



AGENDA

TOWN COUNCIL WORK SESSION

MONDAY, SEPTEMBER 26, 2022 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. PERSONS SCHEDULED TO ATTEND

- A. Beth A. Taylor - Mayor
- Cathy D. Pattison - Vice-Mayor
- Mark J. Bloomfield - Council Member
- Holly E. Atkins - Council Member
- Gary L. Gillman - Council Member
- T. Brian Freeman - Town Manager
- Elaine R. Holeyton - Assistant Town Manager
- Sherry G. Corvin - Town Clerk
- Michelle Workman Clayton - Town Attorney
- John Woods - Planning Director
- Frances Emerson - Director of Museums
- Bryan Bard - Lieutenant, Wytheville Police Department
- Lonnie Anders - Detective, Wytheville Police Department
- Press (invited) - WYVE/WXBX/WLOY Radio, *Wytheville Enterprise*

2. ITEMS TO BE DISCUSSED

- A. **Approval of Agenda (requires motion and vote)**
- B. **4:00 p.m. - Planning Director John Woods** - Discussion regarding the Virginia Outdoors Foundation Grant
- 4:15 p.m. - Director of Museums Frances Emerson** - Update regarding the quotes received from the contractors for the Rock House Stabilization Project
- 4:30 p.m. - Wytheville Police Department Lieutenant Bryan Bard and Detective Lonnie Anders** - Review of the proposed Parks Policy
- C. Review of a resolution waiving food truck fees
- D. Review of amended New River Regional Water Authority Bond Resolution
- E. Council Member Time
- F. Review of the Virginia Municipal League (VML) Conference Agenda
- G. Miscellaneous (if any time permitting)
 - a. Council Committee Assignment Reports
 - b. Assistant Town Manager Time
 - c. Town Manager Report

d. Attachments: (1) Minutes of the September 12, 2022, Council Work Session; (2) October Meeting Calendar; (3) Wythe County Public Schools Groundbreaking Invitation

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|------------------------------------|
| Meeting Date: | September 26, 2022 |
| Subject: | Virginia Outdoors Foundation Grant |

SUMMARY:

Planning Director John Woods will attend the meeting to provide an update to the Committee regarding the Virginia Outdoors Foundation Grant.

Recommended Action

No action is required on this matter at this time.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|----------------------------------|
| Meeting Date: | September 26, 2022 |
| Subject: | Rock House Stabilization Project |

SUMMARY:

Director of Museums Frances Emerson will attend the meeting to provide an update to the Committee regarding the Rock House Stabilization Project.

Recommended Action

No action is required on this matter at this time.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---------------------------------|
| Meeting Date: | September 26, 2022 |
| Subject: | Review of proposed Parks Policy |

SUMMARY:

Police Lieutenant Bryan Bard and Police Detective Lonnie Anders will attend the meeting to discuss the proposed Parks Policy with the Committee.

Recommended Action

No action is required on this matter at this time.

Chapter 9, Offenses – Miscellaneous
Article I. In General
Division 4. Parks Operating Policy

Section 9-50. Parks operating policy.

(a) Definitions:

“Parks” shall include: the parks, walking tracks, walking trails, open space areas and recreation buildings operated and/or maintained by the Town of Wytheville.

“Director” shall include: the Director of Parks and Recreation and/or the Assistant Director of Parks and Recreation Director.

“Open Space Area”: A non-developed physical area, including, but not limited to, natural areas that provide visual relief from the built environment for environmental, scenic or recreational purposes.

- (b) The Town of Wytheville Police Department, in conjunction with the Director of Parks and Recreation, shall have the authority to ban, temporarily or permanently, individuals from park property for serious or repeated violations of park regulations. To enforce this ban, the director shall issue a written notice to the violator. Any aggrieved person shall have the right to appeal in writing within five (5) days to the Disciplinary Committee of the Town of Wytheville Recreation Commission, who shall consider the matter and sustain or overrule the director's decision within fifteen (15) days. The decision of the Disciplinary Committee shall be final. The Town of Wytheville Police Department shall have the authority to enforce park regulations and issue citations as described in the Department of Parks and Recreation Handbook.
- (c) Parks shall be open to the public every day of the year from dawn until dusk, except those park facilities with special hours of operation. Notice of special hours of operation or closings shall be prominently posted.
- (d) Any section or any part of any park may be closed at any time as the director shall deem reasonably necessary.
- (e) The director is authorized to adopt and enforce reasonable written rules and regulations for the use of parks that supplement the regulations in this chapter, subject to the approval of the town manager.
- (f) A copy of this chapter, and any supplemental rules or regulations adopted by the director, shall be available for inspection and review in the director's office and on the parks and recreation website.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | September 26, 2022 |
| Subject: | Resolution - Waiver of Food Truck Fees |

