



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, FEBRUARY 12, 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. RECESS** (if necessary)
7. **CONSENT AGENDA**
 - A.** Minutes of the work session and the regular meeting of January 22, 2024 (**requires motion and vote**)
8. **CITIZENS' PERIOD**
9. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** Consider the request of Town Treasurer Michael Stephens to write off **\$60,844.47, the total value of delinquent taxes and water and sewer accounts for which the statute of limitations (SOL) has expired, from the Town books**
 1. Staff Report/Presentation by Town Treasurer Michael Stephens
 2. Consideration by the Town Council to authorize Town Treasurer Stephens to write the delinquent taxes and water and sewer accounts off from the Town books (**requires motion and roll call vote**)
 - B.** Consider scheduling a **Special Town Council Meeting on Wednesday, March 6, 2024, at 4:00 p.m.** and scheduling a public hearing for this meeting to consider a bond in the maximum amount of \$491,784 to be used to pay the costs of capital improvements to the Town's wastewater facilities
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Consideration by the Town Council to schedule the Special Town Council Meeting and the public hearing (**requires motion and vote**)

C. Consider the request of Open Door Community's Director of Marketing and Communications, Mr. Eric Bucey, to provide traffic control on Saturday, June 15, 2024, to conduct the Fast and Fiorini Metric Century Charity Ride (aka Open Door CycleFest)

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 an appointment to the Wytheville Building Code Appeals Board for a new alternate member

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to appoint a new alternate member to the Wytheville Building Code Appeals Board (new term expires July 26, 2028) **(requires motion and vote)**

E. Consider the reappointment of Mr. George Wittwer to the Wytheville Planning Commission (term expires March 2, 2024)

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to reappoint Mr. George Wittwer to the Wytheville Planning Commission for a four-year term (new term expires March 2, 2028) **(requires motion and vote)**

10. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

11. REPORTS

A. Staff Report(s) - TOWN MANAGER BRIAN FREEMAN

B. Upcoming Meetings - CHIEF DEPUTY CLERK BRANDI JONES

12. OTHER BUSINESS

A. Council Member Time

B. Miscellaneous

(1) Council Committee Reports; (2) January 2024 Building Reports

13. CLOSED MEETING

A. Closed Meeting pursuant to § 2.2-3711 (A.) (8.) Consultation with legal counsel for legal advice (requires motion and vote)

B. Certification of Closed Meeting (requires motion and roll call vote)

14. ADJOURNMENT

7-A



MINUTES
TOWN COUNCIL WORK SESSION
MONDAY, JANUARY 22, 2024 AT 4:27 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

A. Persons Present:

Mayor Beth Taylor, Vice-Mayor Cathy Pattison, Councilwoman Holly Atkins, Councilman Gary Gillman, Councilwoman Candice Johnson, Town Manager Brian Freeman, Assistant Town Manager Elaine Holeton, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Director of Public Utilities Billy Anderson, Planning Director John Woods, Social Media/Marketing Project Coordinator Shane Terry, Wytheville Police Corporal Todd Matthews, Wytheville-Wythe-Bland Chamber of Commerce Executive Director Alison Pollard, Downtown Wytheville, Inc. Assistant Charlie Jones, Patricia Austin, Rob Kern, Meagan Bokovoy, Deb King, Beth Cochran, Josh Pennington, Anastasia Kapranos, Terry Clements, Jeremiah Nohr, Lindsey Schuwolf, Lily Grossman, Madelyn Vinzella, Anthony Manning, Daniela Cardoso, Halle Reinholtz, Niall Hamilton, Jackson Kirsch, Oscar Montgomery, Others

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, and this required a motion and approval by the Council. She inquired if there was a motion to approve the Work Session agenda.

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

B. Presentation by Virginia Tech students regarding their recent project with Downtown Wytheville, Inc.

Mayor Taylor advised that the next item on the agenda is a presentation by Virginia Tech students regarding their recent project with Downtown Wytheville, Inc. She

advised that she would like to thank Virginia Tech and their students for choosing Wytheville to be a part of their project. Downtown Wytheville, Inc. Assistant Charlie Jones introduced the Virginia Tech students to the Town Council. Various Virginia Tech students then gave brief individual presentations regarding their landscape project proposals for the vacant area located on West Main Street in downtown Wytheville, which included themes such as bird watching, a bird garden, "Monarch Wytheville", "Urban Slide", "Urban Backyard", "Depth of Wytheville", "The Growth of Wytheville", "Super Sanctuaries", "Stretching the Seasons", "Blended Settings", "Community Park" and "Evo Park". Downtown Wytheville, Inc. Assistant Jones provided some information regarding the next steps for this project, and stated that he will discuss the project further at a future meeting. The Town Council thanked the Virginia Tech students for their presentations and for the information they provided.

3. ADJOURNMENT

There being no further business, the Work Session was adjourned (5:01 p.m.)

T. Brian Freeman, Town Manager

Brandi N. Jones, Chief Deputy Clerk



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JANUARY 22, 2024 AT 5:11 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **UNAPPROVED MINUTES**

MEMBERS PRESENT:

Mayor 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 HOLETON, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Fire and Rescue Chief Chris Slemp, Police Chief Joel Hash, Police Officer David Newman, Downtown Wytheville, Inc. Assistant Charlie Jones, Open Door Community Executive Director Jordan Stidham, Leithan Smelser, Melissa McWhirter, Bob McWhirter, Jim Cohen, Claudia Perry, Elisha Wolfe, Denise Davis, Glenda Crockett-Eans, Kerrington Crockett-Eans, Others

2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

3. **RE: ESTABLISHMENT OF QUORUM**

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

4. **RE: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Councilman Gary Gillman.

5. **RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the first item on the agenda is the Approval of Agenda. She inquired if there was a motion to approve the agenda 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 results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

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

- A. Mayor Taylor presented the consent agenda consisting of the minutes of the Council Work Session and the regular meeting of January 8, 2024. She inquired if there was a motion to approve the minutes of the Council Work Session and the regular meeting of January 8, 2024, as presented.

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

8. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are several citizens on the sign-in sheet who would like to address the Council during Citizens' Period. Mayor Taylor inquired if the first person listed on the sign-in sheet, Mr. Jordan Stidham, would come to the podium and state his name and address for the recording of the minutes.

Mr. Jordan Stidham, Executive Director of Open Door Community, was recognized and stated that he resides at 680 West Main Street in Wytheville. Mr. Stidham addressed the Council regarding Open Door Community's motel-based emergency warming shelter and the struggles it is facing to afford rooms with the increase in homelessness. He stated that there is a need for assistance for the homeless that is beyond Open Door Community's capacity. Mr. Stidham noted that he hopes that funding needs for emergency shelter and long-term housing can be addressed with the Town and Wythe County in the near future. Mayor Taylor thanked Mr. Stidham for his comments.

Ms. Leithan Smelser was recognized and stated that she resides at 317 Sheffey School Road in Wythe County. Ms. Smelser addressed the Council regarding homelessness in town. She noted that she has taken it upon herself to create a GoFundMe page for people to contribute to the homeless, and that the local community has stepped up and contributed. Ms. Smelser inquired that she would like to ask the Town of Wytheville's elected Officials as to why our community does not have a warming shelter. Mayor Taylor thanked Ms. Smelser for her comments.

