



# **AGENDA**

## **WYTHEVILLE TOWN COUNCIL MEETING**

**MONDAY, AUGUST 28, 2023 AT 5:00 PM**  
**MUNICIPAL BUILDING - 150 EAST MONROE STREET**  
**WYTHEVILLE, VA 24382**

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1. **INVOCATION — VICE-MAYOR CATHY D. PATTISON**
2. **CALL TO ORDER — MAYOR BETH A. TAYLOR**
3. **ESTABLISHMENT OF QUORUM — MAYOR BETH A. TAYLOR**
4. **PLEDGE OF ALLEGIANCE - COUNCILWOMAN CANDICE N. JOHNSON**
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 August 14, 2023 (requires motion and vote)**
8. **PRESENTATIONS BY TOWN COUNCIL**
  - A. **Presentation by Parks and Recreation Director Josh Sharitz regarding travel ball tournaments**
9. **CITIZENS' PERIOD**
10. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
  - A. **Consideration of a resolution for a Virginia Department of Transportation (VDOT) Transportation Alternatives Grant application for the Peppers Ferry Road Sidewalk Gap Project**
    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)**
  - B. **Consideration of a resolution for a Virginia Department of Transportation (VDOT) Transportation Alternatives Grant application for the Peppers Ferry Road Sidewalk ADA Upgrade Project**
    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)**

**C. Consider the appointment of a member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to fill the expired term of Ms. Jean Lester (term expired July 31, 2023)**

1. Staff Report/Presentation by Town Clerk Sherry Corvin
2. Consideration by the Town Council to make the Board appointment **(requires motion and vote)**

**D. Consider the appointment of a new member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board (term expires July 31, 2028)**

1. Staff Report/Presentation by Town Clerk Sherry Corvin
2. Consideration by the Town Council to make the Board appointment **(requires motion and vote)**

**E. Consideration of the request from GoRail to support a group letter to oppose increasing the weight limit for heavy trucks**

1. Staff Report/Presentation by Town Manager Freeman
2. Consideration by the Town Council to approve participating in the group letter **(requires motion and vote)**

**F. Consideration by the Town Council to reschedule/cancel the October 10, 2023, Town Council meeting due to a conflict with the Virginia Municipal League Conference**

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to reschedule/cancel the meeting **(requires motion and roll call vote)**

**G. Schedule a Work Session for 4:00 p.m. on September 11, 2023, to discuss a Highway Safety Improvement Program (HSIP) application regarding traffic calming on Peppers Ferry Road/Monroe Street**

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to schedule the Work Session for 4:00 p.m. on September 11 **(requires motion and vote)**

**H. Consideration of allocating funds for the Mountain Empire Airport Runway Painting Project**

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to allocate the funds **(requires motion and roll call 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. Discussion regarding the Lodging Tax**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. No action required at this time

**B. Council Member Time**

**C. Miscellaneous**

(1) Council Committee Reports; (2) September 2023 Town Council Meeting Calendar; (3) Other

**14. CLOSED MEETING**

**A. Closed meeting pursuant to § 2.2-3711 (A.) (1.) to discuss the Town Attorney position (requires motion and vote)**

**B. 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)**

**C. Closed meeting pursuant to § 2.2-3711 (A.) (1.) to discuss the performance and salaries of appointed employees (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, AUGUST 14, 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, Councilwoman Candice Johnson

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

Councilman Gary Gillman

##### **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, Wytheville Fire and Rescue Chief Chris Slem, Wytheville Police Chief Joel Hash, Building Official Tim Spraker, Planning Director John Woods, Police Corporal Jerrod Sadler, Patrol Officer Ernest Williams, Patrol Officer Josh Jones, Downtown Wytheville, Incorporated Executive Director Todd Wolford, Downtown Wytheville, Incorporated Administrative and Events Coordinator Charlie Jones, Jim Cohen, Nancy Martin, Kirk Chamberlain, Georgia Crockett, Tina Repass, Andrew Russell, Elizabeth Chaves, Clio Schurtz, Brandy Faulkner, Rhonda Cox, Beth Marinus, Lorraine Dunn, Jim Dunn, Keyana Baker, Jarrell Johannes, Kayla Marinus, Sharon Gallimore, Glenda Crockett-Eans, Kerrington Crockett-Eans, Kerry Eans, Stephen Holston, Others

### 2. **RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

### 3. **RE: ESTABLISHMENT OF QUORUM**

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

### 4. **RE: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice-Mayor Pattison.

### 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 Johnson and seconded by Councilwoman Atkins to amend the agenda to

include an additional line item under Closed Meeting, Line Item E, to discuss the salaries and performance of appointed employees, and to excuse the appointed employees from the Closed Meeting during the discussion so that only the Town Council is present. She noted that she did not want the appointed employees to feel uncomfortable or to feel like they were being forced to say something that they would rather not say during the discussion. Mayor Taylor inquired if Interim Town Attorney Cassell could remain during the Closed Meeting. Councilwoman Johnson stated that she did not have an issue with Mr. Cassell remaining in the room. 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, Councilwoman Johnson.

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

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

**7. RE: CONSENT AGENDA**

- A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of July 24, 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 Councilwoman Johnson to approve the minutes of the regular meeting of July 24, 2023. She inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

**8. RE: PRESENTATIONS TO TOWN COUNCIL**

**A. RE: PRESENTATION REGARDING THE FACADE PROGRAM**

Mayor Taylor advised that the next agenda item is a presentation by Downtown Wytheville, Incorporated Executive Director Todd Wolford regarding the Facade Program. Downtown Wytheville, Incorporated Executive Director Todd Wolford thanked the Town Council for inviting him to attend the meeting and stated that he attended a previous meeting to discuss the revamped version of the Facade Improvements Program. He advised that what is before the Council is the old design of the Facade Program. Executive Director Wolford reviewed the changes made to the Facade Improvements Program and explained the submittal and reimbursement process for the property owners to the Council. He noted that he would answer questions that the Council may have, but he wanted this program to be reimplemented because it is a really beneficial program for the Town. Mayor Taylor inquired if there are a limited number of spaces available to offer for the program. Executive Director Wolford stated that it is his understanding that the program has been budgeted \$75,000. He noted that the program offers reimbursement up to \$15,000. He commented that not all will spend up to that amount. Executive Director Wolford remarked that he wanted Downtown Wytheville, Incorporated to administer the program because Town staff does not have time to administer the program.

