



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, APRIL 08, 2024 AT 5:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — VICE-MAYOR CATHY D. PATTISON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - COUNCILWOMAN HOLLY E. ATKINS
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 March 25, 2024 (**requires motion and vote**)
8. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** **Public hearing to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements**
 1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
 2. Public hearing to consider the appropriations to the Fiscal Year 2023-24 budget
 3. 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 (**requires motion and roll call vote**)
 - B.** **Consider the request of Downtown Wytheville, Incorporated to provide traffic control on Thursday, July 4, 2024, for the 4th of July Celebration & Street Festival**
 1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
 2. Consideration by the Town Council to approve the request (**requires motion and vote**)
 - C.** **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**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to approve the request **(requires motion and vote)**

D. Consider the request of the Wytheville-Wythe-Bland Chamber of Commerce for traffic control on Friday, May 3, 2024, for a Community Connections Day event

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to approve the request **(requires motion and vote)**

E. 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

1. Staff Report/Presentation by Town Manager Brian Freeman
2. No action required at this time

9. CITIZENS' PERIOD

10. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

11. REPORTS

A. Budget and Finance Committee Report

1. Recommendation to Town Council to consider capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25 **(requires motion and roll call vote)**
2. Recommendation to the Town Council 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 **(requires motion and vote)**

B. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

12. OTHER BUSINESS

A. Presentation regarding Congressionally Directed Spending funding

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to approve a resolution authorizing Town staff to apply for Congressionally Directed Spending funding **(requires motion and roll call vote)**

B. 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

1. Staff Report/Presentation by Town Manager Freeman

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

C. Council Member Time

D. Miscellaneous

(1) Council Committee Reports

13. ADJOURNMENT

7-A



MINUTES
TOWN COUNCIL WORK SESSION
MONDAY, MARCH 25, 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
Brandi Jones - Chief Deputy Clerk
Paul Cassell - Interim Town Attorney
Ron Jude - Computer Operations Manager
Josh Sharitz - Director of Parks and Recreation
Darren Umberger - Police Officer
Charlie Jones - Downtown Wytheville, Inc. Assistant
Jim Cohen

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 Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: 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 the focus of his presentation would primarily be on the General Fund's Capital and One-Time Expenditures. He discussed the process of how the Town has developed the Capital and One-Time Expenditures for the upcoming budget cycle. Town Manager Freeman then presented the proposed Capital and One-Time Expenditure requests from Town Department Heads that were reviewed by the Budget and Finance Committee for the Fiscal Year 2024-25 budget. He presented one request to the Town Council that was made by the Public Works Department that would come from the Cemetery Perpetual Care Fund instead of the General Fund. Councilwoman Atkins inquired about a request that was made for lights at the Homestead Museum and if the lights could be paid for by the Homestead Endowment, since they have already been ordered. Town Manager Freeman explained that the lights at the Homestead had already been approved in last year's budget and that the Department did not have enough money to have the lights installed, which is the reason they are requesting additional funding. He stated that, however, he will seek additional information regarding the cost of the lighting and other ways to fund the installation. Councilwoman Johnson inquired if Town Manager Freeman would send each of the Council members a copy of the presentation that he shared at this meeting. Town Manager Freeman stated that he would send the presentation to the Council members. He then briefly reviewed the budget adoption calendar with the Council.

3. ADJOURNMENT

There being no further business, the Work Session was adjourned. (4:43 p.m.)

T. Brian Freeman, Town Manager

Brandi N. Jones, Chief Deputy Clerk



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, MARCH 25, 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, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Director of Public Utilities and Engineering Billy Anderson, Police Chief Joel Hash, Police Officer Darren Umberger, Downtown Wytheville, Inc. Assistant Charlie Jones, Jim Cohen, Judy Buck, Thalia Rodriguez, Kevin Wallington, Megan Woods

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 Councilman Gary Gillman.

5. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. Councilwoman Johnson stated that she would like to amend the agenda to add item 10-H, discussion to include approving Friday, March 29, 2024, as a holiday for Town employees in observance of Good Friday. Mayor Taylor inquired if there was a motion to amend the agenda to add agenda item 10-H to the meeting agenda.

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

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

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

7. RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the special meeting of March 6, 2024, and the regular meeting of March 11, 2024. She inquired if there was a motion to approve the minutes of the special meeting of March 6, 2024, and the regular meeting of March 11, 2024, as presented.

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 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: PUBLIC HEARING - WYTHEVILLE FARMERS' MARKET LEASE AGREEMENT RENEWAL

Mayor Taylor advised that the next agenda item is to consider the renewal of a lease of Town property for the Wytheville Farmers' Market located at 210 West Spring Street. She stated that the meeting constituted a public hearing (due notice having been given) to consider renewing the Wytheville Farmers' Market Lease Agreement. She inquired if there were any citizens present who wished to address the Council during the public hearing. There being none, she declared the public hearing closed and proceeded with the agenda.

RE: WYTHEVILLE FARMERS' MARKET LEASE AGREEMENT RENEWAL

Mayor Taylor advised that the next agenda item is the consideration by the Town Council to renew the lease of Town property for the Wytheville Farmers' Market located at 210 West Spring Street. She inquired if there was a motion to renew the lease of Town property for the Wytheville Farmers' Market located at 210 West Spring Street.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if it would be possible for the Council to consider a flat rate of \$300 for the utility fees reimbursement for the Farmers Market. Assistant Town Manager Holeton explained the changes that have been made to the utility rate fees. She noted that the amount, which is currently \$322 a month, will be determined annually based on the actual annual cost. Councilwoman Atkins stated that she wants the utility rate fees to be lowered to \$300 monthly. She inquired if the Council would consider the flat rate of \$300 monthly. Councilwoman Johnson commented that she has no objection to lowering the amount to a flat rate of \$300 monthly. Vice-Mayor Pattison inquired if Councilwoman Atkins is proposing this amount for one (1) year until the contract is renewed in 2025. Councilwoman Atkins stated that is correct. Discussion

continued regarding lowering the utility rate fees for the Wytheville Farmers' Market to a \$300 monthly flat rate for one (1) year.

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

9. RE: CITIZENS' PERIOD

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

10. RE: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS (CONTINUED)

A. RE: BUDGET AMENDMENT FOR FISCAL YEAR 2023-24 FOR SEWER IMPROVEMENTS

Mayor Taylor advised that the next agenda item is to consider scheduling a public hearing for the Town Council meeting on Monday, April 8, 2024, at 5:00 p.m., or as soon thereafter as possible, in the Council Chambers to consider an amendment to the Fiscal Year 2023-24 budget for sewer improvements. She inquired if there was a motion to schedule a public hearing for the Monday, April 8, 2024, Town Council meeting at 5:00 p.m., to consider an amendment to the Fiscal Year 2023-24 budget for sewer improvements.