SUMMARY:

Town Attorney Clayton will discuss a resolution that temporarily waives the Peddler's License fee of \$250 for all food truck operators who participate in Town sanctioned events. This waiver will end on December 31, 2023. The resolution also states that food truck operators must pay the Town of Wytheville Meals Tax for all food sales.

Recommended Action

Action on this matter will be taken during the regular Town Council meeting.

Resolution



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

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

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

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

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

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

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

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | September 26, 2022 |
| Subject: | New River Regional Water Authority Resolution |

SUMMARY:

Town Manager Brian Freeman will review a resolution supporting the issuance of a revenue bond for the New River Regional Water Authority. This resolution also notes a moral obligation for the Town Council. Town Manager Freeman will answer any questions regarding this resolution.

Recommended Action

Action on this matter will be taken during the regular Town Council meeting.

RESOLUTION SUPPORTING THE ISSUANCE OF A REVENUE BOND BY NEW RIVER REGIONAL WATER AUTHORITY AND ACKNOWLEDGING CERTAIN MATTERS WITH RESPECT TO THE BOND, INCLUDING A MORAL OBLIGATION TO MAKE CERTAIN APPROPRIATIONS IN SUPPORT OF THE AUTHORITY

New River Regional Water Authority (the “**Authority**”) is a public body politic and corporate of the Commonwealth of Virginia created pursuant to the Virginia Water and Waste Authorities Act (Chapter 51, Title 15.2, Code of Virginia of 1950, as amended) (the “**Act**”) by the Boards of Supervisors of Carroll and Wythe Counties and the Council of the Town of Wytheville (the “**Participating Localities**”).

The Authority and Participating Localities have entered a Service Agreement dated June 1, 2006, as amended by Amendment dated June 1, 2008, Amendment dated August 1, 2015, and Amendment dated August 1, 2022 (the “**Service Agreement**”), whereby the Participating Localities have agreed to purchase water from the Authority and to make certain appropriations to the Authority.

The Authority has determined it is in the best interests of the Authority and Participating Localities to authorize the issuance and sale of a bond in the maximum of \$8,500,000 (the “**Bond**”) in order to pay costs of capital improvements to the Authority’s water treatment plant.

Virginia Resources Authority (“**VRA**”) has indicated its willingness to purchase the Bond in accordance with the terms of a Local Bond Sale and Financing Agreement to be dated as of September 16, 2022, or another date to be specified by VRA, between VRA and the Authority (the “**Local Bond Sale and Financing Agreement**”).

VRA has requested that the Participating Localities adopt this resolution to acknowledge that the Local Bond Sale and Financing Agreement and the Bond will be “Bond Documents” as defined in the Service Agreement and that their moral obligations under the Support Agreement will extend to the debt service on the Bond.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WYTHEVILLE, VIRGINIA:

1. As and when executed and delivered by the Authority, the Local Bond Sale and Financing Agreement and the Bond will be “Bond Documents” as defined in the Service Agreement.
2. It is acknowledged that (a) the Service Agreement requires the Authority to fix, alter and at all times maintain the rates charged the Participating Localities so that the rates will be sufficient to prevent any default by the Authority of its duties under the Bond Documents and (b) under the Service Agreement, the Participating Localities have agreed to make certain annual appropriations to the Authority in amounts sufficient to pay expenses of the Authority, including debt service payments on bonds of the Authority. The obligation of each Participating Locality to make payments required by Service Agreement, other than, to the extent allowed by law, payments

of Minimum Investment Rate and Base Liability as defined in the Service Agreement, is subject to and contingent upon appropriations being made for such purpose by that Participating Locality’s governing body.