Councilwoman Atkins inquired of Mr. Wolford if there were 10 business owners who apply for a spot, would it be available on a first come, first served basis. Mr. Wolford stated that it would be on a first come, first served basis. Discussion ensued regarding the future of the program and the announcement of the reimplementation of the program to the businesses including the four property owners who have already submitted applications. Mr. Wolford stated that Downtown Wytheville, Incorporated (DTW) will be working with Virginia Tech landscaping architecture students on Monday, August 28, 2023, from 1:00 p.m. to 5:00 p.m., and he would like to invite the Town Council and the Town Administration Staff to be a part of that process. He explained that DTW will be working to render a greenspace park in the heart of downtown on the property between The Paper Clip and the former Baldwin's building. Mr. Wolford continued to explain the project to the Council. Mayor Taylor inquired of Mr. Wolford where the Council would need to go for the August 28, 2023, event. Mr. Wolford stated that the Council would go the DTW Office on Main Street.

Town Manager Freeman inquired of the Council if they have seen and heard enough from Mr. Wolford's presentation of the Facade Program at this meeting to relaunch the program as presented or would they rather hear more information before proceeding. Councilwoman Atkins advised that, personally, she would like to have a hard copy of the updated version of the Facade Improvements Program so that she could review it. Executive Director Wolford stated that he could email Councilwoman Atkins a copy of the document. Councilwoman Atkins thanked Mr. Wolford. Councilwoman Johnson advised that she would also like a copy since she is new to the Council and was not at the last meeting where he presented the updated version of the Facade Program. Executive Director Wolford stated that it would not be a problem to email her a copy, as well. Mayor Taylor thanked Mr. Wolford for his presentation, and she proceeded with the agenda.

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

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there were several citizens listed on the sign-in sheet who wished to address the Council during Citizens' Period. She requested that when she called the name on the sign-in sheet for that person to please come to the podium to speak and state his or her name and address for the recording of the minutes.

Ms. Georgia Crockett was recognized and stated that she resides at 565 East Monroe Street in Wytheville. She noted that she is attending the meeting to address the Council regarding homelessness in the town. Ms. Crockett commented that the house located next to her was a rental property, and the renter was allowing homeless people to come and stay with her on a nightly basis. She remarked that she always thought that the apartment complexes in town fell directly under the Wytheville Redevelopment and Housing Authority (WRHA), however, now she knows that is not the case. Ms. Crockett remarked that several of the complexes are managed by private companies, and their income cap falls approximately \$10,000 less than the WRHA's. She commented that she is not sure how this can be addressed, or if it can be addressed by the Council. She continued to express her concern regarding the income difference between the Housing Authority's properties and the private housing complexes. Ms. Crockett noted that there is a need for housing in the town. She thanked the Council for allowing her to speak. Mayor Taylor thanked Ms. Crockett for her comments.

Mr. Andrew Russell was recognized and stated that he resides in Wytheville. He advised that he would like to address the Council regarding more accessible housing. Mr. Russell commented that he has some of the statistics that indicate the cause and factors of homelessness he has studied from the United States Census Bureau. He continued to discuss the cause and factors of homelessness in the United States with the Council. Mr. Russell commented that HOPE, Incorporated reported that since July 1, 2023, the organization has had to deny 270 families or individuals housing because there was nowhere to house them due to budgetary constraints. He continued to break down HOPE's report to the Council and to note the need for housing. Mr. Russell thanked the Council for allowing him to speak. Mayor Taylor thanked Mr. Russell for his comments.

Mr. Kerrington Crockett-Eans was recognized and stated that he resides at 50 Lee Circle in Wytheville. He addressed the Town Council on behalf of the Wythe County Chapter of Virginia Organizing regarding the homeless having an accessible shelter during the cold winter months. He remarked that several months ago, HOPE, Incorporated, presented information and asked for assistance in establishing a warming shelter for extremely cold weather. Mr. Crockett-Eans commented that HOPE's pleas for assistance have been ignored by the Town Council. Mr. Crockett-Eans stated that the Wythe County Chapter of Virginia Organizing would challenge the Council to work on establishing a warming shelter in the community. He thanked the Council for allowing him to speak. Mayor Taylor thanked Mr. Crockett-Eans for his comments. She advised that she can only speak for herself, however, she thinks the Council would all agree that the Council did not ignore the issue when it was presented by HOPE, Incorporated. Mayor Taylor suggested that Town staff schedule a meeting with representatives of Virginia Organizing and HOPE, a representative of the Council, etc. to discuss the issue instead of at the Council meetings so that there is further discussion and shared ideas among each other. She inquired of Mr. Crockett-Eans if he would be interested in this type of meeting. Mr. Crockett-Eans stated that he would be interested. Mayor Taylor inquired of Town Manager Freeman if this would be possible. Town Manager Freeman stated that it would not be a problem. Councilwoman Johnson stated that she had a couple of questions for Ms. Glenda Crockett-Eans. She inquired if Ms. Crockett-Eans was the representative for Virginia Organizing. Ms. Crockett-Eans stated that is correct.

Ms. Glenda Crockett-Eans was recognized and stated that she resides at 50 Lee Circle. She noted that she is a representative of Virginia Organizing. Ms. Crockett-Eans explained that Virginia Organizing is not speaking on behalf of HOPE, Incorporated, but, rather, Virginia Organizing. She commented that Virginia Organizing has had several conversations with at least three of the Town Council members regarding this subject. Councilwoman Johnson stated that she agrees with Mayor Taylor regarding Town Manager Freeman scheduling a meeting with representatives of Virginia Organizing and HOPE, Incorporated Executive Director Andy Kegley for the Council to discuss their concerns, solutions, etc. Councilwoman Johnson thanked Ms. Crockett-Eans for her comments.