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 in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

B. RE: TRAFFIC CONTROL REQUEST- WYTHE ARTS COUNCIL - BALLOON GLOW

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Friday, June 14; Saturday, June 15; and, Sunday, June 16, 2024, for the Chautauqua Balloon Glow. She inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Friday, June 14; Saturday, June 15; and, Sunday, June 16, 2024, for the Chautauqua Balloon Glow.

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 Town will be considered as a sponsor for this event. Assistant Town Manager Holeton stated that Staff has discussed this with the Wythe Arts Council and asked that the Town be listed as a sponsor for all the Chautauqua events. Mayor Taylor inquired if there was any other 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: TRAFFIC CONTROL REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FESTIVAL PARADE

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, for the Chautauqua Festival Parade. She inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, for the Chautauqua Festival Parade.

Motion made by Councilwoman Johnson, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired if the Jersey Barriers would be filled with water and used for traffic control during the parade. Assistant Town Manager Holeton stated that is correct. 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.

D. RE: TRAFFIC CONTROL REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FUN RUN

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, to conduct the Chautauqua Fun Run. Mayor Taylor inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Saturday, June 15, 2024, to conduct the Chautauqua Fun Run.

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

E. RE: TRAFFIC CONTROL REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FESTIVAL 5K

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council to provide traffic control on Saturday, June 22, 2024, to conduct the Chautauqua Festival 5K. Mayor Taylor inquired if there was a motion to approve the request of the Wythe Arts Council to provide traffic control on Saturday, June 22, 2024, to conduct the Chautauqua Festival 5K.

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

F. RE: WAIVER OF FEES REQUEST - WYTHE ARTS COUNCIL - CHAUTAUQUA FESTIVAL EVENT

Mayor Taylor advised that the next agenda item is to consider the request of the Wythe Arts Council for a Waiver of Fees for the use of Withers Park, Elizabeth Brown Memorial Park and the 4th Street Civic Center beginning Friday, June 14, 2024, through Sunday, June 23, 2024, for the Chautauqua Festival event. She inquired if there was a motion to approve the request of the Wythe Arts Council for a Waiver of Fees for the use of Withers Park, Elizabeth Brown Memorial Park and the 4th Street Civic Center beginning Friday, June 14, 2024, through Sunday, June 23, 2024, for the Chautauqua Festival event.

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

G. RE: RAFFLE PERMIT REQUEST - WYTHE ARTS COUNCIL

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

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Johnson inquired if there was any way that the Wythe Arts Council could be exempt from having to apply for a raffle permit, since they have done this annually for many years. A brief discussion was held regarding the requirement for raffle permits having to be issued by the State or local government to certain organizations. There being no further discussion, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

H. RE: TOWN EMPLOYEE HOLIDAY - GOOD FRIDAY OBSERVANCE

Mayor Taylor advised that the next agenda item is to consider approving Friday, March 29, 2024, as a holiday for Town employees in observance of Good Friday. Mayor Taylor inquired if there was a motion to approve a holiday for Town employees on Friday, March 29, 2024, in observance of Good Friday.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. Vice-Mayor Pattison inquired of Town Manager Freeman if he thinks giving employees the day off will present any problems. Town Manager Freeman stated that he thinks it will be a welcomed problem. He advised that there are certain operations that will not be able to shut down, however, those employees will be credited with an additional eight (8) hours of annual leave. Councilwoman Johnson commented that Wythe County schools are on spring break, and Wythe County employees will also have the day off. She stated that this can create issues for Town employees who are parents, and that

is why she made the request to give employees the day off. A brief discussion was held regarding Town employees who work shifts longer than eight hours, and if they could be credited those extra hours for holiday pay. Councilwoman Atkins inquired if Staff could look into changing the Personnel Policy. Town Manager Freeman stated that they can look into this. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

11. RE: NEW BUSINESS

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

12. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

FIRE AND EMS DEPARTMENT RECOGNITION: Town Manager Freeman stated that he would like to commend the Wytheville Fire and EMS Department for their work over the weekend with the American Red Cross, Virginia Department of Fire Programs, the State Fire Marshal's Office and numerous volunteers to knock on 150 doors, install 51 fire alarms and discuss fire prevention with citizens in the community. He stated that there were several volunteers for this event and sponsors who donated food and drinks. Town Manager Freeman noted that on behalf of the Wytheville Fire and EMS Department, he would like to thank everyone who helped with this event.

TREASURERS' OFFICE CLOSURE: Town Manager Freeman advised that the Treasurers' Office will be closed starting Wednesday, March 27, through Wednesday, April 3, 2024, due to the new software conversion.

PARKS AND RECREATION NOTIFICATIONS: Town Manager Freeman stated that he had some announcements on behalf of the Parks and Recreation Department. He advised that Parks and Recreation needs soccer officials. Town Manager Freeman noted that there will be a lifeguard course offered at the Recreation Center in April, and that the Parks and Recreation's Kidventure Program is now accepting applications for counselors.

B. RE: UPCOMING MEETINGS

Chief Deputy Clerk Jones presented the upcoming meetings, as follows:

1. The Joint Industrial Development Authority (JIDA) will meet on Thursday, March 28, 2024, at 3:00 p.m., in the Council Chambers of the Municipal Building.
2. The next Council Budget Work Session will be held at 4:00 p.m., on Monday, April 8, 2024, prior to the regularly scheduled Wytheville Town Council meeting at 5:00 p.m., in the Council Chambers of the Municipal Building.

13. RE: OTHER BUSINESS

A. 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 she would like to discuss during Council Member Time. Vice-Mayor Pattison stated that she did not have anything to discuss at this time.

Mayor Taylor stated that she did not have anything to discuss during Council Member Time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins inquired about an update on the bulletproof windows for the Municipal Building. Town Manager Freeman stated that he will look into the status of the windows and contact Councilwoman Atkins with an update.

Councilwoman Atkins inquired about an update regarding the televisions displaying information for Town employees that she has requested. Town Manager Freeman stated that he believes that Staff has received some quotes for the televisions, however, he will have to bring more information back to a future meeting regarding this matter.

Councilwoman Atkins inquired about the delineators for the Public Works Department vehicles. Town Manager Freeman advised that he has been told that all Public Works' vehicles have reflective stickers, beacon strobe lights and/or a yield sign displayed on them. A brief discussion was held regarding the types of reflective devices that can be placed on Town vehicles. Town Manager Freeman stated that he will continue to look into this.

Mayor Taylor inquired if Councilwoman Johnson had anything she would like to discuss during Council Member Time. Councilwoman Johnson stated that a citizen has reached out to her and inquired if the Education Curator, for the Department of Museums, could become a full-time position. Assistant Town Manager Holeyton noted that she feels like the Director of Museums would support the idea of this becoming a full-time position, as well. Town Manager Freeman stated that they would continue to discuss this matter in the future.

14. RE: CLOSED MEETING

A. Mayor Taylor advised that it would now be necessary for the Council to go into a Closed Meeting pursuant to Section 2.2-3711 (A.) (1.) to discuss the performance of appointed employees. She inquired if there was a motion to go into a Closed Meeting.

