performing arts perspective, but an economic development model, Millwald Theatre is only two years into our journey and already having an economic impact on our town. If the Town of Wytheville will support our theatre, we think that not only will we have the same success as the Harvester, but perhaps the potential for even greater success since we have more seats and we are at the crossroads of two major intersections, thus a potential larger audience to draw from. We believe that the proposed lodging tax increase would more than cover our financial request to the Town of Wytheville and have a return on your investment.

The Harvester Center, which has 400 seats, and funded by the Town of Rocky Mount, operates on an annual \$650,000 budget. The Millwald Theater has 512 seats and has an annual budget of \$700,000. The Town of Rocky Mount bought the building for the theatre for \$246,500 and the cost of renovation was \$2.8 million, which was covered by the state's tobacco commission, historic tax credits, and \$1.15 million was from the town.

The total cost of the building and renovation for Millwald Theatre was \$4.75 million. The Town of Wytheville contributed \$600,000 or approximately 12.63%. Millwald Theatre offset costs such as \$2.3 million or 48.42% of this project from tax credits and grants. \$1.25 million or 26.03% of this project came from the private sector in contributions. Wythe-Bland Foundation provided \$203,600 or 4.29%. Our remaining debt from our renovations is \$410,000 or 8.63%.

Given that our community contributed 26% and the Town of Wytheville contributed 12.63% of this project, we believe that this is the community's theatre. As a non-profit organization, we are here to serve our community and need your support to continue offering the kinds of programs that make an impact.

For example, educational programming has always been another key value of our theatre. In March 2024, we welcomed over 600 students from Wythe and Bland Counties to see a free performance of School House Rock Live. Teachers were sent a study guide before the event so the live production could enhance learning. Upcoming educational events include a free masterclass on Bluegrass, a summer theatre camp, and a play about the life of Harriet Tubman and the Underground Railroad; a subject that is included in Virginia's standards of learning. We also host educational events for all ages such as pottery classes and Appalachian broom-making.

Perhaps our most important function is that of a community resource, a place where everyone can gather and is welcome to experience education, performing arts, and civic dialogue. We have made great efforts to ensure accessibility and inclusion so everyone in our community can participate. For example, we increased our ADA seats and included accessible ticketing online. The theatre offered free tickets to the Children's Home of the Highlands so that children from low socio-economic backgrounds could have access to their first symphonic concert. We also give tickets to our veteran and first responder community to thank them for their service to our community.

As we look towards our future with nationally recognized artists, educational programs, and community events, additional financial support is needed now more than ever. National trends show that audiences are still bouncing back from Covid and are less likely to attend an event if they do not already know the artist and have an interest. Expenses are also rising with artist fees increasing from the all-time low fees from a few years ago. Therefore, **contributed income is critical to any nonprofit theatre’s success.**

To combat these fiscal challenges of higher expenses with our national trend of audience engagement that is still growing, Millwald Theatre has diversified our fundraising efforts by offering corporate and individual memberships, show sponsorships, and actively seeking grant opportunities. We have also significantly reduced staff and implemented dynamic pricing, a financial model that allows our theatre to increase revenue where there is demand. We have also introduced a volunteer program to reduce overhead costs. However, we are finding that these cuts are not enough to sustain our growing business. To continue operating our historic theatre, we need to ask the Town of Wytheville for \$200,000 for operational support for FY25. Requested funds would help offset salaries and operational expenses such as maintenance, insurance and utilities. Our fundraising efforts would be focused on providing high quality educational, cultural, and civic events at an affordable cost or when possible and appropriate; no cost to our citizens.

