



# **AGENDA**

## **WYTHEVILLE TOWN COUNCIL MEETING**

**MONDAY, AUGUST 14, 2023 AT 5:00 PM**  
**MUNICIPAL BUILDING - 150 EAST MONROE STREET**  
**WYTHEVILLE, VA 24382**

---

1. **INVOCATION — COUNCILWOMAN CANDICE N. JOHNSON**
2. **CALL TO ORDER — MAYOR BETH A. TAYLOR**
3. **ESTABLISHMENT OF QUORUM — MAYOR BETH A. TAYLOR**
4. **PLEDGE OF ALLEGIANCE - VICE-MAYOR CATHY D. PATTISON**
5. **APPROVAL OF AGENDA (requires motion and roll call vote)**
6. **6:00 P.M. RECESS (if necessary)**
7. **CONSENT AGENDA**
  - A. **Minutes of the regular meeting of July 24, 2023 (requires motion and vote)**
8. **PRESENTATIONS TO TOWN COUNCIL**
  - A. **Presentation by Downtown Wytheville, Incorporated Executive Director Todd Wolford regarding the Façade Program**
9. **CITIZENS' PERIOD**
10. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
  - A. **Consideration of applications from the Wythe Arts Council and from the Millwald Theatre to use the sidewalks on Main Street for an Apple Atcha Festival - Arts at the Crossroads Event on Saturday, September 23, 2023, from 10:00 a.m. to 4:00 p.m.**
    1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
    2. Consideration by the Town Council to approve the applications **(requires motion and vote)**
  - B. **Consideration of an application from the Wytheville Fire and Rescue Department for a rolling closure of Main Street for the annual Wytheville Fire Prevention Parade on Saturday, October 14, 2023, from 6:00 p.m. to 8:00 p.m.**
    1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton

2. Consideration by the Town Council to approve the application **(requires motion and vote)**

**C. Request of the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to amend their Rules for Transaction of Business to increase the number of appointed Board members from five to six and to change the frequency of the meetings to bi-monthly**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to increase the number of appointed members on the Board and to change the frequency of the Board meetings **(requires motion and roll call vote)**

**D. Consideration of a resolution supporting a Virginia Department of Transportation Smart Scale Project for the Monroe Street Detour**

1. Staff Report/Presentation by Planning Director John Woods

2. Consideration by the Town Council to approve the resolution **(requires motion and roll call vote)**

**E. Consider the request of the Wytheville Police Department to appropriate funds for Asset Forfeitures**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to appropriate the funds **(requires motion and roll call vote)**

**F. Consideration of approving the Town applying for a grant through the Wythe Bland Foundation for a Community Bicycle Safety Grant**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to approve the application for the grant **(requires motion and roll call vote)**

**G. Request for an allocation of \$5,000 for the Town's Volunteer Appreciation Event scheduled for Tuesday, October 24, 2023, from 6:00 p.m. to 7:30 p.m. at the Wytheville Meeting Center**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeyton

2. Consideration by the Town Council to allocate the funds **(requires motion and roll call vote)**

**H. Consideration of the reappointments of Ms. Gay Hawkins and Mr. Tommy Hundley to the Wytheville Redevelopment and Housing Authority (terms expire September 8, 2023)**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to make the reappointments **(requires motion and vote)**

**I. Consideration of the reappointment of Mr. John Jones, Jr. to the Board of Zoning Appeals (term expires September 10, 2023)**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to recommend to the Circuit Court to make the reappointment **(requires motion and vote)**

**J. Consideration of an appointment to fill a vacancy on the Tree Advisory Committee (term expires May 14, 2027)**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to make the appointment to the Tree Advisory Committee **(requires motion and vote)**

**K. Consideration of a youth appointment to the Wytheville Recreation Commission (term expired August 1, 2023)**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to make the appointment **(requires motion and vote)**

**L. Schedule a Work Session for 4:00 p.m. for August 28, 2023, prior to the Town Council meeting to discuss the draft Town Street Closure Policy**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holton

2. Consideration by the Town Council to schedule a Work Session **(requires motion and vote)**

**11. NEW BUSINESS**

**12. REPORTS**

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

**B. Upcoming Meetings - TOWN CLERK SHERRY CORVIN**

**13. OTHER BUSINESS**

**A. Update regarding the Fourth Street Civic Center Lease Agreement**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holton

2. No action required at this time

**B. Council Member Time**

**C. Miscellaneous**

(1) Council Committee Reports; (2) July Building Permit Information; (3) Smyth-Wythe Airport Commission Information; (4) Other

**14. CLOSED MEETING**

- A. 6:00 p.m. Closed meeting pursuant to §2.2-3711 (A.) (7.) Consultation with legal counsel about possible litigation regarding clutter cases (requires motion and vote)**
- B. 6:30 p.m. Closed meeting pursuant to § 2.2-3711 (A.) (1.) Interview with candidate for Town Attorney position (requires motion and vote)**
- C. 7:30 p.m. Closed meeting pursuant to § 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of property used for a public purpose (requires motion and vote)**
- D. Certification of Closed Meeting (requires motion and roll call vote)**

**15. ADJOURNMENT**



**7-A**



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JULY 24, 2023 AT 5:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

### 1. **UNAPPROVED MINUTES**

#### **RE: ATTENDANCE**

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

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

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

None

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

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Police Chief Joel Hash, Patrol Officer Clarence Doyle, Downtown Wytheville, Inc. Executive Director Todd Wolford, David Johnston, Melanie Fleenor, Rhiannon Powers, Mike Forrest, Alma Watson, Mary Alice Watson, Emerson Hardin, Camryn Hardin, Maggie Minton, Robbie Minton, Payton Rigney, Tammy Fisher, Glenda Crockett-Eans, Jim Cohen, Stephen Holston, Lorraine Dunn, Jim Dunn

### 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 Councilwoman Atkins.

#### **RE: WELCOME INTERIM TOWN ATTORNEY**

Mayor Taylor advised that she would like to take a moment to welcome Interim Town Attorney Paul Cassell to the meeting. She thanked Mr. Cassell for attending the meeting. Mr. Cassell thanked the Council for inviting him to the meeting.

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

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She inquired if

there was a motion to approve the agenda as presented. A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to amend the agenda to include items under the Closed Meeting, Line Item E, to discuss the salaries for the Town's appointed employees, and to discuss the Town's appointed employees and their performance. Mayor Taylor inquired if there was any discussion on the motion. She commented that she also has some questions, therefore, she would like for the appointed Town employees to stay for the Closed Meeting. Councilwoman Atkins inquired if during the Closed Meeting regarding salaries, could the appointed employees be asked to leave the room. Discussion ensued regarding the employees staying during the Closed Meeting discussion. Councilwoman Atkins stated that the employees could remain in the room during the Closed Meeting discussion. 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

## **6. RE: CONSENT AGENDA**

- A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of July 10, 2023. She inquired if there was a motion to approve the minutes as presented. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to approve the consent agenda consisting of the minutes of the regular meeting of July 10, 2023. 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, Councilman Gillman, Councilwoman Johnson. Voting Abstaining: Councilwoman Atkins.

## **7. RE: PRESENTATIONS BY TOWN COUNCIL**

- A. Mayor Taylor advised that the next agenda item is the presentation of a resolution to the George Wythe High School Girls' Tennis Team. She invited the members of the team to come forward for the presentation of the resolution and to have a photo taken. She read the resolution and presented it to the Tennis Team. A copy of the resolution is attached and made part of the minutes.

Mayor Taylor thanked the George Wythe High School Tennis Team and its coaches for attending the meeting.

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

### **A. RE: DISTRICT III ADDITIONAL BUS ROUTE**

Mayor Taylor advised that the next agenda item is the continued discussion to fund and provide an additional District III bus route in the Town of Wytheville. She noted that Town Manager Brian Freeman would now discuss with the Town Council the proposed additional bus route through District III. Town Manager Freeman advised that Ms. Melanie Fleenor, District III Director of Transportation, and Ms. Rhiannon Powers, District III Executive Director, are in attendance to help answer any questions that the Council may have regarding the additional bus route.

Ms. Melanie Fleenor was recognized and stated that she is the Transportation Director for District III Governmental Transit. She continued to explain to the Council the bus routes that provide service in Wytheville. Ms. Fleenor distributed pamphlets to the Council regarding the bus routes and rider information. She commented that in Fiscal Year 2022, in Wytheville, District III provided more than 8,400 hours of service, with a total ridership of 34,791. Ms. Fleenor remarked that in the Town of Abingdon, there is a similar bus service with the bus loop routes that are provided, however, Abingdon has two extra buses. She stated that for the same Fiscal Year, their ridership was about 10,000 less than Wytheville's. Ms. Fleenor continued to discuss the bus service in Wytheville provided by District III. Councilwoman Johnson inquired of Ms. Fleenor if it would be possible for the hours to be extended to citizens who work late hours such as 10:00 p.m. or 11:00 p.m. She remarked that she has noticed walkers late at night where there are no sidewalks, and she would like for them to have bus access, if possible. Councilwoman Johnson stated that in the winter is especially a concern. She continued to express her concerns regarding people who work past 5:00 p.m. to have an opportunity to have a ride home. Councilwoman Johnson expressed her appreciation to Ms. Fleenor and District III for what they are doing regarding the bus routes. Ms. Fleenor advised that this particular request is a struggle that all of the nation faces, which is extending hours due to hiring prices. She continued to discuss the issue with extending the hours past 5:00 p.m., researching the need for the extended hours, the cost associated with the extended hours, etc. Ms. Fleenor noted that if there is a demand for hours past 5:00 p.m., then District III will consider it. Councilwoman Johnson thanked Ms. Fleenor. Mayor Taylor inquired of Ms. Fleenor as to what the latest time a bus route runs in any locality where District III operates. Ms. Fleenor stated 6:00 p.m. is the latest time that a bus runs in any locality, at this time. Discussion ensued regarding how District III would collect the data to determine the demand for a bus to run after 5:00 p.m. Vice-Mayor Pattison inquired of Ms. Fleenor as to when the busiest time of day is for District III in Wytheville. Ms. Fleenor stated that lunchtime is the busiest. Discussion ensued regarding the busiest times of days, the busiest days, etc. Mayor Taylor inquired if there were any other questions for Ms. Fleenor. Councilwoman Atkins stated that she serves on a Committee with Ms. Fleenor and Ms. Powers, and she wanted to let them both know what a phenomenal job they do and how much she appreciated them. Town Manager Freeman stated that he wanted to clarify with Ms. Fleenor that assuming that District III receives their new buses and is willing to try a new trial bus route in the fall of 2023, when would District III need approval from the Town Council to provide this additional bus route to continue with the "X" bus for Fiscal Year 2024-25. Ms. Fleenor stated after the trial, they would then need Town Council approval to continue the "X" bus route. Town Manager Freeman stated that he would stay in contact with Ms. Fleenor and Ms. Powers and revisit the topic in the spring of 2024 to see how the "X" bus is progressing in Wytheville. Councilwoman Johnson stated that she would prefer to vote on the bus route funding at this meeting. Discussion ensued regarding the funding in next year's budget. Mayor Taylor inquired if there were any other questions before voting. Ms. Fleenor advised that District III would proceed with a survey for those interested in riding the transit in Wytheville after 5:00 p.m. Mayor Taylor thanked Ms. Fleenor for proceeding with the survey. Mayor Taylor stated that she would need a motion to approve the additional route. A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to approve an additional District III bus route in town and to approve the additional funding for the bus service in the amount of \$12,480 due in July 2024, as well as request the Town

Manager to keep the Town Council apprised regarding the bus route and to revisit this matter in the spring of 2024. Mayor Taylor inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting results by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**B. RE: APPOINTMENT - WILLOW BROOK JACKSON/UMBERGER HOMESTEAD MUSEUM ADVISORY BOARD**

Mayor Taylor advised that the next agenda item is the appointment of a member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to fill the expiring term of Ms. Jean Lester (term expires July 31, 2023). Town Manager Freeman noted that there are two applications for consideration for appointment to the Board which include Mr. James Spraker and Ms. Elizabeth Trevillian. He remarked that this is a five-year appointment that will expire on July 31, 2028. Mayor Taylor inquired if the Council would like to interview Mr. Spraker and Ms. Trevillian before making an appointment to the Board. Vice-Mayor Pattison stated that she would like to speak on behalf of Ms. Trevillian in regard to her serving on the Board. She noted Ms. Trevillian's qualifications to serve as a member of the Willow Brook Jackson/Umberger Homestead Museum Advisory Board. Vice-Mayor Pattison advised that she personally would like to see Ms. Trevillian appointed to the Board and noted that she is sure that Ms. Trevillian would be delighted to attend a meeting for an interview by the Council. Councilwoman Johnson advised that in all fairness, she would like to invite Mr. Spraker to a Council meeting for an interview, as well. It was the consensus of the Town Council for Town Staff to schedule a Meet and Greet Session for Mr. James Spraker and Ms. Betsy Trevillian to be considered for appointment to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board.

**C. RE: REQUEST FROM TREE ADVISORY COMMITTEE FOR AN INCREASE IN MEMBERS**

Mayor Taylor advised that the next agenda item is the request of the Wytheville Tree Advisory Committee to increase the number of Committee members from five to seven. She stated that Town Manager Freeman would present a Staff Report to the Town Council. Town Manager Freeman advised that Wytheville Tree Advisory Committee Chair Alma Watson is attending the meeting and is available to answer any questions that the Council may have regarding this matter. He remarked that the ordinance that formed this Committee notes that it can have no less than five members and no more than nine members, so this request is within the confines of the ordinance. Mayor Taylor inquired if Ms. Watson would like to share with the Town Council as to why the Committee is requesting to increase the number of Committee members.