Mr. James Steiner was recognized and stated that he is homeless, and he has been living behind the dumpster at McDonald's in Wytheville. Mr. Steiner stated that he is a former Army Veteran and now he is a homeless man in Virginia. He commented that he would like to ask the Town of Wytheville to be a hero. Mr. Steiner noted that having concerns for someone else's needs is what being a hero is about. He stated that he is asking for the Town's help with the homeless problem. Mayor Taylor thanked Mr. Steiner for his comments.

Ms. Denise Davis was recognized and stated that she resides at 375 Loretto Drive in Wytheville. Ms. Davis advised that she wanted to address the Council regarding a shelter

for those in the town who are homeless. She stated that she wants to ask the Town to step up and donate money to Open Door Community to contribute to helping the homeless problem around town. Mayor Taylor thanked Ms. Davis for her comments.

Mayor Taylor stated that she thinks she can speak for all the Council when she states that there will be future dialogue regarding a warming shelter. Councilwoman Atkins advised that she is in favor of a warming shelter in town. Councilwoman Johnson stated that she, also, is in favor of a warming shelter in town. She commented that it was brought to her attention that she was one of the individuals who was against a warming shelter. Councilwoman Johnson noted that she wanted to clarify that she is for the shelter and not against it. She stated that a Work Session should be scheduled to further discuss the homeless issues in the community. Mayor Taylor inquired if anyone could give her information regarding the church that was previously interested in holding the warming shelter at their location. Mr. Stidham stated that Open Door Community had been working on opening the basement of the Holy Trinity Lutheran Church. He noted that the problem that they faced was not having enough sponsors to provide volunteers regularly for the warming shelter. Discussion continued regarding the problem of not having enough volunteers for the hours of a potential warming shelter and how it made more sense for Open Door Community to switch to a hotel-based shelter. Councilwoman Atkins inquired if there was a way that the Council could donate money to go toward a certain amount of hotel rooms. Town Manager Freeman stated that the Town Council does have that ability, however, currently, there is no money in the budget for such a donation.

A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to authorize Town Manager Freeman to spend up to \$6,000 to donate to Open Door Community for the motel-based shelter program. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Johnson inquired as to how the funds will be dispersed to Open Door Community. Mr. Stidham stated that there was a portal that could be used to disperse the funds, or the funds could be dispersed through a check. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

Mr. Stidham thanked the Town Council for their decision.

Ms. Glenda Crockett-Eans was recognized and stated that she resides at 50 Lee Circle in Wytheville. She thanked the Town Council for their donation of funds to Open Door Community to use for the motel-based shelter for the homeless. She stated that she would like to ask that the Council allocate money for a warming shelter during the Town's next budget cycle. Ms. Crockett-Eans continued to address the Council regarding the homeless problem in town. Mayor Taylor thanked Ms. Crockett-Eans for her comments.

Mayor Taylor inquired if there were any other citizens who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

9. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: PRESENTATION REGARDING THE 2023 WYTHEVILLE FIRE AND RESCUE DEPARTMENT'S ANNUAL REPORT

Mayor Taylor advised that the next agenda item is a presentation by Fire Chief Chris Slemm regarding the 2023 Wytheville Fire and Rescue Department's Annual Report. Fire Chief Slemm presented the 2023 Wytheville Fire and Rescue Department's Annual Report, which included the Department's Mission Statement, Vision, the highlights of 2023, grants for fire equipment, the goals and opportunities for 2024, etc. Vice-Mayor Pattison inquired of Chief Slemm about his thoughts of bringing back a volunteer program. Chief Slemm noted that bringing back volunteers is something that has been discussed, however, the concern is whether anyone would volunteer. He stated that volunteerism is declining in every aspect, nationwide. Vice-Mayor Pattison inquired of Chief Slemm regarding Ladies Auxiliaries, and, if the wives of the Fire and Rescue Department employees could be included in any programs. Chief Slemm stated that several wives of the Town's Fire and Rescue Department employees are career Fire and EMS providers doing similar jobs. Councilwoman Johnson inquired of Chief Slemm regarding a grant to apply for self-contained breathing apparatuses, and how many apparatuses it will cover. Chief Slemm advised that the Town has a very good chance of receiving around 75 percent of the cost of the apparatuses through the grant. He stated that he has also been working with Town Manager Freeman regarding a plan to replace the 12 expiring apparatuses if the Town does not receive the grant money. A brief discussion ensued regarding funding for future Fire and Rescue equipment. Councilwoman Atkins inquired of Chief Slemm regarding the student Ride-Along Program. Chief Slemm stated that students' background checks are completed by their institution, and that they will complete paperwork at the Town's Fire and Rescue Department building before beginning the program. Vice-Mayor Pattison inquired of Chief Slemm regarding firemen under contracts at other locations wanting to work for the Town, and whether those contracts have been bought out. Chief Slemm advised that he has not encountered a situation like that with the Town. He noted that, if this kind of situation occurred, he would talk with Town Management before moving forward. Chief Slemm thanked the Town Council for their time.

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

A. RE: ORDINANCE NO. 1428 - HOUSING REHABILITATION ZONE

Mayor Taylor advised that the next agenda item is to consider amending and reenacting Ordinance No. 1428 to include two properties in the Housing Rehabilitation Zone. She stated that Assistant Town Manager Holeton would now discuss this ordinance with the Council.

Assistant Town Manager Holeton stated that the Housing Rehabilitation Zone Selection Committee met recently, and they recommend that the Town Council approve including the Fairview Townhomes and the Monroe North Apartments into the Housing Rehabilitation Zone. She gave a brief overview of the Fairview Townhomes Project and the Monroe North Apartments Project to the Council. Mayor Taylor inquired if there was a motion to adopt Ordinance No. 1428, an ordinance amended and reenacted to add the following two properties in the Housing Rehabilitation Zone: A.) the Fairview Townhomes Project located on Fairview Road (Tax Map Parcel #25-11-2); and, B.) the apartments located at 810 West Monroe Street (Tax Map Parcel #41A-7-8-16) in the Town of Wytheville, Virginia, on first and final reading. Motion made by Councilwoman Johnson, Seconded by Councilwoman

Atkins. Mayor Taylor inquired if there was any discussion on the motion. Mr. Stidham with Open Door Community reviewed figures for the Council to support the Virginia Housing Funding and why including their projects in the Housing Rehabilitation Zone is beneficial. 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, Councilwoman Atkins, Councilwoman Johnson.

B. RE: WALL OF HONOR - REAPPOINTMENT

Mayor Taylor advised that the next agenda item is to consider the reappointment of Mr. Michael Melton to the Wall of Honor Committee for a four-year term (term expires February 1, 2024). Mayor Taylor inquired if there was a motion to reappoint Mr. Michael Mitchell to the Wall of Honor Committee for a four-year term (new term expires February 1, 2028).

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.

C. RE: WALL OF HONOR - REAPPOINTMENT

Mayor Taylor advised that the next agenda item is to consider the reappointment of Ms. Maelene Watson to the Wall of Honor Committee for a four-year term (term expires February 1, 2024). She inquired if there was a motion to reappoint Ms. Maelene Watson to the Wall of Honor Committee for a four-year term (new term expires February 1, 2028).