Motion made by Councilwoman Atkins, 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, (5:39 p.m.)

B. RE: CERTIFICATION OF CLOSED MEETING

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

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. (7:25 p.m.)

15. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (7:27 p.m.)

Beth A. Taylor, Mayor

Brandi N. Jones, Chief Deputy Clerk

8-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Public Hearing – Budget Amendments

SUMMARY:

A public hearing has been scheduled to consider appropriations to the Fiscal Year 2023-24 budget in order to amend departmental budgets due to expenditures for sewer improvements. Assistant Town Manager Holeton will review this matter with the Town Council and answer any questions. After receiving comments from any interested citizens, the public hearing should be declared closed.

Recommended Action

Action on this matter will require a motion and roll call vote.

PUMP STATION NO. 6
"BOOKER STATION"

Prepared by: Town of Wytheville Engineering Department

Booker Pump Station Number 6 has encountered multiple failures over the last three years and is in critical need of a rebuild. The Engineering and Wastewater Department's intent is to replace the existing original two pumps system serving as primary pumps in the Booker Pump station with a new Smith and Loveless skid pump system which will sit on top of the existing wet well.

This will require purchase of design/build system from Commonwealth Engineering and Sales along with new VFD (Variable Frequency Drive) electrical system for pump controls.

The Engineering Department is currently waiting for quotes for installation from two contractors who specialize in installation of this type of infrastructure. Each contractor has performed work for the Town of Wytheville in the recent past, both performing above and beyond the expectations of town staff while conducting work. We are expecting to have installation quotes by April 15th, 2024, from both contractors listed below along with any third contractor selected.

- Boggs Municipal Services out of Wise Virginia:
 - o Installer of Edgemont pump station system
- Patterson Construction Company out of Richmond Virginia:
 - o Rehabilitation of Lithia Road pump station
- Fairview Contractors out of Wytheville Virginia:
 - o Commercial and industrial electrical contractor (electrical quote only)

The anticipated expense associated with installation is around \$150,000 - \$200,000. This would include wet well cleaning/preparation, plumbing, skid installation, electrical and setup, etc...

The Engineering Department has also requested hourly consultation services through Peed and Bortz (Town of Wytheville Term Contract Holder) to aid in overview of installation and system rehabilitation. These services will be limited to an hourly rate and will be kept to a necessity only status.

An anticipated total budget for this project is expected to be at or around \$480,000.

The replacement package system has a total purchase price of \$245,500, this price includes a four-unit Smith and Loveless package pump, an array of standard equipment as detailed in the quote (\$221,000) and does include the price of the new VFD electrical system (\$24,500). Purchase of the system will require a 10% down payment to initiate the construction of the designed system. This is calculated to \$22,100.00 (10%) down payment for the Smith and Loveless pump skid package and \$24,500 (100%) payment for the Benshaw Variable Frequency Drive units.

The amount of \$50,000 is being requested in the 23/24 Town of Wytheville fiscal year to cover the expense associated with these downpayment costs. The required public hearing has been scheduled and will be held on April 8th, 2024, and the Town Council will consider appropriating the necessary funds to start this project.

The anticipated delivery date of the Smith and Loveless skid package and Benshaw Variable Frequency Drive units is 6-8 months from date of purchase initiation. The remainder of the necessary project funding is estimated at \$433,400. This funding is being requested as a Department Code 46900 CIP request for the Town of Wytheville 24/25 fiscal year.

If approved the CIP funds will come out of an already secure loan for the sewer fund which has \$660,674 available and dedicated to sewer improvements. An estimated cost breakdown is shown below.

Expenses to be paid out of proposed FY 24/25 CIP:

Approximate Mechanical, Electrical and Plumbing Cost:	\$200,000
Remaining cost for new Smith and Loveless Pump:	\$198,000
Approximate shipping and miscellaneous supplies:	\$25,400
Approximate Engineering Consultation:	\$10,000
Total 24/25 FY CIP Request	\$433,400

Expenses to be paid out of proposed FY 23/24 request:

Down payment of Smith and Loveless Pump:	\$22,100
Benshaw Variable Freq. Drive Unit	\$24,500
Total 23/24 FY Funding Request	\$46,600

Total Estimated Project expense: \$480,000

After the public hearing on Monday, the Council will need to vote to appropriate the \$46,600 to initiate the downpayment for the Booker Pump Station project. In addition to the funds for Pump Station #6, the council will be asked to appropriate \$86,000 for the temporary portable pump to be used at Booker Pump Station until the pump station can be rebuilt later this year.

23/24 FY Budget Amendment

Request Funds to Order New Pumps for Pump Station #6

Request Funds to Purchase a Portable Temporary Pump

Booker Station- Pump Station #6



Historical Context and Immediate Need

- Pump Station #6 (Booker Station)
- Built in 1984.
- Pump Station located on West Ridge Road.
- Collects wastewater from North 4th Street west of Fairview Rd. includes the Industrial Park. Large volume of flow.
- The pump station was constructed by Wythe County. Town acquired the pump station from the county during annexation.
- The pump station design is different than our other pump stations. Most problematic.
- Operates off of two (2) Swedish Flygt submersible pumps.
- Pumps have failed and have been rebuilt multiple times. Expensive and a long return time to get the pumps repaired. \$60,000 each pump to rebuild, and usually takes a year to send them off and to get them back.
- Each time a pump fails unexpectedly we have a DEQ discharge event at the site.
- June of 2022, both pumps failed and were sent off for repair. This occurred again in May of 2023. Most recently a pump failed in January of 2024.
- One pump finally came back after being away for repair and it is now installed and functional. We still need the temp pump at the site to serve as a backup because we are still down one pump.
- Staff is recommending that we do not invest any more time or money into flygt pumps. Staff recommends that we replace the pumps at this pump station as soon as possible.
- We need to redesign this pump station to accommodate the dependable pumps that are used in our other pump stations. We need to move away from the Swedish Flygt pumps.
- The pump rebuild project will include ordering new pumps, replumbing pipes and fittings to accommodate the new pumps, slight modification to the pump house, electrical needs of the new pump station. Some of the labor will occur by our staff, some will occur by third party contractors.
- The new pumps will take 8-9 months to get here if we order today. We will need to pre-pay 10% of the cost of the pumps (pumps will cost \$221,000) which is \$22,100 at the time of order. The VFD electrical panel is \$24,500 and it will need to be ordered and paid for now.
- Part 1 of this budget appropriation request is to authorize the spending of \$46,600 out of our current FY 23/24 budget to order the new pumps and purchase the electric control panel.