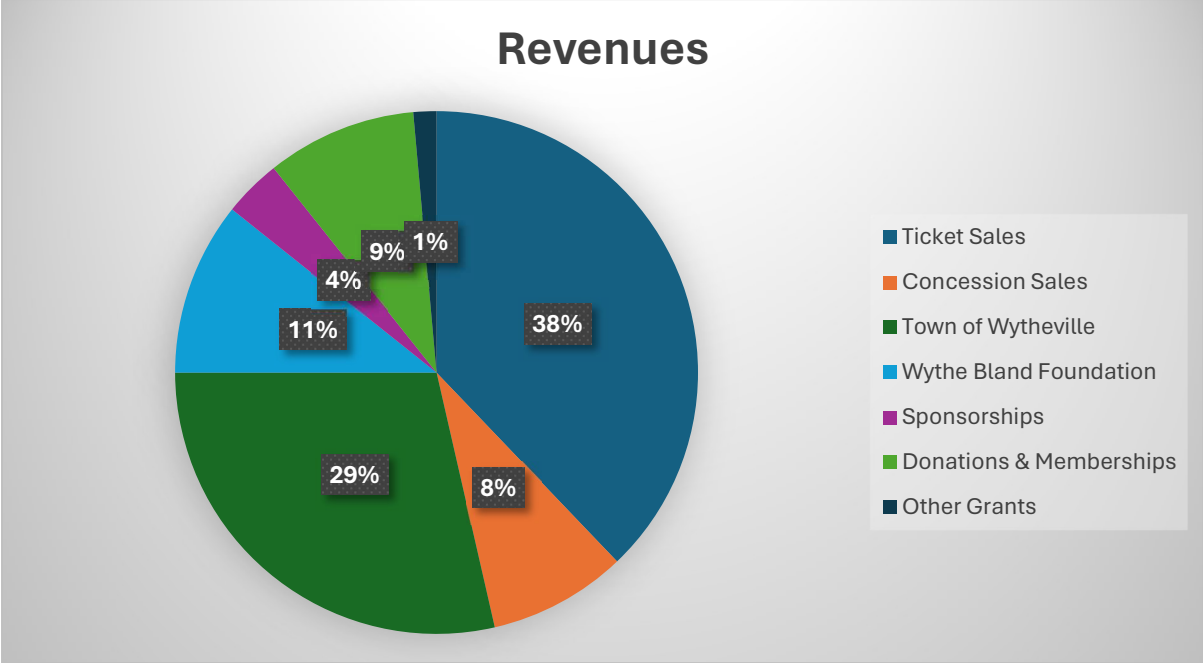
Our proposed public private partnership budget would be as follows:

Revenues:

Programming Sales	\$265,000	38%
Concession Sales	\$60,000	9%
Total Operating Revenue	\$325,000	45%
Town of Wytheville	\$200,000	29%
Wythe-Bland Foundation	\$75,000	11%
Sponsorships	\$25,000	4%
Donations & Memberships	\$65,000	11%
Other Grants	\$10,000	1%
Total Revenues	\$700,000	100%

Expenses:

Programming	\$235,000	34%
Concessions	\$30,000	4%
Salaries & Staff	\$260,000	37%
Facility Costs	\$175,000	25%
Total Expenses	\$700,000	100%



As the Town Council decides if the Millwald Theatre should receive funding from the Town, we would encourage you to consider how we have and will continue to impact the community. We feel that your support will encourage others to give and continue supporting. The town’s leadership could be a driving factor for our community to continue supporting our theatre and ensure our sustainability for the foreseeable future. Thank you for your commitment to the Millwald and for your consideration of our request. Your potential gift allows us to continue to be a cultural hub for Wytheville and the surrounding areas. Our communities need gathering places where everyone can come together. Our goal is for the Millwald Theatre to be a cultural destination where regional and national travelers come together to experience the arts.

Sincerely,

Donnie Bales
Executive Director

Millwald Theatre
Board of Directors

8-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Ordinance No. 1430

SUMMARY:

Please find attached Ordinance No. 1430, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, on first reading. This ordinance was reviewed at the last Town Council meeting. A discussion was held regarding changing the number of years for which the Town will pay toward a retiree’s health insurance, and this proposed amendment is included in the ordinance for the Council to review and consider at this meeting. Town Manager Freeman will review this ordinance with the Council members.

Recommended Action

Approval/denial of the ordinance will require a motion and roll call vote by the Town Council.

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

APRIL 22, 2024

1. Other Post-Employment Benefits (OPEB)

OPEB or Other Post-Employment Benefits are defined as benefits, other than pension distributions, that employees may begin to receive from their employer once they retire. OPEB can include life insurance, health insurance and deferred compensation.