Ms. Alma Watson was recognized and stated that she resides at 580 East Withers Road. Ms. Watson explained that the reason for the request is to help with community involvement to help promote nominations for historic trees into the specimen tree program, in the reviewing and the approval process and then as the guide is published. Mayor Taylor inquired if there were any other questions or comments. There being none, she inquired if there is a motion to approve increasing

the number of members on the Wytheville Tree Advisory Committee from five to seven members.

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

## 9. **RE: CITIZENS' PERIOD**

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

## 10. **RE: REPORTS**

### A. **RE: STAFF REPORT(S)**

Town Manager Freeman presented his Staff Report, as follows:

**New River Regional Water Authority Update:** Town Manager Freeman advised that the New River Regional Water Authority (NRRWA) met on July 20, 2023. He explained that the previous fiscal year he served as Chairman and that this was his last meeting serving as the Chairman. Town Manager Freeman noted that in the next fiscal year, Carroll County Administrator Michael Watson will serve as Chairman, and he will serve as Secretary/Treasurer. He updated the Council regarding a \$3M grant that the NRRWA has been awarded by the Federal Economic Development Authority for the plant expansion project. Town Manager Freeman stated that he would keep the Council apprised of the progress of the project as the Authority moves forward.

**Virginia HB2175 - Fire service needs; sustainability of funding, and alternative funding models:** Town Manager Freeman explained that House Bill 2175 directs the Secretary of Public Safety and Homeland Security (the Secretary) to establish a work group to study existing fire service needs, analyze sustainability of current funding and review alternative funding models from other states. He noted that in conducting its study, the work group may hire an outside consultant and shall create a needs assessment survey that analyzes existing fire service needs, the sustainability of current funding, any gaps in current funding, how other states fund fire and EMS services and best practices from other states. Town Manager Freeman stated that the Secretary shall report the work group's findings and any recommendations to the Chairman of the House Committee on General Laws and the Chairman of the Senate Committee on General Laws and Technology on or before October 1, 2023. He noted that last week, he, Town Treasurer Stephens and Fire and Rescue Chief Slemple worked on the survey, and they hope that the survey will highlight the need for additional funding for the Commonwealth and support finances moving forward.

### B. **RE: UPCOMING MEETINGS**

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Willow Brook Jackson/Umberger Homestead Museum Advisory Board will meet on Thursday, July 27, 2023, at 10:00 a.m., at the Jackson House.
2. The Joint Industrial Development Authority of Wythe County will meet on Thursday, July 27, 2023, at 3:00 p.m., here in the Council Chambers.
3. The Wytheville Tree Advisory Committee will meet on Thursday, August 10, 2023, at 8:30 a.m., in Conference Room A.
4. The Wytheville Planning Commission will meet on Thursday, August 10, 2023, at 6:00 p.m., here in the Council Chambers.
5. The next regular meeting of the Wytheville Town Council will be held at 5:00 p.m. on Monday, August 14, 2023, here in the Council Chambers.

## **11. RE: OTHER BUSINESS**

### **A. RE: TOWN COMMITTEE/BOARD UPCOMING VACANCIES**

Mayor Taylor advised that the next agenda item is the review of vacancies/upcoming vacancies on Town Committees/Boards. Town Clerk Corvin stated that the Council has a listing of all the upcoming vacancies through the end of the year. She commented that the vacancies that are marked in yellow are the most recent vacancies and will be upcoming in the very near future. Town Clerk Corvin reviewed the list of vacancies with the Council. She commented that if the Council knew of anyone who would like to apply for any of the vacancies, to have them do so on the Town's website through the OpenGov portal.

### **B. RE: COUNCIL MEMBER TIME**

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson inquired as to when the Lodging Tax would be discussed at a future meeting because when the budget was voted on by the Council, it was mentioned that the Council could revisit the budget and always do an amendment, therefore, she wants to hold a discussion regarding the Lodging Tax so that it is fair to all constituents of Wytheville. She remarked that the Council raised Meals and Property Taxes, but Lodging Taxes were not raised. Councilwoman Johnson continued to explain why she wanted to place the Lodging Tax on a future Council agenda or schedule a future Council Work Session to discuss the topic. Discussion ensued regarding the Council being divided on the decision to raise the Lodging Taxes, as well as how items are formulated on the Council agenda. Interim Town Attorney Cassell advised the Council that there are policies regarding how items are placed on agendas. He noted that almost all localities have some sort of policy regarding agendas. He continued to discuss the other localities he represents and the policies that they have for their Council agendas. Councilwoman Atkins inquired of Mr. Cassell if the Lodging Tax item could be revisited. Mr. Cassell advised that there are very few decisions that a Town Council makes that cannot be revisited, therefore, his answer to Councilwoman Atkins would be that is correct. Mayor Taylor inquired if the Council all agreed to place the Lodging Tax topic on a future agenda

for discussion. Councilman Gillman commented that the Council should be prepared for the Municipal Building to be overcrowded with people attending the meeting when the topic is listed on the agenda. Town Manager Freeman inquired of the Council as to which of the two August Town Council meetings they would like the topic to be placed on the agenda. Discussion ensued regarding the previous Lodging Tax increase and the proposed increase, as well as the required information for the public hearings. Councilwoman Johnson stated that she thinks the Council needs to discuss the Lodging Tax rate as a group and create a rate together. Mayor Taylor inquired if Councilwoman Johnson is requesting for this item to be placed on the next Town Council agenda for discussion. Councilwoman Johnson stated that the item could be placed on the August 28 agenda for discussion and that way a public hearing could be scheduled at that time. Mayor Taylor inquired if Councilwoman Johnson had anything else to discuss during Council Member Time. Councilwoman Johnson stated that she did not at this time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she wanted to inquire regarding the recognition of the Town volunteers in the different departments and how Town Staff is progressing on this request. Town Manager Freeman advised that he did not have an update for Councilwoman Atkins at this time.

Councilwoman Atkins stated that she did not attend the last Council meeting, therefore, she wanted to extend her thanks for a successful July 4th Celebration and to everyone who was involved.

Councilwoman Atkins inquired regarding the buses at the Wytheville Recreation Center and the decals being replaced. Town Manager Freeman stated that he would like to update the Council regarding the 15-passenger van for the Wytheville Recreation Center. He inquired if Assistant Town Manager Holeton had any input to give the Council. Assistant Town Manager Holeton stated that Parks and Recreation Director Sharitz is currently researching available models for purchase. She noted that to her knowledge, the two existing buses will be removed from service following the Kidventure Program because Town Staff feels this is the last year for those two buses to provide service. Councilwoman Atkins remarked, therefore, those two buses will not be used after a couple of more weeks. Town Manager Freeman stated that is the plan. Discussion continued regarding the buses.

Councilwoman Atkins inquired regarding paving on Lithia Road from the Harley Shop to Cracker Barrel. She noted that, apparently, the road is in bad shape. Town Manager Freeman advised that this portion of road is on the paving schedule for this year because, last year, it was a part of the emergency repair of the force main from the Lithia Road Pump Station when the paving contract was issued. He noted that the same conditions exist on Industry Road and will also be paved because it is rough, as well.

Councilwoman Atkins stated that she wanted to make the Council aware that, apparently, there were some geese hit around 400 Peppers Ferry Road. She noted that there are some speeding issues in this location, and speed patrol has been requested in this area.



Councilwoman Atkins inquired regarding elderly citizens who visit the Wytheville Recreation Center and sit with children who are swimming at the pool and if the small fee that is charged could be waived for the individuals who are not swimming but only watching. Town Manager Freeman inquired if Councilwoman Atkins was referring to those attending swim meets. Councilwoman Atkins stated that she was not, but, rather any time someone brings a child to the pool to swim, but the adult is only watching.

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

Mayor Taylor 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 reported that the 9/11 Commemoration Event that she and Councilwoman Johnson are working with Town Staff to help sponsor is on track and will be held in Elizabeth Brown Memorial Park at the small stage.

Mayor Taylor stated that she has a request for speed patrol in the Loretta Subdivision. She noted that it was reported that individuals are not stopping for the STOP signs, speeding in the neighborhood, etc.

Mayor Taylor inquired if Town Manager Freeman could please bring Interim Town Attorney Cassell up to date on the Clutter Ordinance, the list of individuals who are in violation and where they stand in regard to the ordinance and the process of the ordinance, when they both have time.

Councilwoman Johnson stated that she would request to make sure that citizens' emails are coming through the Town server.

Councilwoman Atkins stated that she had a request for speed patrol from a citizen on Fairview Road.

## **12. RE: CLOSED MEETING**

- A. 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.) (3.) Discussion regarding the acquisition/disposition of real property used for a public purpose; Section 2.2-3711 (A.) (1.) Interview with candidate for Town Attorney position; and, Section 2.2-3711 (A.) (1.) Discussion regarding the salaries for appointed employees and the performance of an appointed employee. She inquired if there was a motion to go into a closed meeting.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion regarding the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (6:06 p.m.)

- B. Mayor Taylor advised that it is necessary to certify the closed meeting. She noted that after the closed meeting, it is also necessary to reconvene into an open session by stating that the Town Council is now in session. Mayor Taylor inquired if there is a motion to certify the closed meeting held pursuant to Section 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of real property used for public purpose; Section 2.2-3711 (A.) (1.) Interview with candidate for Town Attorney position; and, Section 2.2-3711 (A.) (1.) Discussion regarding the salaries for appointed employees and the performance of an appointed employee, 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 Councilwoman Atkins, Seconded by Vice-Mayor Pattison. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson. (9:21 p.m.)

Councilman Gillman departed the meeting at 9:10 p.m. and was absent for the certification of the meeting.

### 13. **RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (9:22 p.m.).

---

Beth A. Taylor, Mayor

---

Sharon G. Corvin, CMC, Town Clerk

**8-A**

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	July 24, 2023
<b>Subject:</b>	Presentation regarding the Façade Program

### **SUMMARY:**

Mr. Todd Wolford, Executive Director of Downtown Wytheville, Incorporated, will attend the meeting to discuss the Façade Program with the Town Council.

### **Recommended Action**

If the Council desires to reinstate the Façade Program, it will require a motion and roll call vote by the Town Council.

10-A

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Wythe Arts Council/Millwald Theatre Requests

### **SUMMARY:**

Please find attached applications from the Wythe Arts Council and the Millwald Theatre to use the sidewalks on Main Street on Saturday, September 23, 2023, from 10:00 a.m. to 4:00 p.m. for the Apple Atcha Festival – Arts at the Crossroads Event. These requests do not involve the closing of Main Street. The Safety and Events Committee has reviewed these requests and would recommend that they be approved. Assistant Town Manager Holeton will review these events with the Town Council.

### **Recommended Action**

If the Council desires to approve these applications, it will require a motion and vote by the Town Council.



08/01/2023

**EVEN-23-12****Street Closure Application and Event Application****Status:** Active**Date Created:** Jul 12, 2023**Applicant**

Shane Terry  
 shane.terry@wytheville.org  
 810 East Liberty Street  
 Wytheville, Virginia 24382  
 6462988861

**GENERAL GUIDELINES**

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

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

**VOLUNTEER ASSISTANCE**

There is no street closure associated with this event..

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

**Contact/Applicant Information****Organization Name or N/A**

Wythe Arts Council

**Organization phone number**

--

**Primary Contact Name**

Shane Terry

**Primary Contact Cell Phone**

646-298-8861

**Primary Contact Email**

shane.terry@wytheville.org

**Secondary Contact Name**

Matthew Frusher

**Secondary Contact Phone**

619-248-9228

**Secondary Contact Email Address**

nycmatty22@hotmail.com

**Event Information****Event Type**

Other Event

**Event Name**

Art at the Crossroads

**Event Description**

A showcase of regional artists and artisans displaying their work for sale along Main Street sidewalks. This year's event will coincide with the Millwald Theatre's Apple-Attcha Festival.

**Event Begin Date**

09/23/2023

**Event End Date**

09/23/2023

**What window of time do you need the street closure or traffic control? Need beginning and end times.**

N/A no street closure, will begin setting up on sidewalks at 8am

**Actual Event Begin Time****Actual Event End Time**

10AM

4PM

Section 10, ItemA.

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

NO

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

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

YES

## ROUTE & STREET CLOSURE INFORMATION

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

**1. "Chautauqua" Route (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street and return to the Fourth Street Civic Center.)**

☐

**2. "Spiller" Route (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street and finish in front of Spiller School marquee sign.)**

☐

**3. "Smallest Church" Route (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)**

☐

**4. Other Route**

☐

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

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

Safety vests wanted be needed for this event

**How many loaner safety vests do you need?**

0

**Permit Conditions**

--

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

YES

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

NO

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

NO

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

YES

**Will anything be sold at the event?**

YES

**Will the event require assistance with trash or recycling?**

YES

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

YES

**Will connection to electricity or generators be needed?**

20



NO

Section 10, ItemA.