Need: Purchase Temporary Pump

- When pump stations fail unexpectedly, we use portable temp pumps to pump the wastewater as a bypass system to move the wastewater to the sewer treatment plant.
- We currently have a smaller Godwin brand temporary pump, but we do not have a temp pump that can accommodate our high head pump stations, such as pump stations #1, #6, and #12. These pump stations are also our highest flow stations.
- When we have an issue with a high pump station, (such as #6) we have to rent a temporary pump. In addition to pump rental costs, we have to pay for pumper trucks to move the wastewater while we wait for the rental pump to arrive on site. Sometimes we have to wait two (2) days to get the rental pump on site due to availability issues.
- Pump station #6 has been operating on a temp diesel bypass pump that we are renting from Xylem. The year to date cost for this rental is \$26,000. The monthly cost is \$6,600.
- It would be a wise investment for the Town to own our own portable high head wastewater pump.
- Staff has secured quotes for various temporary pumps and are recommending that we purchase a Global Pump to use at Pump Station #6 until we can rebuild this pump station. After that time, the new temp portable pump will be on standby for other pump station failure needs.
- A new portable Global pump will cost \$86,000.
- Part 2 of this request is for a budget appropriation of \$86,000.



Next Steps

- After the public hearing, the town council will be asked on April 8th to consider a current year, FY 23/24 appropriation of funds as summarized below;
- Request #1- \$46,600 as down payment to order two (2) new pumps and the VFD electrical panel to begin the work to rebuild pump station #6.
- Request #2- \$86,000 to order a new portable hi-head pump.
- The funds will be requested as a transfer from the Virginia Investment Pool Fund to the sewer fund. This VIP fund is currently at \$660,674, the sewer fund is currently at \$220,588.
- The remainder of the funds needed to complete pump station #6 has been presented as a CIP request for FY 24/25.
- Thank you.

8-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Downtown Wytheville, Incorporated Request

SUMMARY:

A request has been received from Downtown Wytheville, Incorporated for traffic control on Thursday, July 4, 2024, for the 4th of July Celebration & Street Festival. The Safety and Events Committee has reviewed this application and would recommend that the Town Council approve the request. Assistant Town Manager Holeton will review this request with the Town Council.

Recommended Action

Action on this matter will require a motion and vote.



EVEN-24-8
Street Closure or Traffic
Control Application
Status: Active
Submitted On: 4/1/2024

Primary Location
No location

Applicant
Charlie Jones
276-223-3343
adminspc@downtownwytheville.org
180 W Main Street, Suite 4
Wytheville, VA 24382

APPLICATION CONFIRMATION

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

APPLICANT INFORMATION

Event Name*

Downtown Wytheville 4th of July
Celebration & Street Festival

Organization Name or N/A*

Applicant Name*

Todd Wolford

Applicant Cell Phone*

276-620-5864

Applicant Email Address*

exedir@downtownwytheville.org

Co Applicant*

Charlie Jones

Co Applicant Cell Phone*

276-620-9014

Co Applicant Email Address*

adminspc@downtownwytheville.org

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

YES

EVENT INFORMATION

Day of the Week * ?

Thursday

Event Date or Day of Event*

07/04/2024

Event Type* ?

Street Closing for Event

Name of the Route (if known) * ?

4th of July

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

Part of the street closure will start at 6am and the other will start at 12pm on July 4th and both street closures shall last until 11pm

Time Event Opens to Public* ?

2PM

Time Event Closes to Public* ?

10PM

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

N/A

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

This is the annual Downtown Wytheville 4th of July Celebration & Street Festival which will include live music at venues throughout downtown, classic car show, food and artisan vendors, Designated Outdoor Refreshment Area License, Games, Kids Parade, Inflatables, Fireworks, and much more. The scope, activities, and logistical details of this event will remain the same this year as has been successfully conducted in the past few years.

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

13000



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

0

STREET CLOSURE OR TRAFFIC CONTROL

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

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

Downtown Wytheville will be closed to traffic from 5th Street to 6th Street with barricades on all intersecting roads. Additionally, Withers Park, McWane Pool Lot, and sections of Tazewell and W Spiller Street will be closed for fireworks safety.

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

YES

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

OTHER REQUIRED INFORMATION

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

YES

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

YES

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

Designated Outdoor Refreshment Area License (All alcoholic drinks will be sold be licensed serving locations throughout downtown)

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

YES

Use of a Town park requires a use permit from the Parks and Recreation Department 223-3378. Indicate whether you have received this permit and attach it to this application in the attachments section.*

NOT APPLICABLE

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

YES

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

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

YES

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

Will connection to electricity or generators be needed?* ⓘ

YES

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

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

YES

Open flames or fireworks will require consultation with the Fire Chief prior to application review. Call 276-223-3302 or 3312.

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

Trash collection for this event has traditionally been handled through additional assistance from the Public Works Department in extra emptying of existing downtown trash cans. Private businesses will be responsible for their own trash. Portable toilets will be supplied by Downtown Wytheville for this event.

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

YES



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

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

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

Todd Wolford
Apr 1, 2024

Attachments

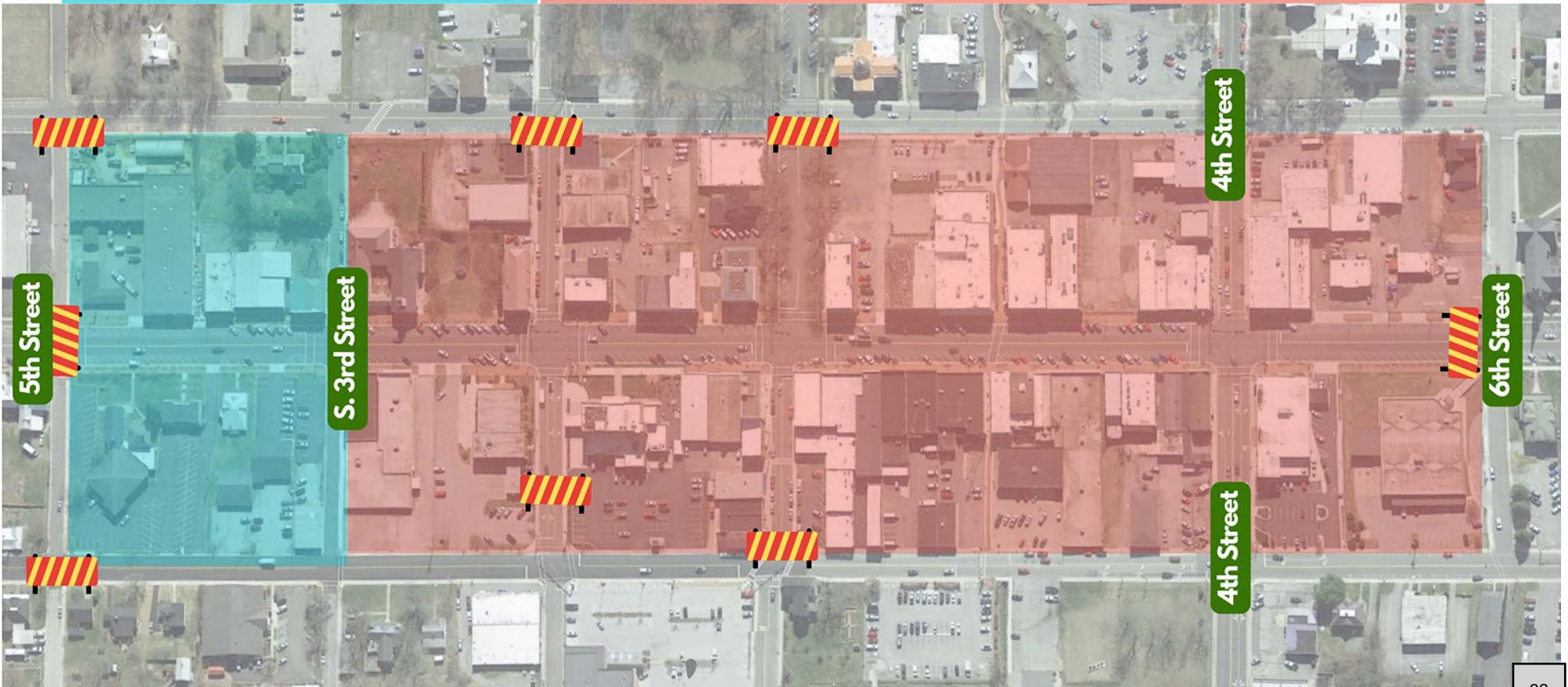
-  **Event Map** REQUIRED
4th of July Street Closure Downtown.pdf
Uploaded by Charlie Jones on Apr 1, 2024 at 4:25 PM
-  **Certificate Proof of Insurance for Event -** REQUIRED
Policy.pdf
Uploaded by Charlie Jones on Apr 1, 2024 at 4:27 PM