Per *Section 6. Benefits, Subsection 6.4 Retirement Benefits*, of the Town's Personnel Ordinance, employees with 25 years of service who are eligible to retire under the Virginia Retirement System are also eligible to remain on the Town's insurance plan, with the Town contributing 50 percent of the monthly premium up to \$300 for a period of no more than five (5) years or until the employee becomes eligible for Medicare, whichever is first. Employees who receive the Hazardous Duty Supplement are not eligible to receive this benefit. In 2013, this benefit began, and it has not been modified since, except to disqualify these employees. Further, this benefit has not increased in spite of significant increases in employee health insurance premiums over that timeframe.

The ordinance caps the amount paid toward the premium at \$300. This is a cost control measure, but this also diminishes the value of the retirement benefit over

time without a clear mechanism for adjustment. To remedy this, it is recommended that the cap be removed.

The ordinance does not account for the differing rates of available insurance plans. For example, the KA 250 plan has a premium of \$1064 per month and the KA 500 plan has a premium of \$948 per month. To level the benefit amongst all plan participants, Anthem requires that the Town average these two premiums and to establish a fixed amount the Town will contribute to each employee regardless of the plan. We refer to this as the “blended rate.” To remain consistent with this approach, it is recommended that the Town consider amending the ordinance to pay 50% of the blended rate rather than 50% of the monthly premium. This will ensure equitable benefit to qualifying retirees regardless of the plan chosen by the employee.

It is difficult to precisely predict the cost of the benefit, because it this is largely determined by several factors that the Town cannot control. For example, some employees retire as soon as they are eligible and receive the benefit for the full five years and others continue to work until or even beyond Medicare age, foregoing the benefit altogether. What we can do is map out the potential cost for what is “likely” to occur based on both objective data and a few subjective assumptions.

Objective data includes information such as the health insurance plan cost, and likely annual cost escalation as well as each employee’s years of service, their age, when they will become Medicare eligible, and when they will qualify for VRS. From this information, we can make subjective inferences as to when the employee might be likely to retire, but we will not truly know until the employee initiates their retirement. We can assume that employees with less than 30 years in the Virginia Retirement System, or those that are more than five years from Medicare eligibility, are less likely to retire than those that are fully vested and have five or fewer years until Medicare eligibility.

Utilizing the criteria outlined above, and assuming an annual 8% premium cost escalation, it is estimated that the Town will need to increase its contribution to the OPEB Fund as follows, keeping in mind that this will need to be monitored and adjusted annually to ensure the program is properly funded. For reference, the Town currently contributes \$24,000 annually to the OPEB fund.

ESTIMATED ANNUAL CONTRIBUTION TO OPEB FUND	
FY	AMOUNT
24-25	\$ 40,000
25-26	\$ 45,000
26-27	\$ 55,000
27-28	\$ 60,000
28-29	\$ 60,000
29-30	\$ 60,000
30-31	\$ 60,000
31-32	\$ 35,000
32-33	\$ 35,000
33-34	\$ 35,000

After that ten-year timeframe, the number of employees becoming eligible drops precipitously as about half of the employees that reach the 25-year minimum service level, will not do so before reaching Medicare eligibility, meaning they cannot receive the OPEB benefit.

Summary Recommendations:

1. Remove the \$300 cap.
2. Increase the benefit to 50% of the blended premium to align with current employer offered insurance benefit requirements.
3. Restore the benefit to all employees regardless of Hazardous Duty benefit status.
4. Keep the benefit at the current five (5) year limit.