3. It is acknowledged that (a) VRA will be a third party beneficiary of the Service Agreement for so long as the Bond remains outstanding and (b) VRA is treating the Service Agreement as a “local obligation” of each Participating Locality, within the meaning of Section 62.1-199 of the Code of Virginia of 1950, as amended (the “Virginia Code”), which in the event of nonpayment thereunder by a Participating Locality authorizes VRA or the trustee for VRA’s bonds to file an affidavit with the Governor that such nonpayment has occurred pursuant to Section 62.1-216.1 of the Virginia Code. Section 62.1-216.1 of the Virginia Code provides that if the Governor is satisfied that such nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to the nonpaying Participating Locality of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to the nonpaying Participating Locality for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by the Comptroller, or as much of them as is necessary, to VRA, so as to cure, or cure insofar as possible, such nonpayment.

4. It is believed that each Participating Locality will continue to have an essential need and requirement, pursuant to applicable laws, for the services of the Authority for the duration of the Service Agreement and for as long as any bonds of the Authority remain outstanding.

5. This resolution shall take effect immediately upon its adoption.

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

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-----------------------|
| Meeting Date: | September 26, 2022 |
| Subject: | VML Annual Conference |

SUMMARY:

Town Manager Freeman will review the preliminary VML Annual Conference agenda with the Committee members for the Conference scheduled for October 2-4, 2022, in Richmond, Virginia. Town staff will forward the finalized agenda to the Town Council when it is received.

Recommended Action

No action is required on this matter at this time.

PRELIMINARY AGENDAS

Virginia Mayors Institute

Saturday, October 1

- 9:00 AM - 5:00 PM Virginia Mayors Institute
- 5:30 PM - 9:00 PM Reception and Dinner

Sunday, October 2

- 8:00 AM - 11:30 AM Virginia Mayors Institute



Virginia Mayors Institute

October 1-2, 2022 • Richmond

VML Annual Conference

Sunday, October 2

- 10:00 AM Registration Opens
- 12:00 PM - 1:30 PM Legislative Committee Meeting
- 2:00 PM - 3:00 PM Opening Session
- 3:30 PM - 5:00 PM Keynote Address
- 6:00 PM - 8:00 PM Host City Night at The Virginia Museum of History and Culture

Monday, October 3

- 6:30 AM Group Exercise
- 7:30 AM Breakfast
- 8:30 AM - 9:30 AM Section Meetings
- 9:45 AM - 10:45 AM Concurrent Sessions
- 11:00 AM - 12:00 PM Concurrent Sessions
- 12:00 PM - 1:00 PM Lunch
- 12:00 PM - 2:00 PM Guest/Spouse Event (offsite)
- 1:00 PM - 2:00 PM Concurrent Sessions
- 2:00 PM - 4:00 PM Mobile Workshops
- 4:00 PM - 5:00 PM Business Meeting
- 5:00 PM - 6:00 PM Awards Reception
- 6:00 PM - 9:00 PM Dinner and Entertainment

Tuesday, October 4

- 6:30 AM Yoga
- 7:30 AM Breakfast
- 8:30 AM - 9:30 AM Roundtable Sessions
- 9:45 AM - 10:45 AM Concurrent Sessions
- 11:00 AM - 12:30 PM Closing Session



BE LOCAL, BE BOLD
RICHMOND MARRIOTT DOWNTOWN
OCTOBER 2 - 4



Main conference activities will take place at the Richmond Marriott Downtown located at 500 E. Broad St., Richmond, VA 23219.