**DIGITAL SIGNATURE:** I am signing this application as the event coordinator and I understand that I am responsible for ensuring that any special directions and/or conditions provided by the Town and attached to this permit for street closure and/or special event must be followed. I understand that it is my responsibility to ensure that the organization has obtained any permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application

Thomas Shane Terry  
07/12/2023

## Attachments



Art at the Crossroads map.JPG

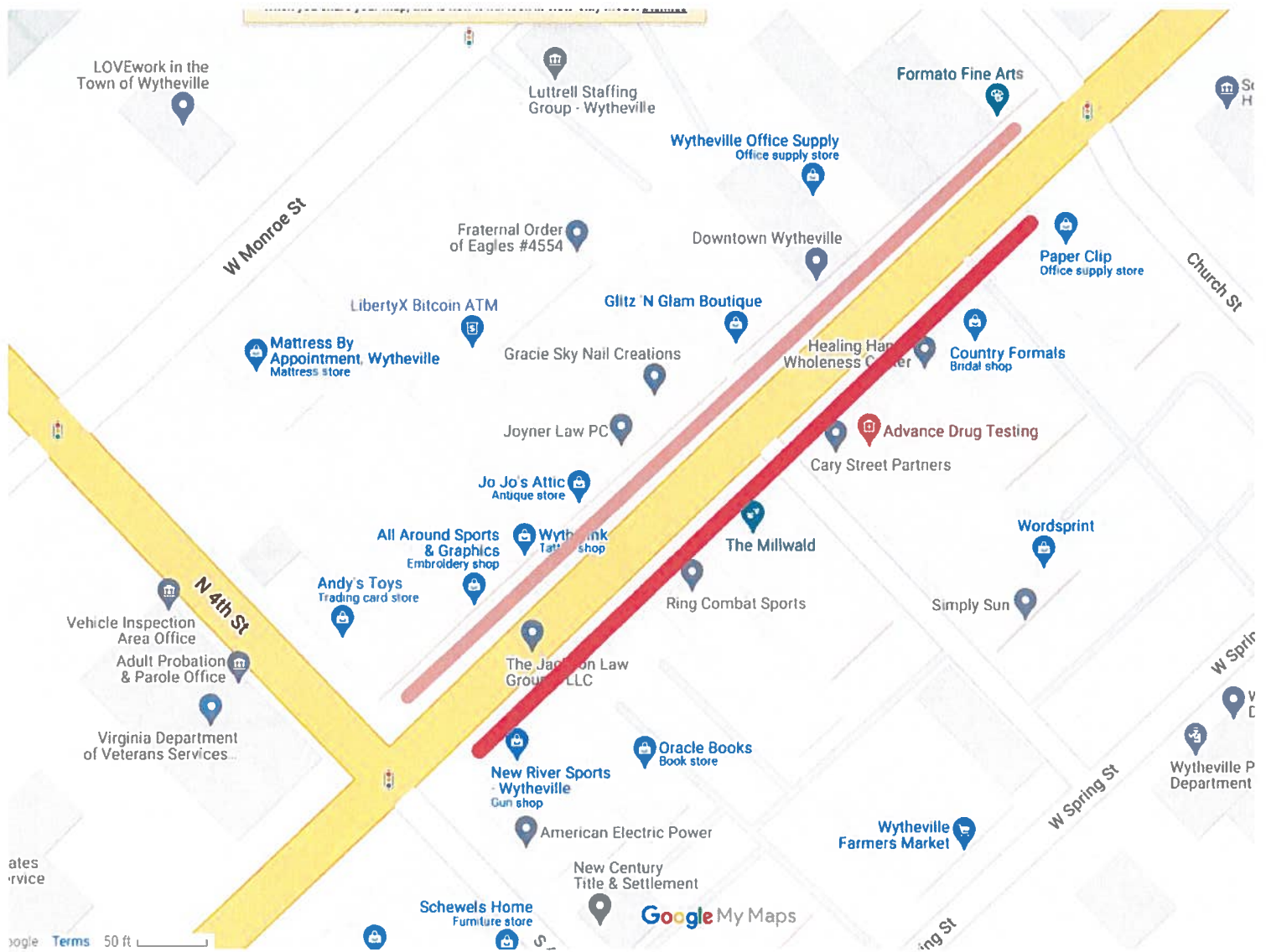
Uploaded by Shane Terry on Jul 12, 2023 at 11:56 am

## History

Date	Activity
Jul 12, 2023 at 9:15 am	Shane Terry started a draft of Record EVEN-23-12
Jul 12, 2023 at 11:57 am	Shane Terry submitted Record EVEN-23-12
Jul 12, 2023 at 11:57 am	approval step Application Intakewas assigned to Elaine Holeton on Record EVEN-23-12
Jul 12, 2023 at 11:57 am	changed the deadline to Jul 13, 2023 on approval step Application Intake on Record EVEN-23-12
Jul 12, 2023 at 4:48 pm	Elaine Holeton approved approval step Application Intake on Record EVEN-23-12
Jul 12, 2023 at 4:48 pm	approval step Safety and Events Committee Meetingwas assigned to Elaine Holeton on Record EVEN-23-12
Aug 1, 2023 at 11:41 am	Elaine Holeton changed What window of time do you need the street closure or traffic control? Need beginning and end ti from "N/A" to "N/A no street closure, will begin setting up on sidewalks at 8am" on Record EVEN-23-12

## Timeline

Label	Status	Activated	Completed	Assignee
✓ Application Intake	Complete	Jul 12, 2023 at 11:57 am	Jul 12, 2023 at 4:48 pm	Elaine Holeton
✓ Safety and Events Committee Meeting	Active	Jul 12, 2023 at 4:48 pm	-	Elaine Holeton
✓ Town Council Meeting	Inactive	-	-	-
✓ Email applicants & copy committee, put on calendar and put in spreadsheet	Inactive	-	-	-
📄 Event or Street Closure Permit	Inactive	-	-	-





Town of Wytheville, VA

08/01/2023

**EVEN-23-13****Street Closure Application and Event Application****Status:** Active**Date Created:** Jul 26, 2023**Applicant**

Shane Terry  
 shane.terry@wytheville.org  
 810 East Liberty Street  
 Wytheville, Virginia 24382  
 6462988861

**GENERAL GUIDELINES**

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

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

**VOLUNTEER ASSISTANCE**

There is no street closure associated with this event..

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

**Contact/Applicant Information****Organization Name or N/A**

Millwald Theatre

**Organization phone number**

..

**Primary Contact Name**

Mark Bloomfield

**Primary Contact Cell Phone**

276-920-9424

**Primary Contact Email**

info@millwaldtheatre.org

**Secondary Contact Name**

Brady Parks

**Secondary Contact Phone**

(276) 625-6950

**Secondary Contact Email Address**

brady@themillwald.org

**Event Information****Event Type**

Other Event

**Event Name**

Apple Atcha Festival - Art at the Crossroads

**Event Description**

**Apple Atcha Fest** is a celebration of the creative people and ideas that shape the fabric of life in our region. This festival focuses on the arts – written, visual and performance – as a medium to bring people from diverse backgrounds together to celebrate the past, present and future of what makes Appalachia unique.

The festival title is a play on words. Depending on how one pronounces Appalachia you may radiate arrogance, ignorance or enlightenment; and you never know which may warrant someone throwing an Apple Atcha.

**Event Begin Date**

09/23/2023

**Event End Date**

09/23/2023

**What window of time do you need the street closure or traffic control? Need beginning and end times.**

N/A no street closure but will begin setting up on sidewalk at 8am

**Actual Event Begin Time**

10AM

**Actual Event End Time**

4PM

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

YES

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

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

NO

**ROUTE & STREET CLOSURE INFORMATION**

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

**1. "Chautauqua" Route (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street and return to the Fourth Street Civic Center.)**

☐

**2. "Spiller" Route (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street and finish in front of Spiller School marquee sign.)**

☐

**3. "Smallest Church" Route (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)**

☐**4. Other Route**☐

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

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

Safety vests wanted be needed for this event

**How many loaner safety vests do you need?**

N/A

**Permit Conditions**

--

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

YES

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

YES

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

NO

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

NO

**Will anything be sold at the event?**

YES

**Will the event require assistance with trash or recycling?**

YES

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

YES

Section 10, ItemA.

Will connection to electricity or generators be needed?

YES

**DIGITAL SIGNATURE:** I am signing this application as the event coordinator and I understand that I am responsible for ensuring that any special directions and/or conditions provided by the Town and attached to this permit for street closure and/or special event must be followed. I understand that it is my responsibility to ensure that the organization has obtained any permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application

Mark Bloomfield

07/26/2023

## Attachments

Art at the Crossroads map.JPG

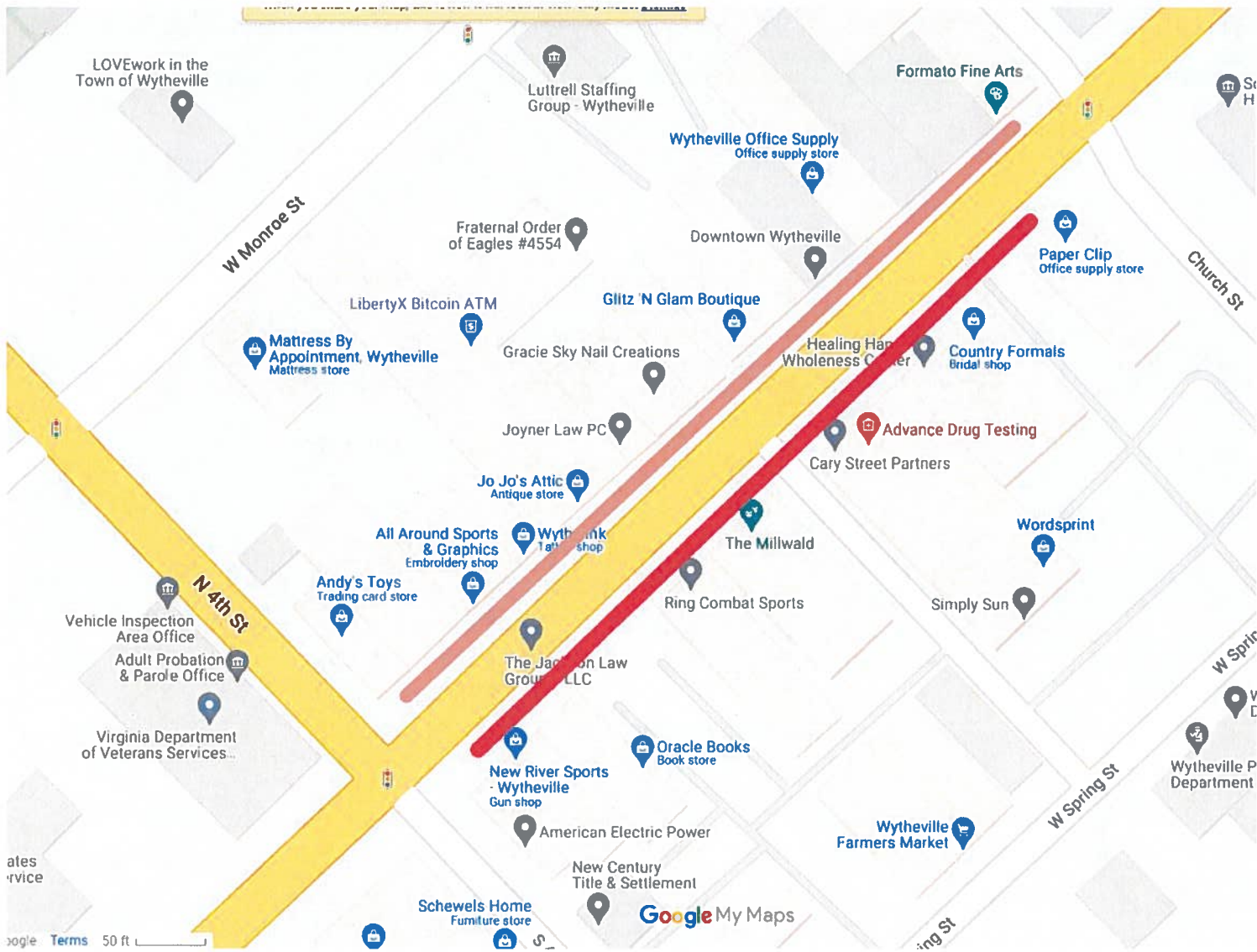
Uploaded by Shane Terry on Jul 26, 2023 at 7:36 pm

## History

Date	Activity
Jul 26, 2023 at 7:23 pm	Shane Terry started a draft of Record EVEN-23-13
Jul 26, 2023 at 7:37 pm	Shane Terry submitted Record EVEN-23-13
Jul 26, 2023 at 7:37 pm	approval step Application Intakewas assigned to Elaine Holeton on Record EVEN-23-13
Jul 26, 2023 at 7:37 pm	changed the deadline to Jul 27, 2023 on approval step Application Intake on Record EVEN-23-13
Jul 27, 2023 at 8:11 am	Elaine Holeton approved approval step Application Intake on Record EVEN-23-13
Jul 27, 2023 at 8:11 am	approval step Safety and Events Committee Meetingwas assigned to Elaine Holeton on Record EVEN-23-13
Aug 1, 2023 at 11:38 am	Elaine Holeton approved approval step Safety and Events Committee Meeting on Record EVEN-23-13
Aug 1, 2023 at 11:38 am	approval step Town Council Meetingwas assigned to Elaine Holeton on Record EVEN-23-13
Aug 1, 2023 at 11:39 am	Elaine Holeton changed What window of time do you need the street closure or traffic control? Need beginning and end ti from "N/A" to "N/A no street closure but will begin setting up on sidewalk at 8am" on Record EVEN-23-13
Aug 1, 2023 at 11:39 am	Elaine Holeton changed Will the event use a Town park or facility in conjunction with the street closure event? from "YES" to "NO" on Record EVEN-23-13

## Timeline

Label	Status	Activated	Completed	Assignee
✓ Application Intake	Complete	Jul 26, 2023 at 7:37 pm	Jul 27, 2023 at 8:11 am	Elaine Holeton
✓ Safety and Events Committee Meeting	Complete	Jul 27, 2023 at 8:11 am	Aug 1, 2023 at 11:38 am	Elaine Holeton
✓ Town Council Meeting	Active	Aug 1, 2023 at 11:38 am	-	Elaine Holeton
✓ Email applicants & copy committee, put on calendar and put in spreadsheet	Inactive	-	-	-
📄 Event or Street Closure Permit	Inactive	-	-	-



# 10-B

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Wytheville Fire and Rescue Department Request – Wytheville Fire Prevention Parade

### **SUMMARY:**

Please find attached a request from the Wytheville Fire and Rescue Department for a rolling closure of Main Street from 6:00 p.m. to 8:00 p.m. on Saturday, October 14, 2023, for the Wytheville Fire Prevention Parade. 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**

If the Council desires to approve this request, it will require a motion and vote by the Town Council.