Mr. Stephen Holston was recognized and stated that he resides at 220 Meadows Lane in Wytheville. He advised that he would like to address the Council about a few items. Mr. Holston stated that he is a Town employee. He noted that about a month ago, while he was mowing on Cove Road, he was involved in a hit and run accident. Mr. Holston stated that he appreciated the Town Council, Director of Public Works Chris Peebles and Supervisor Kevin Hackler during his health problems. He commented that the person who



hit him and left the scene had no remorse, and it would be helpful if the Council would consider spending some money to place cameras where there is high traffic volume and to help catch traffic offenders, as well as help the Public Works Department with preparing roads during bad weather occurrences. Mr. Holston continued to address the Council regarding dangerous areas of town. He discussed the turn lane at East Main Street that turns onto Eleventh Street. Mr. Holston stated that from approximately 4:00 p.m. to 6:00 p.m., traffic backs up and prevents cars from turning. He continued discussing solutions to this problem with the Council. Discussion ensued regarding Mr. Holston's suggestions. Councilwoman Johnson suggested discussing these items in a Council Public Works Committee meeting. She thanked Mr. Holston for his comments.

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

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

### **A. RE: WYTHE ARTS COUNCIL/MILLWALD THEATRE REQUESTS**

Mayor Taylor advised that the next agenda item is the 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. Assistant Town Manager Holeton reviewed the requests noting that the Safety and Events Committee recommended that both events be approved. Mayor Taylor inquired if there was a motion to approve the 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.

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

### **B. RE: WYTHEVILLE FIRE AND RESCUE DEPARTMENT REQUEST - WYTHEVILLE FIRE PREVENTION PARADE**

Mayor Taylor advised that the next agenda item is the 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. Assistant Town Manager Holeton reviewed the request noting that the Safety and Events Committee recommends that the request be approved. Mayor Taylor inquired if there was a motion to approve the 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.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no

opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

Councilwoman Atkins stated that she does not like requiring applicants to submit 60-days prior to their events. She discussed why she would like the 60-day submittal deadline removed. Assistant Town Manager Holeton stated that the Council would be reviewing the policy at the next Town Council meeting, and she noted that the 60-day deadline has been removed. Councilwoman Atkins thanked Assistant Town Manager Holeton.

**C. RE: PROPOSED AMENDMENTS TO THE WILLOW BROOK JACKSON/UMBERGER HOMESTEAD MUSEUM ADVISORY BOARD RULES FOR TRANSACTION OF BUSINESS**

Mayor Taylor advised that the next agenda item is the 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. Town Manager Freeman reviewed the changes and requests with the Council. Mayor Taylor inquired if there was a motion to approve the 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.

Motion made by Councilwoman Johnson, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion to approve the requests. 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, Councilwoman Johnson.

**D. RE: RESOLUTION - VIRGINIA DEPARTMENT OF TRANSPORTATION SMART SCALE PROJECT**

Mayor Taylor advised that the next agenda item is the consideration of a resolution supporting a Virginia Department of Transportation Smart Scale Project for the Monroe Street Detour. Planning Director John Woods stated that included in the Council package is a copy of the Virginia Department of Transportation's (VDOT) map that depicts the proposed detour during the project. He continued to review the project with the Council. Planning Director Woods advised that VDOT requires that since these are Town maintained streets, the Town Council must provide a resolution requesting the detour. Mayor Taylor inquired if there were any questions for Planning Director Woods. There being none, she inquired if there was a motion to approve the resolution supporting a Virginia Department of Transportation Smart Scale Project for the Monroe Street Detour.

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

**E. RE: WYTHEVILLE POLICE DEPARTMENT REQUEST**

Mayor Taylor advised that the next agenda item is to consider the request of the Wytheville Police Department to appropriate funds for Asset Forfeitures. Town Manager Freeman reviewed the request with the Council. He stated that the recommended Council action would be to appropriate the requested amount of \$3,194.10 to the Wytheville Police Department's budget. Mayor Taylor inquired if there is a motion to approve the request of the Wytheville Police Department to appropriate funds for Asset Forfeitures.

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

**F. RE: WYTHEVILLE FIRE AND RESCUE DEPARTMENT REQUEST**

Mayor Taylor advised that the next agenda item is the consideration of approving the Town applying for a grant through the Wythe-Bland Foundation for a Community Bicycle Safety Grant. Town Manager Freeman reviewed the request with the Council. He noted that it is his recommendation that the request be approved. Mayor Taylor inquired if there is a motion to approve the Town applying for a grant through the Wythe-Bland Foundation for a Community Bicycle Safety Grant.

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

**G. RE: REQUEST FOR ALLOCATION OF FUNDS FOR VOLUNTEER APPRECIATION EVENT**

Mayor Taylor advised that the next agenda item is the 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. Assistant Town Manager Holeton briefly reviewed the request with Council. Vice-Mayor Pattison inquired if it would be possible to get a head count for this event. Assistant Town Manager Holeton stated that Town staff could provide an RSVP process. Discussion ensued regarding the event. Mayor Taylor inquired if there was a motion to approve the 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.

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

**H. RE: REAPPOINTMENTS TO THE WYTHEVILLE REDEVELOPMENT AND HOUSING AUTHORITY**

Mayor Taylor advised that the next agenda item is the consideration of the reappointments of Ms. Gay Hawkins and Mr. Tommy Hundley to the Wytheville Redevelopment and Housing Authority (terms expire September 8, 2023). Town Manager Freeman stated that the agenda information was self-explanatory. Mayor Taylor inquired if there was a motion to approve the reappointments of Ms. Gay Hawkins and Mr. Tommy Hundley to the Wytheville Redevelopment and Housing Authority for four-year terms (terms expire September 8, 2027).