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

Present:

Absent:

AN ORDINANCE AMENDING AND REENACTING ORDINANCE NO. 1028, GENERALLY KNOWN AS PERSONNEL RULES, REGULATIONS, AND POLICIES, OF THE TOWN OF WYTHEVILLE, VIRGINIA, SO AS TO AMEND SECTION 6. BENEFITS, SUBSECTION 6.4 RETIREMENT BENEFITS

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Ordinance No. 1028, generally known as Personnel Rules, Regulations, and Policies, be amended and reenacted so as to amend Section 6. Benefits, Subsection 6.4 Retirement Benefits, as follows:

SECTION 6. BENEFITS

SUBSECTION 6.4 RETIREMENT BENEFITS

The Town is a member of the Virginia Retirement System (VRS). All full-time employees of the Town are required to enroll in the system, and are thus entitled to receive all benefits offered by the Plan. This benefit is at a five percent (5%) cost to the employee and will be deducted from the employee’s paycheck on a pre-tax basis for federal and state taxes in accordance with Section 414(h) of the Internal Revenue Code. Effective July 1, 2017, personnel who meet the VA Code of Hazardous Duty in their job description will receive the Hazardous Duty Supplement using the 1.7% benefit multiplier.

Full-time employees become eligible for enrollment on the first day of the month in which he/she was hired if it is within the first pay period of the month, otherwise, they become eligible the second calendar month following the date of hire.

Effective March 25, 2013, certain employees who retire from the Town of Wytheville shall be eligible for a portion of their retiree health insurance to be paid according to the following guidelines and conditions:

1. The employee must have worked for the Town of Wytheville for twenty-five (25) consecutive years or longer; however, during this twenty-five (25) year period, should an employee be deployed for active duty with the military, this time will also be counted toward the 25 years.
2. The employee must be eligible to retire under the Virginia Retirement System (VRS).

3. The employee must be employed as a full-time employee on or after March 2013, to be eligible.

4. The employee must remain on the Town's health insurance plan and pay his/her portion of the premium by the first of each month.

5. The Town will pay 50% of the **blended rate** insurance premium per month **but in no case more than \$300 per month.**

6. Upon the employee's retirement, the Town will pay the amount set forth above for a period of **five (5) eight (8)** years or until the employee is Medicare eligible, whichever comes first.

7. Any employee who has commenced receiving the benefits outlined above in Items 1-6 will be eligible to continue receiving the benefits should the plan be terminated; however, those employees who had not commenced receipt of the benefits will not be eligible should the plan be terminated.

Effective July 1, 2017, any personnel eligible for the Hazardous Duty Supplement will not be eligible to receive the retiree insurance benefit.

8-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Wytheville Farmers' Market Raffle Permit Request

SUMMARY:

Please find attached a request from the Wytheville Farmers' Market for issuance of a raffle permit for calendar year 2024. The Wytheville Farmers' Market meets the criteria for issuance of a raffle permit.

Recommended Action

Issuance of the raffle permit will require a motion and vote by the Town Council.



RAFF-24-3

Raffle Permit Application

Status: Active

Submitted On: 4/4/2024

Primary Location

No location

Applicant

Thalia Rodriguez

276-620-4095

info@wythefarmers.org

P.O. Box 1618
Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Thalia Rodriguez

Applicant Mailing Address *

P.O. Box 1618

Town or City*

Wytheville

State*

VA

Zip Code*

24382

Phone Number*

2766204095

Applicant Contact Phone Number*

2766204095

Applicant Email Address*

info@wythefarmers.org

501 (c)(3) Organization Hosting the Raffle?*

Wytheville Farmers Market

Has the organization been designated a 501 (c) (3) for more than two (2) years?

YES

Physical Location of the Raffle Event*

210 W. Spring Street

Date of the Raffle Event*

04/28/2024


Provide information to describe the need for the raffle* 

Fundraising for funding market operations.

ACKNOWLEDGMENT & AUTHORIZATION

1. I hereby certify that the information provided is complete and accurate.*



2. I agree to adhere to all provisions of Town Code  as it relates to hosting a raffle and I understand that any violation of the ordinance may result in the revocation of the permit.*



3. I understand that the raffle permit must be renewed annually.*



 Name of Applicant:* 

Thalia Rodriguez

Click here to add your legally binding digital signature*



Thalia Rodriguez

Apr 4, 2024

Attachments



Organization 501(c)3 Designation Letter

IRS Determination Letter (1).pdf

Uploaded by Thalia Rodriguez on Apr 4, 2024 at 2:18 PM

REQUIRED

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 28 2017

WYTHEVILLE FARMERS MARKET
PO BOX 1618
WYTHEVILLE, VA 24382-9998

Employer Identification Number:
46-3787141
DLN:
26053514002747
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 29, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

WYTHEVILLE FARMERS MARKET

Sincerely,

Stephen a. mart

Director, Exempt Organizations
Rulings and Agreements

8-H

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Wytheville Training School Cultural Center Raffle Permit Request

SUMMARY:

Please find attached a request from the Wytheville Training School Cultural Center for issuance of a raffle permit for calendar year 2024. This organization meets the criteria for issuance of a raffle permit.