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

D. RE: WYTHEVILLE BUILDING CODE APPEALS BOARD - APPOINTMENT

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Building Code Appeals Board for a new alternate member to the board (new term expires July 26, 2028). Town Manager Freeman stated that the Building Code Appeals Board needs one additional alternate member. He noted that the Council has two applications in their package to consider for appointment. Mayor Taylor inquired if the Council would like to appoint one of the two applicants to the Board, or if they would like to schedule a Work Session to hold Meet-and-Greet Sessions with the applicants.

A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to schedule a Work Session for Monday, February 12, 2024, at 4:00 p.m., to hold a Meet-and-Greet Session with the applicants to be considered as a new alternate member to the Wytheville Building Code Appeals Board. 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: BUDGET AND FINANCE COMMITTEE AND PUBLIC WORKS COMMITTEE - APPOINTMENT

Mayor Taylor advised that the next agenda item is the consideration of appointments to the Budget and Finance Committee and the Public Works Committee. Town Manager Freeman stated that he would recommend that the Town Council reorganize the Budget and Finance Committee and the Public Works Committee to help improve how the Town functions and operates. He advised that he recommends that the Town Council appoint Councilwoman Johnson and Vice-Mayor Pattison to the Budget and Finance Committee and Councilman Gillman and Councilwoman Atkins to the Public Works Committee. Mayor Taylor inquired if there was a motion to appoint Councilwoman Johnson and Vice-Mayor Pattison to the Budget and Finance Committee and Councilman Gillman and Councilwoman Atkins to the Public Works Committee.

A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to appoint Councilwoman Johnson and Vice-Mayor Pattison to the Budget and Finance Committee and Councilman Gillman and Councilwoman Atkins to the Public Works Committee. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she would like to note that she is fine with the Committee appointments at this time. She advised, however, she would like to make a motion that the next time there is a reorganization of the Budget and Finance and Public Works Committees, she would like for a discussion to be held by the Town Council and the appointments to be made by the Town Council. Mayor Taylor commented that this is a good idea, and she feels like the reorganization may have got off track when the State changed the voting for towns. She remarked that she agrees that it is a good idea for the Council to discuss how it would like to proceed in the future regarding the reorganization. Mayor Taylor inquired if there was any further discussion.

Interim Town Attorney Cassell advised that Mayor Taylor needs to call for a vote on the initial motion. He explained to Councilwoman Atkins that after the initial motion has been voted on, she can certainly make another motion, however, she cannot make a motion during discussions. Chief Deputy Clerk Jones restated the original motion made by Councilwoman Johnson and seconded by Councilman Gillman which was to appoint Councilwoman Johnson and Vice-Mayor Pattison to the Budget and Finance Committee and Councilman Gillman and Councilwoman Atkins to the Public Works Committee. 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.

F. RE: BUDGET AND FINANCE COMMITTEE AND PUBLIC WORKS COMMITTEE - FUTURE REORGANIZATION OF COUNCIL

Interim Town Attorney Cassell advised Councilwoman Atkins that if she would like to make her other motion, she may now do so. A motion was made by Councilwoman Atkins for the Budget and Finance and Public Works Committees to require a motion, discussion and vote to be held by the Town Council during the next scheduled reorganization. Councilwoman Johnson inquired if Councilwoman Atkins was talking about a Council Work Session. Councilwoman Atkins stated that she was not. Discussion was held regarding how this relates to the Town Code about appointments to Town Committees, including the Budget and Finance and Public Works Committees, and how the appointments have been made in the past. Discussion ensued regarding Committee appointments in the future. Interim Town Attorney Cassell explained that he was not aware that this would be an issue at this meeting, therefore, he would need to do some research regarding appointments. He advised that the motion that is on the floor is to have the Council approve the Committee appointments. He stated that if it turns out that this is in violation of the Code, then he would certainly be able to advise the Town Council, and they can deal with it later. Interim Town Attorney Cassell reiterated that he was not aware of this issue, and he does not know about the provision in the Code. He stated that he will research it, but he is unsure at this time. Councilwoman Johnson inquired of Mr. Cassell if the Council could amend this motion if needed. Mr. Cassell stated that is correct. Mayor Taylor inquired if Chief Deputy Clerk Jones would restate the motion. Chief Deputy Clerk Jones restated the motion made by Councilwoman Atkins which was for the Budget and Finance and Public Works Committees to require a motion, discussion and vote to be held by the Town Council during the next scheduled reorganization. Interim Town Attorney Cassell stated that is correct. Mayor Taylor inquired if this is to schedule a Work Session. Discussion ensued regarding Town Staff and the Town Attorney researching the topic before conducting a Work Session or taking a policy position on the issue. Interim Town Attorney Cassell advised that he recommends the Council allow him to research the issue and report back to the Council at a later meeting. Discussion ensued regarding the appointments made for Committees by the Council. Councilwoman Johnson inquired if Mr. Cassell could clarify the vote that was just taken regarding the appointments to the Budget and Finance and Public Works Committees. Interim Town Attorney Cassell advised that the Council has already had a motion to adjust those two Committees, and that motion passed, therefore, it is in effect. He explained that what is being discussed now is for him to research this for insurance in the future that appointments are codified or placed correctly into the Town Code for reference. He noted that he is asking for time to research this more, and then he will report back to the Town Council. Mayor Taylor stated that there is a motion on the floor by Councilwoman Atkins for the Budget and Finance and Public Works Committees to require a motion, discussion and vote to be held by the Town Council during the next scheduled reorganization. The motion was seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion. Councilwoman Atkins inquired if she could withdraw her request to allow Mr. Cassell to research the issue. Mr. Cassell advised that Councilwoman Atkins would need to vote down the existing motion, if she does not mind pulling it and enact that now and wait for his advice, however, she could enact it now by passing the motion. Discussion continued regarding Mr. Cassell researching the topic. Mr. Cassell advised that the Council needed to proceed with the vote, and if they would like him to research the topic more, they would need to vote the motion down by voting no. He commented that he would come back to the next meeting with his research. Mayor Taylor inquired if there was any further

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

11. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

LAW ENFORCEMENT RECOGNITION DAY: Town Manager Freeman stated that January 9, 2024, was Law Enforcement Recognition Day. He noted that at the last Town Council meeting held on January 8, 2024, he did not realize this. Town Manager Freeman stated that he wanted to thank Police Chief Joel Hash, the Wytheville Police Department, Virginia State Police, Wythe County Sheriff's Office, Rural Retreat Police Department and all those who work with the Town. He commented that he would like to apologize for not getting ahead of that recognition at the last Town Council meeting.

B. RE: UPCOMING MEETINGS

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

1. The Homestead Museum Advisory Board will meet on Friday, January 26, 2024, at 10:00 a.m., at the Jackson Property.
2. The Joint Industrial Development Authority of Wythe County will meet on Thursday, January 25, 2024, at 3:00 p.m., in the Council Chambers of the Municipal Building.
3. The Wytheville Planning Commission will meet on Thursday, February 8, 2024, at 6:00 p.m., in the Council Chambers of the Municipal Building.
4. The Tree Advisory Committee will meet on Thursday, February 8, 2024, at 8:30 a.m., in Conference Room A.
5. The next Council Work Session will be held at 4:00 p.m., on Monday, February 12, 2024, prior to the regularly scheduled Town Council meeting at 5:00 p.m., in the Council Chambers of the Municipal Building.