Town of Wytheville, VA

08/01/2023

**EVEN-23-14****Street Closure Application and Event Application****Status:** Active**Date Created:** Aug 1, 2023**Applicant**

Christopher Slemp  
 ccsfirefighter@yahoo.com  
 195 W Spring St  
 Wytheville, Virginia 24382  
 2762233312

**GENERAL GUIDELINES**

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

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

**VOLUNTEER ASSISTANCE**

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

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

**Contact/Applicant Information****Organization Name or N/A**

Wytheville Fire and Rescue Department

**Organization phone number**

276-223-3312

**Primary Contact Name**

Christopher Slemp

**Primary Contact Cell Phone**

276-617-2712

**Primary Contact Email**

ccsfirefighter@yahoo.com

**Secondary Contact Name**

Everett Linberry

**Secondary Contact Phone**

276-223-3312

**Secondary Contact Email Address**

everett.linberry@wytheville.org

**Event Information****Event Type**

Parade

**Event Name**

Wytheville Fire Prevention Parade

**Event Description**

Fire prevention week parade. Annual event.

**Event Begin Date**

10/14/2023

**Event End Date**

10/14/2023

What window of time do you need the street closure or traffic control? Need beginning and end times.

6:00 pm - 8:00pm

**Actual Event Begin Time**

6PM

**Actual Event End Time**

8PM

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

NO

Section 10, ItemB.

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

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

YES

## ROUTE & STREET CLOSURE INFORMATION

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

**1. "Chautauqua" Route (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street and return to the Fourth Street Civic Center.)**

☐

**2. "Spiller" Route (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street and finish in front of Spiller School marquee sign.)**

☐

**3. "Smallest Church" Route (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)**

☐

**4. Other Route**

☒

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

How many adult volunteers will be provided for this event?

n/a

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

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

How many loaner safety vests do you need?

0

**Permit Conditions**

--

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

YES

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

NO

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

NO

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

NO

**Will anything be sold at the event?**

NO

**Will the event require assistance with trash or recycling?**

NO

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

NO

Will connection to electricity or generators be needed?

NO

Section 10, ItemB.

**DIGITAL SIGNATURE:** I am signing this application as the event coordinator and I understand that I am responsible for ensuring that any special directions and/or conditions provided by the Town and attached to this permit for street closure and/or special event must be followed. I understand that it is my responsibility to ensure that the organization has obtained any permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application

Christopher Slemp, Chief

08/01/2023

## Attachments



Fire Prevention Parade map.png

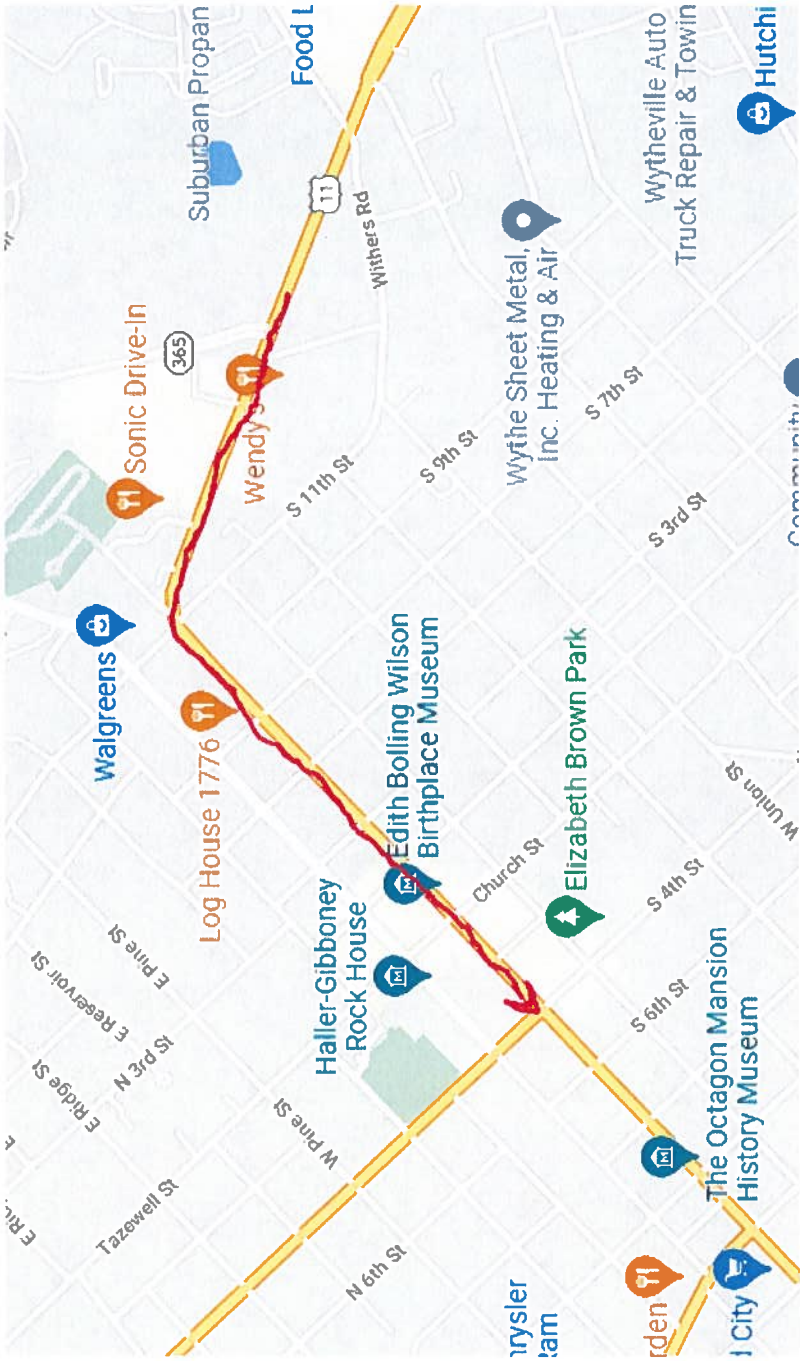
Uploaded by Christopher Slemp on Aug 1, 2023 at 8:59 am

## History

Date	Activity
Jun 5, 2023 at 1:11 pm	Christopher Slemp started a draft of Record EVEN-23-14
Aug 1, 2023 at 8:56 am	Christopher Slemp added What window of time do you need the street closure or traffic control? Need beginning and end ti to Record EVEN-23-14
Aug 1, 2023 at 9:01 am	Christopher Slemp submitted Record EVEN-23-14
Aug 1, 2023 at 9:01 am	approval step Application Intakewas assigned to Elaine Holeton on Record EVEN-23-14
Aug 1, 2023 at 9:01 am	changed the deadline to Aug 02, 2023 on approval step Application Intake on Record EVEN-23-14

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
✓ Application Intake	Active	Aug 1, 2023 at 9:01 am	-	Elaine Holeton	08/02/2023
✓ Safety and Events Committee Meeting	Inactive	-	-	-	-
✓ Town Council Meeting	Inactive	-	-	-	-
✓ Email applicants & copy committee, put on calendar and put in spreadsheet	Inactive	-	-	-	-
📄 Event or Street Closure Permit	Inactive	-	-	-	-



# 10-C

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Proposed Amendments to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board Rules for Transaction of Business

### **SUMMARY:**

Please find attached proposed amendments to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board Rules for Transaction of Business that were requested by the Homestead Museum Advisory Board. These proposed amendments include increasing the number of appointed members from five to six and changing the frequency of the Board meetings from quarterly to bi-monthly. The proposed changes are highlighted in yellow in the attached Rules for Transaction of Business. Town Manager Freeman will review this matter with the Town Council.

### **Recommended Action**

If the Council desires to approve this request, it will require a motion and roll call vote by the Town Council.

**From:** [Grant Gerlich](#)  
**To:** ["Brian Freeman"](#)  
**Cc:** ["Brandi Jones"](#)  
**Subject:** Request to Table Vote on Advisory Board Member August 14th  
**Date:** Monday, August 7, 2023 10:33:40 AM

---

Hello Brian,

We would like for you to postpone the vote, at the August 14<sup>th</sup> Town Council meeting, on the new member for fifth slot on Advisory Board for the WillowBrook Jackson/Umberger Jackson Homestead Museum. And suggest that Council consider the request to expand the board to six members and vote on the appointment of the two, very qualified, candidates for a six-member Advisory Board on the August 28<sup>th</sup> Council Meeting. Let me know if you have any questions. Thanks!

Take care,

Grant

Grant Gerlich, MA, MLIS  
Director of Museums  
Town of Wytheville  
(276) 223-3433

Due to the increased activity, and ongoing success of the Willowbrook Jackson/Umberger Homestead Museum, the Advisory Board of the Willowbrook Jackson/Umberger Museum would like to request that the Wytheville Town Council expand the voting membership from five to six appointed members. This expansion will ensure that the board acquires members knowledgeable in diverse fields of expertise, from business to decorative arts. In addition, with this elevated profile of the property, there is a need to meet more often. The Advisory Board would like to meet every two months instead of quarterly. These requests are being made for the betterment of the Homestead Museum and will benefit all involved.

G. Michael Gillman

Manager of Historic Sites/ Homestead Museum Operations

Town of Wytheville Department of Museums



# WILLOW BROOK JACKSON/UMBERGER HOMESTEAD MUSEUM ADVISORY BOARD

## RULES FOR TRANSACTION OF BUSINESS

### I. AUTHORIZATION

The Willow Brook Jackson/Umberger Homestead Museum Advisory Board is authorized to serve as an advisory body to the Town of Wytheville Town Council by the provisions of the Willow Brook Jackson/Umberger Homestead Museum organizing agreement between the Town of Wytheville and Seawillow U. Jackson and R. Cecil Jackson dated August 8, 2005.

### II. PURPOSE

The purpose of the Museum Advisory Board is to advise the Town Council on all issues relating to management and care of the property in Exhibits A and B. Among its other fiduciary responsibilities, the Board is also responsible for the following:

- Insuring that all terms and conditions of the organizing agreement are met
- Insuring adherence to the Mission Statement described in Exhibit E
- Making recommendations to Town Council on all acquisitions, designs of structures, and landscaping for the real property
- Establishing a financial support group known as the "Friends of the Homestead"
- Carrying out other related duties as needed or requested by the Town Council

### III. MEMBERS OF THE ADVISORY BOARD AND TERMS OF OFFICE

The Board membership shall consist of **eight nine** members having an interest in the history and preservation of the property in Exhibits A and B:

- **Four five** members who are residents of Wythe County that are recommended by the Advisory Board and approved by Town Council
- One member recommended by the Advisory Board and approved by Town Council who is a direct descendant of Seawillow and Cecil Jackson who either resides in Wythe County or is able to participate in the meetings and activities of the Advisory Board in person or via electronic media. In the event there is not an heir of Seawillow and Cecil Jackson available to serve on the Board, Town Council may appoint a Jackson family representative recommended by the family and approved by the Advisory Board.
- Three members designated as ex officio appointed by Town Council. The ex officio members shall be the Town of Wytheville's Director of Museums, the Town of Wytheville's Manager of Historic Sites/Homestead Museum, and one member of Town Council or a member of these office's administrative staff. The Town

Council ex officio member has voting privileges. The two Department of Museum ex officio members do not have voting privileges.

- Board members shall serve staggered terms.

The stipulations in the Rules of Transaction regarding the length of terms and re-appointments by Town Council apply to all members of the Advisory Board appointed by Town Council.

The terms of the **five six** appointed Board members shall be five years, staggered so that approximately one third shall be appointed or re-appointed every five years. The initial terms shall be as follows: two members shall serve three years, two members shall serve four years, and Mrs. Seawillow U. Jackson or Mr. R. Cecil Jackson shall serve a lifetime term. Thereafter all appointments or re-appointments shall be for five year terms. All appointments will be made upon recommendation by the Museum Board with approval by Town Council.

No member of the Museum Board whose two (2) full successive terms shall have expired shall be eligible for reappointment to the Board until one (1) year from the date of the expiration of such term; however, any person appointed to fill an unexpired term will be eligible to serve two (2) full successive terms after the expiration of his/her initial term.

The term of the Town Council member shall be co-extensive with the term of office to which he/she is elected.

The term of the Museum Director and the Manager of Historic Sites/Homestead Museum shall be co-extensive for the time that they are employed in those positions.

#### **IV. Officers**

The officers of the Board shall consist of a Chairperson and Vice-Chairperson whose terms of office shall consist of two years. Officers may not serve more than **two** consecutive terms in office.

Officers will be elected by a majority of the voting Board members present at the July annual meeting of the Advisory Board.

The Chairperson shall preside at all meetings, rule on all procedural questions, carry out all other duties as assigned by the Museum Board and be the general spokesperson for the Museum Board.

The Vice-Chairperson shall preside in the absence of the Chairperson and shall perform such other duties as may from time to time be assigned by the Chairperson.

The Chairperson, or Vice-Chairperson, in the absence of the Chairperson, shall be authorized to execute all documentation necessary to carry out the functions of the Museum Board.

The Town of Wytheville's Director of Museums or designee will perform the administrative functions needed to provide for the care and management of the property herein described. Said person shall also serve as a liaison between the Board and the Town Council.

## V. MEETINGS

Any direct, lineal, blood descendants of the Jacksons may attend any duly called meeting of the Board.