Recommended Action

Issuance of the raffle permit will require a motion and vote by the Town Council.



RAFF-24-4

Raffle Permit Application

Status: Active

Submitted On: 4/12/2024

Primary Location

No location

Applicant

Patricia Austin

276-625-0042

wtsc1952@embarqmail.com

410 E Franklin St

Wytheville, Virginia 24382

APPLICANT INFORMATION

Full Legal Name*

Wytheville Training School Cultural Center

Applicant Mailing Address *

410 E Franklin Street

Town or City*

Wytheville

State*

VA

Zip Code*

24382

Phone Number*

2766250042

Applicant Contact Phone Number*

2766250042

Applicant Email Address*

wtsc1952@embarqmail.com

501 (c)(3) Organization Hosting the Raffle?*

Wytheville Training School Cultural Center

Has the organization been designated a 501 (c) (3) for more than two (2) years?*

YES

Physical Location of the Raffle Event*

410 E Franklin St. Wytheville, VA 24382

Date of the Raffle Event*

05/10/2024


Provide information to describe the need for the raffle* 

This will be a Mother's Day raffle to raise funds for the Wytheville Training School Cultural Center

ACKNOWLEDGMENT & AUTHORIZATION

1. I hereby certify that the information provided is complete and accurate.*



2. I agree to adhere to all provisions of Town Code  as it relates to hosting a raffle and I understand that any violation of the ordinance may result in the revocation of the permit.*



3. I understand that the raffle permit must be renewed annually.*



 Name of Applicant:* 

Patricia S. Austin

Click here to add your legally binding digital signature*

 Patricia S. Austin
Apr 12, 2024

Attachments



Organization 501(c)3 Designation Letter
IRS 501c3 FULL.pdf
Uploaded by Patricia Austin on Apr 12, 2024 at 3:24 PM

REQUIRED

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 09 2001**

WYTHEVILLE TRAINING SCHOOL CULTURAL
CENTER INC
205 TAZEWELL ST
WYTHEVILLE, VA 24382

Employer Identification Number:
54-2022702
DLN:
17053130016031
Contact Person:
MS. MEDINA ID# 52444
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
YES
Addendum Applies:
NO

276-625-0012

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Steven T. Miller
Director, Exempt Organizations

Enclosure(s):

8-1

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Resolution – Devoted To You

SUMMARY:

Please find attached a resolution expressing the appreciation from the Town Council to Devoted To You for their “A Christmas to Remember” event.

Recommended Action

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

Resolution



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

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

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

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

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

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

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

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

8-J

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Scheduling Public Hearing for Franchise

SUMMARY:

The Town’s franchise with Appalachian Power Company expires at the end of April. It will be necessary for the Town Council to schedule a public hearing to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, heat, and power transmission and distribution system in the Town of Wytheville. This public hearing could be scheduled for the May 13, 2024, Town Council meeting.

Recommended Action

If Council desires to set the public hearing, it will require a motion and vote by the Town Council.

Wytheville, Virginia
April 26, 2004

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

There were present:

Trenton G. Crewe, Jr.

Mayor

Jacqueline K. King

Charles G. Crockett

William B. Weisiger

John W. Jones, Jr.

