

TOWN OF WYTHEVILLE DEPARTMENT OF THE MONTH – APRIL 2024

Town Management

The Town Manager and Assistant Town Manager manage and supervise all departments, agencies, and offices of the Town to achieve goals within available resources. Management provides leadership and direction in the development of short- and long-range plans for the Town of Wytheville and conveys these plans to Town Council and Town Departments. Of primary importance is preparing a balanced annual budget that assures the effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Throughout the year, revenues and expenditures, along with the corresponding plans of work, are monitored to assure sound fiscal control and the completion of projects. Management plays a key role in the selection of all department heads, officers, and employees, except those directly appointed by Council.

“The Town of Wytheville operates under the ‘council-manager’ form of government. Our Town Manager and Assistant Town Manager oversee the daily operations of our municipality and provide the leadership and vision to help Wytheville Town Council make decisions for the future. Council and Management working together effectively is vital for the successful operation of our local government,” stated Dr. Beth Taylor, Wytheville Mayor.

| NAME | JOB TITLE | YEARS OF SERVICE |
|-----------------|------------------------|-------------------------|
| Brian Freeman | Town Manager | 16 Years |
| Elaine Holetton | Assistant Town Manager | 2 Years |

Town Clerks

The Department of the Town Clerk is responsible for providing staff support to the Mayor, the Town Council, the Town Manager, the Assistant Town Manager, the Director of Planning and the Director of Public Works. This department prepares meeting agendas and packages and records the minutes for the meetings of the Town Council, the Planning Commission, the Wytheville Economic Development Authority, the Board of Zoning Appeals, the Building Code Appeals Board and the Tree Advisory Committee. Additional responsibilities include storing and logging all agreements, deeds and other official documents of the Town. Staff also drafts documents such as ordinances, proclamations and resolutions and answers questions regarding the Town Code and various other Town rules and regulations. The department also works closely with the New River Regional Water Authority and assists with document retention and various functions of the Authority.

“Our Town Clerks staff are responsible for technical work related to the maintenance and archiving of official records and documents for the Town and Council,” said Brian Freeman, Wytheville Town Manager. “This team performs the valuable service of assisting Town Management and other departments in responding to the questions and concerns of citizens on a daily basis and relaying information which assists us in better serving our community.”

| NAME | JOB TITLE | YEARS OF SERVICE |
|----------------|-------------------------------|-------------------------|
| Sherry Corvin | Town Clerk | 31 Years |
| Brandi Jones | Chief Deputy Clerk | 21 Years |
| Lauren Bedwell | Deputy Clerk – Administration | 2 Years |

Town Attorney

The Town Attorney provides legal counsel and services to the Town Council and Town Management. The attorney serves as legal counsel during Town Council meetings, and other meetings as requested by the Town Manager or Council. The Town Attorney drafts ordinances, resolutions, contracts, deeds, leases, franchises, and other legal documents. Duties also include performing essential court-related functions such as prosecuting and defending suits, performing court actions and participating in proceedings, litigating claims, and other court related tasks on behalf of the Town and Council. The Town Attorney prepares legal information for dissemination to relevant departments, as needed, such as changes to the Code of Virginia, and can review and provide guidance on contracts, leases, insurance and claims, as needed.

The Interim Contractual Town Attorney is Paul Cassell with Cassell & Crewe, P.C.

“Having legal counsel readily available is important as we are endeavoring to make effective and efficient decisions regarding how the Town handles various issues which arise in the carrying out of local governmental services,” said Brian Freeman, Wytheville Town Manager. “Mr. Cassell’s vast experience working with local government is beneficial when we must navigate legal issues that arise in our operation.”