12. 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 during 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 would like to give a shoutout to all Town employees. She commented that they have done an excellent job during the inclement weather events over the past few weeks.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. She stated that she would like to thank the Public Works, Fire and Rescue and the Police Departments for their hard work during the recent inclement weather events.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that she would like to thank the Town's Public Works Department for their hard work. She noted that she also wanted to thank the Police Department for National Policeman Day and the Town's Fire and Rescue Department for their hard work during the recent inclement weather events.

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

B. RE: MISCELLANEOUS

Mayor Taylor advised that the next item on the agenda is miscellaneous items. She inquired if the Council had any Council Committee Reports. There being none, she proceeded with the agenda.

13. RE: CLOSED MEETING

Mayor Taylor advised that it will now be necessary for the Council to go into a closed meeting pursuant to Section 2.2-3711 (A.) (7.) Consultation with legal counsel pertaining to probable litigation. She inquired if there was a motion to go into a closed meeting.

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 in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (7:03 p.m.)

RE: CERTIFICATION OF CLOSED MEETING

Mayor Taylor advised that it would 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.) (7.) Consultation with legal counsel pertaining to probable litigation 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 Councilman Gillman, 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. (7:30 p.m.)

14. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (7:31 p.m.)

Beth A. Taylor, Mayor

Brandi N. Jones, Chief Deputy Clerk

9-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Request by Town Treasurer Michael Stephens to Write Off Delinquent Taxes and Water and Sewer Accounts

SUMMARY:

Pursuant to Virginia Code Section 58.1-3940, the Town of Wytheville is required to write off delinquent taxes. Town Manager Freeman received a request from Town Treasurer Michael Stephens regarding delinquent Personal Property/Mobile Home Taxes and water and sewer accounts over the statute of limitations (SOL) that need to be written off the Town’s books. The total value of the delinquent taxes and water and sewer accounts for which the statute of limitations has expired is \$60,844.47, which includes 2018 Personal Property/Mobile Home Taxes totaling \$758.51 and water and sewer accounts over the SOL in the amount of \$60,085.96. Town Treasurer Stephens would request that the Town Council authorize him to remove these delinquent taxes and water and sewer accounts from the Town’s books.

Recommended Action

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

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

Section 9, Item A.

TOWN COUNCIL

MAYOR
BETH A. TAYLOR

VICE-MAYOR
CATHY D. PATTISON

COUNCIL MEMBERS
HOLLY E. ATKINS
GARY L. GILLMAN
CANDICE N. JOHNSON



Wytheville...there's only one!
P.O. BOX 533
150 EAST MONROE STREET
WYTHEVILLE, VIRGINIA 24382-0533
TELEPHONE (276) 223-3333
WWW.WYTHEVILLE.ORG

TOWN MANAGER
T. BRIAN FREEMAN
(276) 223-3450

ASSISTANT TOWN MANAGER
ELAINE R. HOLETON, AICP
(276) 223-3352

TOWN TREASURER
MICHAEL G. STEPHENS, MGT
(276) 223-3333

CLERK OF COUNCIL
SHERRY G. CORVIN, CMC
(276) 223-3349

MEMORANDUM

TO: Town Council

FROM: Michael G. Stephens, MGT *Mike*
Town Treasurer

DATE: January 16, 2024

SUBJECT: **WRITE OFFS**

Pursuant to Section 58.1-3940 of the code of Virginia, the Town is required to write off delinquent taxes. Therefore, I am requesting the Town Council of the Town of Wytheville to write off the following Personal Property/Mobile Home taxes and Water/Sewer Accounts.

2018 Personal Property/Mobile Home	\$ 758.51
Water and Sewer accounts over SOL	\$ 60,085.96

S:\PPTAXES\WORD\TAX WRITE OFF 2024.doc

9-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Scheduling Special Town Council Meeting and Public Hearing

SUMMARY:

The Town is applying for a bond in the maximum amount of \$491,784 to be used to pay the costs of capital improvements to the Town’s wastewater facilities. This requires a public hearing with special advertising requirements that is impossible to meet with the regular Town Council meeting dates. Therefore, Town staff is requesting that the Town Council schedule a Special Town Council Meeting wherein a public hearing could be held to consider the issuance of this bond.

Recommended Action

Town staff would suggest that a Special Town Council Meeting and a public hearing be scheduled for Wednesday, March 6, 2024, at 4:00 p.m. This would require a motion and vote by the Town Council.

9-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Open Door Community Fast and Fiorini Metric Century Charity Ride (aka Open Door CycleFest) Request

SUMMARY:

Please find attached a request from Open Door Community’s Director of Marketing and Communications, Mr. Eric Bucey, for traffic control on Saturday, June 15, 2024, to conduct the Fast and Fiorini Metric Century Charity Ride (aka Open Door CycleFest). The Safety and Events Committee has reviewed this request and would recommend that it be approved. Assistant Town Manager Elaine Holeton will review this request with the Town Council.

Recommended Action

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



EVEN-24-1

Street Closure or Traffic Control Application

Status: Active

Submitted On: 1/30/2024

Primary Location

No location

Applicant

Eric Bucey

276-230-0298

ebucey@wythehope.org

680 West Main Street
Wytheville, VA 24382

APPLICATION CONFIRMATION

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

APPLICANT INFORMATION

Event Name*

Fast and Fiorini Metric Century Charity Ride (aka Open Door CycleFest)

Organization Name or N/A*

Applicant Name*

Eric Bucey

Applicant Cell Phone*

276-230-0298

Applicant Email Address*

ebucey@wythehope.org

Co Applicant*

Jordan Stidham

Co Applicant Cell Phone*

276-290-3734

Co Applicant Email Address*

jstidham@wythehope.org

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*

06/15/2024

Event Type* ?

Street Closing for Event

Name of the Route (if known)* ?

Fast and Fiorini Metric

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

7:30 am - 8:00 am

Time Event Opens to Public* ?

6AM

Time Event Closes to Public* ?

2PM

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 activies proposed.* ?

The Fast and The Fiorini is an annual bicycle charity ride to end homelessness and ensure housing affordability. This year we've added an additional downtown loop to showcase the Town of Wytheville's downtown district and historic residential neighborhood.

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

75

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

12

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.*

Please see draft route map, key intersections likely impacted include Open Door Cafe & W. Main Street, W. Main Street & 12th, N Main & 11th, N. Main & 4th Street/US 21, and 4th Street/US 21 & Fairview Road.

Police vehicle escort requested for in town streets to Fairview Road.

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?*

NO

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

NO

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

NO

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

NO

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

NO

Will connection to electricity or generators be needed?*

NO

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

NO

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

The draft route maintains start and finish on company owned, private property.




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.