MINUTES
TOWN COUNCIL WORK SESSION
MONDAY, SEPTEMBER 12, 2022 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

A. Persons Present

- Beth A. Taylor - Mayor
- Cathy D. Pattison - Vice Mayor
- Mark J. Bloomfield - Council Member
- Holly E. Atkins - Council Member
- Gary L. Gillman - Council Member
- T. Brian Freeman - Town Manager
- Elaine R. Holeton - Assistant Town Manager
- Sherry G. Corvin - Town Clerk
- Michelle Workman Clayton - Town Attorney
- Frances Emerson - Director of Museums
- John Woods - Planning Director
- Todd Wolford - Executive Director, Downtown Wytheville, Inc.
- John Lackey - Police Officer
- Alison Pollard - Executive Director, Wytheville-Wythe-Bland Chamber of Commerce
- James Cohen
- Paul Riggins
- Jamie Riggins

2. ITEMS TO BE DISCUSSED

A. Approval of Agenda

Town Manager Freeman advised that the first item on the agenda is the Approval of Agenda, and this required a motion and approval by the Committee. He noted that he would like to switch two items on the agenda with the approval of the Committee. Town Manager Freeman stated that those items are Review of the Budget and Finance Committee Recommendations and Council Member Time. He inquired if there was a motion to approve the amended Work Session agenda.

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

B. Update regarding the Rock House Stabilization Project

Town Manager Freeman stated that Director of Museums Frances Emerson will update the Committee regarding the Rock House Stabilization Project. He advised that the Rock House has been closed for an extended period of time due to stabilization issues, however, Staff has received information from a structural engineering firm regarding the project. Director Emerson stated that there are detailed reports and construction documents that can be utilized by contractors. She noted that the structural damage affecting the Rock House is more extensive than originally anticipated and, hopefully, the repairs can be completed within six to eight months. Director Emerson noted that she hopes to have the Rock House reopened by 2023 to celebrate its 200 year anniversary. A discussion was held regarding the structural damage of the Rock House and what the next steps are for this project. Director Emerson stated that avoiding an extensive bidding process has been discussed previously, and that she is requesting emergency procurement with obtaining quotes from three contractors to repair the structural damage of the Rock House as soon as possible. She advised that the Wythe-Bland Foundation has granted \$50,000 towards the Rock House repairs, and the Wythe County Historical Society paid \$27,453.15 to cover the structural engineering evaluation. Councilwoman Atkins inquired if the \$50,000 was a grant. Director Emerson stated that is correct. A brief discussion was held regarding the Rock House and that Director Emerson could attend another meeting to discuss the quotes. Town Manager Freeman inquired if there is a motion to implement emergency procurement for the Rock House Stabilization Project.

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

Review of Peeples Special Exception Permit

Town Manager Freeman advised that Planning Director John Woods will review a request from Kenneth and Jennifer Peeples for a Special Exception Permit. Director Woods noted that the Clines who previously owned this property had a Special Exception Permit for livestock, and that it was not transferable to the Peeples when it was purchased. He noted that the Peeples are requesting to keep up to four horses on the property to use as pasture. Director Woods stated that the recommendation of the Planning Commission is to approve the request with similar stipulations that were included in the previous owner's Special Exception Permit. Mayor Taylor inquired about the "for sale" sign that is near the property, and if it is for part of this property. Director Woods stated that the "for sale" sign is for part of the Peeples' property, but not for the property in which they are requesting a Special Exception Permit. Town Manager Freeman stated that if the Committee has any questions or concerns to contact Director Woods or Assistant Town Manager HOLETON. Councilwoman Atkins inquired if there was a possibility for cattle to be added to the stipulations for possible future use. Director Woods stated that would need to be indicated on their current

request. Discussion continued regarding the Peeples' request. Town Manager Freeman thanked Director Woods for speaking with the Committee.

C. Request for Church Street closure to conduct the Church Street Trunk or Treat event

Assistant Town Manager Holeyton presented a request from Ms. Bonnie Wright for a street closure to hold the Church Street Trunk or Treat event on Monday, October 31, 2022, from 5:00 p.m. to 8:00 p.m. She advised that the Safety and Events Committee has reviewed this request and would recommend that it be approved. Assistant Town Manager Holeyton noted that Fire Chief Brade and Police Lieutenant Bard inquired if the Town's EMS, Fire and Police Departments could co-sponsor the event, since they are heavily involved. She stated that Staff has reached out to Ms. Wright regarding these departments co-sponsoring the event and that she approves. Mayor Taylor inquired about what may happen in the future if other organizations want the Town to co-sponsor events. Town Manager Freeman stated that it is not an obligation for the Town to co-sponsor every event when asked. A brief discussion was held regarding the obligations of the EMS, Fire and Police Departments co-sponsoring the Trunk or Treat event. Councilwoman Atkins inquired about the event being church related and if it would pose an issue for the Town being a co-sponsor. Town Manager Freeman stated that Ms. Wright organizes this event individually and that churches participate, as well as other organizations. Town Manager Freeman inquired if there was a motion to approve the street closure application.