Members are required to attend all meetings unless they have obtained an excused absence from the Board Chairperson. Board members, who have more than two consecutive unexcused absences, or more than two unexcused absences per year, shall be considered to have resigned his/her seat on the Board. The Chairperson shall notify them of their removal from the Board, and the Town Council shall appoint a replacement.

### A. Regular Meetings

The Museum Board shall hold **quarterly bi-monthly** meetings with its **second quarter** meeting in July serving as its annual meeting. Board meetings must be scheduled one year in advance with the dates and times of the meetings fixed by the Board. A majority of the Board members shall constitute a quorum and no action of the Board shall be valid unless authorized by a simple majority vote of those present and voting. The Board shall keep written minutes of its meetings and these minutes shall be available for public inspection at the Town Office during normal working hours.

### B. Special Meetings

Special meetings shall be called by the Chairperson or any three (3) Museum Board members; reasonable notice of each special meeting shall be given each member of the Board; no business shall be transacted at a special meeting except that for which the special meeting is called by a majority vote of all of the members of the Museum Board.

## VI. OTHER PROVISIONS

1. Annual Workplan. The Museum Board, in cooperation with the Museum Director, will prepare an Annual Workplan for the Homestead Museum that will be submitted to the Town Council for approval in January of each year. The Museum Board will solicit the input of the Friends of the Homestead Board before submitting the Annual Workplan to the Town Council. Upon approval of the Annual Workplan by the Town Council, the Museum Board will consult with the Museum Director and the Board of the Friends group to develop an annual "Friends Workplan" in which the objectives identified in the Annual Workplan to be accomplished by the Friends will be delineated.

2. The Museum Board shall approve in writing all purchases of equipment, other articles, or services to be purchased and all gifts of money to be solicited for the Homestead Museum by the Friends of the Homestead.

3. Robert's Rules of Order, unless otherwise provided by these rules or procedures or applicable state law, including the Freedom of Information Act, shall govern the proceedings of the Museum Board.

4. The activities of any regular meeting of the Museum Board shall be in accordance with a formal agenda. Such agenda shall be distributed to the members not less than three (3) days prior to each regular meeting.

5. The Museum Board shall make a report of its activities and recommendations at least annually and preferably quarterly to the Town Council. The Secretary of the Board shall transmit a copy of the approved minutes of the meetings of the Board to Town Council on a quarterly basis.

#### **VII. AUTHORITY TO AMEND**

This Board has the authority to amend the Rules of Transaction of Business and to recommend approval of the amendment to Town Council.

#### **VIII. EFFECTIVE DATE**

These Rules of Transaction shall become effective immediately upon approval of the Town of Wytheville Town Council after approval and adoption by a majority vote of the Willow Brook Jackson/Umberger Homestead Museum Advisory Board members present and voting.

## **Approval and Revision History**

Approved by Wytheville Town Council: April 2009

Revised and Approved : July 26, 2018

Revised by Homestead Advisory Board: February 25, 2021

Approved by Wytheville Town Council: March 8, 2021

10-D

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Resolution – Virginia Department of Transportation Smart Scale Project

### **SUMMARY:**

Please find attached a resolution required by the Virginia Department of Transportation (VDOT) requesting that a detour be established for the project to realign West Lee Highway and West Monroe Street. This detour is proposed on Monroe Street between 10<sup>th</sup> Street and West Lee Highway. Planning Director John Woods will review this matter with the Town Council.

### **Recommended Action**

The adoption of this resolution will require a motion and roll call vote by the Town Council.

# Resolution



**WHEREAS**, the Commonwealth Transportation Board has allocated funding through the SMART SCALE Program for a project in the Town of Wytheville to realign the intersection of West Monroe Street and West Lee Highway to reduce crashes at the intersection; and,

**WHEREAS**, construction of the intersection improvements can be accomplished more quickly and safely with a temporary road closure of West Monroe Street between 10<sup>th</sup> Street and West Lee Highway; and,

**WHEREAS**, in accordance with the Virginia Department of Transportation construction administration procedures, it is necessary that a request by resolution be received from the local government in order that the Virginia Department of Transportation establish a safe and efficient detour of traffic around the affected portion of West Monroe Street.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Wytheville, Virginia, requests the Virginia Department of Transportation plan for and establish a detour to be put in place as required during the reconstruction and realignment of West Monroe Street near its intersection with West Lee Highway.

**BE IT FURTHER RESOLVED**, that the Town Council of the Town of Wytheville, Virginia, hereby authorizes the detour to be in place for the duration of the construction process, which is estimated to take approximately three to four months.

Adopted this 14th day of August, 2023.

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

ATTEST:

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





The map displays a yellow highlighted route through downtown Wytheville, North Carolina. The route begins on the left side of the map, near the intersection of N 16th St and W Pine St, and proceeds generally eastward. It follows a path that includes N 14th St, N 12th St, N 10th St, N 8th St, and N 6th St. The route then turns southward, following W Pine St, W Spiller St, W North St, W Monroe St, W Spring St, and W Franklin St. Red arrows indicate a specific direction of travel along this route, showing a loop that returns to the starting area. The map includes various street names, landmarks, and business locations, such as the Wytheville Police Department, Wytheville Farmers Market, and several restaurants and shops. The map is sourced from Google Maps, as indicated by the logo in the bottom right corner.

5

**10-E**



## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Wytheville Police Department Request

### **SUMMARY:**

A request has been received from the Wytheville Police Department for the Town Council to appropriate funds for Asset Forfeitures. Please find attached a staff report regarding this matter. Town Manager Freeman will further review this request with the Town Council.

### **Recommended Action**

The appropriation of these funds will require a motion and roll call vote by the Town Council.

**PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS****AUGUST 14, 2023****E. Asset Forfeiture**

In November 1990, the citizens of Virginia voted to adopt laws allowing local law enforcement agencies to benefit from the seizure of monies, property and goods connected with the illegal distribution of narcotics. These laws made it possible for law enforcement agencies to receive the proceeds from the sale of items obtained in substantial connection with drug trafficking, and to have forfeited to them certain seized items that could be used to promote law enforcement. Prior to the enactment of these new laws, all monies seized and received from the sale of forfeited items were applied to the State Literary Fund, but now, law enforcement agencies can use these funds to their advantage.

According to [§19.2-386.22](#) of the *Code of Virginia*, all money and property used in substantial connection with the manufacture, sale or distribution of an illegal narcotic can be seized by a law enforcement agency. Anything of value, furnished or intended to be furnished in exchange for controlled substances, can also be seized.

On occasion, the Wytheville Police Department seizes assets under the provision of this code and receives payments from the Department of Criminal Justice Services (DCJS) for them. Prior to the money being released for expenditure by the Police Department, the money must be appropriated by the governing body. Recently, the Wytheville Police Department received \$3,194.10 and has

requested that the Council take action to appropriate the funds. This will allow the money to be used and properly tracked for DCJS reporting purposes. It is the Town Manager's recommendation that the Council take this action during the August 14, 2023, Town Council meeting.

**10-F**

# WYTHEVILLE TOWN COUNCIL



# AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Wytheville Fire and Rescue Department Request

## **SUMMARY:**

The Wytheville Fire and Rescue Department is requesting for the Town Council to approve a grant application to the Wythe-Bland Foundation to be used for the implementation of a Community Bicycle Safety Program. Please find attached a staff report that further explains the Bicycle Safety Program and the intended use of the grant funds. Town Manager Freeman will review this request with the Town Council.

## **Recommended Action**

Action on approving the grant application will require a motion and roll call vote by the Town Council.

**PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS****AUGUST 14, 2023****F. Bicycle Safety Grant**

As recently reported, the Wytheville Fire and Rescue Department has submitted a grant request to the Wythe-Bland Foundation in hopes of receiving funds to start a community bicycle safety program. If approved, the Fire and Rescue Department would partner with the Wytheville Parks and Recreation Department to offer courses and training throughout the year to promote bicycle safety awareness and skills to the public. Both departments are enthusiastic about the potential collaboration and the service it will provide, particularly, to the youth of the community. As a secondary benefit, this would also allow the department to establish a “Bike Team” that could be deployed to ease the mobility of the personnel during crowded public events. The grant application requests 80% of the estimated \$12,000 in start-up cost to cover the expense of four bicycles, a trailer and safety equipment for instructors. The Department would match the additional \$2,400 from the department’s existing budget. No additional monetary commitment is necessary at this time. It is estimated that ongoing program costs will be less than \$1,000 annually. The Wythe-Bland Foundation requires an action by the Town Council to endorse the application. This is a very low-cost proposition with safety benefits that will far outweigh the cost of implementation. It is the Town Manager’s recommendation that the Town Council provide an endorsement at the August 14, 2023, Town Council meeting.



# 10-G

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Request for Allocation of Funds for Volunteer Appreciation Event

### **SUMMARY:**

Town Staff is requesting that the Town Council make an allocation of \$5,000 to be used for a Volunteer Appreciation Event tentatively scheduled in October. Assistant Town Manager Elaine Holeton will review this request with the Town Council.

### **Recommended Action**

If the Council desires to appropriate these funds, it will require a motion and roll call vote by the Town Council.

10-H

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Reappointments to the Wytheville Redevelopment and Housing Authority

### **SUMMARY:**

The terms of Ms. Gay Hawkins and Mr. Tommy Hundley to the Wytheville Redevelopment and Housing Authority expire September 8, 2023. Ms. Hawkins and Mr. Hundley are both eligible for reappointment and have expressed a willingness to serve again, if reappointed. These reappointments will be for a four year term and will expire September 8, 2027. Town Manager Freeman will review this matter with the Town Council.

### **Recommended Action**

To approve these reappointments, it will require a motion and vote by the Town Council.

10-1

WYTHEVILLE  
TOWN COUNCIL



AGENDA ITEM  
INFORMATION

Meeting Date:	August 14, 2023
Subject:	Reappointment to the Wytheville Board of Zoning Appeals

**SUMMARY:**

The term of Mr. John Jones, Jr. to the Wytheville Board of Zoning Appeals expires September 10, 2023. Mr. Jones is eligible for reappointment, and he has expressed a willingness to serve again, if reappointed. This will be a recommendation to the Wythe County Circuit Court for reappointment. This is a five year term that expires September 10, 2028. Town Manager Freeman will review this matter with the Town Council.

**Recommended Action**

To approve the recommendation for reappointment to the Circuit Court, it will require a motion and vote by the Town Council.

10-J

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Appointment to the Wytheville Tree Advisory Committee

### **SUMMARY:**

As the Town Council will recall, at the last meeting, action was taken to add two additional members to the Tree Advisory Committee. Please find enclosed an application from Mr. James Cohen for consideration of appointment to this Committee. The Town Council previously held a Meet and Greet Session with Mr. Cohen in March when he was considered for appointment to another Town Committee. This appointment is for a four year term which expires May 14, 2027.

### **Recommended Action**

If the Town Council desires to make this appointment, it will require a motion and vote by the Council.





08/04/2023

**COMM-23-9**

**Application to Serve on Town Committee or Board**

**Status:** Active

**Date Created:** Jul 27, 2023

**Applicant**

James Cohen

**APPLICANT INFORMATION**

**Full Legal Name**

james cohen

**Town or City Mailing Address**

wytheville

**Zip Code Mailing Address**

24382

**Applicant Email Address**

**Place of Employment or Other**

retired

**Applicant Mailing Street/PO Address**

**State Mailing Address**

Virginia

**Applicant Contact Phone Number**

**Applicant Contact Phone Number**

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.

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

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

Tree Advisory 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 term.

Section 10, ItemJ.

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

Tree Advisory Committee

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

--

**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.**

Served in the United States Army. Not well educated on trees yet I see the tremendous value of replacing them and adding more wherever possible

**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.**

Member of recreational committee

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

service oriented and current member of this community. I chose this location because of the mountains and trees.

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 in the Attachments Section of this Application. To access these forms the applicant will be required to download them from the Town Website.

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:**

james cohen

**Click here to add your legally binding digital signature**

james cohen

07/25/2023

# 10-K

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Youth Appointment to the Wytheville Recreation Commission

### **SUMMARY:**

The term of Ms. Maggie Minton to the Wytheville Recreation Commission as a youth member expired August 1, 2023. Please find attached one application for consideration of appointment as a youth member to the Recreation Commission. This appointment is for a one year term, which expires August 1, 2024. The Town Council could make the appointment at this meeting or, if the Council desired, the appointment could be postponed until a Meet and Greet Session could be scheduled with the applicant. Town Manager Freeman will review this agenda item with the Town Council.

### **Recommended Action**

If the Town Council desires to make this appointment, it will require a motion and vote by the Council.



Town of Wytheville, VA

08/04/2023

**COMM-23-10**

Application to Serve on Town Committee or Board

**Status:** Active**Date Created:** Jul 27, 2023**Applicant**

James Cohen

**APPLICANT INFORMATION****Full Legal Name**

Jessenia Cohen

**Town or City Mailing Address**

wytheville

**Zip Code Mailing Address**

24382

**Applicant Email Address**

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.

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.

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

**Applicant Mailing Street/PO Address****State Mailing Address**

Virginia

**Applicant Contact Phone Number****Place of Employment or Other**

HS student

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.

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

Section 10, Item K.

Wytheville Economic Development Authority, 2019-2021  
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?**

Recreation Commission

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

**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.**

interested in being more involved in the community

**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 the HS prom committee

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

Regular user of town recreational resources

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 in the Attachments Section of this Application. To  
access these forms the applicant will be required to  
download them from the Town Website.

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 failure to attend may result in my being removed from a Board or Commission.

Section 10, Item K.