Motion made by Councilwoman Johnson, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins inquired of Mayor Taylor that since she serves on the Housing Authority Board if she is able to vote. Mayor Taylor advised that she is able to vote. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

**I. RE: REAPPOINTMENT TO THE WYTHEVILLE BOARD OF ZONING APPEALS**

Mayor Taylor advised that the next agenda item is the consideration of the reappointment to the Wytheville Board of Zoning Appeals (term expires September 10, 2023). Town Manager Freeman reviewed the information with the Council. Mayor Taylor inquired if there was a motion to recommend to the Wythe County Circuit Court the reappointment of Mr. John Jones, Jr. to the Board of Zoning Appeals for a five-year term (term expires September 10, 2028).

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

**J. RE: APPOINTMENT TO THE WYTHEVILLE TREE ADVISORY COMMITTEE**

Mayor Taylor advised that the next agenda item is the consideration of an appointment to fill a vacancy on the Wytheville Tree Advisory Committee (term expires May 14, 2027). Town Manager Freeman reviewed the application of Mr. James Cohen with the Council, and he noted that the appointment is for a four-year term. Mayor Taylor inquired if there was a motion to appoint Mr. James Cohen to fill a vacancy on the Wytheville Tree Advisory Committee for a four-year term (term expires May 14, 2027).

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. She noted that Mr. Cohen has attended a Tree Committee meeting to make sure that he was interested in the Committee. Mayor Taylor inquired if there was any further discussion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson.

**K. RE: YOUTH APPOINTMENT TO THE WYTHEVILLE RECREATION COMMISSION**

Mayor Taylor advised that the next agenda item is the consideration of a youth appointment to the Wytheville Recreation Commission (term expired August 1, 2023). Town Manager Freeman reviewed the application with the Council. Mayor Taylor inquired if the Council would like to schedule a Meet and Greet Session with the applicant. It was the consensus of the Council to not schedule a Meet and Greet Session. Mayor Taylor inquired if there is a motion to appoint Ms. Jessenia Cohen as a youth member to the Wytheville Recreation Commission (term expires August 1, 2024).

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

**L. RE: SCHEDULING OF WORK SESSION**

Mayor Taylor advised that the next agenda item is to consider scheduling 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. Assistant Town Manager Holeton stated that the policy is proposed by the Safety and Events Committee, and a Work Session will be needed to review the draft for consideration of adoption by the Council. Mayor Taylor inquired if there is a motion to 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.

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

**11. RE: REPORTS****A. RE: STAFF REPORT(S)**

Town Manager Freeman presented his Staff Report, as follows:

**TOURISM SUMMIT:** Town Manager Freeman updated the Council regarding the August 15, 2023, event held at the Wytheville Meeting Center by the Friends of Southwest Virginia. He noted the awards presented at the event, including several awards the Town of Wytheville Convention and Visitors Bureau received.

**MOUNTAIN EMPIRE AIRPORT:** Town Manager Freeman updated the Council regarding the annual Virginia Department of Aviation inspection of the Mountain Empire Airport. He explained the outcome of the inspection. He noted that the inspection is requiring some repairs and that the Airport is requesting the member jurisdictions to split the cost equally. Town Manager Freeman commented that no

action is required of the Council at this meeting, however, he wanted to inform the Council that a request would be made in the future.

**ROCK HOUSE MUSEUM OPEN HOUSE:** Town Manager Freeman reminded the Council members of the Open House to be held on Friday, August 18, 2023, at 5:00 p.m.

**PARKS AND RECREATION BUS UPDATE:** Town Manager Freeman updated the Council regarding the old buses at the Parks and Recreation Department. He noted that the buses would go to the surplus to receive the best pricing.

**REFUSE TRUCK UPDATE:** Town Manager Freeman provided an update regarding the new Public Works Department refuse truck. He noted that it has been ordered, and it is anticipated that it will be available for service by January 2024.

**B. RE: UPCOMING MEETINGS**

Town Clerk Corvin presented the upcoming meetings, as follows:

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., 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., in the Council Chambers.

**12. RE: OTHER BUSINESS**

**A. RE: FOURTH STREET CIVIC CENTER LEASE AGREEMENT**

Mayor Taylor advised that the next agenda item is the update regarding the Fourth Street Civic Center Lease Agreement. Assistant Town Manager Holeton stated that she was handing out the document at this meeting, so the Council has time to review the draft agreement prior to taking action. She explained that there is no action needed by the Council at this meeting.

**B. RE: COUNCIL MEMBER TIME**

Mayor Taylor advised that the next agenda item is Council Member Time. She 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 reported to the Council about the Southwest Virginia Mayor's Forum she attended.

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

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

**C. RE: MISCELLANEOUS**

Mayor Taylor advised that the Council has some miscellaneous reports in their packages including the July building permit information and the Smyth-Wythe Airport Commission information.

Mayor Taylor inquired if the Council would like to have a brief recess before going into the closed meeting. It was the consensus of the Council to not recess before the closed meeting.

**13. 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.) (7.) Consultation with legal counsel about possible litigation regarding clutter cases; Section 2.2-3711 (A.) (1.) Interview with candidate for Town Attorney position; Section 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of property used for a public purpose; and, Section 2.2-3711 (A.) (1.) To discuss the performance and salaries of appointed employees. She inquired if there was a motion to go into a closed meeting.

Motion made by Councilwoman Johnson, 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, Councilwoman Johnson. (6:15 p.m.)

- B. Mayor Taylor advised that it was necessary to certify the closed meeting. She noted that after the closed meeting, it is also necessary to reconvene into open session by stating that the Town Council was now in session. Mayor Taylor inquired if there is a motion to certify the closed meeting held pursuant to Section 2.2-3711 (A.) (7.) Consultation with legal counsel about possible litigation regarding clutter cases; Section 2.2-3711 (A.) (1.) Interview with candidate for Town Attorney position; Section 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of property used for a public purpose; and, Section 2.2-3711 (A.) (1.) To discuss the performance and salaries of appointed employees, and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Atkins. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilwoman Johnson. (8:29 p.m.)

**14. RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (8:30 p.m.)

---

Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk



**8-A**

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Presentation regarding Travel Ball Tournaments

### **SUMMARY:**

Director of Parks and Recreation Josh Sharitz is attending the meeting to discuss travel ball tournaments with the Council.