 Barricade

July 4 Celebration and Street Festival Street Closure Detail

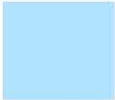
Closed from S. 7th - S. 3rd Street at 6:00am Thursday July 4 for Stage setup.


The remainder of the street will be closed from S. 3rd - 6th Street at 12:00 noon on Thursday, July 4





JULY 4th
CELEBRATION
STREET FESTIVAL

 Street closings required for fireworks (Tazewell St from Monroe to Pine St & Spiller St from Tazewell St to 4th St)

 Withers Park including the Heritage Preservation Center and McWane Pool parking lots must also be closed



NBP2551115G

Renewal of Number

Mount Vernon Fire Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

Section 8, Item B.

POLICY DECLARATIONS

No. NBP2551115H

NAMED INSURED AND ADDRESS:

DOWNTOWN WYTHEVILLE, INC.

180 W MAIN ST STE 4

WYTHEVILLE, VA 24382

POLICY PERIOD: (MO. DAY YR.) From: 04/26/2022 To: 04/26/2023

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Non-Profit Directors and Officers

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$740.00
Businessowners Property Coverage Part	\$50.00
Management Liability Coverage Part	\$854.00

THE INSURANCE POLICY THAT YOU HAVE APPLIED FOR HAS BEEN PLACED WITH OR IS BEING OBTAINED FROM AN INSURER APPROVED BY THE STATE CORPORATION COMMISSION FOR ISSUANCE OF SURPLUS LINES INSURANCE IN THIS COMMONWEALTH, BUT NOT LICENSED OR REGULATED BY THE STATE CORPORATION COMMISSION OF THE COMMONWEALTH OF VIRGINIA. THEREFORE YOU, THE POLICYHOLDER, AND PERSONS FILING A CLAIM AGAINST YOU ARE NOT PROTECTED UNDER THE VIRGINIA PROPERTY AND CASUALTY INSURANCE GUARANTY ASSOCIATION ACT (SECTION 38.2-1600 et seq.) OF THE CODE OF VIRGINIA AGAINST DEFAULT OF THE COMPANY DUE TO INSOLVENCY. IN THE EVENT OF INSURANCE COMPANY INSOLVENCY YOU MAY BE UNABLE TO COLLECT ANY AMOUNT OWED TO YOU BY THE COMPANY REGARDLESS OF THE TERMS OF THIS INSURANCE POLICY, AND YOU MAY HAVE TO PAY FOR ANY CLAIMS MADE AGAINST YOU.

Main Fee: \$0.46
Surplus Tax: \$41.27
POL FEE: \$190.00
Total: \$1,875.73

R-T Specialty, LLC

(Name of Surplus Lines Broker)

128232

(License Number)

Prudential Plaza, 180 N. Stetson Ave, STE 4600, Chicago IL

(Broker's Mailing Address)

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **R-T SPECIALTY, LLC (RICHMOND) (1019)**
9020 Stony Point Parkway, Suite 450
Richmond, VA 23235

Issued: 04/22/2022 10:42 AM

Broker: **Risk Solutions**
110 East Main Street
Wytheville, VA 24382

By: _____

Thomas P. Heiney
Authorized Representative

UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

8-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Wythe Arts Council, Ltd. Request

SUMMARY:

A request has been received from the Wythe Arts Council, Ltd. for traffic control on Saturday, October 19, 2024, for the Arts at the Crossroads/Apple Atacha Fest. The Safety and Events Committee has reviewed this application and would recommend that the Town Council approve the request. Assistant Town Manager Holeton will review this request with the Town Council.

Recommended Action

Action on this matter will require a motion and vote.



EVEN-24-5

Street Closure or Traffic

Control Application

Status: Active

Submitted On: 3/14/2024

Primary Location

No location

Applicant

Shane Terry



@



Wytheville, Virginia 24382

APPLICATION CONFIRMATION

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

APPLICANT INFORMATION

Event Name*

Art at the Crossroads/ Apple Atch Fest

Organization Name or N/A*

Applicant Name*

Shane Terry

Applicant Cell Phone*

Applicant Email Address*

Co Applicant*

Matthew Frusher

Co Applicant Cell Phone*

Co Applicant Email Address*

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

YES

EVENT INFORMATION

Day of the Week * ?

Saturday

Event Date or Day of Event*

10/19/2024

Event Type* ?

Other Event

Name of the Route (if known) * ?

Main Street

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

N/A

Time Event Opens to Public* ?

10AM

Time Event Closes to Public* ?

4PM

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

N/A

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

Art at the Crossroads - Approx 40 artisan vendors with 10x10 tents set up on the sidewalks of Main Street from Tazewell Street to 4th Street. Event hours are 10am - 4pm. No street closure needed.

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

300



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

0

STREET CLOSURE OR TRAFFIC CONTROL

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

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



No street closure needed. Vendors will set up on the sidewalks on both sides of Main Street from Tazewell Street to 4th Street.

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

YES

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

OTHER REQUIRED INFORMATION

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

YES

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

NO

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

YES

Use of a Town park requires a use permit from the Parks and Recreation Department 223-3378. Indicate whether you have received this permit and attach it to this application in the attachments section.*

NOT APPLICABLE

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

YES

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

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

YES

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

Will connection to electricity or generators be needed?*

NO

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

NO

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

Public trash cans are sufficient. Bathroom facilities will be available inside the Millwald Theatre.