**Name of Applicant:**

Jessenia Cohen

**Click here to add your legally binding digital signature**

Jessenia Cohen

07/27/2023

**Town Council Approval**

**Date of Issuance**

--

**If appointed. Town Clerk put term expiration date here.**

--

**Attachments**

 not required.pdf

Uploaded by James Cohen on Jul 27, 2023 at 12:43 pm

**History**

Date	Activity
Jul 25, 2023 at 10:16 pm	James Cohen started a draft of Record COMM-23-10
Jul 27, 2023 at 12:42 pm	James Cohen added Applicant Contact Phone Number to Record COMM-23-10
Jul 27, 2023 at 12:43 pm	James Cohen submitted Record COMM-23-10
Jul 27, 2023 at 12:43 pm	approval step Application Intake Review Process was assigned to Sherry Corvin on Record COMM-23-10

**Timeline**

Label	Status	Activated	Completed	Assignee	Due Date
 Application Intake Review Process	Active	Jul 27, 2023 at 12:43 pm	-	Sherry Corvin	-
 Town Council Review of the Committee Applicant	Inactive	-	-	-	-
 Town Clerk Notifies of Town Council Decision	Inactive	-	-	-	-

10-L



**WYTHEVILLE  
TOWN COUNCIL****AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Scheduling of Work Session

**SUMMARY:**

Town Staff would request that the Town Council schedule a Work Session for August 28, 2023, at 4:00 p.m. to review and discuss the Town Street Closure Policy. This policy is proposed by the Town Safety and Events Committee. Assistant Town Manager Elaine Holeyton will discuss this matter with the Town Council.

**Recommended Action**

The scheduling of a Work Session will require a motion and vote by the Town Council.

12-A

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Staff Report(s)

### **SUMMARY:**

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

### **Recommended Action**

No action required at this time.

# 12-B

## **WYTHEVILLE TOWN COUNCIL**



## **AGENDA ITEM INFORMATION**

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	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 Redevelopment and Housing Authority will meet on Wednesday, August 16, 2023, at 12:00 p.m., at the Housing Authority Office.
2. The New River Regional Water Authority will meet on Thursday, August 17, 2023, at 10:00 a.m., at the Water Plant in Austinville.
3. Downtown Wytheville, Incorporated (DTW) will meet on Monday, August 21, 2023, at 5:30 p.m., at the DTW Office.
4. The Joint Industrial Development Authority of Wythe County will meet on Thursday, August 24, 2023, at 3:00 p.m., here in the Council Chambers.
5. The next Council Work Session will be held at 4:00 p.m., on Monday, August 28, 2023, prior to the regular scheduled Town Council meeting at 5:00 p.m., here in the Council Chambers.

13-A

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 14, 2023
<b>Subject:</b>	Fourth Street Civic Center Lease Agreement

### **SUMMARY:**

As the Council is aware, the lease agreement has expired with the American Legion Post #9 for use of the bottom portion of the Fourth Street Civic Center. Assistant Town Manager Elaine Holeton will update the Town Council regarding the draft lease.

### **Recommended Action**

No action required at this time.



13-C

July 2023 Building Permits								
General BLD Permits								
Record #	Applicant Name	Cost of Construction	Mechanical:	Electrical:	Plumbing, Gas	Description of Proposed Improvements	Job Site Street Address	Zoning
BLD-23-78	Mark Sechrest	\$3,500.00	\$4,000.00	\$2,500.00	\$1,500.00	Renovation for an AIR-BNB. Modification to existing mechanical, electrical, and plumbing. See plan	183 Tazewell Street	B-2DT
BLD-23-77	Mike Carrico	\$15,000.00				Building a basement entrance from the outside below grade	515 Tazewell Street	R-2
BLD-23-74	Madison Moyer	\$12,068.69				install 101 SQFT wallseal // 101 LNFT basementgutter // 1 sump pump	110 Dogwood Drive	R-2
BLD-23-70	Ryan Hopkins	\$3,000.00				Build a 12 x 12 ft back deck, uncovered	725 N. 4th St.	R-2
BLD-23-69	Shawn Lineberry	\$5,000.00				New 16 x 18 open deck installation with patio door	485 Lakeview Dr	R-1
BLD-23-68	Madison Moyer	\$7,116.60				Install 2 Helical Pier	1700 West Monroe Street	R-1
BLD-23-67	Bonnie Barker	\$4,999.00				One deck on the front 5'-0"x6'-0" going to verify. Back deck is going to be 8'-0"x12'-0"	125 East RailRoad Ave	M-1
BLD-23-66	Michael Waller	\$31,950.02				Repairs to garage wall due to vehicle damage, replacement of non load bearing wall, siding, and wall coverings	1245 Meadowlark Drive	R-1
BLD-23-65	Elizabeth Williams	\$5,000.00				Relocating a single wide mobile home to mobile home park in Town. Lot 25	505 Holston Rd	R-3MH
BLD-23-56	Johnny Kincer	\$148,300.00	\$5,000.00	\$7,000.00	\$5,000.00	Installing Doors and walls to more securly convey prisoners from one holding cell to another.	245 South 4th Street	B-2
		\$235,934.31	\$9,000.00	\$9,500.00	\$6,500.00			

MEP Permits								
Record #	Owner Name	Electrical Cost:	Plumbing Cost:	Mechanical Cost:		Description of Proposed Improvements	Street Address	Zoning
MEP-23-110	Aschenbach Ford	\$45,000.00				Add a 800amp/480volt and 400amp/480volt service	1135 E. Main Street	B-2
MEP-23-109	Ty Jennings	\$0.00		\$19,726.00		XR 15 3.5 Ton new system, duct work,	195 Green Acres Road	R-2
MEP-23-108		\$400.00				Replacing the Electrical Panel	245 Country Lane	R-3
MEP-23-107	walmart store #3270		\$159,500.00			Modify existing sprinkler system for renovation	345 commonwealth dr	B-2
MEP-23-106		\$300.00				New Service entrance on the garage	520 Tazewell Street	R-2
MEP-23-105				\$821.00		Install gas line for generator	2095 N. 4th St	R-3
MEP-23-104				\$412.00		Install gas line for generator	675 West Main St	B-2DT
MEP-23-101		\$300.00				New circuit run to Accessory Building sub panel with outlets and interior/Exterior Lights	190 Country Lane	R-3
MEP-23-102		\$500.00				Electrical circuit for plug in sign GFCI	134 West Main Street	B-2DT
MEP-23-93	Walmart	\$424,700.00				Interior Renovation	345 Commonwealth Dr.	B-2
		\$471,200.00	\$159,500.00	\$20,959.00				

Fence Permits								
Record #	Name of Applicant	Fence Structure Cost	Electrical Cost:			Description of Proposed Improvements	Job Site Street Address	Zoning
FENC-23-25	Virginia Fence Builders,INC	4,800.00				Repair patio fence, build new fence in side yard	1015 West Monroe	R-3
FENC-23-24	Jeffrey Von Dauber	1,000.00				Fence along properly border with Main Street neighbor, 6' privacy in the back of the house and 4' with 50% privacy on side.	1020 west main st	B-2
FENC-23-23	Charles Reay	1,297.00				6 ft tall solid privacy fence 70 ft long	400 West Fulton St	R-2
FENC-23-22	Ryan Hopkins	2,000.00				Install a chain link fence	725 N. 4th St.	R-2
		\$9,097.00	#REF!	\$0.00				

Accessory Structure Permits								
Record #	Applicant Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Job Site Street Address	Zoning
BDAS-23-31	Keri Rankin	4,000.00				10'-0"X12'-0" Storage Building	800 S 18TH ST	R-3
		\$4,000.00	\$0.00	\$0.00	\$0.00			

Sign Permits								
Record #	Applicant Name	Cost of Construction	Electrical Cost	Mechanical Cost		Description of Proposed Improvements	Job Site Street Address	Zoning
SIGN-23-19	Sara Terry	100.00				Barber Pole and Glass Sign	134 East Main Street	B-2DT
SIGN-23-18	Von Nester	6,000.00				Channel Letter set mounted to building	925 E Main St	B-2
		\$6,100.00	\$0.00	\$0.00				

Pools & Spas								
Record #	Applicant Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Job Site Street Address	Zoning
PS-23-1	Gregory Lemieux	\$478.00				18'x 48 pool	150 scenic view ciry	R-1
		\$478.00	\$0.00	\$0.00				

Town of Wytheville Building Department July 2023 OpenGov Ledger Report		
Record #	Record Type	Fee Label
Record #	Record Type	Fee Label
BLD-23-78	General Building Permit Application	Building Permit Fee
BLD-23-78	General Building Permit Application	Virginia Department of Housing Levy
BLD-23-78	General Building Permit Application	Electrical Fees
BLD-23-78	General Building Permit Application	Mechanical Fees
BLD-23-78	General Building Permit Application	Plumbing Fees
MEP-23-110	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-110	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
BDAS-23-31	Accessory Structure Application	Building Permit Fee
BDAS-23-31	Accessory Structure Application	Virginia Department of Housing Levy
BLD-23-77	General Building Permit Application	Building Permit Fee
BLD-23-77	General Building Permit Application	Virginia Department of Housing Levy
FENC-23-25	Fence Permit Application	Virginia Department of Housing Levy
FENC-23-25	Fence Permit Application	Building Permit Fee
BLD-23-74	General Building Permit Application	Building Permit Fee
BLD-23-74	General Building Permit Application	Virginia Department of Housing Levy
MEP-23-109	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-109	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees
MEP-23-109	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
MEP-23-108	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-108	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
MEP-23-107	Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees
MEP-23-107	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
MEP-23-106	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-106	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
MEP-23-105	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees
MEP-23-105	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
MEP-23-104	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees
MEP-23-104	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
FENC-23-24	Fence Permit Application	Virginia Department of Housing Levy
FENC-23-24	Fence Permit Application	Building Permit Fee
FENC-23-23	Fence Permit Application	Virginia Department of Housing Levy
FENC-23-23	Fence Permit Application	Building Permit Fee
PS-23-1	Swimming Pool and Spa Permit Application	Building Permit Fee
PS-23-1	Swimming Pool and Spa Permit Application	Virginia Department of Housing Levy
SIGN-23-19	Sign Permit	Virginia Department of Housing Levy
SIGN-23-19	Sign Permit	Sign Permit Fee
MEP-23-101	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-101	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
CO-23-23	Certificate of Occupancy	Certificate of Occupancy Fee
MEP-23-102	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-102	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy
FENC-23-22	Fence Permit Application	Virginia Department of Housing Levy
FENC-23-22	Fence Permit Application	Building Permit Fee

BLD-23-70	General Building Permit Application	Building Permit Fee
BLD-23-70	General Building Permit Application	Virginia Department of Housing Levy
BLD-23-69	General Building Permit Application	Building Permit Fee
BLD-23-69	General Building Permit Application	Virginia Department of Housing Levy
SIGN-23-18	Sign Permit	Virginia Department of Housing Levy
SIGN-23-18	Sign Permit	Sign Permit Fee
BLD-23-68	General Building Permit Application	Building Permit Fee
BLD-23-68	General Building Permit Application	Virginia Department of Housing Levy
BLD-23-67	General Building Permit Application	Building Permit Fee
BLD-23-67	General Building Permit Application	Virginia Department of Housing Levy
BLD-23-67	General Building Permit Application	Plumbing Fees
BLD-23-66	General Building Permit Application	Building Permit Fee
BLD-23-66	General Building Permit Application	Virginia Department of Housing Levy
BLD-23-65	General Building Permit Application	Building Permit Fee
BLD-23-65	General Building Permit Application	Virginia Department of Housing Levy
BLD-23-65	General Building Permit Application	Plumbing Fees
MEP-23-93	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees
MEP-23-93	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy

# **Smyth Wythe Airport Commission Meeting**

## **Agenda: July 27, 2023**

**Call to Order: Chairman**

**Approval of Minutes:**

**Financial Report: Mrs. Patricia Belcher**

**Current expenses/Budget transfers**

**Sponsor funding status**

**Other:**

**Fuel Pricing Review: Brian Burkett**

**Old Business:**

**Airport Operations Report & Business: Brian Burkett.**

**New Business:**

- Report and Business.
- Next Meeting Date: **August 24, 2023**
- **Adjournment**

# Smyth Wythe Airport Commission

## Minutes

**June 22, 2023**

### **Call to Order:**

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

### **Members Present:**

Mr. Curtis Pennington, Mr. Billy Dungan, Mr. Cecil Hicks, Mr. David Taylor, and Mr. Jerry Davis

**Absent:** Brandon Elmore

### **Approval of Minutes:**

The minutes for the last regular commission meeting held May 25, 2023, were presented for approval.

**Motion made by Mr. Billy Dungan**

**Seconded by Mr. Jerry Davis**

**Motion passed unanimously.**

### **Financial Reports:**

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

Jet A fuel	\$62,265.81
Insurance FY-2024	\$9,811.00
Insurance – Liability Ins	\$4,489.00
Furniture – Terminal Building	\$20,000.00

**Motion made by Mr. Jerry Davis to approve and transfer the following:**



Date of Transfer	Budget Operation Account #1066	Fuel/Hangar Account #1354	Projects Account # 1353	Checking Account #6662	Reserve Account #5549
				\$35,000.00	(\$35,000.00)
6/23/2023					
Total				\$35,000.00	(\$35,000.00)

**Seconded by Mr. Billy Dungan**  
**Motion passed unanimously.**

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

### **FUEL PRICING:**

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

### **OLD BUSINESS & ACTION ITEMS:**

Reports on major Active Projects:

### **NEW BUSINESS:**

- Airport Operations Report & Business:

**Next meeting: Thursday, June 22, 2023**

**Adjournment**

A handwritten signature in blue ink, appearing to read "Clity Dent", written in a cursive style.