### **Recommended Action**

No action required at this time.

10-A

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Resolution – Peppers Ferry Road Sidewalk Gap Project

### **SUMMARY:**

Planning Director John Woods is attending the meeting to discuss the Peppers Ferry Road Sidewalk Gap Project. This project also requires a resolution to be adopted by the Town Council that details the Town's financial responsibilities and authorizes the Town Manager to apply for the funds and to execute the necessary documents.

### **Recommended Action**

Action to approve the resolution will require a motion and roll call vote by the Town Council.

# Resolution

Section 10, ItemA.



**WHEREAS**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a request by resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a Transportation Alternatives Set-Aside Program project in the Town of Wytheville; and,

**WHEREAS**, a safe pathway from Freedom Lane, a home for veterans, to the Wytheville Community Center and the Wytheville Meeting Center is needed for residents who frequently visit the complex using personal mobility devices; and,

**WHEREAS**, citizens regularly use the Peppers Ferry Road corridor as a jogging path in their efforts to maintain a healthy lifestyle.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, requests the Commonwealth Transportation Board to establish a project for the design and construction of the Peppers Ferry Road Sidewalk Gap Project in the Town of Wytheville.

**BE IT FURTHER RESOLVED** that the Town of Wytheville hereby agrees to provide its share of the total cost for preliminary engineering, right of way and construction of this project in accordance with the project financial documents subject to appropriation, and the Town of Wytheville will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT.

**BE IT FURTHER RESOLVED** that if the Town of Wytheville subsequently elects to cancel the project, the Town of Wytheville hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date that VDOT is notified of such cancellation. The Town of Wytheville also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Wytheville hereby grants authority for the Town Manager to apply for funds and execute the project administration agreements, as well as other documents necessary for approved projects.

Adopted this 28<sup>th</sup> day of August 2023.

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

ATTEST:

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

# 10-B

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Resolution – Peppers Ferry Road ADA Upgrade Project

### **SUMMARY:**

Planning Director John Woods is attending the meeting to discuss the Peppers Ferry Road ADA Upgrade Project. Also, this project requires a resolution to be adopted by the Town Council that notes the Town's financial responsibilities and authorizes the Town Manager to apply for the funds and to execute the necessary documents.

### **Recommended Action**

Action to approve the resolution will require a motion and roll call vote by the Town Council.

# Resolution

Section 10, ItemB.



**WHEREAS**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a Transportation Alternatives Set-Aside Program project in the Town of Wytheville; and,

**WHEREAS**, a safe pathway to medical offices, pharmacies and the downtown shopping area is needed for the residents of Freedom Lane, a home for veterans, and Hedgefield Apartments, who frequently visit area businesses and often use personal mobility devices; and,

**WHEREAS**, citizens regularly use the Peppers Ferry Road corridor as a jogging path in their efforts to maintain a healthy lifestyle.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, requests the Commonwealth Transportation Board to establish a project for the design and construction of the Peppers Ferry Road Sidewalk ADA Upgrade Project in the Town of Wytheville.

**BE IT FURTHER RESOLVED** that the Town of Wytheville hereby agrees to provide its share of the total cost for preliminary engineering, right of way and construction of this project in accordance with the project financial documents subject to appropriation.

**BE IT FURTHER RESOLVED** that the Town of Wytheville will be responsible for maintenance and operating costs of the facility as constructed unless other arrangements have been made with VDOT, and that if the Town of Wytheville subsequently elects to cancel the project, the Town of Wytheville hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date that VDOT is notified of such cancellation. The Town of Wytheville also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

**BE IT FURTHER RESOLVED** that the Town Council hereby grants authority for the Town Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

Adopted this 28<sup>th</sup> day of August 2023.

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

ATTEST:

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



# 10-C

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Appointment – Willow Brook Jackson/Umberger Homestead Museum Advisory Board

### **SUMMARY:**

The term of Ms. Jean Lester on the Willow Brook Jackson/Umberger Homestead Museum Advisory Board expired July 31, 2023, and Ms. Lester is not eligible for reappointment. Please find enclosed two applications for consideration of appointment to the Board. This is a five year term that expires July 31, 2028.

### **Recommended Action**

To make an appointment to the Board, it will require a motion and vote by the Town Council.



Town of Wytheville, VA

06/28/2023

**COMM-23-5****Application to Serve on Town Committee or Board****Status:** Active**Date Created:** Jun 28, 2023**Applicant**

James Spraker

**APPLICANT INFORMATION****Full Legal Name****Town or City Mailing Address****Zip Code Mailing Address****Applicant Email Address****Applicant Mailing Street/PO Address****State Mailing Address****Applicant Contact Phone Number****Place of Employment or Other**

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

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

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

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to

satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

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

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Willow Brook Jackson/Umberger Homestead Museum Advisory Board

**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.**

Charter Member Wythe County Historical Society; currently serving as board member; veteran genealogist; published genealogical articles; currently chair of the Assessments Committee; BA Emory and Henry College; MMus Converse College; additional study UNC/Chapel Hill; art history, University of Edinburgh; Educator, Pulaski County/Carroll County. Volunteer for Wytheville Dept of Museums; Member Wythe Couty Genealogical and Historical Association.

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

Section 10, Item C.

Volunteer, Wytheville Museums

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

Decorative arts background, knowledge of Wythe County history.

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. Copy and paste this link in a new web browser: <https://www.wytheville.org/docs/general/071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf>

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 Spraker

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

James C. Spraker

06/28/2023



Town of Wytheville, VA

06/28/2023

**COMM-23-6**

Application to Serve on Town Committee or Board

**Status:** Active**Date Created:** Jun 28, 2023**Applicant**

Elizabeth Jo Trevillian

**APPLICANT INFORMATION****Full Legal Name****Town or City Mailing Address****Zip Code Mailing Address****Applicant Email Address****Applicant Mailing Street/PO Address****State Mailing Address****Applicant Contact Phone Number****Place of Employment or Other**

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

Joint Industrial Development Authority- Four (4) year term. Members are required to submit Financial and Real Estate Disclosure Form to

satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

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

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Willow Brook Jackson/Umberger Homestead Museum Advisory Board

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

na

**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.**

Business degree; Treasurer of the Wythe County Historical Society, Agape Food Pantry

**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.**

Camcar/Textron ( American Screw Company)

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

Section 10, ItemC.

enjoy volunteering at the Homestead

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.