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

-



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

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

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

- Thomas Shane Terry
Mar 14, 2024

Attachments

	Event Map ArtatTheCrossroads2023-MAP.pdf Uploaded by Shane Terry on Mar 14, 2024 at 11:44 AM	REQUIRED
	Certificate Proof of Insurance for Event - Wythe Arts Council POLICY.pdf Uploaded by Shane Terry on Mar 14, 2024 at 11:45 AM	REQUIRED

Art at the Crossroads 2023 - Artisan Map



- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Jeff Goodson Woodworking 2. Snud'Z Icons - Morty Gordon 3. Catch the 22 - Aurora and Arie Lucas 4. Forge Kids Maker's Market 5. Forge Appalachia 6. Erin Simons 7. MOONbow ARTworks – Jen Otey 8. Music under the Marquee 9. A Lady's Slipper Studio – Amanda Lee 10. JesCo. – Jessica Dehart 11. Andrea Poole 12. Beck's Art - Rebecca Lewis 13. Black Oak Mountain Art – Amy Leftwich 14. Cranberry Acre – Arwen Cayton 15. Cris Hallgren 16. A-line Designs – Angeline Lloyd 17. Country Girls Crafty Creations – Patty Stephenson 18. Momma Bean Stalk – Bekah Parker 19. Tiling Away the Hours - John Taylor | <ol style="list-style-type: none"> 20. Crocheted Gifts – Nancy Blum 21. Amber Wilkins and Jessica Browning 22. Tiny Art by Karen – Karen Cartagena 23. Storytime Workshop – Daniel Sherry 24. The Leck Family 25. Walker's Way Weeds – Bev Walker 26. Nancy Wills, John and Gloria Coffey 27. Mae's Custom Creations – Linda Otey 28. Jason Manley Block Prints 29. Mountain Moma Arts – Debrin Jenkins 30. Cobb Hill Alpacas – Tom and Kim Winn 31. Photos by Calof – Caleb Preston 32. The Paint Lady – Debbie Weeks Gouge 33. Sapphire Rabbit – Nicole Forsee 34. Holly Ridge Apolthecary – Christa Darshea 35. Merv Helms |
|--|---|

NPP1609387A

Renewal of Number

***** RENEWAL CERTIFICATE *****

Section 8, Item C.

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NPP1609387B

NAMED INSURED AND ADDRESS:

WYTHE ARTS COUNCIL, LTD.

PO BOX 911

WYTHEVILLE, VA 24382

POLICY PERIOD: (MO. DAY YR.) From: 03/04/2024 To: 03/04/2025

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Performing Art

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NPP1609387A IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Liability Coverage Part	\$500.00
Commercial Property Coverage Part	\$1,128.00

TOTAL:	\$1,628.00
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Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **LESTER INSURANCE GROUP, INC. (3117)**
409 Alamance Road
Suite B
Burlington, NC 27215

Issued: 03/04/2024 9:04 AM

By: 
Authorized Representative

UPC (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

8-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Wytheville-Wythe-Bland Chamber of Commerce Request

SUMMARY:

A request has been received from the Wytheville-Wythe-Bland Chamber of Commerce for traffic control on Friday, May 3, 2024, for a Community Connections Day event. The Safety and Events Committee has reviewed this application and would recommend that the Town Council approve the request. Assistant Town Manager Holeton will review this request with the Town Council.

Recommended Action

Action on this matter will require a motion and vote.



EVEN-24-7

Street Closure or Traffic

Control Application

Status: Active

Submitted On: 4/1/2024

Primary Location

No location

Applicant

Alison Pollard

276-223-3365

alison.pollard@wytheville.org

150 East Monroe Street
Wytheville, VA 24382

APPLICATION CONFIRMATION

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

APPLICANT INFORMATION

Event Name*

Community Connections Day

Organization Name or N/A*

Applicant Name*

Wytheville-Wythe-Bland Chamber of Commerce

Applicant Cell Phone*

Applicant Email Address*

alison.pollard@wytheville.org

Co Applicant*

Downtown Wytheville

Co Applicant Cell Phone*

2762233343

Co Applicant Email Address*

charlie.jones@wytheville.org

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

YES

EVENT INFORMATION

Day of the Week * ?

Friday

Event Date or Day of Event*

05/03/2024

Event Type* ?

Other Event

Name of the Route (if known) * ?

N/A

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

N/A

Time Event Opens to Public* ?

4PM

Time Event Closes to Public* ?

7PM

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

N/A

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

Community Connections Day (formerly Business/Community Expo) is an event focused on connecting businesses, non-profit organizations, services, workforce, community leaders and individuals. The day will begin with a business-to-business networking event at The Millwald from 1-3pm and then the businesses will set up tables on the sidewalks on both sides Main Street, centralized around The Millwald and to include Heritage Walk, The Farmer's Market, and up towards Tazewell Street. No street closure is request.

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

150



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

5

STREET CLOSURE OR TRAFFIC CONTROL

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

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

No street closure / requesting use of sidewalks along Main Street.

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

YES

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

OTHER REQUIRED INFORMATION

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

YES

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

YES

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

Using the Downtown Wytheville DORA license for approved vendors.

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

NO

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

NO

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

YES

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

Will connection to electricity or generators be needed?*

YES

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

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

NO

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

Each business/table will be responsible for clean up around their area and volunteers will do a pick up at the end of the event.

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

YES

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

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

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

Alison Pollard
Apr 1, 2024

Attachments



Event Map

CC Day 2024 Chamber Event Map.jpg
Uploaded by Alison Pollard on Apr 1, 2024 at 11:48 AM

REQUIRED



Certificate Proof of Insurance for Event -

WWC Chamber Insurance 2024.pdf
Uploaded by Alison Pollard on Apr 1, 2024 at 12:05 PM

REQUIRED



-  Restaurants
-  ABC Locations
-  Networking
-  Live Music
-  Vendor Booths
-  Food Trucks
-  Vendor Parking



8-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Ordinance No. 1430

SUMMARY:

Please find attached a draft of Ordinance No. 1430, which is an ordinance that amends the portion of the Personnel Policy regarding Retirement Benefits. The amendment is highlighted in yellow and pertains to the amount of health insurance that will be paid for retirees. The ordinance is before the Town Council for review only and will be considered for adoption at the next Town Council meeting. Town Manager Freeman will review the amendment with the Town Council.

Recommended Action

No action is required of the Town Council at this time.

PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

APRIL 8, 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, 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.

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on Monday, April 8, 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 25, 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 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) 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.

11-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Budget and Finance Committee Report

SUMMARY:

Please find attached a report from the Budget and Finance Committee that consists of the following recommendations:

1. Consider capital and one-time expenditures to the General Fund and the Water and Sewer Fund for Fiscal Year 2024-25. Town Manager Freeman will answer any questions regarding this matter.

Recommended Action

This will require a motion and roll call vote of the Town Council.

2. Consider scheduling 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. Assistant Town Manager Holeton will review this matter with the Town Council.

Recommended Action

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

BUDGET AND FINANCE COMMITTEE REPORT

APRIL 8, 2024

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.

Candice N. Johnson

Cathy D. Pattison

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

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	\$100.00
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.