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

Town Manager Freeman inquired if there was a motion to allow the Town's EMS, Fire and Police Departments to co-sponsor the Trunk or Treat event.

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

D. Request from the Wytheville Fire and Rescue Department to hold the Annual Fire Prevention Parade

Town Manager Freeman presented a request from the Wytheville Fire and Rescue Department for a street closure to hold the Annual Fire Prevention Parade on Saturday, October 22, 2022, from 6:00 p.m. to 8:00 p.m. He stated that Assistant Town Manager Holeyton advised that the Safety and Events Committee reviewed this request and would recommend that it be approved. Town Manager Freeman inquired if there was a motion to approve the street closure request.

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

E. Downtown Wytheville, Inc. request to hold Mayhem on Main Street

Town Manager Freeman presented a request from Downtown Wytheville, Inc. (DTW) to close various streets in downtown to hold the Mayhem on Main Street event on Saturday, October 22, 2022, from 12:00 p.m. to 6:00 p.m. He stated that Assistant Town Manager Holeton advised that the Safety and Events Committee has reviewed the request and would recommend that it be approved. DTW Executive Director Todd Wolford gave the Committee additional information regarding the event and stated that they have a new 5K route this year. He noted that he spoke with the Safety and Events Committee requesting that the street closure time be amended to 12:00 p.m. to 7:00 p.m. Councilman Bloomfield inquired if there will be alcohol sold at this event. Executive Director Wolford stated that there is potential for alcohol sales. Councilwoman Atkins inquired if there will be safety barriers on Tazewell Street where the afterparty will be held. Town Manager Freeman stated that is correct and inquired if there was a motion to approve the street closure request.

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

F. Request for Main Street closure to conduct Christmas events

Town Manager Freeman advised that the next item on the agenda is to review the request for Main Street to be closed to conduct Christmas events, and that Assistant Town Manager Holeton will provide the Committee with information regarding the events. Assistant Town Manager Holeton advised that Devoted To You and Downtown Wytheville, Inc. are potentially working together to combine the Christmas Parade and "Wytheville's A Christmas to Remember," which was discussed at a previous Work Session meeting. She noted that a meeting was held afterward with both parties and other representatives to come up with ideas on how the events could be combined. Assistant Town Manager Holton stated that Devoted To You gave a detailed explanation of what they have planned for their event, such as vendors, an ice skating rink, vintage vehicles, etc. She noted that the main issue they encountered was how to manage the Christmas parade, since both events take place on Main Street. Discussion was held regarding the meeting about combining the events. Assistant Town Manager Holeton stated that the Safety and Events Committee decided to hold the events separately. Discussion was held regarding the location of the stages, ice skating rink, timeframe of the event, etc. Councilwoman Atkins inquired about whether or not the event would be rescheduled if there were issues with inclement weather. Mr. Riggins stated that they have not thought about that, but the event would most likely be canceled. Councilman Bloomfield stated that this event will pose a problem for the newly opened Millwald Theatre and the events they have planned. He advised that it is important for the theatre to have traffic flowing through there since parking is limited and that some individuals may need to be dropped off. Mr. Riggins commented that they were hoping to incorporate the Millwald Theatre in their event. He noted that some people may want to watch a movie while the event is going on. Councilman Bloomfield stated the problem with that is there may be a ticketed event at the Millwald during the time. He reiterated that parking is a big issue, especially having access to handicap parking. Councilman