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## **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:**

Elizabeth Jo Trevillian

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

Elizabeth Jo Trevillian

06/28/2023

**Town Council Approval**



# 10-D

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Appointment – Willow Brook Jackson/Umberger Homestead Museum Advisory Board

### **SUMMARY:**

At the last Town Council meeting, the Council amended the Rules for Transaction of Business for the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to appoint an additional member to the Board. Please find enclosed two applications for consideration of appointment to the Board. This new appointment will be for a five year term, which will expire July 31, 2028.

### **Recommended Action**

To make an appointment to the Board, it will require a motion and vote by the Town Council.



Town of Wytheville, VA

06/28/2023

**COMM-23-5****Application to Serve on Town Committee or Board****Status:** Active**Date Created:** Jun 28, 2023**Applicant**

James Spraker

**APPLICANT INFORMATION****Full Legal Name****Town or City Mailing Address****Zip Code Mailing Address****Applicant Email Address****Applicant Mailing Street/PO Address****State Mailing Address****Applicant Contact Phone Number****Place of Employment or Other**

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

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to

satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

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

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Willow Brook Jackson/Umberger Homestead Museum Advisory Board

**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.**

Charter Member Wythe County Historical Society; currently serving as board member; veteran genealogist; published genealogical articles; currently chair of the Assessments Committee; BA Emory and Henry College; MMus Converse College; additional study UNC/Chapel Hill; art history, University of Edinburgh; Educator, Pulaski County/Carroll County. Volunteer for Wytheville Dept of Museums; Member Wythe County Genealogical and Historical Association.

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

Section 10, Item D.

Volunteer, Wytheville Museums

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

Decorative arts background, knowledge of Wythe County history.

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.

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## 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 Spraker

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

James C. Spraker

06/28/2023



Town of Wytheville, VA

06/28/2023

**COMM-23-6**

Application to Serve on Town Committee or Board

**Status:** Active**Date Created:** Jun 28, 2023**Applicant**

Elizabeth Jo Trevillian

**APPLICANT INFORMATION****Full Legal Name****Town or City Mailing Address****Zip Code Mailing Address****Applicant Email Address****Applicant Mailing Street/PO Address****State Mailing Address****Applicant Contact Phone Number****Place of Employment or Other**

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Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Willow Brook Jackson/Umberger Homestead Museum Advisory Board

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

na

**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.**

Business degree; Treasurer of the Wythe County Historical Society, Agape Food Pantry

**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.**

Camcar/Textron ( American Screw Company)

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

Section 10, ItemD.

enjoy volunteering at the Homestead

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. Copy and paste this link in a new web browser: <https://www.wytheville.org/docs/general/071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf>

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## 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:**

Elizabeth Jo Trevillian

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

Elizabeth Jo Trevillian

06/28/2023

**Town Council Approval**



**10-E**

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Proposed Weight Increase for Heavy Truck Traffic

### **SUMMARY:**

Please find enclosed an email from GoRail requesting the Council to support a group letter from other state and local officials that opposes H.R. Bill 3372 that would increase the truck weight by 11,000. Town Manager Freeman will review this matter with the Town Council.

### **Recommended Action**

If the Council desires to participate in the group letter, it will require a motion and vote by the Town Council.

**PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS****AUGUST 28, 2023****E. Request of GoRail.org**

The Town has received a request from GoRail, a nationwide advocacy group that supports the increased utilization of rail networks, to support the opposition of Bill H.R. 3372. House Bill 3372 purportedly allows the raising of the federal weight limit of heavy trucks from 80,000 pounds to 91,000 pounds. The request cites the negative impacts and high costs of the increased weight on local infrastructure such as roads and bridges, and I am in agreement that the increased weight allowance could have said negative impacts.

Should you choose to support the opposition to this Bill, the letter below will go out under the Mayor's signature.

*Dear Members of Congress,*

*Representing local communities and Americans across the nation, we are concerned about our transportation infrastructure. We strongly oppose proposals in Congress that would allow any increase in truck length or weight—longer double-trailer trucks or heavier single-trailer trucks would only make our current situation worse.*

*Local communities and our residents are what drive this country. We work every day to make sure the needs and safety of our residents are met. Allowing heavier and longer trucks will most certainly set us back in our efforts. Much of our transportation infrastructure that connects people to jobs, schools and leisure is in disrepair, in part because local and rural roads and bridges are older and not built to the same standards as Interstates. Many of us are unable to keep up with our current maintenance schedules and replacement costs because of underfunded budgets.*

*The impacts of longer or heavier tractor-trailers would only worsen these*

*problems. Millions of miles of truck traffic operate on local roads and bridges across the country, and any bigger trucks allowed on our Interstates would mean additional trucks that ultimately find their way onto our local infrastructure. Longer and heavier trucks would cause significantly more damage to our transportation infrastructure, costing us billions of dollars that local government budgets simply cannot afford, compromising the very routes that American motorists use every day.*

*On behalf of America's local communities and our residents, we ask that you oppose any legislation that would allow any increase in truck length or weight.*

*Sincerely,*

XXXXXXXXXXXXXXXXXXXX

---

**From:** Christy Sammon <csammon@gorail.org>  
**Sent:** Thursday, July 27, 2023 3:25 PM  
**To:** Sherry Corvin <sherryc@wytheville.org>  
**Subject:** Letter Opposing Heavier Trucks

Dear Town Clerk Corvin,

I work on transportation policy issues in Virginia for [GoRail](#), a national non-profit that advances smart transportation policy.