Secretary

A handwritten signature in blue ink, appearing to read "Curtis Pennington", written in a cursive style.

Curtis Pennington, Chairman



## Airport Commission Meeting July 27, 2023

- Current Inventory of Fuel
- Jet-A including truck: 7,477 -gal, Wholesale @ \$2.85 per gal- \$21,309.45.
- 100-LL including truck: 3,564-gal, Wholesale @ \$4.46 per gal- \$15,895.44
- TOTAL: **\$37,204.89**

### 100 LL

### Jet-A

\$5.85	\$5.00 ..... Mountain Empire (MKJ)
\$5.89	\$5.89 ..... Dublin/Pulaski (PSK)
\$6.34	\$5.78 ..... VA. Highlands (VJI)
\$6.00	\$5.50 ..... Tazewell (JFZ)
\$5.65	\$5.15 ..... Hillsville (HLX)
\$5.95	\$5.15 ..... Lonesome Pine (LNP)

Prices are as of 7/27/2023

**Smyth Wythe Airport Commission**  
**Balance Sheet**  
**As of June 30, 2023**

**ASSETS****Current Assets****Checking/Savings**

Budget Operations Account	7,439.42
Fuel - Hanger Account	40,979.30
Operations Account	2,038.59
Petty Cash	300.00
Project Account	156,682.20
Reserve Account	232,477.93

Total Checking/Savings	439,917.44
------------------------	------------

**Other Current Assets**

Inventory - AVGas Fuel	18,532.12
Inventory - Jet A Fuel	23,529.82
Prepaid Expenses	9,811.00

Total Other Current Assets	51,872.94
----------------------------	-----------

**TOTAL ASSETS**

491,790.38
------------

**LIABILITIES & EQUITY****Liabilities****Current Liabilities**

Accounts Payable	23,768.32
Rent Paid in Advance	625.00
Accrued Federal and FICA W/H	3,354.01
Accrued State Withholding	490.00
Accrued Unemployment Payable	12.06
Accrued Wages	7,352.56

Total Liabilities	35,601.95
-------------------	-----------

**EQUITY**

Retained Earnings	429,472.31
Net Income	26,716.12

Total Equity	456,188.43
--------------	------------

**TOTAL LIABILITIES & EQUITY**

491,790.38
------------

Management Use Only

**Smyth Wythe Airport Commission  
Income Statement  
Twelve Months Ending June 30, 2023**

	<u>July - June</u>
Ordinary Income/Expense	
Income	
Direct Public Support	
Smyth County	40,210.92
Town of Marion	39,500.34
Town of Wytheville	25,280.00
Wythe County	<u>53,720.00</u>
Total Direct Public Support	158,711.26
Fuel and Hanger Operations	
AV Gas Fuel Income	83,933.95
Jet A Fuel Sales	855,537.78
Hanger Rent	39,362.21
Miscellaneous Sales Revenue	<u>151.25</u>
Total Fuel and Hanger Operations	978,985.19
Grant Income	
Commonwealth of Virginia	18,753.04
Federal Aviation Administration	<u>60,009.39</u>
Total Grant Income	78,762.43
Investments	
Interest Income	<u>122.28</u>
Total Investment Income	<u>122.28</u>
Total Income	1,216,581.16
Cost of Goods Sold	
AV Gas Fuel Expense	72,190.48
Jet A Fuel Expense	645,640.43
Credit Card Fees	<u>32,065.04</u>
Total Cost of Goods Sold	<u>749,895.95</u>
Gross Profit	466,685.21

Management Use Only

**Smyth Wythe Airport Commission  
Income Statement  
Twelve Months Ending June 30, 2023**

	<u>July - June</u>
Expense	
Accounting Fees	6,600.00
Advertising	3,400.39
Auditing Services	7,500.00
Commission Member Fees	8,531.33
Dues and Memberships	249.00
Dumpster Fees	4,256.78
Equipment	25,447.28
Equipment Fuel	4,070.13
Health Insurance	16,500.00
Insurance - Liability Insurance	15,816.18
Insurance - Workmen's Comp	2,688.82
Legal Fees	20.00
Maintenance - Auto and Equipment	4,700.72
Maintenance - Facility	58,240.93
Military Expense	6,584.75
Miscellaneous Expense	616.56
Office Expense	6,540.27
Payroll Expenses	171,748.95
Payroll Tax Expense	9,683.05
Professional Fees	3,500.00
Security	335.00
Supplies	1,632.75
Telephone - Administrative	789.65
Telephone - Operations	4,431.19
Travel	470.73
Utilities - Electric	11,666.59
Utilities - Gas	3,813.15
Utilities - Water	1,191.36
Total Expense	<u>381,025.56</u>
Net Ordinary Income	85,659.65
Other Income	
Miscellaneous Income	1,065.86
Other Expense	
Project Costs	<u>60,009.39</u>
Net Income	<u><u>26,716.12</u></u>

Management Use Only

Smyth Wythe Joint Airport Commission  
 Account Transfers for Approval  
 June 24, 2023 to July 20, 2023

Date of Transfer	Budget Operations Account Acct #1066	Fuel/Hanger Account Acct #1354	Projects Account Acct #1353	Checking Account acct # 6662	Reserve Account Acct #5549
6/24/2023		(175,000.00)			175,000.00
7/3/2023		(25,000.00)		25,000.00	
7/10/2023				40,000.00	(40,000.00)
7/26/2023				20,000.00	(20,000.00)
Totals	-	(200,000.00)	-	85,000.00	115,000.00



[illegible]

10,006.00

## Smyth Wythe Airport Commission

Section 13, ItemC.

**Check Detail**  
**June 23 through July 26, 2023**

Type	Num	Date	Name	Account	Paid Amount
Check	1283	07/19/2023	Brian Burkett	Military Expense	6.00
Check	Debit	06/27/2023	Dollar General	Supplies	9.50
Check	Debit	07/17/2023	Appalachian Power Company	Utilities - Electric	9.77
Check	Debit	07/10/2023	Appalachian Power Company	Utilities - Electric	14.29
Check	Debit	06/28/2023	Remote Merchandise	Advertising	15.49
Check	1288	07/26/2023	Brian Burkett	Maintenace - Auto and Equipment	20.00
Check	Debit	07/18/2023	Wal-Mart	Supplies	23.51
Check	Debit	07/13/2023	Greinger	Maintenace - Auto and Equipment	26.83
Check	Debit	07/17/2023	McDonalds	Military Expense	27.99
Check	Debit	07/10/2023	Greinger	Maintenace - Auto and Equipment	30.26
Bill Pmt -Check	1288	07/19/2023	Harpo's Hardware and Building Supply	Maintenance - Facility	35.98
Check	Debit	07/13/2023	Cargo Oil Company	Equipment Fuel	38.00
Check	Debit	07/12/2023	Domino's Pizza	Military Expense	39.48
Check	Debit	06/29/2023	Wal-Mart	Supplies	39.92
Bill Pmt -Check	1302	07/26/2023	Elliott Lawson and Minor PC	Legal Fees	44.00
Check	Debit	07/12/2023	Wal-Mart	Supplies	49.08
Check	Debit	06/28/2023	Cargo Oil Company	Maintenance - Fuel Truck	50.00
Check	5763	07/12/2023	Brian Burkett	Telephone - Administrative	50.87
Check	Debit	06/26/2023	Wal-Mart	Supplies	51.34
Check	Debit	07/06/2023	Rural King	Maintenace - Auto and Equipment	52.98
Check	Debit	07/07/2023	Smyth County Water / Sewer	Utilities - Water	54.32
Check	Debit	07/07/2023	Smyth County Water / Sewer	Utilities - Water	54.32
Bill Pmt -Check	1284	07/19/2023	Harpo's Hardware and Building Supply	Maintenance - Facility	54.99
Bill Pmt -Check	1307	07/26/2023	Wytheville Office Supply	Office Expense	62.83
Check	Debit	07/12/2023	Domino's Pizza	Military Expense	66.41
Bill Pmt -Check	1304	07/26/2023	Parkway Gas	Equipment Fuel	70.51
Check	debit	07/24/2023	Harbor Freight	Maintenance - Facility	71.45
Check	Debit	07/18/2023	Domino's Pizza	Military Expense	75.41
Bill Pmt -Check	1299	07/26/2023	ARC3 Gases	Maintenance - Facility	79.76
Check	Debit	07/05/2023	Point Broadband	Telephone & Internet-Operations	79.95
Check	Debit	06/30/2023	Domino's Pizza	Military Expense	81.71
Check	Debit	07/07/2023	Domino's Pizza	Military Expense	81.71
Check	Debit	07/18/2023	Domino's Pizza	Military Expense	83.50
Check	5764	07/13/2023	Jonathon L Pickle	Maintenance - Auto	85.00
Check	Debit	06/28/2023	Wal-Mart	Supplies	85.66
Check	debit	07/24/2023	Rural King	Maintenace - Auto and Equipment	90.98
Check	Debit	07/07/2023	Domino's Pizza	Military Expense	94.28
Check	Debit	07/07/2023	Domino's Pizza	Military Expense	94.28
Check	Debit	06/26/2023	Macado's	Military Expense	95.81
Check	Debit	07/13/2023	Atkins Tank	Maintenance - Fuel Truck	98.77
Paycheck	1277	07/20/2023	Brandon T Elmore	Commission Fee	100.00
Paycheck	1279	07/20/2023	David B Taylor	Commission Fee	100.00
Paycheck	1280	07/20/2023	Jerry Davis	Commission Fee	100.00
Paycheck	1281	07/20/2023	Robert C Hicks	Commission Fee	100.00
Paycheck	1282	07/20/2023	William Dungan Jr.	Commission Fee	100.00
Check	Debit	07/10/2023	Appalachian Power Company	Utilities - Electric	104.16
Bill Pmt -Check	1287	07/19/2023	Southwestern Equipment Company	Maintenance - Auto	126.32
Bill Pmt -Check	1306	07/26/2023	Southwestern Equipment Company	Maintenace - Auto and Equipment	141.32
Check	Debit	07/18/2023	Macado's	Military Expense	169.58
Bill Pmt -Check	1286	07/19/2023	Rural Retreat Auto Parts	Maintenance - Auto	193.26
Paycheck	1276	07/20/2023	Curtis L Pennington	Commission Fee	200.00
Bill Pmt -Check	1300	07/26/2023	Best Pest Control	Maintenance - Facility	250.00
Check	Debit	07/07/2023	Griffen Hotel	Travel	251.63
Bill Pmt -Check	1301	07/26/2023	Domain Listings	Office Expense	288.00
Check	Debit	07/10/2023	Appalachian Power Company	Utilities - Electric	294.25
Bill Pmt -Check	1305	07/26/2023	Rural Retreat Auto Parts	Maintenace - Auto and Equipment	351.45
Bill Pmt -Check	1303	07/26/2023	GFL Environmental	Dumpster Fees	398.11

## Smyth Wythe Airport Commission

Section 13, Item C.

**Check Detail**  
**June 23 through July 26, 2023**

Type	Num	Date	Name	Account	Paid Amount
Check	Debit	07/06/2023	Tractor Supply	Maintenance - Facility	399.99
Check	Debit	06/27/2023	Brightspeed	Telephone & Internet-Operations	410.12
Check	Debit	07/10/2023	Appalachian Power Company	Utilities - Electric	452.73
Paycheck	1281	07/06/2023	Phillip D Burkett	Payroll Expenses	473.16
Check	Debit	07/14/2023	Virginia Department of Taxation	Accrued State Withholding	490.00
Check	Debit	07/06/2023	Remote Merchandise	Advertising	500.00
Bill Pmt -Check	1285	07/19/2023	Patricia Belcher	Accounting Fees	550.00
Paycheck	1172	07/20/2023	Phillip D Burkett	Payroll Expenses	605.00
Check	Debit	06/27/2023	Patch Superstore	Advertising	786.00
Paycheck	1169	07/20/2023	Christina L Dunavant	Payroll Expenses	1,056.47
Paycheck	1280	07/06/2023	Jonathon L Pickle	Payroll Expenses	1,254.60
Paycheck	1170	07/20/2023	Ehtan C Blevins	Payroll Expenses	1,309.92
Paycheck	1278	07/06/2023	Christina L Dunavant	Payroll Expenses	1,556.46
Paycheck	1279	07/06/2023	Ehtan C Blevins	Payroll Expenses	1,674.84
Paycheck	1171	07/20/2023	Jonathon L Pickle	Payroll Expenses	1,754.60
Paycheck	1168	07/20/2023	Brian Burkett	Payroll Expenses	1,768.67
Paycheck	1277	07/06/2023	Brian Burkett	Payroll Expenses	2,333.02
Check	Debit	07/14/2023	Internal Revenue Service	Accrued Federal and FICA W/H	3,354.01
Bill Pmt -Check	Debit	07/10/2023	Titan Aviation Fuels	Jet A Fuel Expense	23,057.06
					<u>49,251.67</u>





Wilson L. Leonard  
*Chairman*  
SMYTH COUNTY

Scott G. Freeman  
*Secretary*  
MARION

Franklin P. Slavin, Jr.  
WYTHE COUNTY

**Smyth Wythe Airport Commission**  
OPERATING  
**Mountain Empire Airport**

8223 LEE HIGHWAY • RURAL RETREAT, VA 24368  
PHONE (276) 783-8805 • (276) 686-4432 • FAX (276) 783-0980

Donald E. Elmore  
*Vice-Chairman*  
WYTHEVILLE

John R. Benham  
*Treasurer*  
WYTHEVILLE

William T. Dungan  
SMYTH COUNTY-MARION

**Personnel Leave and Holiday Policy**

**February 1, 2014**

This policy is applicable to all full-time and part-time airport employees

1. Paid Holidays are New Years Day, 1 January, the 4<sup>th</sup> of July, Thanksgiving Day and Christmas Day, 25<sup>th</sup> of December. Any Employees required to work on these days Will receive overtime pay, one and one/half their normal pay. Otherwise, the employee will be paid for the day off.
2. Paid leave/vacation is accumulated as follows: After one year of full-time employment The employee will receive five paid vacation days in the second year. For every year After that, one additional day will be added to the vacation/paid leave time until the Limit of ten days has been reached.
3. Paid leave/vacation days are not carried over from year to year and accumulated. Paid Leave must be taken in the year earned. If it is in excess of the limit of days earned as Specified above, it is lost. In no case may more than ten days be accumulated.
4. Upon termination of employment, for whatever reason, the employee will be paid for Their accumulated but unused leave, up until that time, in accordance with the Guidelines above.
5. Full-time Employees will receive five paid sick days per year. The year is determined From the date of hire until the anniversary of that date each following year. These days are not cumulative and can only be used in the year accumulated. Employees will NOT be paid for unused sick days under any circumstances.