Council Members

There were absent:

Council Members

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

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

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

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

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

ORDINANCE No. 1171

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

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

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

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

SECTION I

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

SECTION II

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

SECTION III

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

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

SECTION IV

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

SECTION V

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

SECTION VI

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

SECTION VII

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

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

SECTION VIII

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

SECTION IX

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

SECTION X

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

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

Mayor

Attest:

Clerk

10-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

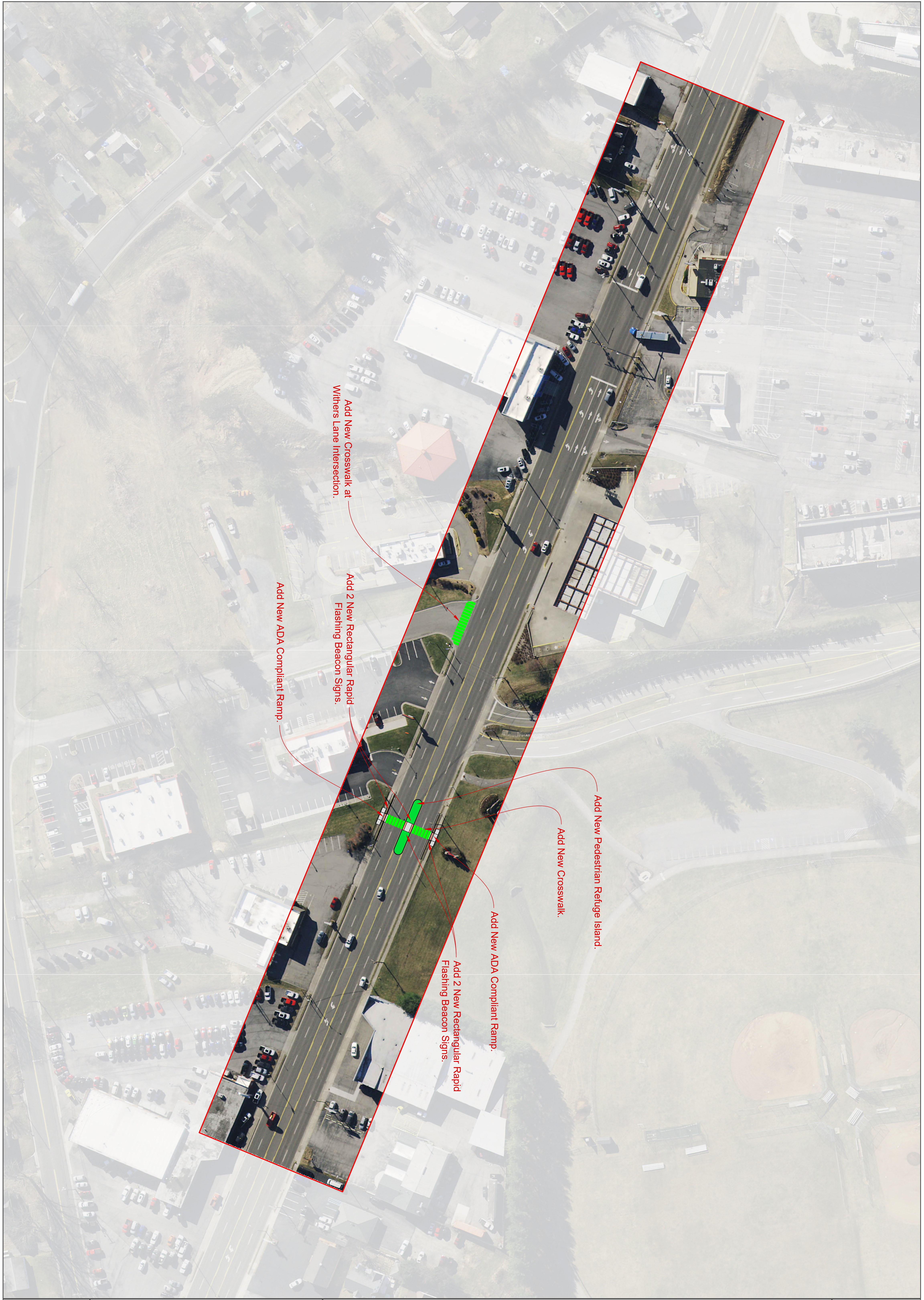
Meeting Date:	April 22, 2024
Subject:	Presentation to Town Council – Crosswalk on East Main Street

SUMMARY:

Planning Director John Woods will be attending the meeting to provide an update to the Town Council regarding the proposed crosswalk project on East Main Street at the Hardee’s Restaurant/Wytheville Community College entrance

Recommended Action

No action required at this time.