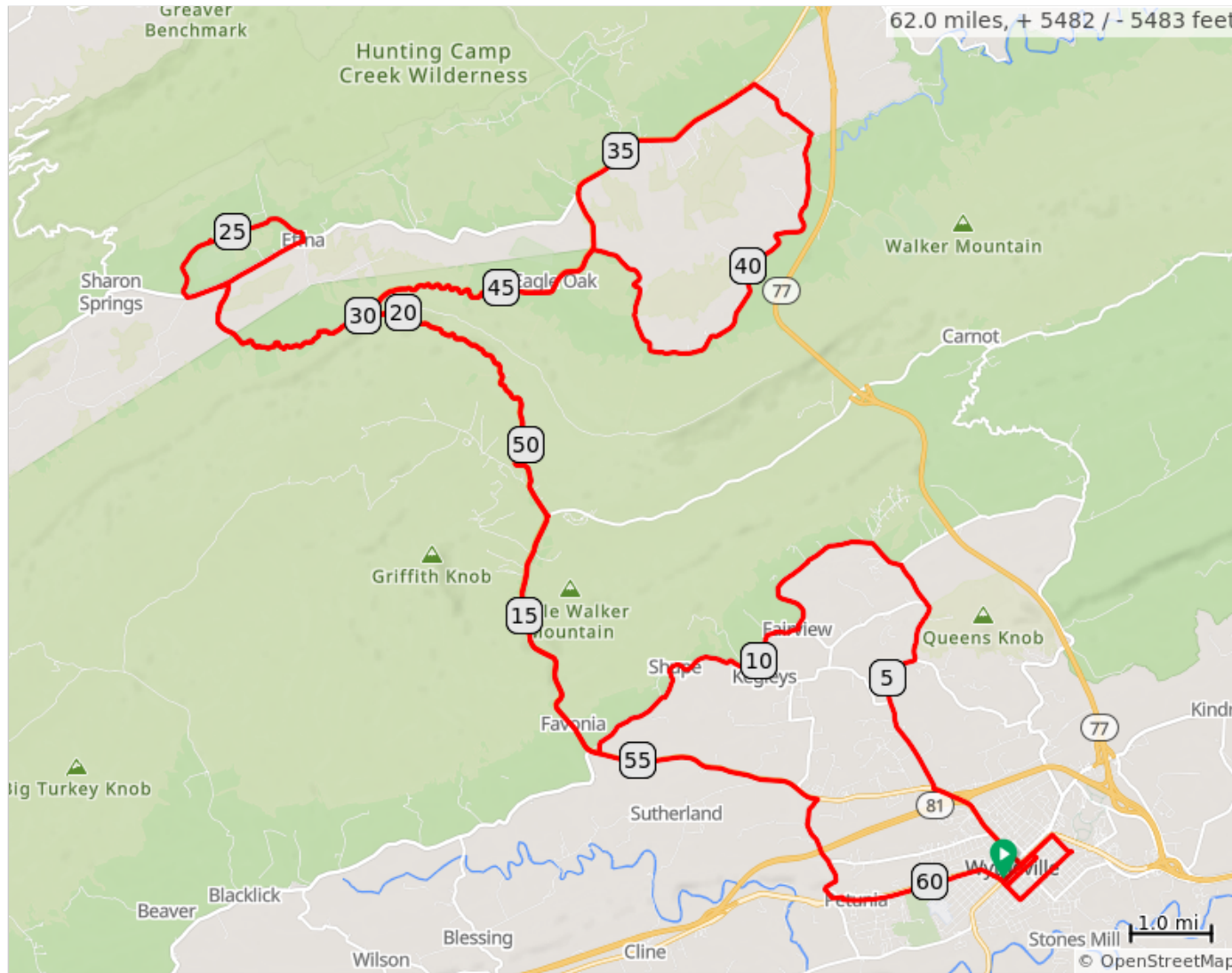
Select the box to provide a digital signature for this application*

Eric L. Bucey
Jan 12, 2024

Attachments

- | | | |
|---|---|------------------------|
|  | <p>Event Map
Fast_and_Fiorini_Metric_Century_Ride_-_62-1_miles-_3-climbs.pdf
Uploaded by Eric Bucey on Jan 12, 2024 at 11:27 AM</p> | <p>REQUIRED</p> |
|  | <p>Certificate Proof of Insurance for Event -
USACycling_Ins_InsuredPersons.pdf
Uploaded by Eric Bucey on Jan 30, 2024 at 12:36 PM</p> | <p>REQUIRED</p> |
|  | <p>Town Of Wytheville.pdf
Town Of Wytheville.pdf
Uploaded by Eric Bucey on Jan 30, 2024 at 12:54 PM</p> | |

Fast and Fiorini Metric Century Ride - 62.1 miles, 3-climbs



62.0 miles, + 5482 / - 5483 feet

****ROUTE IS CLEARLY MARKED WITH ROAD SIGNS AND DIRECTIONAL ARROWS ON PAVEMENT****

EMERGENCY CONTACTS:
Wythe County
Rescue/Sheriff's Office 911
Bland County Rescue 911 or 276-688-4708
Bland County Sheriff's Office 276-688-3611



SAG SUPPORT (ENDS AT 1:00 PM):
Calder Kegley (on the road) 434-466-6481
Mike Pugh (top of the mountain) 276-620-5242
Jordan Stidham (in town-finish line) 276-209-3734

Instagram:
[@FastandFioriniMetricCentury](https://www.instagram.com/FastandFioriniMetricCentury)
Facebook: The Fast and the Fiorini



Fast and Fiorini Metric Century Ride - 62.1 miles, 3-climbs

Section 9, Item C.

Num	Dist	Type	Note
1.	0.0		Start of route
2.	0.0		R onto West Main Street, US 11, US 21
3.	0.1		L onto South 12th Street
4.	0.4		L onto West Union Street
5.	1.2		Sharp L onto South 11th Street
6.	1.5		Keep L onto South 11th Street
7.	1.6		L onto North Main Street, US 11
8.	2.1		R onto North 4th Street, US 21
9.	3.5		R onto Fairview Rd
10.	4.7		Continue onto State Rte 659
11.	6.1		Slight L to stay on State Rte 659
12.	6.7		L to stay on State Rte 659
13.	9.3		R onto State Rte 661 - Sally Run Rd.
14.	10.1		R onto State Rte 600 - Laurel Run Rd.
15.	12.9		R onto US-52 N, Stoney Fork Rd.
16.	20.4		L onto State Rte 621, Old Mt. Rd.
17.	23.4		Continue onto VA-42 W, Blue Grass Trail
18.	23.8		R onto State Rte 622, Shewey Valley Rd.
19.	26.0		R onto VA-42 W. Blue Grass Trail
20.	27.2		Sharp L onto State Rte 621, Old Mt. Rd.
21.	30.1		L onto US-52 N, Scenic Highway
22.	36.9		R onto State Rte 617, Waddletown Rd.
23.	37.8		R to stay on State Rte 617
24.	43.6		L onto US-52 S, Scenic Highway
25.	57.3		R onto W Ridge Rd

57.3 miles. +5117/-5092 feet

Num	Dist	Type	Note
26.	58.2	→	Slight R onto N Petunia Rd
27.	58.9	←	L onto US-11 N
28.	60.9	↑	Continue onto South 12th Street
29.	61.0	←	L onto West Spring Street
30.	62.0	→	R
31.	62.0	📍	End of route



**Open Door CycleFest
Permit #2024-8653**

Event Insured Information

Type	Named Insured
Created	2024-01-24 13:18:38
Name	Helping Overcome Poverty's Existence, Inc.
Relationship	organizer
Phone	2762286280
Address	680 West Main Street
City	Wytheville
State	VA
Zip	24382
Specific Verbiage	None
Endorsements	

Type	Additional Insured
Created	2024-01-23 14:34:01
Name	Town Of Wytheville
Relationship	municipality or government
Phone	N/A
Address	150 E. Monroe St.
City	Wytheville
State	VA
Zip	24382
Specific Verbiage	None
Endorsements	

Type	Named Insured
Created	2024-01-23 14:34:01
Name	Eric Bucey
Relationship	organizer
Phone	N/A
Address	112 13th Street Northwest
City	Pulaski
State	VA
Zip	24301
Specific Verbiage	None
Endorsements	



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fairly Consulting Group, LLC 1800 S. Washington, Suite 400 Amarillo, TX 79102	CONTACT NAME: Fairly Group Certificates PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: certs@fairlygroup.com INSURER(S) AFFORDING COVERAGE _____ NAIC # _____ INSURER A : Accredited Surety and Casualty Company, Inc. 26379 INSURER B : _____ INSURER C : _____ INSURER D : _____ INSURER E : _____ INSURER F : _____
INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event	X		1-TRE-CO-17-01338745-00	12/31/2023	12/31/2024	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							PART. LEGAL LIA	Included
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Job 2024-8653

IL 1201 - Endt #1 - Named Insured Extension:

Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date(s) on the permit.