I'm reaching out to you about a bill proposed in Congress to raise the federal weight limit of heavy trucks on our nation's roads. [H.R 3372](#) would establish a 10-year "pilot program" for states to test 91,000-pound trucks, a 14% weight increase over the current limit of 80,000 pounds. **We're asking for your help to stop this before it's imposed on your local roads.**

There is already a wealth of data showing this is bad policy, starting with the impact to local roads and bridges and the taxpayers who fund them. An [analysis](#) earlier this year looked specifically at local infrastructure—trucks don't just travel on the Interstate after all—and found that the overall cost of 91,000-pound trucks would be \$60.8 billion.

For example, in **Virginia**:

- Number of local bridges at risk with 91,000-pound trucks: **932**
- Cost of replacing at-risk local bridges: **\$1,277,405,758**

At the current federal weight limit, trucks only cover about 80% of their damage—and a bigger subsidy would mean they pay less. It would also mean more trucks, more traffic, and more emissions

as freight gets diverted away from rail. This so-called “pilot project” is really just a backdoor 11,000-pound increase in maximum truck weight.

We’re working with the Coalition Against Bigger Trucks (CABT) on a group letter from state and local government officials like yourself to be sent to Congress **before H.R. 3372 potentially comes up for a floor vote as early as September**. A similar letter from CABT in 2019 had over 1,000 signers from communities across the country and we’re hoping this effort will send a powerful message to Congress that local roads and bridges simply cannot handle heavier trucks.

[Please click this link to learn more and let us know if we can add your name to the letter.](#) You can also simply respond “add my name” to this email if you wish to sign.

Please reach out if I can answer any questions.

Thank you,

Christy

---

[GORAIL](#)

(678) 890-4870 | [csammon@gorail.org](mailto:csammon@gorail.org)

[See our Issue Brief on Truck Size and Weight for a deeper dive.](#)

**10-F**

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Reschedule/Cancel October Town Council Meeting

### **SUMMARY:**

The first Town Council meeting in October would normally be held on Monday, October 9, 2023, however, this is the Columbus Day holiday, so according to the Town Council's Rules of Procedure, the first October Town Council meeting would be scheduled for Tuesday, October 10, 2023. As the Council is aware, this meeting date conflicts with the date of the Virginia Municipal League Conference. Therefore, the Town Council could reschedule the first October meeting for Wednesday, October 11, 2023, or the meeting could be canceled. To Town staff's knowledge, there are no upcoming matters that would require a public hearing, etc., and if the Council desired, the October 10 meeting could be canceled.

### **Recommended Action**

To reschedule or cancel the October 10 Council meeting, it will require a motion and roll call vote by the Town Council.



# 10-G

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Scheduling Work Session to Discuss a Highway Safety Improvement Program (HSIP) Application

### **SUMMARY:**

The Town staff would request the Town Council to schedule a Work Session at 4:00 p.m. on Monday, September 11, prior to the Town Council meeting, so that Planning Director John Woods can make a presentation to the Town Council about a Highway Safety Improvement Program (HSIP) application regarding traffic calming on Peppers Ferry Road/Monroe Street. Town Manager Brian Freeman will provide more information to the Town Council regarding this agenda item.

### **Recommended Action**

To schedule a Work Session for Monday, September 11, at 4:00 p.m., it will require a motion and vote by the Town Council.

**PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS****AUGUST 28, 2023****G. Schedule a Work Session**

Planning Director Woods has been working with the Virginia Department of Transportation (VDOT) on a Highway Safety Improvement Grant (HSIP) to make vehicular and pedestrian safety improvements to Peppers Ferry Road. These improvements include a road diet, improved ADA access and completion of the sidewalk to Community Boulevard. It is Town Staff's recommendation that the Council review this project in a Work Session on September 11, 2023, ahead of the submittal deadline. If you are in agreement, you will need to take action on this during the Council meeting to schedule the Work Session.

10-H

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Mountain Empire Airport Runway Painting Project

### **SUMMARY:**

The Town has received a request from the Mountain Empire Airport to partner with the other three governing bodies to provide funding for the repainting of the markings on the runway and taxiway. The amount of funding to be shared among the localities is \$5,282, and the Town's portion that is requested for this project is \$1,320.50. Town Manager Brian Freeman will discuss this matter with the Council.

### **Recommended Action**

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

**PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS****AUGUST 28, 2023****H. Mountain Empire Airport Funding Request**

As previously reported, the Town has received a funding request from Mountain Empire Airport for restriping the runway and taxiway. This request was a result of a recent Virginia Department of Aviation inspection that noted the deficiency. The State is paying for 80% of the costs, or \$21,128, and the remaining 20% is being split among the four member localities. Smyth County, Wythe County, Wytheville and Marion are each being asked to provide \$1,320.50. It is anticipated that all member localities will participate in this project, and it is recommended that Wytheville participate at the requested level.

# 12-A

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 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 28, 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 Municipal Offices will be closed and all services curtailed on Monday, September 4, 2023, in observance of the Labor Day holiday.
2. The next Council Work Session will be held at 4:00 p.m., on Monday, September 11, 2023, prior to the regular scheduled Town Council meeting at 5:00 p.m., here in the Council Chambers.

G:\COUNCIL\UPCOMING MEETINGS\2023\082823.docx

13-A

## WYTHEVILLE TOWN COUNCIL



## AGENDA ITEM INFORMATION

<b>Meeting Date:</b>	August 28, 2023
<b>Subject:</b>	Lodging Tax Discussion

### **SUMMARY:**

The Lodging Tax has been placed on the agenda for discussion as requested by the Town Council. Town Manager Freeman will discuss this matter with the Council.

### **Recommended Action**

No action required at this time.

OTHER BUSINESS

AUGUST 28, 2023

A. LODGING TAX DISCUSSION

On Monday evening, the Council will have a discussion regarding the Transient Occupancy Tax, often referred to as the “Lodging Tax.” As a primer for this discussion, I am providing you with some information that will, hopefully, answer some of the questions you may have regarding the topic.