Add New Crosswalk at Withers Lane Intersection.

Add 2 New Rectangular Rapid Flashing Beacon Signs.

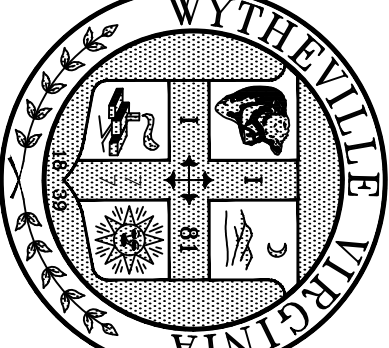
Add New ADA Compliant Ramp.

Add New Pedestrian Refuge Island.

Add New Crosswalk.

Add New ADA Compliant Ramp.

Add 2 New Rectangular Rapid Flashing Beacon Signs.





Proven Safety Countermeasures



Safety Benefits:

RRFBs can reduce crashes up to:

47%

for pedestrian crashes.⁴

RRFBs can increase motorist yielding rates up to:

98%

(varies by speed limit, number of lanes, crossing distance, and time of day).³



RRFBs used at a trail crossing.
Source: LJB

Rectangular Rapid Flashing Beacons (RRFB)

A marked crosswalk or pedestrian warning sign can improve safety for pedestrians crossing the road, but at times may not be sufficient for drivers to visibly locate crossing locations and yield to pedestrians. To enhance pedestrian conspicuity and increase driver awareness at uncontrolled, marked crosswalks, transportation agencies can install a pedestrian actuated Rectangular Rapid Flashing Beacon (RRFB) to accompany a pedestrian warning sign. RRFBs consist of two, rectangular-shaped yellow indications, each with a light-emitting diode (LED)-array-based light source.¹ RRFBs flash with an alternating high frequency when activated to enhance conspicuity of pedestrians at the crossing to drivers.

Transportation agencies should refer to the *Manual on Uniform Traffic Control Devices (MUTCD)* for information on the application of RRFBs.¹

Applications

The RRFB is applicable to many types of pedestrian crossings but is particularly effective at multilane crossings with speed limits less than 40 miles per hour.² Research suggests RRFBs can result in motorist yielding rates as high as 98 percent at marked crosswalks, but varies depending on the location, posted speed limit, pedestrian crossing distance, one- versus two-way road, and the number of travel lanes.³ RRFBs can also accompany school or trail crossing warning signs.

RRFBs are placed on both sides of a crosswalk below the pedestrian crossing sign and above the diagonal downward arrow plaque pointing at the crossing.¹ The flashing pattern can be activated with pushbuttons or passive (e.g., video or infrared) pedestrian detection, and should be unlit when not activated.

Considerations

Agencies should:²

- Install RRFBs in the median rather than the far-side of the roadway if there is a pedestrian refuge or other type of median.
- Use solar-power panels to eliminate the need for a power source.
- Reserve the use of RRFBs for locations with significant pedestrian safety issues, as over-use of RRFB treatments may diminish their effectiveness.

Agencies shall not:²

- Use RRFBs without the presence of a pedestrian, school or trail crossing warning sign.
- Use RRFBs for crosswalks across approaches controlled by YIELD signs, STOP signs, traffic control signals, or pedestrian hybrid beacons, except for the approach or egress from a roundabout.

For more information on this and other FHWA Proven Safety Countermeasures, please visit

<https://highways.dot.gov/safety/proven-safety-countermeasures> and https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/techSheet_RRFB_2018.pdf.

1 Manual on Uniform Traffic Control Devices (MUTCD), Chapter 4L. FHWA, (2023).

2 "Rectangular Rapid Flash Beacon" in PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System. FHWA, (2013).

3 Fitzpatrick et al. "Will You Stop for Me? Roadway Design and Traffic Control Device Influences on Drivers Yielding to Pedestrians in a Crosswalk with a Rectangular Rapid-Flashing Beacon." Report No. TTI-CTS-0010. Texas A&M Transportation Institute, (2016).

4 (CMF ID: 9024) NCHRP Research Report 841 Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments, (2017).