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to any person or organization if required by a written contract or agreement provided such contract or agreement was executed prior to the occurrence or offense. Please see SEE ATTACHED ACORD 101

CERTIFICATE HOLDER Town Of Wytheville 150 E. Monroe St. Wytheville, VA 24382	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--



AGENCY CUSTOMER ID: USACYCL-24

LOC #: _____

MBORRIGUEZ

Section 9, Item C.

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Fairly Consulting Group, LLC		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
attached endorsement CG 20 26 (12/2019).

Event Number: 2024-8653
Event Name: Open Door CycleFest
Event Location: Wytheville, VA
Event Date(s): 06/15/2024

POLICY NUMBER: 1-TRE-CO-17-01338745-00

COMMERCIAL GENERAL LIABILITY
CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization if required by a written contract or agreement provided such contract or agreement was executed prior to the occurrence or offense.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
 - 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

9-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Wytheville Building Code Appeals Board Appointment

SUMMARY:

Currently, the Building Code Appeals Board has an opening for one alternate member. Please find enclosed two applications for consideration of appointment. The appointment will be for a five-year term that will expire July 26, 2028.

Recommended Action

The appointment to the Building Code Appeals Board will require a motion and vote by the Town Council.



COMM-24-1

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 1/11/2024

Primary Location

No location

Applicant

 Rick Krietemeyer



Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Ricky Lee Krietemeyer

Applicant Mailing Street/PO Address * 

Zip Code Mailing Address* 

24382

Applicant Contact Phone Number* 

Applicant Email Address* 

Place of Employment or Other* 

Calvary Full Gospel Church

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Housing Rehabilitation Zone Selection Committee - Five (5) year term. Must be either a Planning Commission or Town EDA member. Members shall not be in construction or real estate industry.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?*

Building Code Board of Appeals

If you would like to serve on more than one board or committee, please enter them both in this field.

Economic Development Authority

Are you currently a member of the Board of Zoning Appeals or are you a member on the Building Board of Appeals?*

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.*

Have 40 years of ministry experience. Have worked out in the public in retail business.

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.* ?

Served on city council,il and also as a Municipal City Court Judge Morehouse, MO 1994-1998

I've coached kids in baseball and basketball. Ran the scoreboard at the games.

Provide information about yourself. Share knowlege base or skillsets that you possess. How will you add value to the committee or board?*

I'm a people person and I like dealing with and building relationship with people.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form . The forms can be downloaded from the link under attachments on the attachment page. Copy and paste this link in a new web browser: <a

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

ACKNOWLEDGMENT & AUTHORIZATION

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

2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.*

Name of Applicant:* 

Rick Krietemeyer

Click here to add your legally binding digital signature*

Ricky Lee Krietemeyer
Jan 10, 2024

Town Council Approval

 Date of Issuance

—

 If appointed. Town Clerk put term expiration date here.

—

Attachments



Background Report Release Form and Personnel Record Release Form

REQUIRED

Background Report.pdf
Uploaded by Rick Krietemeyer on Jan 11, 2024 at 1:47 PM



Background Report2.pdf

Background Report2.pdf
Uploaded by Rick Krietemeyer on Jan 11, 2024 at 1:48 PM

COMM-23-17

Application to Serve on Town
Committee or Board

Status: Active

Submitted On: 10/20/2023

Primary Location

No location

Applicant

 Barry Catron







Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Barry Duane Catron

Applicant Mailing Street/PO Address *

Zip Code Mailing Address*

24382

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Xterior Plus Inc

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?*

Building Code Board of Appeals

If you would like to serve on more than one board or committee, please enter them both in this field.

No other boards

Are you currently a member of the Board of Zoning Appeals?*

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.*

I have been in Real Estate, Real Estate Appraising, and in construction in Wytheville for 30 years

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.*

None

Provide information about yourself. Share knowledge base or skillsets that you possess. How will you add value to the committee or board?*

Knowledgeable of construction process and building codes related to construction.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form . The forms can be downloaded from the link under attachments on the attachment page. [Copy and paste this link in a new web browser: <a](#)

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

ACKNOWLEDGMENT & AUTHORIZATION

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




2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.*



Name of Applicant:* 

Barry Duane Catron

[Click here to add your legally binding digital signature*](#)

 Barry Duane Catron
Oct 20, 2023

Attachments

9-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Wytheville Planning Commission Reappointment

SUMMARY:

The term of Mr. George Wittwer on the Wytheville Planning Commission expires March 2, 2024, and Mr. Wittwer is eligible for reappointment. This reappointment is for a four-year term that will expire March 2, 2028.

Recommended Action

Action to reappoint Mr. George Wittwer to the Wytheville Planning Commission will require a motion and vote by the Council.

11-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Staff Report(s)

SUMMARY:

Town Manager Freeman will present a Staff Report(s) on various topics.

Recommended Action

No action required at this time.

11-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	February 12, 2024
Subject:	Upcoming Meetings

SUMMARY:

Chief Deputy Clerk Brandi Jones will present the upcoming meetings to the Town Council.

Recommended Action

No action required at this time.

UPCOMING MEETINGS

1. The New River Regional Water Authority will meet on Thursday, February 15, 2024, at 10:00 a.m., in Austinville.
2. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, February 19, 2024, in observance of Presidents' Day.
3. The Downtown Wytheville, Incorporated Board meeting scheduled for Monday, February 19, 2024, has been cancelled, due to the Presidents' Day holiday.
4. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, February 21, 2024, at 12:00 p.m., at the Housing Authority Office.
5. The Joint Industrial Development Authority of Wythe County will meet on Thursday, February 22, 2024, at 3:00 p.m., here in the Council Chambers.
6. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, February 26, 2024, at 5:00 p.m., here in the Council Chambers.