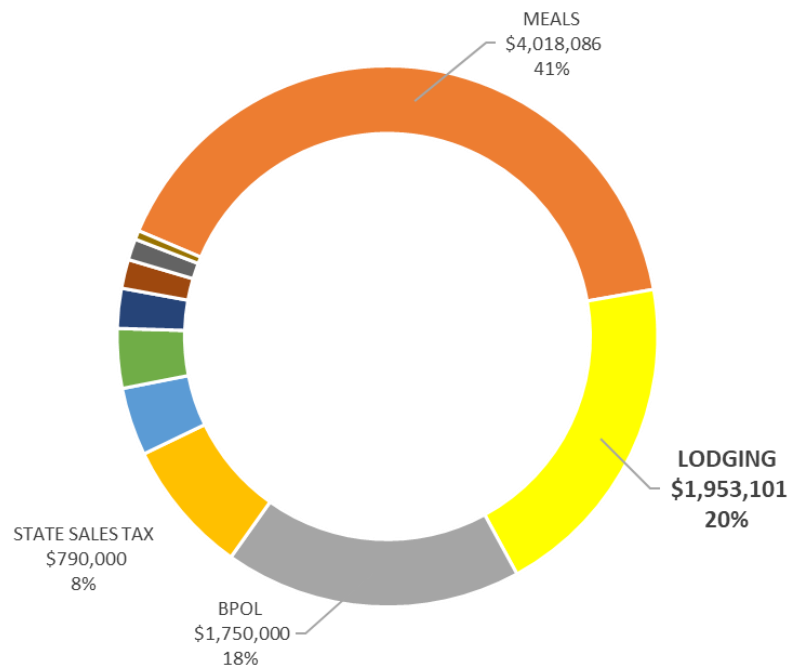
Transient Occupancy/Lodging or Room Tax is a tax on rentals of hotels, motels, guest rooms, bed and breakfasts, campgrounds and other temporary lodging of no more than 30 days. This tax is assessed to the consumer and collected by the business. The current tax rate in Wytheville is 8%.



Lodging Tax has, historically, been a vital revenue stream for the Town of Wytheville. The Town’s situation at the intersection of Interstates 81 and 77, along with favorable building topography and low overall tax rate, combine to make Wytheville a very attractive location for the development of lodging establishments.

- Lodging Taxes hit a high-water mark in FY 2018-19 with a collection of \$1,486,070.
- Due to the COVID-19 pandemic, and a near shut down on travel, these revenues dropped nearly 20% to about \$1,200,000 in FY 2020-21.
- Revenue projections for FY 2021-22 remained very conservative at \$1,400,000, however, collections outperformed those projections.
- The Lodging Tax revenues were projected at **\$1,953,101 for FY 2023-24.**
- **This makes up about 8.8% of the projected General Fund revenue stream for the FY 2023-24 Budget cycle.**

## Lodging Tax Makes up 8.8% of all General Fund Revenues and 20% of all Local Taxes



Percentage of Local Taxes

Lodging Taxes vary across the region from a low of 5% in Bluefield, Virginia, to a high of 9% in Christiansburg, Salem and the City of Bristol, Virginia. The graphic below illustrates the rate and location of the sampled communities along the I-81 and I-77 Interstate corridors.

### Transient Occupancy Tax Rates Across the Region



Davenport Public Finance completed a Comprehensive Financial Review for the Town in January 2023 and made several recommendations, including raising the Lodging Tax by 1 cent by 2025.

Based on the last fiscal years gross lodging receipts, each 1 cent increase would generate approximately \$240,000 in additional General Fund revenue.



13-C

# Town of Wytheville

## September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
All meetings are held in the Municipal Building unless otherwise noted.	<b>CALENDAR SUBJECT TO CHANGE</b>				1	2
3	4 <b>HOLIDAY—TOWN OFFICES CLOSED</b>	5	6	7	8	9
10	11 5:00 PM — Town Council Meeting	12	13	14 6:00 PM-Planning Commission	15	16
17	18 5:30 PM DTW (DTW Office)	19	20 12:00 PM-Housing Authority (HA Office)	21 10:00 AM — NRRWA (NRRWA Plant) 6:00 PM — District III (Marion Office)	22	23
24	25 5:00 PM — Town Council Meeting	26	27	28 3:00 PM — JIDA	29	30

# PRELIMINARY AGENDAS

## Virginia Mayors Institute

### Saturday, October 7

9:00 AM - 5:00 PM Virginia Mayors Institute

5:30 PM - 8:00 PM Reception and Dinner

### Sunday, October 8

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



## Virginia Mayors Institute

October 7-8, 2023 • Norfolk

## VML Annual Conference

### Sunday, October 8

10:00 AM Registration Opens

2:00 PM - 3:00 PM Opening Session

3:30 PM - 5:00 PM Keynote Address by Matt Lehrman

6:00 PM - 8:00 PM Host City Night at the Chrysler Museum of Art

### Monday, October 9

8:00 AM Breakfast

8:30 AM - 10:00 AM Section Meetings

10:15 AM - 11:15 AM Breakout Sessions

11:30 AM - 12:30 PM Breakout Sessions

12:30 PM - 1:30 PM Lunch (includes NBC-LEO, VLGMA, and Women in Local Government ticketed lunches)

1:30 PM - 2:30 PM Annual Business Meeting

3:00 PM - 5:00 PM Mobile Workshops

3:00 PM - 4:00 PM Onsite Workshop Offerings

5:30 PM - 6:15 PM VML Reception

6:15 PM - 8:00 PM Dinner & Innovation Award Presentations

8:00 PM - 10:00 PM Live Music by Soul Expressions

### Tuesday, October 10

8:00 AM Breakfast begins

8:30 AM - 9:30 AM Topical Roundtables

8:30 AM - 10:30 AM Grant Roundtables

9:30 AM - 10:30 AM Breakout Sessions

10:45 AM - 11:45 AM Breakout Sessions

12:00 AM - 1:00 PM Lunch followed by Closing Session



## VML ANNUAL CONFERENCE

NORFOLK

**RESPECT FOR LOCAL GOVERNMENTS**

NORFOLK WATERSIDE MARRIOTT | OCT. 8-10



Main conference activities will take place at the Norfolk Waterside Marriott located at 235 East Main Street, Norfolk, VA 23510.