Proven Safety Countermeasures



Safety Benefits:

Median with
Marked Crosswalk

46%

reduction in
pedestrian crashes.²

Pedestrian Refuge
Island

56%

reduction in
pedestrian crashes.²

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-08/techSheetPedRefugeIsland2018.pdf>.

Medians and Pedestrian Refuge Islands in Urban and Suburban Areas

A **median** is the area between opposing lanes of traffic, excluding turn lanes. Medians in urban and suburban areas can be defined by pavement markings, raised medians, or islands to separate motorized and non-motorized road users.

A **pedestrian refuge island** (or crossing area) is a median with a refuge area that is intended to help protect pedestrians who are crossing a road.

Pedestrian crashes account for approximately 17 percent of all traffic fatalities annually, and 74 percent of these occur at non-intersection locations.¹ For pedestrians to safely cross a roadway, they must estimate vehicle speeds, determine acceptable gaps in traffic based on their walking speed, and predict vehicle paths. Installing a median or pedestrian refuge island can help improve safety by allowing pedestrians to cross one direction of traffic at a time.

Transportation agencies should consider medians or pedestrian refuge islands in curbed sections of urban and suburban multilane

roadways, particularly in areas with a significant mix of pedestrian and vehicle traffic, traffic volumes over 9,000 vehicles per day, and travel speeds 35 mph or greater. Medians/refuge islands should be at least 4-ft wide, but preferably 8 ft for pedestrian comfort. Some example locations that may benefit from medians or pedestrian refuge islands include:

- Mid-block crossings.
- Approaches to multilane intersections.
- Areas near transit stops or other pedestrian-focused sites.



Example of a road with a median and pedestrian refuge islands. Source: City of Charlotte, NC



Median and pedestrian refuge island near a roundabout. Source: www.pedbikeimages.org / Dan Burden

¹ National Center for Statistics and Analysis. (2020, March). Pedestrians: 2018 data (Traffic Safety Facts. Report No. DOT HS 812 850). National Highway Traffic Safety Administration
² (CMF ID: 175) Desktop Reference for Crash Reduction Factors, FHWA-SA-08-011, September 2008, Table 11.

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Upcoming Meetings

SUMMARY:

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

Recommended Action

No action required at this time.

UPCOMING MEETINGS

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

13-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 22, 2024
Subject:	Town Committees/Boards/Authorities Reappointments/Vacancies

SUMMARY:

Please find attached a listing of reappointments/vacancies on the Town Committees, Boards and Authorities for the calendar year 2024. Town Clerk Sherry Corvin will review this matter with the Town Council.

Recommended Action

No action required at this time.

2024 Committee Vacancies/Reappointments

Board of Zoning Appeals

Chuck Johnson – Expires 9/10/2024 (Eligible for reappointment)

Joint Industrial Development Authority

Jeffrey Lucas – Expires 12/31/2024 (Eligible for reappointment)

Recreation Commission

Jessenia Cohen – Expires 8/1/24 (Youth Member) (Eligible for reappointment)

Eden Miller – Expires 8/1/24 (Youth Member) (Eligible for reappointment)

Glenda Salerno – Expires 12/31/24 (Not Eligible for reappointment)

Bobby Angles – Expires 12/31/24 (Eligible for reappointment)

Smyth-Wythe Airport Commission

Brandon Elmore – Expires 6/30/24 (Not eligible for reappointment)

Tree Advisory Committee

Wythe Morris – Expires 5/14/24 (Not eligible for reappointment)

David Richert – Expires 5/14/24 (Not eligible for reappointment)

Vacancy

Wytheville Economic Development Authority

Zach Cooley – Expires 12/12/24 (Resigned)

Kathleen Laster – Expires 12/12/24 (Eligible for reappointment)

Wytheville Redevelopment and Housing Authority

Sharon Alexander – Expires 9/8/24 (Not eligible for reappointment)

13-C

Town of Wytheville

May 2024

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



In memory of
Ian Fisher
From your donor

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REPUBLIC
CALIFORNIA
1978

Science
IT'S LIKE MAGIC.
BUT REAL