12-B

January 2024 Building Permits

General BLD Permits									
Record #	Permit/ Issued Date	Applicant Name	Property Owner Name	Cost of Construction	Mechanical:	Electrical:	Plumbing, Gas	Description of Proposed Improvements	Zoning
BLD-23-123	1/26/2024	SOFONIA VAZQUEZ SANCHEZ	WYTHE WVR LLC	\$2,100.00				CUSTOMER WANTS TO ADD A DOOR	B-2
BLD-23-129	1/29/2024	William Smith	Fairfield Glade Co.	\$400,000.00	\$40,000.00	\$40,000.00	\$40,000.00	4 unit residential	R-3
BLD-23-130	1/8/2024	Gary Hale		\$60,000.00		\$5,000.00	\$5,000.00	Single Family Dwelling. Mechanical, Electrical, and Plumbing by others	R-3
BLD-24-13	1/24/2024	Madison Moyer	Sandra Thompson	\$13,800.00				Install 7 push pier	R-1
BLD-24-4	1/10/2024	Mark Umberger	RUSH REALTY HOLDINGS, L.L.C.	\$30,000.00	\$1,000.00	\$5,000.00	\$10,000.00	Renovation, walls, electrical, plumbing and mechanical	B-2
BLD-24-5	1/11/2024	Deborah Crigger	Black Fuzzy Dog	\$48,000.00	\$9,800.00	\$10,180.00	\$6,540.00	Full renovation framing, mechanical, electrical, and plumbing	B-2
BLD-24-6	1/22/2024	Thomas Latham	Pepsi	\$193,967.00		\$48,000.00		Install 14'x44' pad with AST biodiesel tank.All piping self contained within tank assembly.(Electrical applied for seperately)	M-1
BLD-24-7	1/12/2024	John Repass	COGAR GRACE	\$8,000.00	\$1,000.00	\$2,500.00	\$3,500.00	Exiting room converting to bathroom	R-3
BLD-24-8	1/17/2024	James Ulmer	Sharon Corbin	\$45,000.00				Rebuild free standing deck on front of house with roof structure. Rebuild deck on back of house	R-3
BLD-24-9	1/30/2024	Theresa Josephson		\$17,700.00				Exterior framing for reconfigured window and door installation. Interior framing for stairway reconfiguration.	R-2
Total				\$818,567.00	\$51,800.00	\$110,680.00	\$65,040.00		

MEP Permits									
Record #	Permit/Issued Date	Owner Name	Applicant Name	Electrical Cost:	Plumbing Cost:	Mechanical Cost:	Description of Proposed Improvements	Zoning	
MEP-24-1	1/3/2024	Ron Malloy	James Bishop	\$9,500.00		5,933.00	26 kw generator with an automatic transfer switch / gas line to generator	R-1	
MEP-24-10	1/29/2024	William Elwood	Kati Taylor	\$2,146.19			Install EV charger, circuit to be in PVC conduit. Charge to be a Tesla Wall Connector.	R-2	
MEP-24-2	1/10/2024		Andy Sayers	\$9,999.00			Replacing branch wiring	R-2	
MEP-24-3	1/12/2024	Sheila Houchins	Christian Foggy	\$7,400.00			Upgrade electrical service to 200 amps and re-wire homeWaiting for APCO to send Work Order number	R-2	
MEP-24-4	1/19/2024	Mike Melton	Eric Halverson	\$11,200.00			Install 24kw home standby generator and 200 amp auto transfer switch	R-1	
MEP-24-5	1/12/2024	TRENT WRIGHT	Aaron Robinson		\$1,500.00		REPAIR / REPLACE SEWER LINE	R-2	
MEP-24-6	1/24/2024	ARGMOS, LLC	Aaron Robinson	\$5,000.00			ELECTRICAL UPGRADE	B-2	
MEP-24-7	1/26/2024		Jason Preas		\$4,680.00		Add two sprinkler heads, re cut drops for seven additional heads	B-2	
MEP-24-9	1/29/2024	Seven Sisters Brewery	Desirae McKinney	\$1,747.70			Install customer supplies spot fixture to illuminate menu board, to be pulled from light fixture on EMT conduit. Add one outlet in a weather proof box in the brewing area from existing circuit. Furnish and install a 30 amp 3 prong outlet in an outdoor box for use for food truck.Includes permit.Replace outlet and wiring to junction box (12" away) to replace damaged outlet and wire. If additional damage is found wire beyond junction box, additional charges will apply.	B-2DT	
Total				\$46,992.89	\$6,180.00	\$5,933.00			

Fence Permits									
Record #	Permit/ Issued Date	Name of Applicant	Name of the Property Owner	Fence Structure Cost	Electrical Cost:	Mechanical Cost:	Description of Proposed Improvements	Zoning	
Total				\$0.00	\$0.00	\$0.00			

Accessory Structure Permits									
Record #	Permit Issued Date	Applicant Name	Property Owner Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Zoning
BDAS-23-52	1/16/2024	lee shirley	AAG Auto Group	\$40,000.00	\$2,000.00			30 x 30 steel building for automated photo booth	B-2
BDAS-23-47	1/3/2024	Jennifer Anders		\$15,000.00	\$1,000.00	\$1,000.00	\$500.00	Accessory building for dog boarding	M-1
Total				\$55,000.00	\$3,000.00	\$1,000.00			

Sign Permits									
Record #	Permit Issued Date	Applicant Name	Property Owner Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Zoning
SIGN-24-1	1/3/2024	Andy Williamson	Smith Downtown	\$400.00				a sign on the side of the building	B-2
SIGN-23-32	1/5/2024	Trish Thompson	Young & Associates, Inc.	\$77,565.00				Removing the(3) existing Shoneys sign cabinet's and replacing with (2) newly fabrication sign cabinets .	B-2

Total	\$77,965.00	\$0.00	\$0.00
-------	-------------	--------	--------

Pools & Spas									
Record #	Permit Issued Date	Applicant Name	Property Owner Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Zoning
Total				\$0.00	\$0.00	\$0.00			

Permit Reporting Information					
Total Number of Permits issued	22	Levy Total \$121.90	Permit Totals \$14,099.00	Levy+Permit Total \$14,220.90	
Number of one & two family dwellings including town houses	2				
Number of new comercial buildings	0				
Number of new manufactured home instulations	0				