Bloomfield noted that October, November and December are the months when the Millwald Theatre will obtain most of their revenue. He noted that he does not believe that Main Street should be closed that long, or be closed two weekends in a row. Councilwoman Atkins inquired about parking availability behind the Millwald Theatre. Councilman Bloomfield stated that there is parking on Spring Street and at the Fourth Street Civic Center, however, when there is an event at the Millwald Theatre, most downtown parking will be used. A brief discussion was held regarding Public Safety personnel attending the event. Councilman Bloomfield stated that he anticipates the Council receiving these applications annually, resulting in Main Street being closed two weekends in December. He noted that he is passionate about downtown, and all of the positive things that are being developed there. Councilman Bloomfield stated that the Millwald Theatre has to function in order to support many other things and he that he is going to vote nay on the request. Councilwoman Atkins inquired about how many businesses would be affected if the event were not permitted. Mr. Riggins stated that approximately 15 businesses would be affected, and many of the businesses open during the event obtained record sales. Councilwoman Atkins stated that she does not believe the risk of affecting numerous business should be taken for just one business. Discussion was held regarding various topics concerning the event, Public Safety personnel and the Millwald Theatre. Town Manager Freeman inquired if there was a motion to approve the street closure request.

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

G. Budget and Finance Committee recommendations

Town Manager Freeman advised that the next item on the agenda is the review of the Budget and Finance Committee recommendations. He noted that there is one recommendation for a budget amendment to restore the Downtown Wytheville, Inc.'s second position from part time to a full time position. Town Manager Freeman inquired if there were any questions or concerns before the matter is acted on in the following Town Council meeting. He advised the Committee that there are a few more items that the Budget and Finance Committee will be addressing like, purchasing police vehicles. Town Manager Freeman noted that, typically, those vehicles are purchased on a five year lease term, however, there is a 28 month waiting period to purchase those vehicles on a lease. He advised that they would like to recommend that two vehicles be ordered and purchased from the manufacturer with a purchase order instead of leasing. A brief discussion was held regarding the purchase of police vehicles. Town Manager Freeman stated that he would recommend that Council take action and authorize a purchase order for the vehicles to be ordered as soon as the opportunity is available. Town Manager Freeman inquired if there was a motion to authorize a purchase order for the purchase of two new police vehicles.

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

Town Manager Freeman stated that Town Treasurer Stephens will be transferring the American Rescue Plan Act (ARPA) funds into the General Fund. He noted that the funds will be used for the provision of government services. Town Manager Freeman stated that this matter does not require Council action.

H. Council Member Time

Councilwoman Atkins inquired about the alley behind the former King's Produce building, and noted that it is still very grown up. She stated that the area was supposed to be cleaned up. Councilwoman Atkins inquired if there has been a follow up with the owner or if a letter was sent out regarding this matter, and, if so, they disregarded them. Town Manager Freeman stated that Staff did not issue letters. He advised that it would be in the Town's best interest to have the Public Works Department spray and cut the weeds in the alley. Councilwoman Atkins stated that she believes the owner of the alley should be billed for the work that is done. Town Manager Freeman stated that Staff will look further into this matter.

Councilwoman Atkins inquired about pallets being moved at a property on Fairview Road. She noted that she has inquired about this property previously, and that the pallets on the property have not been moved. Town Manager Freeman stated that pallets are allowed on the property, and the Town cannot force the owner to move the pallets. A brief discussion was held about possibly proposing a policy regarding this matter. Town Manager Freeman stated he would contact the property owner again and ask that the pallets be removed.

Councilwoman Atkins inquired if the Public Works Department could benefit from the police surplus vehicles when they are transferred or rotated when the new vehicles arrive. She noted that she thought some of the Public Works vehicles may not have heat, and she does not want Staff removing snow with no heat. Town Manager Freeman advised that all vehicles should have heat, but he will check on this matter.

Councilman Gillman stated that he would like to clarify why he abstained from voting on the Rock House Stabilization Project. He noted that he does not have any personal financial interest in the Rock House and could vote without violating the Conflict of Interest Act (COIA). Councilman Gillman noted that he abstained because his son is an employee of the Town of Wytheville and the Department of Museums.

Mayor Taylor stated that the Tree Advisory Committee had a tree walk and spoke with citizens around town regarding the Specimen Tree Program. She noted that the Committee hopes to create a Tree Walking Event in town.

Mayor Taylor stated that she gave a roll call shoutout on the Council's behalf for all of the first responders on 9/11.