Recommended by Treasurer Office

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 (No Changes for 2024)

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	\$125 per hour	\$125 per hour
Mowing & Trimming Labor Rate	\$50 per hour	\$50 per hour
Tree Trimming Private Property	\$50 per hour	\$50 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

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 (No Changes for 2024)

Type of Fee/Fine/Violation	Current	Proposed (7/1/2024)
Parking in prohibited area / Blocking Crosswalk	\$25.00	\$25.00
Parking on sidewalk	\$25.00	\$25.00
Overtime parking in a loading zone	\$25.00	\$25.00
Blocking Driveway	\$25.00	\$25.00
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
No Town Vehicle License (No longer applies)	N/A	N/A
Parking in handicapped space	\$150.00	\$150.00
Parking or operating vehilce with no current state license or state inspection decal	\$50.00	\$50.00
Parking on yellow curb / line	\$25.00	\$25.00
Double parked / occupying two spaces	\$25.00	\$25.00
Blocking travel lane	\$35.00	\$35.00
Parking in a posted no parking zone	\$35.00	\$35.00
Blocking public alley	\$35.00	\$35.00
Parked on wrong side of street	\$25.00	\$25.00
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	\$35.00
Removing chalk markings from tires (No longer)	N/A	N/A
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 (No Changes for 2024)

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
*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)	\$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	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

Other Town Code and Administrative Fees (No Changes Proposed)

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 Mowing Violation	Not listed	Actual Cost Incurred +\$50 fine

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

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Upcoming Meetings

SUMMARY:

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

Recommended Action

No action required at this time.

UPCOMING MEETINGS

1. The Wytheville 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., here in the Council Chambers.
6. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, April 17, 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., here in the Council Chambers.

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Congressionally Directed Spending Funding

SUMMARY:

Please find enclosed a resolution authorizing Town staff to apply for Congressionally Directed Spending funding. This funding will be used to replace secondary clarifiers at the Wastewater Treatment Plant. The resolution notes that the Town Council supports this application and agrees to pay the 20 percent match. Assistant Town Manager Holeton will review this matter with the Town Council.

Recommended Action

Action to approve the resolution requires a motion and roll call vote.

Congressionally Directed Spending (CDS) Request

Wytheville Town Council Meeting, April 8th, 2024

By: Elaine R. Holeton

Background: Over the last three (3) years congressional members have selected local government projects for funding allocations as part of the “Congressional Directed Spending” appropriations process. This is a funding source which has the capacity to fund one-time capital expenses. To illustrate the types of projects funded, I included a list of projects which were selected by Senator Tim Kaine and Senator Mark Warner in **Attachment A**. At the website shown below they have additional information should you want to learn more about this CDS funding.

To apply for the funds the senators set up a joint website, which I am using to submit our request. <https://www.kaine.senate.gov/congressionally-directed-spending>

Clarifier Replacement. The appropriations committee has identified wastewater projects as a program category that is eligible for this funding source. Town Manager Freeman and I are recommending that we apply for funding to replace two (2) clarifiers at the sewer plant. The engineering team of CHA assisted us with a cost estimate for the CDS application. If awarded, the town would be responsible for 20% of the cost, which is \$471,400. It is our opinion that we do not budget for the cost until we are awarded, which will be at or around January of 2025. The funding is highly competitive so there is a chance we will not be selected. Below is the total cost estimate for the replacement of the two secondary clarifiers at the wastewater treatment plant.

Town of Wytheville WWTP				
Opinion of Probable Cost for Clarifier Improvements				
Item	Unit	Quantity	Unit Price	Total Costs
Secondary Clarifier #1 & #2 Equipment	EA	2	\$500,000	\$1,000,000
Equipment Installation	% of Equip.	35%	\$1,000,000	\$350,000
Electrical Installation	% of Equip.	10%	\$1,000,000	\$100,000
General Conditions	% of Const.	10%	\$1,450,000	\$145,000
Contractor Overhead and Profit	% of Const.	15%	\$1,450,000	\$217,500
Opinion of Probable Construction Cost:				\$1,813,000
Contingency	% of Const.	15%	-	\$272,000
Basic Engineering Services	% of Const.	15%	-	\$272,000
Total Opinion of Probable Capital Cost for Clarifiers:				\$2,357,000

Next Steps: I plan on submitting the CDS application on Friday, April 5th, which is the deadline to submit the application.

The council will consider a resolution to support this CDS request on Monday, April 8th. If the council chooses to pass the resolution, I will send the resolution on Tuesday to complete our application. (grant administrators said ok to send on Tuesday) Should the council decide not to approve the resolution or to support this funding request, I will withdraw the CDS application from the pool of applicants.

Thank you for your consideration of this request. – Elaine R. Holeton

Attachment A. Previous CDS Awards

Attachment B. Narrative on Need for Clarifier Replacement

Attachment A: Congressionally Directed Spending in FY2024 Government Funding Bill

Southwest and Southside Virginia



U.S. Senators Mark R. Warner and Tim Kaine

- **The Senators successfully secured \$7,000,000** for the Virginia Department of Transportation to add additional lanes—an expansion from a two-lane highway to a four-lane highway—to the 2.74-mile Poplar Creek Phase A section and the 2.07-mile Poplar Creek Phase B section of the U.S.121/460 within Corridor Q and the Coalfields Expressway in **Buchanan County**. The project will improve safety, reduce travel times, connect the region with access to better health care, and open the region to economic development and interstate commerce.
- **The Senators successfully secured \$4,500,000** for the **Wise County** Sherriff’s Office to facilitate a multi-jurisdictional migration to P25-compliant interoperable radios and repeaters to improve critical communication across multiple localities and between emergency callers, 911 operators, and first responders.
- **The Senators successfully secured \$3,761,000** for the **County of Tazwell** to enable an essential migration to P25-compliant interoperable radios and repeaters with AES encryption in order to provide Mission Critical communication between emergency callers, 911 operators, and first responders. This will improve radio communications between County, State and regional agencies.
- **The Senators successfully secured \$3,500,000** for the Virginia Department of Transportation to replace the aging Apperson Drive Bridge and add a 12-foot, multi-use pedestrian trail connecting the downstream side of the bride to the greenway trail on either side of the bridge in **Salem City**.
- **The Senators successfully secured \$3,000,000** for the **City of Galax** to facilitate a multi-jurisdictional community project to upgrade the Public Safety Communications Equipment System in the region.
- **The Senators successfully secured \$2,150,000** for the Virginia Department of Transportation to construct two additional lanes and improve drainage on a section of Beaver Creek Drive to service the Patriot Centre Industrial Park in **Henry County**.
- **The Senators successfully secured \$1,500,000** for the Appalachia Service Project to reconstruct homes that were destroyed in the recent floods in **Buchanan County**.
- **The Senators successfully secured \$1,500,000** for Helping Overcome Poverty’s Existence, Inc. (HOPE) to construct at least 30 units of new, energy-efficient, affordable housing in HOPE’s Monroe-North development in downtown **Wytheville**.