Ledger Report for January 2024							
Record #	Record Type	Fee Label	Transaction Type	Amount Paid	Account	Date Paid	Method
WATR-24-2	Water Availability Application	Meter Fee	Payment	\$185.00	WCON	1/31/2024	Credit Card
MEP-24-10	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$60.00	PM0010	1/29/2024	Credit Card
MEP-24-10	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.20	PM0010	1/29/2024	Credit Card
MEP-24-9	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$50.00	PM0010	1/29/2024	Credit Card
MEP-24-9	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.00	PM0010	1/29/2024	Credit Card
CO-24-3	Certificate of Occupancy	Certificate of Occupancy Fee	Payment	\$25.00	PM0010	1/25/2024	Credit Card
MEP-24-7	Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	Payment	\$80.00	PM0010	1/26/2024	Credit Card
MEP-24-7	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.60	PM0010	1/26/2024	Credit Card
BLD-24-13	General Building Permit Application	Building Permit Fee	Payment	\$56.00	PM0010	1/24/2024	Credit Card
BLD-24-13	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$1.12	PM0010	1/24/2024	Credit Card
MEP-24-6	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$80.00	PM0010	1/24/2024	Credit Card
MEP-24-6	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.60	PM0010	1/24/2024	Credit Card
SUBD-24-2	Minor Subdivision (Creation of 2 or fewer new lots), Lot Line Revision & Lot Line Vacation.	Review for Minor Subdivisions, Agricultural Divisions (2 or fewer new lots), Lot Line Revisions and Lot Line Vacations.	Payment	\$100.00	PM0030	1/24/2024	Check
BLD-24-9	General Building Permit Application	Building Permit Fee	Payment	\$72.00	PM0010	1/30/2024	Credit Card
BLD-24-9	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$1.44	PM0010	1/30/2024	Credit Card
BLD-24-8	General Building Permit Application	Building Permit Fee	Payment	\$180.00	PM0010	1/17/2024	Credit Card
BLD-24-8	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$3.60	PM0010	1/17/2024	Credit Card
MEP-24-5	Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	Payment	\$50.00	PM0010	1/12/2024	Credit Card
MEP-24-5	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.00	PM0010	1/12/2024	Credit Card
MEP-24-4	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$108.00	PM0010	1/19/2024	Credit Card
MEP-24-4	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$2.16	PM0010	1/19/2024	Credit Card
BLD-24-5	General Building Permit Application	Building Permit Fee	Payment	\$192.00	PM0010	1/11/2024	Check
BLD-24-5	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$9.68	PM0010	1/11/2024	Check
BLD-24-5	General Building Permit Application	Electrical Fees	Payment	\$104.00	PM0010	1/11/2024	Check
BLD-24-5	General Building Permit Application	Mechanical Fees	Payment	\$100.00	PM0010	1/11/2024	Check
BLD-24-5	General Building Permit Application	Plumbing Fees	Payment	\$88.00	PM0010	1/11/2024	Check
BLD-24-5	General Building Permit Application	Work started before permit penalty	Payment	\$242.00	PM0010	1/11/2024	Check
CO-24-2	Certificate of Occupancy	Certificate of Occupancy Fee	Payment	\$25.00	PM0010	1/12/2024	Credit Card
BLD-24-7	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	1/12/2024	Credit Card
BLD-24-7	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$4.10	PM0010	1/12/2024	Credit Card
BLD-24-7	General Building Permit Application	Electrical Fees	Payment	\$60.00	PM0010	1/12/2024	Credit Card
BLD-24-7	General Building Permit Application	Mechanical Fees	Payment	\$40.00	PM0010	1/12/2024	Credit Card
BLD-24-7	General Building Permit Application	Plumbing Fees	Payment	\$70.00	PM0010	1/12/2024	Credit Card
MEP-24-2	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$100.00	PM0010	1/10/2024	Credit Card
MEP-24-2	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$2.00	PM0010	1/10/2024	Credit Card
BLD-24-4	General Building Permit Application	Building Permit Fee	Payment	\$120.00	PM0010	1/10/2024	Credit Card

BLD-24-4	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$6.80	PM0010	1/10/2024	Credit Card
BLD-24-4	General Building Permit Application	Electrical Fees	Payment	\$80.00	PM0010	1/10/2024	Credit Card
BLD-24-4	General Building Permit Application	Mechanical Fees	Payment	\$40.00	PM0010	1/10/2024	Credit Card
BLD-24-4	General Building Permit Application	Plumbing Fees	Payment	\$100.00	PM0010	1/10/2024	Credit Card
MEP-24-3	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$92.00	PM0010	1/12/2024	Check
MEP-24-3	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.84	PM0010	1/12/2024	Check
PAV-24-1	Paving Permit	Paving Fee	Payment	\$874.00	PM0030	1/12/2024	Credit Card
BLD-24-6	General Building Permit Application	Building Permit Fee	Payment	\$682.00	PM0010	1/22/2024	Credit Card
BLD-24-6	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$13.64	PM0010	1/22/2024	Credit Card
CO-24-1	Certificate of Occupancy	Certificate of Occupancy Fee	Payment	\$25.00	PM0010	1/11/2024	Cash
MEP-24-1	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$100.00	PM0010	1/3/2024	Credit Card
MEP-24-1	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$84.00	PM0010	1/3/2024	Credit Card
MEP-24-1	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$3.68	PM0010	1/3/2024	Credit Card
SIGN-24-1	Sign Permit	Virginia Department of Housing Levy	Payment	\$2.00	PM0010	1/3/2024	Credit Card
SIGN-24-1	Sign Permit	Sign Permit Fee	Payment	\$100.00	PM0010	1/3/2024	Credit Card
Z-24-1	Zoning Review or Change of Use	Change in Use	Payment	\$50.00	PM0020	1/4/2024	Check
SIGN-23-32	Sign Permit	Virginia Department of Housing Levy	Payment	\$7.84	PM0010	1/5/2024	Check
SIGN-23-32	Sign Permit	Sign Permit Fee	Payment	\$392.00	PM0010	1/5/2024	Check
DRI-23-15	Driveway Entrance Permit	Entrance Permit Fee	Payment	\$150.00	PM0060	1/30/2024	Credit Card
BLD-23-129	General Building Permit Application	Building Permit Fee	Payment	\$1,300.00	PM0010	1/29/2024	Check
BLD-23-129	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$39.20	PM0010	1/29/2024	Check
BLD-23-129	General Building Permit Application	Electrical Fees	Payment	\$220.00	PM0010	1/29/2024	Check
BLD-23-129	General Building Permit Application	Mechanical Fees	Payment	\$220.00	PM0010	1/29/2024	Check
BLD-23-129	General Building Permit Application	Plumbing Fees	Payment	\$220.00	PM0010	1/29/2024	Check
BLD-23-129	General Building Permit Application	Plan Review	Payment	\$25.00	PM0010	1/29/2024	Check
BDAS-23-52	Accessory Structure Application	Building Permit Fee	Payment	\$160.00	PM0010	1/16/2024	Credit Card
BDAS-23-52	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$4.20	PM0010	1/16/2024	Credit Card
BDAS-23-52	Accessory Structure Application	Electrical Fees	Payment	\$50.00	PM0010	1/16/2024	Credit Card
BLD-23-123	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	1/26/2024	Credit Card
BLD-23-123	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	1/26/2024	Credit Card
DRI-23-13	Driveway Entrance Permit	Entrance Permit Fee	Payment	\$150.00	PM0060	1/8/2024	Check
WATR-23-27	Water Availability Application	In Town Water Availability Fee	Payment	\$1,600.00	WCON	1/8/2024	Check
WATR-23-27	Water Availability Application	Meter Fee	Payment	\$185.00	WCON	1/8/2024	Check
SEWR-23-16	Sewer Availability Application	In Town Sewer Availability Fee	Payment	\$1,500.00	SCON	1/8/2024	Check
BLD-23-130	General Building Permit Application	Building Permit Fee	Payment	\$240.00	PM0010	1/8/2024	Check
BLD-23-130	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$8.00	PM0010	1/8/2024	Check
BLD-23-130	General Building Permit Application	Electrical Fees	Payment	\$80.00	PM0010	1/8/2024	Check
BLD-23-130	General Building Permit Application	Plumbing Fees	Payment	\$80.00	PM0010	1/8/2024	Check
WATR-23-24	Water Availability Application	In Town Water Availability Fee	Payment	\$1,600.00	WCON	1/3/2024	Check
WATR-23-24	Water Availability Application	Meter Fee	Payment	\$185.00	WCON	1/3/2024	Check
SEWR-23-13	Sewer Availability Application	In Town Sewer Availability Fee	Payment	\$1,500.00	SCON	1/3/2024	Check
BDAS-23-47	Accessory Structure Application	Building Permit Fee	Payment	\$60.00	PM0010	1/3/2024	Check
BDAS-23-47	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$3.50	PM0010	1/3/2024	Check
BDAS-23-47	Accessory Structure Application	Electrical Fees	Payment	\$40.00	PM0010	1/3/2024	Check
BDAS-23-47	Accessory Structure Application	Mechanical Fees	Payment	\$40.00	PM0010	1/3/2024	Check
BDAS-23-47	Accessory Structure Application	Plumbing Fees	Payment	\$35.00	PM0010	1/3/2024	Check