Mayor Taylor inquired about a building at the corner of Liberty Street and Thompson Lane. She noted that there is an old building that is very grown up with vegetation, but she does not believe it is bothering the neighborhood. Councilwoman Atkins inquired about a home on West Ridge Road with a similar situation. She noted that she did not think the Town could do anything about having the home cleaned up. A

discussion was held on what grounds the Town can regulate vegetation growth on property.

Councilman Bloomfield stated that there is an unoccupied house near Seventh and Washington Streets. He noted it has been unoccupied for an extended period of time, and he believes that it known by the Police Department. Councilman Bloomfield advised that doors are left open on the house periodically, along with the shed behind the house. He stated that homeless people may be entering the house and that citizens are complaining. Town Manager Freeman stated he will check on this matter and provide an update to the Committee.

Town Manager Freeman inquired if there was a motion to recess the meeting until after the following Town Council meeting. (5:45 p.m.)

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

Town Manager Freeman inquired if there was a motion to reconvene the Work Session meeting. (6:13 p.m.)

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

I. Review of Town Committee Vacancies

Town Manager Freeman advised that the next item on the agenda is the review of Town Committee Vacancies. Town Clerk Corvin provided the Committee with a listing of current committee vacancies and upcoming committee vacancies. She noted that Mr. David Harrison's term on the Board of Zoning Appeals has expired, and he is not eligible for reappointment. She noted that the term of Mr. Jeffrey Lucas on Wytheville Economic Development Authority has expired and he has indicated a willingness to serve again. She inquired if the Committee would like to interview him before reappointment. It was the consensus of the Committee not to interview Mr. Lucas. Town Clerk Corvin stated that Ms. Mary Katherine Claypool is eligible for reappointment on the Recreation Commission, and noted that Staff will be contacting her to inquire if she would like to serve again. She stated that the Wytheville Redevelopment and Housing Authority has a member vacancy, and that Ms. Lisa Anderson has indicated a willingness to serve on this committee. It was the consensus of the Committee to not interview Ms. Anderson. Town Clerk Corvin stated that these appointments will be on the next Town Council agenda.

J. Update regarding James Crockett, III, housing development on West Lee Highway

Town Manager Freeman advised that the next item on the agenda is an update regarding the James Crockett, III, housing development on West Lee Highway. He noted that Assistant Town Manager HOLETON will present more information to the

Committee on this topic. Assistant Town Manager Holeyton stated that Staff met with the Crockett family and their design consultant about two months ago, and that Staff has asked to meet again. She stated that they plan to build 60 three bedroom units, 192 two bedroom units and 54 one bedroom units. Assistant Town Manager Holeyton advised that the Crockett family is currently involved with a contract to purchase the former physicians office that is located on the rear of the property. She stated that the physicians office was granted a Special Exception Permit in the past, which was one of the reasons Staff wanted to meet with the Crocketts. Assistant Town Manager Holeyton noted that Staff wanted to be sure they knew a new Special Exception Permit would be needed if ownership changed. She noted that the Crocketts are looking forward to construction of the housing development and thankful for Town staff meeting with them.

K. Report regarding the Desert Aire dehumidifier at the Wellness Center Natatorium

Town Manager Freeman advised that the next item on the agenda is a report regarding the Desert Aire dehumidifier at the Wellness Center Natatorium. He noted that Assistant Town Manager Holeyton will provide the Committee with more information regarding this topic. Assistant Town Manager Holeyton stated that an evaluation was conducted on the Wellness Center's Desert Aire Dehumidifier Unit and whether or not the unit should be repaired or replaced. She stated that Trane representatives advised that it would be close to \$100,000 to repair the unit, and this does not guarantee that it will lengthen the life span of the unit. Assistant Town Manager stated that Staff met with Mr. Dan Santalucia, the President of Advanced Enviro Solutions. She noted that Mr. Santalucia recommended that the Town purchase a 50 ton unit if it were to be replaced, and noted that he is going to create a draft invitation to bid for the Town. Discussion was held regarding what steps should be taken next regarding the replacement or repair of the Desert Aire Dehumidifier Unit. Town Manager Freeman inquired if there was a motion to authorize Staff to determine the best approach regarding quotes and an invitation to bid for the Wellness Center Natatorium Desert Aire Unit.