- **The Senators successfully secured \$1,250,000** for the Community Housing Partners Corporation to construct a new, 56-unit, multifamily affordable housing complex in **Blacksburg** for low- and moderate-income individuals and families.
- **The Senators successfully secured \$1,100,000** for the **Town of Stuart** to develop backup power systems for the existing drinking water and wastewater infrastructure in the town.
- **The Senators successfully secured \$1,000,000** for the **County of Franklin** to make critical repairs for the building that houses the Franklin County YMCA.
- **The Senators successfully secured \$1,000,000** for the Southside Community Development & Housing Corporation to construct 52 units of affordable housing in **Emporia**.
- **The Senators successfully secured \$850,000** for the Twin County Airport Commission in **Carroll County** to extend the current 4,200-foot runway to 5,000 feet.
- **The Senator successfully secured \$570,000** for the **Town of Cedar Bluff** to replace failing drinking water and wastewater infrastructure that is resulting in leaking water distribution pipes and gravity sewer pipes.
- **The Senators successfully secured \$522,000** for the Ballad Health Foundation to expand access to dental care through the Appalachian Highlands Community Dental Center in the **Town of Abingdon**.
- **The Senators successfully secured \$500,000** for the **City of Radford** Electric Department to implement smart meters, which provide users with real-time data on energy consumption to help reduce electricity bills and equip operators with information needed to detect power demand surges and shortages to ensure reliable connectivity.
- **The Senators successfully secured \$366,000** to complete the Blue Ridge Discovery Center Visitor Center in **Smyth County**. The visitor center will feature exhibits, interactive displays, and educational materials that highlight the unique natural features of Southwest Virginia.
- **The Senators successfully secured \$354,000** for the **Town of Tazewell** to improve community safety by expanding and renovating the Emergency Management Service (EMS) building.
- **The Senators successfully secured \$208,000** for the **Town of Marion** to train 500 law enforcement officers, with an emphasis on community stewardship and professional standards.
- **The Senators successfully secured \$90,000** for the **Town of Cedar Bluff** to purchase a new dump truck that will be used to help complete maintenance of the drinking water and wastewater systems.

Attachment B: Narrative on Need for Clarifier Replacement

Treatment Process Overview: The Town of Wytheville operates a conventional activated sludge facility that is permitted to treat a maximum design flow of 4.0 million gallons per day (MGD). The facility was originally designed, built, and began operation in 1977 with a treatment capacity of 2.0 MGD. In 1993 the Town upgraded the facility, doubling the design flow capacity to 4.0MGD.

The waste flow enters the plant through the head works building, which removes any solids and debris larger than one half inch in diameter, and any heavy inorganic particles such as gravel etc.

From the head works building, the flow continues to the primary clarifiers. The plant operates 8 primary clarifiers. Here we slow the flow down enough for gravity stratification to allow remaining contaminants to settle to the bottom and buoyant contaminants to float to the top. Once this occurs, we skim the floating material off the top and pump the material that has settled to the bottom to our solids handling facility. This facility, the dissolved air floatation thickener (DAF) and digestion removes excess water from the biosolids and then they are sent to the landfill for disposal.

The main water flow leaves the primary clarifiers and enters the aeration basins. This is where our biological treatment process starts. The water is turned into a substance called mixed liquor suspended solids at this point. This is a mixture of the suspended organic material that remained after the primary clarifiers and microorganisms that use this material as food resulting in a reduction in the quantity of organic suspended solids.

Secondary Clarifiers: The main flow continues to four circular secondary clarifiers. The purpose of a secondary clarifier is to create a calm environment for the mixed liquor suspended solids to separate. In these tanks the heavy organic material settles to the bottom of the tank leaving clear water on the top. The clarifier's job is to remove the heavy organic material (sludge) from the waste stream and send the clear water to disinfection. It accomplishes this by a rotating mechanism that slowly moves around the clarifier and directs the sludge from the bottom of the tank to a sump where we then pump this sludge back to the aeration tank where the process starts all over.

Issue with Clarifiers: Two of these units were installed in 1977 and are very hard to operate and maintain. In these older units' solids collect in the center of the unit and must be removed by one of our operators with a shovel. This is extremely unsafe. The Operator must climb down off the catwalk and stand on a small grate while he or she shovels the sludge off. This area becomes very slippery and the risk of falling is great. Newer units remove this sludge automatically. A photo is included to show what a clarifier looks like.

In the past three years we have had to rebuild the main drive units for both older units. This was very expensive, the company that did the work had to machine most of the new parts

from scratch to replace the broken and worn parts. These two clarifiers represent half of our permitted design flow. They are increasingly unreliable and inefficient. Replacing these units would greatly increase our percentage removal efficiencies. This is of particular importance because DEQ now requires our plant to calculate the removal efficiency numbers and submit them quarterly. In addition, increasing our solids removal efficiency will decrease the amount of Chlorine and Sulfur Dioxide we use daily for disinfection purposes. We now spend roughly \$7500.00 a week on these chemicals. Any reduction in that expense would help our budget greatly. Discharging less solids will result in less violations from DEQ and a healthier ecosystem downstream from our plant.

Summary: It would greatly benefit the town to receive grant funds to support the replacement of the two (2) oldest secondary clarifiers. If we do not receive grant funds, the town will need to fund the entire replacement cost within the next five (5) years.



Resolution



WHEREAS, Congressionally Directed Spending is a funding source which is appropriated by the Federal Government; and,

WHEREAS, appropriation requests from branches of government and nonprofits may be submitted to congressional members as part of the federal annual appropriations process; and,

WHEREAS, Senator Mark Warner and Senator Tim Kaine have provided an online tool for localities to submit these requests to those offices for consideration; and,

WHEREAS, the Town of Wytheville has identified the replacement of secondary clarifiers at the Wastewater Treatment Plant as a much needed capital project; and,

WHEREAS, the replacement of clarifiers will support the program goals by improving wastewater treatment processes and water quality; and,

WHEREAS, the Wytheville Town Council fully supports the application to receive federal funds for the purpose of replacing the clarifiers.

NOW, THEREFORE, BE IT RESOLVED that if the Town of Wytheville is funded by Congressionally Directed Spending appropriations in the amount of \$2,357,000 to replace the clarifiers at the Wastewater Treatment Plant, the Town of Wytheville will provide 20 percent of the project as the local match, which shall be \$471,400, or other lesser amount, if the project is partially funded.

Adopted this 8th day of April, 2024.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

12-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	April 8, 2024
Subject:	Proposed Meals and Lodging Tax Rate Increases

SUMMARY:

As the Council is aware, we anticipate changes to the Meals and Lodging Tax rates for Fiscal Year 2024-25. The proposed Meals and Lodging Tax rate increases require that the Town Council schedule a public hearing to receive public comments. This public hearing could be scheduled for the April 22, 2024, Town Council meeting.

Recommended Action

Action on this matter requires a motion and vote by the Town Council.