Wilson L. Leonard  
Chairman

Smyth Wythe Airport Commission

ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	# OF RNWY ACTIVITIES
	DAY OF MONTH	N#										
1	4/1/23	NUCA		✓					Cirrus SR-22 Business in Wayne County	✓		080-2
2		710LU		✓					Cessna 172 Liberty University Landing Practice			080-2
3		58CH			✓				Tach-n-go Baron		✓	026-2
4		1359U		✓					Hangar 7, Maintenance Cessna 172			080
5		739WL		✓					Fullstop/Restrooms Cessna 172			080-2
6		34VA						✓	Tach-n-go Bell 407 VA State Police	✓		026-2
7		718LU		✓					Cessna 172 Liberty University Fullstop/Fuel	✓		080-2
8		818GT	✓	✓					Motor Glider Randy Newberry, Local Fly			080-2
9		710LU		✓					Cessna 172 Liberty University Tach-n-go			080-2
10		500TN						✓	MD 500 Fuel/Full Stop	✓		RAMP
11		112RM		✓					Mooney Turbo			026-2
12		706LU		✓					Cessna 172			080-2 Be-
13												



ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)												
YEAR	MONTH		TYPE						SERVICE USED			
2023	JUNE											
DAY OF MONTH	N#	MKJ BASED	Single Piston	Multi Piston	Turbo Prop	Jet	Helo	COMPANY AND/OR PURPOSE	FUEL PURC	HAGR 7	# OF RNWY ACTIVITIES	
1	6/2/23 4234T		✓					Piper Cherokee Touch-n-go Cessna 172			026-1	
2	4886G		✓					Touch-n-go Mooney Turbo			026-1	
3	112RM		✓					Hangar 7, maintenance Cessna 172 Liberty University		✓	080-2	
4	710LU		✓					Touch-n-go Baron			026-1	
5	58CH			✓				Hangar 7, maintenance Cessna Cardinal		✓	026-2	
6	52074		✓					Picking up plane Piper Tri-Pacer			026	
7	8740C		✓					Touch-n-go's Piper Twin Comanche			080-2	
8	887PM	✓		✓					✓		080-2	
9	6/3/23 N-6CA		✓					Cirrus SR-22 Business in Wayne County Cub			026	
10	98608		✓					Cub	✓		026-2	
11	316CC		✓					Cessna 172 Fly In / car show	✓		026 2	
12	3026F		✓					Mooney Fly In / Car Show	✓		026	
13	2014X		✓								026	

Page 2

## ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		# OF RNWY ACTIVITIES
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	
	DAY OF MONTH	N#										
1	6/3/23	102ML		✓					EZ MSI Fly In Car show			026-2
2		36VA						✓	EC 345 Fly In Car show	✓		026-2
3		717HQ							LAKE CA-4 Fly In Car show			026-2
4		377CE		✓					Cessna 310 Fly In Car show			026-2
5		344SE		✓					Cessna 172 Fly In Car show			026-2
6		2858Q		✓					Cessna 172 Fly In Car show	✓		026-2
7		9415H							Cessna 172 Fly In Car show			080-2
8		8367F		✓					Cessna 182 Fly In Car show	✓		026-2
9		813JC		✓					RV Fly In Car show			026-2
10		541MT						✓	Bell 407 Fly In Car show			RAMP
11		758TJ		✓					Cessna 172 Fly In Car show			026-2
12		58C#			✓				Baron Fly In Car show			026-2
13	6/5/23	5832Q		✓					Mooner Going to D.C. lunch in Rural Retreat	✓		026-2



ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED							
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	# OF RNWY ACTIVITIES					
	DAY OF MONTH	N#															
1	4/5/23	58CH		✓					Baron Hangar 7, maintenance		✓	026-2					
2		58CH		✓					Baron Hangar 7, maintenance		✓	026-2					
3		4157D	✓	✓					Piper Pacer Ralph Badinelli, Local Fly			026-2					
4		58CH		✓					Baron Hangar 7, maintenance		✓	026-2					
5	6/4/23	780FA			✓				Air Tractor AI's Aerial Sprayer	✓		026-1					
6		51410		✓					Cessna 150 Ambassador Stamp / Fuel	✓		026-2					
7		144KS			✓				Air Tractor AI's Aerial Sprayer	✓		026-1					
8		444MS			✓				Air Tractor AI's Aerial Sprayer	✓		026-1					
9		759JM		✓					Cessna 182 AI's Aerial Sprayer	✓		026-1					
10		42801		✓					Cessna 182 AI's aerial Sprayer	✓		026-1					
11		8146F		✓					Experimental			026-1					
12		509LJ					✓		Cirrus Vision Jet Overnight / Business in Wythe County	✓		026-1					
13		7052V						✓	Robinson R-44	✓		026-2					
148218													✓	V-22 Osprey Hot Fuel	U.S. marines	Page 3	026-2

## ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		# OF RWY ACTIVITIES
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	
	DAY OF MONTH	N#										
1	6/6/23	168221						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
2	6/7/23	509LJ					✓		Cirrus Vision Jet Leaving after overnight Business in Wythe County	✓		026-1
3		168340						✓	V-22 Osprey / fuel stop U.S. MARINES	✓		026-2
4		168221						✓	V-22 Osprey / fuel stop U.S. MARINES	✓		026-2
5	6/8/23	715 PJ						✓	EC-120 Going in hangar			026-1
6		69LJ		✓					Bonanza Flying to New York	✓		026-2
7	6/9/23	34208		✓					Cardinal Touch-n-go			026-2
8		8075X		✓					Piper Cherokee Fuel / lunch / restaurants	✓		026-2
9		193TA		✓					Cessna 240 Tuck Aerial Survey Hangar 7 maintenance		✓	026-2
10		242BS					✓		Cessna Citation C51 Business in Wythe County	✓		026-2
11	6/10/23	12571		✓					Skyhawk Fuel & Food stop	✓		026-2
12		653JS		✓					Diamond Stamp & Fuel	✓		026-2
13												



ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)															
YEAR		MONTH									SERVICE USED				
2023		JUNE		TYPE											
DAY OF MONTH		N#		MKJ BASED	Single Piston	Multi Piston	Turbo Prop	Jet	Helo	COMPANY AND/OR PURPOSE		FUEL PURC	HAGR 7	# OF RNWY ACTIVITIES	
1	6/10/23	3516X			✓					Moony Touch & Go				026-2	
2		1025A					✓			Air tractor A1's Aerial Spraying				026-1	
3		445MS			✓		✓			Air tractor A1's Aerial Spraying				026-1	
4	6/11/23	333WR			✓					Piper Malibu fuel stop enroute to NY		✓		026-2	
5	6/12/23	12-1145							✓	Lunch in Wythe County / Fuel		✓		026-2	
6	6/13/23	112RM			✓					Mooney - Maintenance @ Hangar 7				026-2	
7		6738G			✓					Cessna 150 leaving H.7		✓		026-2	
8		444MS					✓			Air Tractor				026-4	
9		1025A					✓			Air Tractor				026-4	
10		445MS					✓			Air Tractor				026-4	
11		759JM			✓					Cessna 182				026-4	
12		42801			✓					Cessna 182		✓		026-4	
13		2VA				✓				King Air				026-2	
													Page	5	

## ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		# OF RNWY ACTIVITIES
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	
	DAY OF MONTH	N#										
1	6-13-23	7031 LU		✓					Cessna 172 Liberty University	✓		026-2
2		168240						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
3		168651						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
4		168021						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
5		166718						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
6		168326						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
7		168672						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
8		7495E		✓					Expedition natural Gas Pipeline Patrol Overnight	✓		026-1
9	6/14/23	444m5				✓			Air Tractor AI's Aerial Spraying	✓		026-1
10		1025A				✓			Air Tractor AI's Aerial Spraying	✓		026-1
11		445m5				✓			Air Tractor AI's Aerial Spraying	✓		026-1
12		7595m		✓					Cessna 182 AI's Aerial Spraying	✓		026-1
13		42801		✓					Cessna 182 AI's Aerial Spraying	✓		026-1
Page 6												



ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)												
YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED			
2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	# OF RWNY ACTIVITIES	
DAY OF MONTH	N#											
1	6/14/23	144KS			✓			Air Tractor A/S Aerial Spraying	✓		026-2	
2		168302					✓	V-22 osprey HMX1 Hot fuel	✓		026-2	
3		168324					✓	V-22 osprey HMX1 Hot fuel	✓		026-2	
4		168306					✓	V-22 osprey HMX1 Hot fuel	✓		026-2	
5		168292					✓	V-22 osprey HMX1 Hot Fuel	✓		026-2	
6		N5960J	✓					Cessna 180 fuel stop	✓		026-2	
7		N470FX				✓		Leas TO Picking up dog Piper Cherokee	✓		026-2	
8		5241L		✓				Fuel Cirrus SR-22	✓		026-2	
9		412SR	✓	✓					✓		026-1	
10		168305					✓	V-22 osprey Hot Fuel	✓		026-2	
11		168651					✓	V-22 osprey Hot Fuel	✓		026-2	
12		282FD		✓				Cirrus Fuel Stop	✓		026-2	
13												
Page 7												

## ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	# OF RNWY ACTIVITIES
	DAY OF MONTH	N#										
1	6/15/23	168618					✓		V-22 Osprey Fuel stop 266	✓		026-2
2		1168641					✓		V-22 Osprey fuel stop 266	✓		026-2
3	6/16/23	168221						✓	V-22 Osprey U.S. Marines Hot Fuel	✓		026-2
4		12HE		✓					RV-9 Lunch in Rural Retreat Fuel/Restroom	✓		026-2
5	6/17/23	9152N		✓					Muoney. Dropping passengers	✓		026-2
6		541MT						✓	Bell 407 Highbirds 4 fuel stop while on emergency call	✓		RAMP
7	6/19/23	69479						✓	Bell Jet Ranger working w/ AEP Fuel	✓		080-2
8		7020J		✓					Piper Malibu Business in Wythe County	✓		026-
9		242BS					✓		Cessna Citation C51 Picking up passenger from Wythe Co.	✓		026-
10		541MT						✓	Bell 407 Going in Ranger due to weather			080-1
11		69479						✓	Bell Jet Ranger working w/ AEP Full stop/Fuel	✓		080-2
12	6/20/23											
13	6/21/23	5804F		✓					Piper Cherokee Going to Memorial Service Fuel / Flight Plan	✓		080-2



## ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		# OF RNWY ACTIVITIES
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR	
	DAY OF MONTH	N#										
1	4/22/23	715 PJ						✓	EC-120 Test Flight Aul Stream	✓		RAMP
2	6/23/23	700 NY					✓		Picking up Passengers EC-120	✓		026-2
3		715 PJ						✓	Test Flight			026-2
4		242 BS					✓		Cessna Citation CJ1 Dropping Passenger to Wayne County			026-2
5		200H N						✓	Air Methods Corp.	✓		026-2
6	6/24/23	168231						✓	V-22 Osprey fuel stop V.S. MARINES	✓		026-2
7		168347						✓	fuel stop - V-22 Osprey V.S. MARINES	✓		026-2
8	6/25/23	5804F		✓					Piper Cherokee fuel stop	✓		026-2
9	6/26/23	242 BS					✓		Citation Passanger pick up			026-2
10	4/27/23	509 MT						✓	Leaving hangar Bell Jet Ranger Knox Co. Sheriff's Office	✓		026-1
11		919AU						✓	Fuel / Full Stop Bell Knox County Sheriff's Office	✓		026-2
12		919AU						✓	fuel / Full Stop lunch in Rural Retreat	✓		026-2
13		412 SR	✓	✓					Cirrus SR-22	✓		026-1

## ACTIVITY CHART FOR MOUNTAIN EMPIRE AIRPORT (MKJ)

	YEAR	MONTH	MKJ BASED	TYPE					COMPANY AND/OR PURPOSE	SERVICE USED		
	2023	JUNE		Single Piston	Multi Piston	Turbo Prop	Jet	Helo		FUEL PURC	HAGR 7	# OF RNWY ACTIVITIES
	DAY OF MONTH	N#										
1	6/28/23	213BP		✓					Piper Cherokee Business in Wythe County			026-2
2		4343P			✓				Piper Seneca Meeting in Marion	✓		026-2
3	6/29/23	242BS					✓		Cessna Citation C51 Business in Wythe County	✓		026-2
4		7342T		✓					Cessna 172 Cross Country Restroom S			026-2
5		98914		✓					Grumman Tiger Touch-n-go			026-2
6	6/30/23	NLCA		✓					Cirrus SR-22 Business in Wythe County	✓		026-2
7		7728J		✓					Piper Saratoga Full Stop / Fuel	✓		026-2
8												
9												
10												
11												
12												
13												