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

L. Review of a draft resolution regarding the Virginia Resources Authority (VRA) bond

Town Manager Freeman advised that the next item on the agenda is the review of a draft resolution regarding the Virginia Resources Authority (VRA) bond. He noted that this resolution is only for review at this time. Town Manager Freeman stated that the resolution acknowledges that the Town of Wytheville is included in a party that is seeking financing, which is the expansion of the New River Regional Water Authority (NRRWA). He noted that Council will not take action on this matter now, however, it will be on the agenda for the next Town Council meeting. Town Manager Freeman stated if any of the Committee members have questions or concerns, please let him know.

M. Discussion regarding food truck fees

Town Manager Freeman advised that the next item on the agenda is the discussion regarding food truck fees. He advised that Town Attorney Clayton will discuss this matter with the Committee. Town Attorney Clayton noted that she has spoken with Parks and Recreation staff about their concerns regarding food truck fees. She stated that they are having problems getting outside food trucks to come to their events due to these fees. Town Attorney Clayton noted that the current fee is \$250 for food trucks to set up at an event. She advised that the license requirement has changed in the Virginia State Code regarding mobile food units. Town Attorney Clayton stated that Staff is working on a proposed Mobile Food Vendor Ordinance or resolution to be presented at the next Work Session meeting. A brief discussion was held regarding food truck fees. Town Manager Freeman discussed the idea of not allowing food trucks on Town rights of way unless there is a Town sanctioned event. Town Attorney Clayton noted that Parks and Recreation staff and Town Treasurer Stephens will be present at the next Work Session meeting to continue the discussion further with the Committee.

N. Miscellaneous (if any time permitting)

Councilwoman Atkins inquired about a complaint from a citizen regarding property being mowed on Deerfield Lane and if it had been resolved. Town Manager Freeman noted that he has tried to contact the citizen who made the complaint, but he did not answer the phone call. He noted that it is not the Town's responsibility to mow that property and it is a bio retention area.. Town Manager Freeman advised that he has spoken with Mr. Andy Kegley with HOPE, Inc. who is responsible for mowing the property. He stated that Mr. Kegley advised he had some volunteers who hoped to have the issue resolved.

Town Manager Freeman stated that the minutes from the August 22, 2022 Work Session is included in their meeting package, along with a Smyth-Wythe Airport Commission meeting package, August building report and an updated September meeting calendar.

Councilwoman Atkins inquired about the 60 day notice for event applications, and how that will be enforced in 2023. Assistant Town Manager HOLETON noted that she will be working on policy framework for the Council to consider.

There being no further business, the Work Session was adjourned. (6:56 p.m.)

T. Brian Freeman, Town Manager

Sharon G. Corvin, CMC, Town Clerk

Town of Wytheville

October 2022

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--|--|---|--|-----|-----|
| All meetings are held in the Municipal Building unless otherwise noted. | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 HOLIDAY—TOWN OFFICES CLOSED | 11 4:00 PM – Council Work Session 6:00 PM — Town Council Meeting | 12 5:30 PM — Recreation Commission (Recreation Center) | 13 6:00 PM-Planning Commission | 14 | 15 |
| 16 | 17 5:30 PM DTW (DTW Office) | 18 | 19 12:00 PM-Housing Authority (HA Office) | 20 10:00 AM — NRRWA (NRRWA Plant) | 21 | 22 |
| 23 | 24 4:00 PM – Council Work Session 6:00 PM — Town Council Meeting | 25 | 26 | 27 10:00 AM — Homestead Museum Advisory Board (Homestead) 3:00 PM — JIDA | 28 | 29 |
| 30 | 31 7:00 PM-Joint Governing Bodies Meeting (County Offices) | | | | | |



**Wythe County Public Schools
cordially invites you to
attend the**

**Groundbreaking Ceremony
for**

**SCOTT MEMORIAL
MIDDLE SCHOOL**

**Friday, September 23rd at 1:30 p.m.
1 Maroon Way**

Inclement weather location in GWHS Gvm